North Kingstown Fire Department

Standard Operating Guidelines		6000 Series
Effective Date:	Station Security	Miscellaneous
4/2021		6130
Revision Date:		
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I. PURPOSE

To establish standard procedures and practices for station security for the North Kingstown Fire Department (Department).

II. POLICY

It is the policy of the North Kingstown Fire Department to maintain station security whenever possible. Company officers shall be responsible for maintaining security for fire stations and preventing unauthorized entry.

Stations should be maintained so that when the company is in quarters there is no possibility for anyone to enter without the knowledge of a member of the company.

Apparatus bay doors and other exterior doors leading to the apparatus floor shall remain secured and closed when personnel are not present on the apparatus floor. All other doors shall be locked whenever practicable.

Visitors or strangers who enter a station should be respectfully approached and the nature of their business ascertained. Visitors and strangers shall not be permitted to enter/remain within the station unaccompanied. Requests for station/apparatus tours shall be coordinated through the Fire Chief's office.

Station living quarters and the apparatus floor shall constitute high-security areas and are only accessible by authorized personnel.

All on-duty officers shall be notified when Department mechanics, other Town employees, [i.e., Facilities, IT, etc.] and/or outside vendors enter the station.

Company officers shall sign for deliveries and/or work completion forms and shall ensure signed forms are forwarded to the shift commanders office without delay.