

Table of Contents
OPERATIONS MANUAL
STANDARD INSTRUCTION 6 STATION MANAGMENT
SECTION 08 STATION SECURITY

I.	PURPOSE	2
II.	SCOPE	2
III.	AUTHORITY	2
IV.	POLICY	2
A.	Entrance to Quarters	2
B.	Floor Watch Duties	2
C.	Receiving an Alarm	3
D.	Portable Radio and Alerting Device Security	3
E.	Fire Station Visitation Guidelines	3
F.	Unattended Quarters.....	4
G.	Department Owned Vehicles, Lockers, Desks, Etc.	4

TITLE O P E R A T I O N S M A N U A L	STANDARD INSTRUCTION 06		DEPARTMENT F I R E - R E S C U E
SUBJECT STATION MANAGEMENT: STATION SECURITY	SECTION 08	PAGE 2 of 4	EFFECTIVE DATE 16 August 2022

I. PURPOSE

To provide procedures on maintaining fire station security.

II. SCOPE

This policy shall apply to all sworn San Diego Fire-Rescue Department (SDFD) personnel, except lifeguards.

III. AUTHORITY

The fire chief authorizes the information within this policy.

IV. POLICY

A. Entrance to Quarters

While companies are in quarters, stations shall be maintained in a manner that will not allow anyone to enter without the crew's knowledge. Apparatus doors shall be closed when deemed necessary by the company officer for security purposes.

1. Company officers shall be responsible and accountable for the proper closing of overhead doors when the apparatus leaves the station.
2. Company officers may delegate the duty of closing the doors to another crew member, but the final responsibility remains with the officer.
3. Battalion chiefs shall be responsible for closing their own overhead door.

B. Floor Watch Duties

1. At the discretion of company officers or battalion chiefs, a floor watch may be assigned when necessary to monitor station security or offer community assistance. Company officers shall arrange for a floor watch whose duties shall include:
 - a. Reporting all visits of chief officers to the company officer
 - b. Promptly and courteously greeting any person or visitor entering the station
 - c. Raising and lowering the flag
 - d. Maintaining all necessary lighting
 - e. Maintaining station surroundings
 - f. Monitoring unsecured apparatus parked outside the station
2. A floor watch is not required when the apparatus doors are closed and entrances to the station are secure.
3. Personnel assigned to floor watch shall observe all unsecured doors/openings. Otherwise, additional personnel need to be assigned to assist with these duties.
4. If the floor watch personnel must leave the apparatus floor, even momentarily, the apparatus floor shall be secured. There are no exceptions.

TITLE O P E R A T I O N S M A N U A L	STANDARD INSTRUCTION 06		DEPARTMENT F I R E - R E S C U E
SUBJECT STATION MANAGEMENT: STATION SECURITY	SECTION 08	PAGE 3 of 4	EFFECTIVE DATE 16 August 2022

5. Locked gates or fenced areas still require that doors to the station be locked for the station to be secure.
6. When members of the community arrive at the station requesting assistance and the assistance causes station security to be compromised, the person assigned floor watch shall request assistance from other crewmembers.
7. More than one person may be necessary to monitor the security of the station and the unsecured apparatus parked outside of the station.

C. Receiving an Alarm

1. An employee receiving an alarm or incident information by any means other than routine methods (overhead paging, smartphone alert, radio dispatch, etc.) shall immediately notify the other employees in quarters.
2. When an emergency is reported, the company officer shall notify the Metro Emergency Command and Data Center (ECDC) and request appropriate resources.

D. Portable Radio and Alerting Device Security

1. Individual crewmembers are responsible and accountable for their assigned radio(s), alerting devices, and any other associated accessories.
2. During any relief or change over, on-coming personnel shall account for the presence of their assigned radio(s), alerting devices, and any other associated accessories.
3. All radios shall be taken with the crew if the apparatus is unattended and not locked (such as pre-fire planning, in-service training, battalion meetings, code-9, etc.)
4. Failure to adhere to this policy may subject the employee to discipline.
5. Company officers are responsible for ensuring that radios and alerting devices are secured and that crewmembers adhere to these procedures.

E. Fire Station Visitation Guidelines

The expressed permission of the company officer is required before any visitor is admitted onto San Diego Fire-Rescue Department property. All visitations will follow the following guidelines:

1. All visits will be of a limited duration
2. All visitors will be limited to the apparatus floor, watch room, kitchen, rest room and ready room

TITLE O P E R A T I O N S M A N U A L	STANDARD INSTRUCTION 06		DEPARTMENT F I R E - R E S C U E
SUBJECT STATION MANAGEMENT: STATION SECURITY	SECTION 08	PAGE 4 of 4	EFFECTIVE DATE 16 August 2022

3. A responsible adult will accompany all minor visitors
4. Exceptions to the preceding guidelines may be made by the battalion chief, or in the case of pre-arranged tours.
5. Pre-arranged tours shall be conducted by a minimum of two crew members in Class B uniforms.

F. Unattended Quarters

1. All exterior entrances to fire stations shall be locked when the station is left unattended.
2. To minimize the time required to secure the station, it shall be the responsibility of the company officer to assign personnel to specific functions necessary to secure the station.
3. These functions are to be performed at the initial signal of an incoming alarm.

G. Department Owned Vehicles, Lockers, Desks, Etc.

1. Employees may be assigned department owned vehicles, lockers, desks, cabinets, and cases for the mutual convenience of the Department and its personnel.
2. All personnel are reminded that the retention of personal items in such containers or facilities is at the risk of the employee and the Department will not be responsible for any losses.
3. Employees shall not place personally owned locks on department property, except for personally assigned lockers.
4. The department property/equipment is subject to entry and inspection without notice, except that inspection of lockers assigned to individual employees will be made only in the employee's presence, or with the employee's consent, or where a valid search warrant has been obtained, or if the employee has been notified that a search will be conducted.
5. Where the employee has been notified of the inspection and the employee indicates a desire to be present at the opening, the employee shall be given a reasonable period of time to come to the locker.
6. If Department needs require immediate access and the department attempted to notify an off-duty employee by calling the telephone number currently on file with the Department, the employee's locker may be opened without notice.
7. Upon the employee's return to work, the employee shall receive notice that their locker was opened and what items, if any, were removed.