

# Cedarville Township Volunteer Fire Department

## Guests at the Firehouse Policy

### 2017

In an effort to limit unauthorized access to the confidential information, as well as the materials, gear, and vehicles of the Cedarville Township Volunteer Fire Department, the Cedarville Fireman's Association Executive Committee has implemented the following policy in regards to having visitors at the firehouse.

1. Any member of the Cedarville Township Volunteer Fire Department, whether you are a department member, voting member, non-voting member, or probationary member, may use the meeting room and kitchen to host guests, if it is available. Each member is required to clean up after themselves and is to leave the area they used in a better condition than it was when they arrived.
2. No one should use/be in the Chief's office without permission.
3. Use of the officer's office should be limited to the completion of official Fire Department business unless you have been given permission to use the office by the Chief or Captains. No guest should be in the officer's office at any time due to the confidential nature of the information that is kept there.
4. Full Department members, voting and non-voting members may have guests with them at the station without prior approval.
5. Probationary members may **NOT** have guests at the fire station unless one of the following criteria has been met:
  - a. A department member, voting or non-voting association member is at the station the entire time the probationary member and their guests are at the station.
  - b. The probationary member has received approval **ahead of time from the Chief, Captains, or any member of the Executive Committee** to have guests at the firehouse. The probationary member is responsible for all the guests that they have at the station, as well as all materials used at the station.
6. Consequences for breaking this policy are as follows:
  - a. 1<sup>st</sup> violation—a verbal warning will be issued and placed in their file.
  - b. 2<sup>nd</sup> violation—use of the fire department for personal use will be suspended indefinitely and can only be reinstated by the Executive Committee.
  - c. 3<sup>rd</sup> violation—may result in dismissal from the Cedarville Fireman's Association.

August 29, 2011

Revised February 8, 2017

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Kyle E. Miller  
Fire Chief  
Cedarville Township Volunteer Fire Department

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