



POLICY MANUAL

Daily Operations - Policy

Personal Project Issues

Revised: 10-08-98

Code: 1 – 10 – 9

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9.0 Purpose: Establish Guidelines for Working on Personal Projects.

9.01 Scope: All Fire Department Personnel.

9.02 **RESPONSIBILITY**

It will be the responsibility of the Company Officer to ensure the following procedures are followed in order to provide for the safety of all personnel.

9.03 **GUIDELINE FOR WORKING ON PRIVATE VEHICLES AND PERSONAL PROJECTS**

Personnel of the Clovis Fire Department, while employed on Department premises and working on private vehicles, boats, recreational vehicles, trailers, campers, trucks, buses, pickups, motor homes, motorcycles, lawn mowers, or other private projects, will abide by the following guidelines:

Personnel will be permitted to work on private vehicles/projects only with the permission of the officer in charge of the station.

Working on private vehicles and personal projects will be permitted after 1700 hours. Fire/EMS personnel shall exercise discretion remaining cognizant of the image presented to the public by their actions while engaged in personal projects at the fire station. It shall be the station Captain's responsibility to approve and monitor all requests to work on personal vehicles. This includes allowing the washing of personal vehicles.

Department supplies such as wax, paints, lacquer, oil, lubes, masking tape, cleansers, soaps, solvents, lacquer thinners, sandpaper, or electrical tape will not be utilized for personal use on private projects.

It is generally considered acceptable for personnel to use the rear apparatus deck for purposes of minor maintenance of their vehicles during assigned hours. Minor maintenance is considered to mean that the vehicle at NO time will be inoperative.

No private cars, boats, trucks, pickups, motor homes, trailers, campers, etc., will be permitted to remain overnight inside any fire station. Department equipment will not be moved out of the stations to accommodate private vehicles. All work areas will be cleaned up when work is finished. The City WILL NOT assume responsibility for injuries resulting from work on private projects. After maintenance is completed, the vehicle will be returned to the approved parking space.



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9.04 STORING OF PERSONAL MATERIAL

The introduction, storage, or use of any product, material, or process that presents a health or safety hazard to personnel visiting or occupying City facilities will only be allowed under the following conditions:

1. The chemicals used by employees must be consumer type products in quantities of one (1) gallon or less.
2. Chemicals used by employees on personal projects must be approved by the Department's Safety Committee prior to their use. Once the Safety Committee approves a chemical to be used, it will be added to the approved chemical list that is updated and maintained by the Safety Committee. Copies of the approved chemical list for employee projects should be posted at all work sites.
3. All containers, squirt bottles, etc., of personally owned chemical substances must bear proper labeling of the product.
4. Personal projects that involve the use of gunpowder and/or explosives of any type shall NOT be allowed in or on City of Clovis properties.