

		<p>MUKWONAGO FIRE DEPARTMENT</p> <p>OPERATING PROCEDURES</p>	
Use of Station Common Areas		Approved by: Chief Jeffrey R. Stien	
POL #27	Draft Date: 2/26/09, 9/9/09	Revision Date: 3/19/12	Effective Date: 3/19/12

PURPOSE: The purpose of this policy is to outline expectations regarding the use of Mukwonago Fire Department common areas.

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. The station common areas of the Mukwonago Fire Department include the following:
 - 1. Training Room
 - 2. Day Room
 - 3. Dorm Rooms
 - 4. Rest Rooms
 - 5. Laundry Facilities

- B. The Mukwonago Fire Department does not tolerate conduct or behavior reflecting adversely on the Fire Department. (Policy 13 – Rules of Conduct).
 - 1. Property damaged resulting of unprofessional behavior will be billed to the offender(s).

- C. No alcohol, illegal substances, or weapons of any kind are permitted in Mukwonago Fire Department facilities or any municipal vehicles. This includes parking lots, common areas (including training room, day room, dorm rooms, rest rooms, and laundry facilities), training grounds, surrounding property or other owned or leased facilities.

- D. The use of tobacco products, (smoking, chewing or snuff tobacco) in Mukwonago Fire Department facilities or vehicles is forbidden.
 - 1. Dispose of tobacco in the proper receptacles outside the building.
 - 2. Parking lots, flowerbeds, drinking fountains and the like are not appropriate receptacles.
- E. Out of respect and maintaining professional appearance, there will be no hats worn in the facility during any training or meetings.
- F. Quiet time in the station common areas will be from 22:00 – 06:00 hours daily.
- G. Sexual activity of any nature will not occur in the Mukwonago Fire Department facilities or any municipal vehicles at any time. This includes parking lots, common areas (including training room, day room, dorm rooms, rest rooms, and laundry facilities), training grounds, surrounding property or other owned or leased facilities.
- H. The Mukwonago Fire Department will not be responsible for the loss or damage of any personal property used or left in any of the station common areas.
- I. Policy prohibits the display and possession of pornographic or otherwise sexually suggestive material in fire department facilities including vehicles. No pornographic magazines, pictures, books, videos or DVD's are allowed in the fire department dormitories, classroom or day room. Open display of pin-ups, posters, or other depictions of nude or scantily or suggestively clad persons on fire department premises will be deemed a violation of this policy. (see Policy 10 – Image Recording)
- J. Turnout gear is not permitted on any carpeted area at any time.
- K. Please help maintain the highest quality living and working conditions. Pick-up refuse in the buildings or parking lots, do not walk by it. Immediately report repairs or service needs to your immediate supervisor.
- L. The following outlines specific conditions for each of the station common areas:
 - 1. Training Room**
 - a. Turnout gear shall not be worn in the training room at any time.
 - b. During meetings, trainings, or class sessions, pagers and cell phones shall be kept off or in the vibrate position so as not to disturb.

- c. Food and drink are permitted with the exception of the Monthly Fire Department Meeting.
 - Clean up all spills immediately
 - If the spill leaves a mark or a stain, notify the on duty officer.
- 2. Day Room**
- a. The day room is available for your relaxation and enjoyment.
 - b. Keep this common area in an orderly condition at all times.
 - c. Be courteous and democratic when viewing television or playing video games.
 - d. Dorm rooms are provided at Station 1 and Station 2. To fully utilize the available dorm rooms, sleeping in the day room from 22:00 – 06:00 is prohibited unless authorized by the Chief of department or designee.
- 3. Dorm Rooms**
- a. Only personnel may use the dorm rooms – eligible Mukwonago Fire Department and outside paramedic students. This usage shall be limited to periods of time during which personnel are on duty as full-time or on call.
 - b. During periods of maximum sleeping capacity at Station 1 or staffing requirements dictate personnel are required at Station 2, refer to Policy 26 – Overnight Station Staffing.
 - c. All persons using the dorm rooms will follow Policy 13 – Rules of Conduct at all times.
 - There shall be no more than two (2) people staying in each dorm room at a time.
 - There shall be no co-ed dorms.
 - d. Personnel will supply their own bedding (sheets, pillowcase, pillow, etc.)
 - e. Personnel staying in the dorm room will keep the room neat and tidy. Floors will be free of personal items, trash removed daily, and bathrooms kept clean. After each stay, return the dorm room to an orderly condition, ready for the next person.
 - f. In the rare event of a catastrophic event or state of emergency, (i.e., snow storm, tornado, etc.) the dorm rooms can and will be used to provide shelter to displaced citizens.
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4. Rest Rooms

- a. Rest rooms and shower areas are to be kept clean immediately following use.

5. Laundry Facilities

- a. Each station has laundry facilities available for cleaning items (turnout gear, linens, member uniforms, etc.) that may have become soiled during the course of an incident or training. Laundry facilities are not for cleaning routine personal items not soiled during the course of an incident or training.
- b. Clean lint traps after each use.
- c. Fold and put away cleaned and dried linens.
- d. Keep laundry facilities in an orderly condition.