

SOG C-12
Revised 12/31/08
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C-12: Use of Department Facilities and Equipment

- A. In the interests of the community, whose taxes have paid for the facilities and equipment, the following standards are established.

Use of Stations

- A. Stations shall not be used by organizations or groups other than Department sponsored functions such as CPR classes, fire training classes, meetings, etc., unless otherwise authorized by the Chief or his designee.
- a. Authorized classes and meetings shall be scheduled in advance and shall be logged in the books located in the office for that purpose.
- B. Maintenance of private vehicles in fire stations is a privilege extended to firefighters of this Department only.

Use of Equipment

- A. Department owned equipment is purchased with funds from taxpayers of this Department and therefore shall not be loaned or removed from the premises for private or personal use.
- a. Exception: Certain items such as:
- i. Mops, squeegees, and pails, etc., may be loaned, providing that such loan would lessen the chances of the Department being dispatched to help prevent the loss or damage of additional property.
 - ii. Equipment may, if not detrimental to this Department, be loaned to other governmental agencies or departmental employees (with the authorization of a Chief Officer).

Personal Property in Stations

- A. Storage of personal property or equipment (not related to job responsibilities) in buildings or on grounds in excess of seven (7) calendar days is prohibited without authorization of the Chief of Operations, or his/her designee and notification of the Station Captain.
- a. **Formally, the on-duty Battalion Chief is the designee for the Chief of Operations.**
- B. Firearms of all kinds are positively prohibited at any time in fire stations, on apparatus, or on Fire Department property unless stored in a privately owned vehicle. Firearms stored in privately owned vehicles shall not be displayed, handled or shown. The restriction does not apply to firearms carried by police officers.

Personal Vehicles at Stations

- A. **Inside Stations** – Personal vehicles may be brought into the stations after 1700 hours Monday through Saturday and 1200 hours on Sunday, provided they are out of the station by 0700 hours and they do not interfere with the functions of the Fire Department. Employees of other agencies that use our facilities are subject to this rule also (i.e. King County Medic One).
- a. Vehicle parked inside stations may not block doorways or compromise exiting, and may only be parked in “drive through” bays after permission is obtained from the Station Officer.
 - b. Personal vehicles must remain unlocked and able to be moved while in the station.
 - c. Bicycles are not subject to the hours listed.
- B. **Outside of Stations** – Storage of vehicles outside of buildings on the grounds in excess of seven (7) calendar days is prohibited without authorization of the Chief of Operations or his/her designee and notification of the Station Captain. “Personal” vehicles include motor vehicles, motorcycles, trailers, boats, and recreational vehicles.
- a. When SKFR employees park a vehicle at one of the stations because of its close proximity to the airport while traveling, leave a note on the dry erase board in the watch office listing:
 - i. Whose car it is
 - ii. When it was left
 - iii. When you will return
 - b. It is not necessary to leave personal vehicle keys at the stations.
 - c. At Station 26 use the parking spaces west of the generator so that the on-duty crews have room to park their vehicles. Parking while out of town can exceed seven (7) calendar days although notifying the Station Captain by email or phone is strongly encouraged.
- C. Personal motor vehicles brought onto Fire Department property shall have valid insurance and current registration as required by state law.