

<b>DAVIE COUNTY, NC</b> <b>FIRE MARSHAL'S OFFICE</b> STANDARD OPERATING GUIDELINES	REVISION DATE  6/4/2018
SUB DOCUMENT  <b>STATION POLICY</b>	ADMIN  PAGE 1 OF 3
	DCFM # 100-013

- 1.1. The Davie County Fire Marshal's Office (DCFMO) prides itself on self- governance and a "team concept" between our members. We work as a cohesive unit that must function as a team during station/office and emergency operations. All members must put personal preferences aside and work toward the same goal and mission: the benefit of our Citizens we serve and our County.
- 1.2. The following guidelines are designed to help promote a positive team attitude and an efficient, effective working environment:
  - 1.2.1. All personnel shall conduct themselves in an orderly and respectable manner and behave in a way that brings credit to the DCFMO. Members shall treat others with respect and refrain from the use of abusive derogatory or foul language both in the station and in the public view.
  - 1.2.2. Personnel shall treat all County and personal property in such a manner so as to avoid damage and prevent loss, theft, or destruction of that equipment. Any willful destruction, theft or damage or failing to make efforts to stop such damage, theft or destruction will be grounds for disciplinary action.
  - 1.2.3. All personnel are required to clean up after themselves and to assist other members in keeping the station clean. This includes (but isn't limited to) throwing away trash, washing dishes, cleaning the kitchen, and bathrooms.
    - 1.2.3.1. Station housework is completed as necessary. All personnel in the station will cease all activities and participate in station housework. Assignments and cleaning activities will be at the discretion of the personnel on duty and may include but are not limited to: pulling all trash, vacuuming, sweeping and mopping of all floors, cleaning the kitchen, cleaning apparatus bays, wiping down walls and furniture, cleaning the restroom.
  - 1.2.4. All personnel shall make reasonable efforts to maintain building security at all times.
  - 1.2.5. No horseplay is permitted in the station. No throwing of balls, wrestling, or otherwise engaging in rambunctious behavior is permitted in the station.

<b>DAVIE COUNTY, NC</b> <b>FIRE MARSHAL'S OFFICE</b> STANDARD OPERATING GUIDELINES	REVISION DATE  6/4/2018
SUB DOCUMENT  <b>STATION POLICY</b>	ADMIN  PAGE 2 OF 3
	DCFM # 100-013

1.2.6. Members are not to leave personal belongings lying around the station (dayroom, apparatus bays, etc...) for extended periods of time. Personal belongings left in the station will be collected on a regular basis and bagged with a note identifying the time that the items will be donated to charity.

Members are expected to read the bulletin and dry erase boards in the dayroom and apparatus bay, emails, memos and Active 911 for notification of special events, notices, available shifts and changes in policy and/or procedures. All policies, procedures, and news are on-line or on disk. Hard copies will not be distributed to our membership.

1.2.7. Use of any other member's personal property without specific permission of that member is strictly forbidden, and will result in disciplinary action and/or dismissal from the DCFMO.

### 1.3. VISITORS IN THE STATION

1.3.1. All personnel shall treat citizens who visit the station for any purpose in a courteous manner. A Firefighter shall ensure that someone greets the visitor and determines his or her business in the station.

1.3.2. Citizens requesting directions or information shall be provided with the requested information to the best of the member's ability.

1.3.3. Citizens requesting to see the station or apparatus shall have a member assigned to them to answer any questions.

1.3.4. Visitors are not permitted in the bunkroom without permission of the OEM Director or Fire Marshal.

1.3.5. All visitors of members to the department are required to leave by 2200 hours unless approved by the OEM Director or Fire Marshal.

1.3.6. Members of other fire departments and citizens are welcome in the station as long as they abide by the DCFMO's station policies.

<p style="text-align: center;"><b>DAVIE COUNTY, NC</b>  <b>FIRE MARSHAL'S OFFICE</b>  STANDARD OPERATING GUIDELINES</p>	REVISION DATE  6/4/2018
<p style="text-align: center;">SUB DOCUMENT</p> <p style="text-align: center;"><b>STATION POLICY</b></p>	ADMIN  PAGE 3 OF 3
<p style="text-align: right;">DCFM #</p>	100-013

#### 1.4. PARKING OF PERSONAL VEHICLES

- 1.4.1. Personal vehicles of members shall be parked in the designated parking spaces provided.
- 1.4.2. Members responding to calls may leave personal vehicles in any area not blocking apparatus response. These vehicles shall be moved as soon as possible upon returning from the alarm.
- 1.4.3. No private vehicles (including motorcycles) are to be in the station unless they are actually being worked on with the permission of the OEM Director or Fire Marshal.
- 1.4.4. The County Of Davie will not assume liability for damage to any private vehicle brought into the station.
- 1.4.5. Members can not store broken vehicles or abandoned vehicles for an extended period of time, which will be determined by the the OEM Director or Fire Marshal. Such vehicles are subject to towing at the owner's expense.

#### 1.5. DONATIONS RECEIVED

- 1.5.1. Any donation received by members from any citizen shall be considered a donation to the DCFMO. Under no circumstances will any member be permitted to retain donated funds or accept any tips for service rendered.
- 1.5.2. Any donations received shall be attached to or enclosed in an envelope with a notation as to the donor, the date and time received. Donations shall then be left with the EMS Administrator at Station 1 for deposit into a DCFMO account.

#### 1.6. SMOKING POLICIES

- 1.6.1. Smoking is not permitted at any time in the station.
- 1.6.2. Smoking is not permitted at any time on county apparatus or in county cars.