

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
SUBJECT STATION MANAGEMENT: STATION SECURITY		SECTION 08	PAGE 1 of 4	EFFECTIVE DATE 12/18/03

VIII. STATION SECURITY PROCEDURES

A. Entrance to Quarters

1. While companies are in quarters, stations shall be maintained in a manner that will not allow anyone to enter without an employee's knowledge. Apparatus doors shall be closed when deemed necessary by the company officer for security purposes.
2. Company officers shall be responsible and accountable for the proper closing of overhead doors when the apparatus leaves the station.
3. Company officers may delegate the duty of closing the doors to a subordinate but the final responsibility remains with the officer.
4. 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 quarters.
 - c. Raising and lowering the flag.
 - d. Maintaining all necessary lighting.
 - e. Maintaining station surroundings.
 - f. Monitor 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.

TITLE OPERATIONS MANUAL		STANDARD INSTRUCTION 06		DEPARTMENT FIRE
SUBJECT STATION MANAGEMENT: STATION SECURITY		SECTION 08	PAGE 2 of 4	EFFECTIVE DATE 12/18/03

3. Personnel assigned to floor watch shall be in a position to observe all unsecured doors/openings. Otherwise, additional personnel need to be assigned to assist with these duties.
4. If the floor watch personnel needs to leave the apparatus floor, even momentarily, the apparatus floor shall be secured. There are no exceptions.
5. Locked gates or fenced areas that have open access to the station are not considered a secure station.
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 for other crewmembers to assist the community member(s) or maintaining station security.
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

An employee receiving an alarm by any means other than the regular alarm systems shall immediately notify the other employees in quarters. When an emergency occurs, it is necessary to notify FCC.

D. Portable Radio Security

Individual crewmembers are responsible and accountable for their assigned radio. During any relief or change over, on-coming personnel shall account for the presence of their assigned radio. All radios shall be taken with the crew if the apparatus is unattended (such as pre-fire planning, in-service training, battalion meetings, etc.) or if the apparatus is unsecured/unlocked. When the apparatus is outside of quarters and unlocked or in an unsecured area, no 800MHz portable radio shall be left unattended on the apparatus. Failure to adhere to this policy may subject the employee to discipline. Company officers are responsible for ensuring that radios 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:

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
SUBJECT STATION MANAGEMENT: STATION SECURITY		SECTION 08	PAGE 3 of 4	EFFECTIVE DATE 12/18/03

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.
3. A responsible adult will accompany all minor visitors.

Exceptions to the preceding guidelines may be made by the Battalion Chief, or in the case of pre-arranged tours. Pre-arranged tours shall be conducted by a minimum of two Department employees in Class B uniforms.

F. Unattended Quarters

All exterior entrances to fire stations shall be locked when the station is left unattended for any reason. In order to minimize the time required to secure the station, it shall be the responsibility of the Captain to assign personnel to specific functions necessary to secure the station. These functions are to be performed at the initial signal of an incoming alarm.

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

Employees of the San Diego Fire-Rescue Department may be assigned departmentally owned vehicles, lockers, desks, cabinets, and cases for the mutual convenience of the Department and its personnel. 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. Employees shall not place personally owned locks on department property.

1. 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 after notice, or attempted notice to the individual employee, or where a valid search warrant has been obtained.
2. 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.
3. 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. Upon

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
SUBJECT STATION MANAGEMENT: STATION SECURITY		SECTION 08	PAGE 4 of 4	EFFECTIVE DATE 12/18/03

the employee's return to work, the employee shall receive notice that their locker was opened and what items, if any, were removed.

H. Flag Etiquette for Uniformed Personnel

Proper flag etiquette shall be observed at all times by Department employees in uniform.

1. The standard salute of this Department shall be uniform cap held by right hand and placed over the left breast.
2. The flag shall be flown at fire stations between the hours of 0700 and 1700.
3. The flag shall be lowered to half-staff on any day traditionally observed (i.e., Memorial Day), or declared by the President to be a national day of mourning. In addition, when a City employee is killed in the line of duty, the flags will be lowered on the day of the funeral. Special notification shall be given as to the manner in which the flag shall be flown at times other than routine.