



CHARLOTTESVILLE - ALBEMARLE RESCUE SQUAD



STANDARD OPERATING GUIDELINE

TOPIC: General Rules	S.O.P. # 1.10
Approved by: Lair D. Haugh, Chief	Revised: Approved:

I. PURPOSE

- a. To establish general rules for behavior and operations in CARS facilities.

II. RULES & GUIDELINES

- a. There is to be no smoking inside the squad house or the apparatus bays. Smoking is permitted outside the building, so long as cigarettes are disposed of properly.
- b. The Crew Captain is in charge of the building at all times. Visiting members and non-members will not interfere unless requested to do so, and will remain or leave the building at the discretion of the Crew Captain. The Crew Captain is responsible for enforcing the house rules.
- c. The vice-president is responsible for approving unscheduled building use.
- d. Members of other squads may be lodged in the building with the approval of the Vice-President, and on-duty Crew Captain.
- e. No non-member, except an official observer, is allowed to spend the night in the building without Duty Officer and on-duty Crew Captain approval.
- f. The on-duty crew is responsible for building appearance and maintenance. This includes, but is not limited to:
 - i. Ensuring the building trash is emptied at the end of their shift
 - ii. Ensuring that all dishes have been cleaned by the end of the shift
 - iii. Ensuring that all rooms are straightened and free of trash
 - iv. Ensuring that the exterior of the building is free of trash
- g. Each crew is responsible for its assigned task/chore, which may be changed as needed by the Assistant Chief.
- h. The on-duty crew has first use of the washer and dryer. Other members may utilize them so long as they are not needed by the on-duty crew.
- i. No pets are permitted inside the building. Pets may be kept in the north apparatus bay so long as they do not interfere with squad operations.
- j. The business line is to be answered by identifying the organization and the person answering. Contacts with the public will be professional.
- k. Uniforms and personal property should be stored properly while on duty and not left in the building after duty. Uniforms and personal property left unclaimed in 7 days will be disposed of properly.
- l. No equipment shall be removed from the building without the permission of the Crew Captain or Duty Officer with a record made thereof.