



<b>Standard Operating Guideline</b>	
SOG Name:	Fire Department Facilities Security
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Standard:	TBD
Guideline Owner:	Administration
Implementation Date:	May 31, 2017
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Authority:	Larry H. Williams, Jr, Fire Chief

**DOTHAN FIRE DEPARTMENT  
STANDARD OPERATING GUIDELINE**

**ADMINISTRATIVE GUIDELINE # 12**

**SUBJECT:** Fire Department Facilities Security

**DATE:** May 06, 2021

**PURPOSE:** The security of all facilities is imperative to assure the safety of Dothan Fire Department personnel, prevent unauthorized use and to prevent theft of personal property and City materials and equipment.

**SECTION 1**

The on-duty Company Officer is responsible for maintaining security at the fire station during the shift. All doors must stay set to lock upon closing to allow quick response to emergency calls. All bay doors must be lowered upon leaving the station. All storage buildings and on site facilities must remain locked when not in use, or personnel are not physically present. A security check of buildings and grounds will be conducted each morning and evening to assure that all doors are locked and all equipment is secured.

**SECTION 2**

All personnel are to be issued a new entrance ID/key card. This card is issued upon being hired and is the primary tool to be used for entering all DFD facilities unless otherwise indicated. This key card is issued only after the recipient signs an agreement of security. This will be a binding agreement and violation of its terms may result in disciplinary actions to include a major offense (Section 3-42 (3), serious violations of safety practices, which could have dangerous consequences).

**SECTION 3**

The terms of the Security Agreement (addendum) are that the key card will not be loaned to anyone, including other City employees, maintenance personnel, vendors or family members. If maintenance personnel or vendors need access to a building and the station personnel are not in quarters, they must call the on-duty Battalion Chief to gain access.

**SECTION 4**

A standard metal key will be issued to all Chief Officers. In addition, each apparatus will have a key assigned for use when a key card is not available or inoperable.

**SECTION 5**

If a breach of security or theft is discovered, the on-duty Battalion Chief must be notified immediately. If an issued key card is lost, the person losing the card must report it immediately to their supervisor. The supervisor must then report it to the on-duty battalion chief. A full written report is required of any member reporting a lost key.

**(Signature on File)**

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Larry H. Williams, Jr.  
Fire Chief  
DOTHAN FIRE DEPARTMENT