

		<b>MUKWONAGO FIRE DEPARTMENT</b>  <b>OPERATING PROCEDURES</b>	
Fire Station and Equipment		Approved by: Chief Jeffrey R. Stien	
POL #12	Draft Date: 5-31-92 (SOG 7), 1-13-93 (SOG 24), 12-5-99 (POL)	Revision Date: 1-22-09, 4-29-09, 4/24/12	Effective Date: 05/07/12

**Purpose:** The purpose of this policy is to outline expectations regarding the use of Mukwonago Fire Department Stations and equipment.

**Scope:** This policy is to be followed by all officers and members of this department. Authority to deviate from this policy/procedure rests with the officer in charge of the incident who will be responsible for the results of any deviation.

- A. Admittance to Station #1 and/or Station #2 shall be limited to the members of the Mukwonago Fire Department, Auxiliary, Honorary Members, or employees of the Village and Town of Mukwonago. Other persons shall be accompanied by an individual from any of the above groups.
  - 1. The front two entrances at Station 2 and the back two entrances at Station 1 are monitored by the Key Fob log. Members should never give their key fob to anyone else to use, at any time.
- B. There shall be no personal use of firefighting equipment.
- C. Any personal equipment that is stored in any of the Mukwonago Fire Department stations must have the following:
  - 1. Be approved by the Chief of the Department, with proper documentation showing its operation, any federal, state and/or local compliance and proof of ownership.
  - 2. Be properly identified as to ownership and copy of personal equipment form will be placed in member's personnel file.
- D. If any member chooses to store personal equipment in the stations, it is with full understanding that said member assumes full responsibility for any loss or damage.

- E. Upon investigation, termination from the Mukwonago Fire Department will result if any equipment is tampered with. ***This includes personal property and emergency equipment/property of the Mukwonago Fire Department.***