



Sleeping Quarters Policy

Draft policy: 2-4-22

Purpose:

The purpose of this policy is to establish guidelines for the operation and maintenance of a safe, clean, effective and fair environment for the utilization of sleeping quarters at the Village of Elm Grove Fire Station for the accommodation of volunteers who wish to serve from outside our normal service area or during emergencies or major weather events.

Definitions:

1. Sleeping Quarters - Rooms and beds provided in the Elm Grove Fire Department for the purpose of providing a dedicated area for rest and sleep by members of the Fire/EMS/Police Department.
2. On-Call/Duty - Any person of any of the public safety services who is either on an active shift or specifically awaiting assignment in times of emergency.
3. Chiefs of Department - This includes the Police Chief, Fire Chief, EMS Director and the Emergency Government Director.

Scope:

This policy shall apply to all members of the Elm Grove Police, Fire, EMS Departments and anyone other personnel designated by any of the Chiefs of Department granted use of the Sleeping Quarters by this policy.

Policy:

Sleeping Quarters will be made available to public safety services personnel who are on active call or on shift carry-overs on a voluntary basis. These quarters shall be maintained and managed by the EMS Department with equal consideration given to other members of public safety services based on circumstance and need. Access and use shall be governed by separate policy of the public safety service allowing use and shall conform to all of the Village of Elm Grove personnel and other policies.

As use of this facility is voluntary, nothing herein shall be considered to mandate any type of obligation on the Village's part regarding its current or future use or access by any personnel. As the use of this facility is voluntary there is no financial obligation for the Village of Elm Grove other than the current paid on call program.

Failure to follow any of the policies or guidelines established from time to time may result in removal of access to the facilities and/or disciplinary action up to and including termination.

The facility shall consist of two rooms provided with the appropriate furniture to accommodate up to two beds per room. All bedding and other sleeping needs shall be provided by the individual using the facility.

Termination of Use:

The Village reserves the right to discontinue this policy at any time by action of the Village Manager and concurrence of the Village Board.