

## **6.1 STATION POLICY - SECURITY OF STATIONS AND APPARATUS**

- 6.1.1 Full size apparatus (excluding staff and utility vehicles) shall not be left outside when the stations are unoccupied. All apparatus shall be placed inside the building, and all doors shall be secured.
- 6.1.2 Station doors shall not be left open needlessly, regardless of station occupancy.
- 6.1.3 Apparatus that must be left outside the station shall be periodically monitored. Doors shall be locked if so equipped.
- 6.1.4 If apparatus left outside the station has a keyed ignition switch, the keys will be removed and placed on the station key board
- 6.1.5 The last member(s) to leave the station will insure that all doors are secured and all lights are turned off, except those normally left on for station security.
- 6.1.6 The combination and/or keys to station locks are not to be given to non-members.
- 6.1.7 Members personal vehicles shall be properly secured whenever parked on company property. Keys for personal vehicles shall not be left in plain view in the station.
- 6.1.8 Station guests shall be accompanied at all times by a member. If the member responds to a call for service, the guest must leave the station until the member returns from the call.

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