

	Terryville Fire Department Chiefs Policies	
	<u>Subject</u> Station Rules	CP# 2-05 <hr/> Initiated 3/1/2015
	<u>Authority</u> Chief of Department	Revised

A. PURPOSE

1. Because of the duties performed by firefighters and EMS personnel, a firefighter is seen as a person in the public trust. Therefore, firefighters can, and must be held to a higher moral and ethical standard than a citizen. The following standards of conduct shall apply to all members of Terryville Fire Department. All members must follow any additional rules set forth within Terryville Fire District policies and best practices.

B. POLICY

1. The station phone shall be used with discretion, keeping calls to a minimum in duration. When answering the station phone state: "Terryville Fire Department" and speak in a professional manner. All personal calls shall be brief and must terminate upon receipt of an alarm.
2. Members shall not mark, alter or deface any posted notice of this department.
3. No property belonging to the Terryville Fire District shall be taken from any station, except on department business or with prior approval of a chief or company captain. Any equipment that is authorized to be taken must be signed out with the dispatcher or company captain.
4. It shall be the responsibility of each member to maintain the station in a clean and orderly fashion. Each member is expected to clean up after each use.
5. Any person entering the station shall be treated with due respect and courtesy. The member shall introduce him or herself to the individual and offer their assistance.
6. Non family member visitors within the fire stations shall not be left unattended unless authorized by the Terryville Fire District.
7. Smoking shall be prohibited inside all stations, in accordance with NYS law.
8. All members are responsible for safeguarding district and department property and equipment. No member shall intentionally misuse or tamper with firematic or EMS equipment.

9. While the district allows members to perform minor repairs to personal vehicles within the station, such work shall not be permitted in a bay facing the roadway. Work shall be completed by 2400 hrs and the area and floor shall be cleaned upon completion.
10. The district mechanic shall not be interrupted unnecessarily during the course of his work day.
11. The PA system with the stations shall be used strictly for paging people and other official messages. The PA system shall only be used by dispatchers, chiefs, company officers and authorized district employees.
12. Department members are not allowed in the radio room unless they are conducting official business in which such visit shall be as brief as possible. The radio room shall be off limits to all personnel during the time of an alarm unless authorized by the Chief.
13. Department members are not allowed in the EMS room unless they are conducting official business relating to patient confidentiality in which such visit should be as brief as possible.
14. The Chiefs Office and conference room area shall be off limits to all members unless such member(s) has official business to conduct with a Chief Officer, Department Administrative Officer, or the Terryville Fire Department Benevolent Association.
15. No firearms or other weapons shall be brought onto district property except for authorized personnel who require such weapons in their line of work.
16. Children under the age of 12 shall not be left unattended on district property. Children ages 12 and older shall remain in the TV room area during the time of alarm.
17. The Station 1 meeting room may be used for personal use, such as a family party. Members may request permission to use the room by submitting an application to the company captain who will forward the request to the Chiefs Office. Final approval is made by the Board of Fire Commissioners. Members must adhere to all rules set forth by the Board of Fire Commissioners.
18. Members shall make every attempt to safeguard their assigned key FOB. Under no circumstances shall a key be provided to a non-member, including family, without permission from their Captain. Members shall not provide their key fob to another member in order to access an area that the member would not ordinarily have access to. If a member loses their key FOB, they shall notify their company captain as soon as possible and request a new key from the District Manager.