

## Chapter 4-1

### Standard Operating Policy for House Rules

Effective 01-19-05

rev. 10/12/04

#### 1. Purpose

This SOP details specific rules related to the PVFD station, equipment, and activities occurring at PVFD.

#### 2. Scope

This SOP applies to all PVFD members.

#### 3. House Rules

1. Disorderly conduct, horseplay, and vulgarity will not be tolerated by members or visitors to the PVFD.
2. Only PVFD members and guests accompanied by PVFD members are allowed in the bay area except during PVFD public functions.
3. PVFD equipment or facilities shall not be used for personal use without prior permission of a Chief Officer.
4. Anyone using the station meeting area must clean it immediately after use.
5. Station items such as tables, chairs, etc. shall not be removed from the station without prior approval of the Fire Chief or the Interior Facilities Coordinator.
6. No one is allowed to spend the night on PVFD property without prior permission of a Chief Officer.
7. All members shall work to keep the building and grounds clean and orderly.
8. Turnout gear shall not be used for non-PVFD activities without prior permission of a Chief Officer.
9. All members shall work to keep the station secure at all times.
10. The last person to leave the station shall turn off all lights and make sure all doors are locked.
11. Cigarette butts, tobacco spit, and chewing gum are not to be placed on floors, lawns, or outside areas.
12. Tobacco products shall not be used during training or meetings other than at designated break times.
13. If you make a mess, you are responsible to clean it up.
14. PVFD members are responsible for the conduct of their guests.
15. Washing POVs shall not be done with PVFD supplies, and not without the prior permission of a Chief Officer.
16. No hazardous waste, chemicals, or excessive dirt shall be flushed into the station drainage system.
17. Apparatus shall not be left outside during inclement weather to facilitate a personal use of the station without prior permission of a Chief Officer.