

<b>Campbell County Fire Department Policy</b>		
General/Administration	Fire Station Dorms	102.03

**I. PURPOSE:**

Dormitories are provided for CCFD career and volunteer personnel and other authorized guests.

**II. SCOPE:**

This policy applies to all CCFD Dormitories.

**III. POLICY:**

1. Dormitory use is regulated by the Chiefs or Shift Officers. Unauthorized personnel are not permitted to occupy the dormitory at any time. Personnel may retire to the dormitory after 2100 hours on shifts as long as shift duties and special activities (event response, training, meetings, etc.) have been completed.
2. Dormitory areas are designated for personnel to rest, and all unnecessary disturbances in this area shall be kept to a minimum. Personnel are responsible for furnishing their own bedding including a fitted sheet. All personal items will be removed from the bed at the end of each shift. Career personnel shall store their personal items in the provided totes. Volunteers must remove their personal items after each shift.
3. Personnel covering career shifts will be assigned a room and a locker. Shifts A, B, and C will rotate four dorm rooms; and Shift D will rotate rooms with volunteer personnel. Unoccupied dorm rooms will be made available for volunteers covering shifts.
4. The following general guidelines apply to dorm use:
  - 4.1. Doors must remain open when rooms are not in use.
  - 4.2. Lockers not permanently assigned must be cleaned out at the end of each shift.
  - 4.3. Dorm rooms must be cleaned at the end of each shift.
  - 4.4. Shift Officers will be responsible for resolution of all room related conflicts.
5. Under no circumstances will more than one person be permitted in a dorm room at the same time.

Initial Approval: May 2007 Revision Date: July 2009 Revision Date: September 23, 2009	Page 1 of 1	Sam Saunders, Chairman  ORIGINAL SIGNED
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