



Sleeping Quarters

Elm Grove EMS		
POLICY:	Sleeping Quarters	Page 1 of 3
ISSUED BY:	Medical Director	No. xx-xxx
DATE:	December 15, 2021	Supersedes:

Purpose

The purpose of this policy is to provide guidelines for the operation and maintenance of a safe, clean, effective and fair environment for those members wishing to sleep in quarters at the Village of Elm Grove Station.

Definitions:

1. Sleeping Quarters – Rooms and beds in the Village of Elm Grove Fire Station established for purpose of rest or sleep.

Scope:

This policy shall apply to all members of the Elm Grove Police, Fire, and EMS Departments, and anyone else granted use of the Sleeping Quarters by this policy.

Policy

- A.** These guidelines may be changed or altered by a Chief from Police, Fire, and/or EMS at any time.
- B.** Authorization for Use of the Quarters Hierarchy:
 1. Final Decision shall be afforded to the EMS Chief
 2. Chiefs of Fire, Police, EMS may all authorize use of the Quarters
 3. Designees of the Chiefs of Fire, Police, and EMS may all authorize use of the Quarters
- C.** General Priority of Use
 1. On duty or scheduled personnel (e.g., assigned crew) who live outside the appropriate response range of their Elm Grove Department.
 2. Personnel with short turn-around time between shifts
 3. Other personnel
- D.** Rules of Use
 1. Conflict Resolution:
 - a. If there are any problems, the chain of command should be followed to resolve any and all conflicts.
 2. Availability of Room(s)
 - a. Bunk Rooms will be available following the General Priority of Use as above, then on a first come, first serve basis.
 - b. Members should generally be in service to respond on calls or approved due to special circumstances.

3. Notifications for Use of Bunk Room
 - a. Dispatch may be called to reserve a room for the current date evening. No multiple day reservations or extended stays.
 - b. Personnel utilizing the bunkroom(s) shall check with Dispatch to check on room availability before occupying the room.
 - c. All personnel will sign in on the roster outside of the door indicating which bunk they are occupying as well as Time-In and Time-Out for the stay.
 - d. By placing his/her name on the sign in roster, the member agrees to follow all rules pertaining to the bunk & other station rooms.
 - e. Personnel utilizing the bunkroom(s) shall notify Dispatch when occupying the room(s) at the beginning of the occupancy.
4. Linens:
 - a. Clean sheets or a sleeping bag shall be the responsibility of the person occupying the room and will be on the beds while in use. Personnel will not sleep on an uncovered mattress at any time.
 - b. Linens may not be taken from ambulances.
5. Attire and clothing changes:
 - a. Minimum sleeping attire is shorts and t-shirt.
 - b. Members will change in the appropriate rest room.
6. Occupancy
 - a. Guests will not be in the sleeping quarters while any bunks are occupied.
 - b. There will be no sexual activity of any sort in the station.
 - c. No more than 1 person will occupy a bunk at any time.
 - d. No more than 1 person will occupy a bunkroom at any time except as authorized by the Department Chief (example: storm coverage)
 - e. Be respectful of others. (Noise and Light discipline)
 - f. Clean up after you are done.
 - g. Sleeping Quarter spaces are not the private domain of their occupants, and posters or other materials that are not permitted in the public areas will also not be permitted in the bunkrooms.
 - h. Except for inspection by supervisors, tours authorized by the watch commander, maintenance, or an emergency, no individual shall enter a space designated for use by the opposite gender. Under no circumstances shall anyone enter a bunkroom or restroom facility designated for use by the opposite gender, without advance notice and permission from the occupant.
 - i. The bunk room will be kept clean and orderly during and at the conclusion of use.
 - j. No pets are permitted to stay at the station.
 - k. Turnout gear will not be allowed in the living quarters at any time.
 - l. Members are responsible for any damage done to the bunk rooms, including holes in the walls, etc.
 - m. No sleeping in the day room
7. Use of Bathrooms and Kitchen
 - a. There are bathrooms throughout the station for your use. The bathrooms must be kept in proper order.
 - b. Members can use the kitchen to cook and prepare meals and to store food during your stay. Your name SHOULD be labeled on all of your food to show that it is yours.

- Any utensils used or cooking device (stove, refrigerator, microwave etc.) must be cleaned and returned to the appropriate drawer or cabinet after use.
8. Cleaning
 - a. All cleaning supplies will be at your disposal to use on areas. The station will provide the cleaning supplies.
 9. Conduct
 - a. The Village's Personnel manual shall be the minimum requirement for proper conduct.
 - b. Members may not be under the influence of drugs or alcohol.
 - c. All forms of alcohol are prohibited on the property.
 - d. The use of tobacco products is prohibited in the station or in/on any department owned vehicle. Smoking is permitted in designated areas on the exterior of the building. No one under the age of 18 is allowed to use any tobacco products in or on department property.
 - e. At all times, members must conduct themselves in a professional and courteous manner and will maintain a clean, professional appearance.
 - f. ANY type of sexual activity is strictly prohibited and will be disciplined.
 - g. Bunk rooms are designated sleeping areas. If several members are utilizing the bunk room, priority will be given to the member wishing to sleep. All other activities must be stopped or moved to another area of the fire station.
 - h. There will be no lights, loud conversations or any other activity in the bunkroom, which may disturb others who wish to sleep between the hours of 23:00 and 08:00. During these hours, if a bunkroom is occupied there shall be no loud conversations or other activity in other adjoining areas (i.e. stereo, TV.) that could disturb those sleeping in the bunkroom.
 - i. Use of any other member's personal property without specific permission of that member is strictly forbidden and will result in disciplinary action.
 - j. Members must maintain a high level of personal hygiene at all times. Any reports of poor hygiene of a member using the bunkroom will result in the member being denied further use of the room(s).
 10. On Duty use of the Sleeping Quarters.
 - a. Employees may use the bunkrooms while on duty under the following circumstances.
 - (1) The employee's department Policies and Procedures allow this.
 - (2) Employees will follow all procedures listed in section A above.
 - (3) Employees will obtain permission from their immediate supervisor.
 - (4) The request can be denied by the supervisor.
 - (5) Employees will be available by phone in the event they are needed for a priority call.
 11. Discipline
 - a. A progressive discipline policy will be adhered to enforce these regulations. This means but not limited to, verbal or written reprimands, suspension, and possible expulsion from the department depending on the circumstances of the incident.
 - b. Village of Elm Grove Personnel Policies and Procedures will be followed for this discipline.