

## Facility Security

### 1100.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the physical security of fire stations and other district facilities. The safety and security of district members is the primary purpose of this policy. District members should be mindful of their responsibility to protect themselves from any potential physical threats and to protect the security of district facilities.

### 1100.2 POLICY

It is the policy of the Fresno County Fire Protection District to provide physical security measures for all facilities under district control.

### 1100.3 PROCEDURE

Members are responsible for ensuring that all district facilities remain secured from unauthorized access at all times. Any unauthorized access, security breach or suspicious activity involving the district facility should be reported, through the chain of command, to the appropriate level. Any criminal activity should be immediately reported to law enforcement and then through the chain of command.

District members should apply the following guidelines whenever practicable.

#### 1100.3.1 ADMINISTRATION, FIRE PREVENTION AND OTHER PUBLIC ACCESS AREAS

Public access facilities should only be accessible to the public during published business hours and only when sufficient staffing is available to monitor the movement of visitors and restrict access to areas containing confidential or sensitive materials or information. Any facility allowing access to the public should have a designated reception area and some method of limiting public access to controlled areas.

A visitor control process should be implemented at each facility that allows public access. The control process should include a visitor's log. Each visitor should record his/her name and purpose of the visit. Completed visitor logs should be retained for the period prescribed in the district's records retention schedule. All visitors entering controlled areas of any facility that allows public access should be issued a visitor's badge. The badge should be prominently displayed on the outermost layer of the visitor's clothing throughout the visitor's stay in the facility. Visitors should be accompanied at all times while inside the controlled areas of the facility and monitored throughout the visit.

Members of the public should be prohibited from using photographic, electronic imaging or recording equipment while inside the controlled areas of the facility, unless such use is necessary for the business purpose of the visit and then only with the approval of the facility's manager or a chief officer.

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No public access to the facility should be permitted outside of the published business hours. The facility should be secured against unauthorized entry when closed or when sufficient district personnel are not available to monitor visitor access.

### 1100.3.2 FIRE STATIONS

Fire stations are considered secure facilities with limited public access. Public access to a fire station shall only be permitted into the designated public access area, which should be kept free of confidential records, reports or other protected materials.

A member of the District should accompany any visitor entering the controlled areas of the fire station. All visitors should be monitored throughout their stay in the fire station. The public should not be allowed access to the member sleeping quarters of the station or to any area where members have private lockers or storage for personal belongings. Visitors should not be allowed to take photographs, electronic images or other recordings while inside a fire station, unless it is essential to the purpose of the visit.

All fire station exterior doors should be equipped with self-closing and self-locking doors. All exterior doors should be kept closed and locked at all times, including apparatus bay doors, unless a member is present to prevent unauthorized access. All points of access to the fire station should be closed and locked any time no members are present. All exterior storage rooms, lockers or other facilities should remain locked at all times unless directly observed by a member. Secure parking areas (fenced/gated) should be kept secured at all times unless directly observed by a member.

### 1100.3.3 BREACH OF SECURITY

All members are responsible for assisting in maintaining the security of district facilities. Members should adhere to the following guidelines regarding any breach in security at any district facility:

Any breach in security should be reported as soon as practicable, through the chain of command, to the Chief Officer or Division Chief responsible for the facility. If the breach of security is criminal in nature, the appropriate law enforcement agency should be notified and the incident reported as soon as practicable.

Any criminal activity that occurs and posed or poses a threat to district members should immediately be reported, through the chain of command, to the Fire Chief. If warranted by conditions or circumstances, all on-duty members should be notified of the incident and any recommended precautions as soon as practicable. Other members of the District should be notified of the incident as soon as practicable, given the totality of the circumstances.

### 1100.3.4 SUSPICIOUS ACTIVITY

District members should be vigilant about any suspicious activity occurring in or around district facilities and should report any such activity, through the chain of command, to the Chief Officer or Division Chief responsible for the facility. In some circumstances it may be necessary to immediately contact law enforcement to investigate a suspicious activity or circumstance. Suspicious activity may include, but is not limited to:

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- Anyone loitering in the vicinity of the facility for an extended period of time.
- Unknown individuals photographing or taking images of the facility, of members of the District assigned to the facility or of district vehicles or apparatus.
- Unknown individuals who appear to be monitoring the activities taking place at the facility.
- Anyone attempting to gain access or requesting access to district facilities without proper authorization.
- Any abandoned packages or other items left on district grounds or adjacent to district facilities.
- Any unknown or abandoned vehicles left on district grounds or adjacent to the district facility.