



## Charles County Department of Emergency Services STANDARD OPERATING PROCEDURES

---

### Section 100 - Management & Administration

General Rules & Administration - 100.00		
S.O.P. # 100.11	<b>General Station Procedures</b>	PAGE: 1 OF 2
EFFECTIVE: 06/2004	Authorized: John Filer, Chief	
REVISED: 03/2016	Authorized: William Stephens, Director	

#### 100.11.01 Purpose

The purpose of this SOP is to establish general station procedures and best practices.

#### 100.11.02 General

Public safety facilities are publically funded buildings and an integral part of the community. While the grounds and facilities of most County owned facilities are maintained by the Department of Public Works, each employee is expected to participate in the general upkeep and cleanliness of the station and surrounding property.

#### 100.11.03 Policy

1. Smoking on County property is restricted to designated areas per the *Charles County Policy and Procedure Manual, Chapter 27*. Personnel who choose to smoke in the designated areas shall only discard their smoking waste in a proper receptacle. Personnel are forbidden from discarding smoking waste on the grounds, bushes, brush, sidewalk or the parking lot.
2. Personnel shall only dispose of refuse in the appropriate waste receptacle.
3. Personnel should report upkeep and maintenance needs to the station officer or their immediate supervisor for remediation.

#### 100.11.04 Station Security

1. Personnel with issued access cards/key fobs, personal pass codes and keys should be kept on your person and not shared with other employees.
2. Security doors should be kept closed and locked at all times.
3. Bay doors should be closed behind the apparatus when leaving the station.
4. Personnel should not leave bay doors open while unattended.



## Charles County Department of Emergency Services STANDARD OPERATING PROCEDURES

### 100.11.05 Volunteer Station Assignments

Personnel assigned to independently owned and operated fire and or EMS stations shall abide by the established station by-laws and station operating procedures of the independent volunteer corporation. A copy of the station by-laws and station operating policies should be available through the volunteer corporation's station officer.