

Policy Number: MP 107.01	Related Policies: Citizen Observer Program 107.02A
FIRE STATION USE AND FUNCTION	
This policy is for internal use only and does not expand an employee's legal duty or civil liability in any way. This policy should not be construed as creating duty to act or a higher duty of care, with respect to third party civil claims against employees or the Phoenix Fire Department (PFD). A violation of this policy, if proven, can only form the basis of a complaint by the PFD for non-judicial administrative action in accordance with the laws governing employee discipline.	
NFPA Standard:	
Other Reference:	
Date Implemented: 12/2019	Review Date: 12/2019

PURPOSE

The purpose of this procedure is to outline the Phoenix Fire Department's approach to establishing working conditions and standards for Fire Stations and Staff interaction with the public at these facilities.

DEFINITIONS

Fire Stations are designed and intended for the sole purpose of housing Fire Department Field Personnel (Firefighters) and their applicable equipment to allow the fastest response possible to customers within their specific response area. Although Fire Stations are funded with Public Tax money, they are not intended for public use unless specific areas, like Community Rooms, are indicated as such.

While conducting station tours to any visitor, group or Citizen Observer, precautions for safety must be taken. Tours shall be limited to public areas, i.e., Apparatus Bay, Day Room, Dining Room and associated corridors. Restricted areas are Kitchen, Laundry, Weight Room, Employee Restrooms/Showers and Dorm Rooms.

PROCEDURE

This standard provides for a 'public use' area in the form of the Community Room. Due to security, safety and liability concerns, station staff should limit their interaction with the public to 'limited to public areas' as described above. In the event a civilian or public group requests a tour of the facility, all visitors must comply with the Citizen Observer Program requirements and complete the application prior to their request being approved, unless approved by the appropriate Battalion Chief. Once the visit is

approved, all visitors must have a staff member present and the tour should be limited to basic overview of station activities.

Staff members may display and/or demonstrate the utilization of Fire Department tools or equipment such as apparatus, power tools and medical equipment as well as how to slide down a fire pole. For safety reasons civilians are prohibited from using these types of tools and/or equipment under any circumstances.

Non-fire department personnel who wish to observe Fire and/or EMS related activities must complete the Citizen Observer Request application which includes authorization for a criminal background check. This application is available on the Phoenix Fire Department website and the observer's responsibility to complete and submit for approval.

Formal tours should be scheduled in advance and coordinated through the Battalion Office. Groups should be limited to a manageable size in the event that a tour must be terminated due to an emergency response. Tours by informal groups or individual(s) will ultimately be at the discretion of the stations command officer.

During times of elevated security threat levels, or during Tier 2 and 3 response criteria, no station tours should be permitted, and the facility must be in a 'lock-down' mode. Refer to MP 206.02 'Civil Disturbances' for additional requirements.