

ROUTINE OPERATIONS/QUARTERS

-68. BEDS (Continued)-

.72 SLEEPING ATTIRE: Members on duty shall not retire in any portion of the uniform, but must be in sleeping attire with turnouts adjacent to bed.

.81 SLEEPING DISTURBANCES: Members occupying beds in quarters shall not be unnecessarily disturbed.

.90 ELECTRIC BLANKETS: The use of electric blankets is allowed in stations where adequate electrical facilities are available. If extension cords are used, they must be legal and kept out of the flow of foot traffic. All extension cords must be picked up each morning.

-85. BULLETIN BOARDS

.01 CLASSIFICATION: Bulletin boards are of two classifications - "Official Business" and "General Information." One or more bulletin boards shall be designated as the official business bulletin board(s).

.33 OFFICIAL BUSINESS BULLETIN BOARDS: All "Official Business" bulletin boards shall be so labeled and used only for posting official Department material, material issued through channels that applies to Department operation, or material that is of direct official interest.

Station Commanders shall post on the bulletin board, for a period of 30 days, communications that may require the further attention of personnel. After this period, these communications shall be filed in a convenient place for future reference and shall be kept until their usefulness is past.

.48 CAL/OSHA POSTING: The "Official Business" bulletin board will be used to permanently post the Cal/OSHA information poster and to post the Cal/OSHA No. 200 during the month of February.

.66 GENERAL INFORMATION BULLETIN BOARDS: All "General Information" bulletin boards will be used for posting material of general interest to members whether distributed through channels or not. Responsible officers shall screen material to be posted on these bulletin boards. They shall not be used for posting of highly controversial or offensive material.

.70 COMMUNICATIONS FROM RECOGNIZED EMPLOYEE ORGANIZATIONS: The Department will provide a bulletin board or space for the exclusive use of posting communications from recognized employee organizations. All official communications from recognized employee organizations shall be posted in the space provided. Recognized employee organizations shall cause a removal date to be placed on all material posted. Said removal date shall be not more than 60 days from the date of posting, unless otherwise agreed to by the designated Department Management Representative.

ROUTINE OPERATIONS/QUARTERS

A 7-05

-91. LOUNGE CHAIRS

.01 GENERAL: Lounge type chairs may be purchased by members provided that:

- A. Prior to purchasing any lounge type chair, an F-225 be forwarded through channels and approved by the appropriate Bureau Commander.
- B. The F-225 request shall be signed by all Station/Unit Commanders, Battalion/Section Commanders, and Division Commanders within the appropriate chain of command.
- C. The F-225 request for approval shall list the number of chairs to be purchased and indicate in what room or area they will be used. A picture of the chair, the chair's overall measurements, and a sample of the chair covering material will be attached.
- D. All lounge chairs in any single work location will be the same style and made of the same covering material.
- E. Lounge chairs will not be mixed with aircraft type chairs in the same room or area.
- F. Department furnished chairs may be used in conjunction with lounge chairs.
- G. Lounge chairs purchased by members shall be maintained to Department standards.
- H. Aircraft type chairs shall be maintained to Department standards.

-95. SMOKING REGULATIONS

.01 GENERAL: The smoking policy is as follows:

Smoking is prohibited inside any Fire Department facility.

-99. RESTROOM, SHOWER AND LOCKER FACILITIES

.01 GENERAL: Fire Department work locations are to provide a separate gender facility. The facilities shall be labeled accordingly and shall include toilets, sinks, shower, lockers, and changing rooms.

.10 TOILETS

Toilets are to have individual compartments and each shall have doors and latches. "No person shall be allowed to use any toilet facilities assigned to persons not of that gender." This policy does not prohibit such facilities from being cleaned or maintained by someone not of that gender.

ROUTINE OPERATIONS/QUARTERS

-99. RESTROOM, SHOWER AND LOCKER FACILITIES (Cont')**.15 SHOWER ROOMS**

Fire Department work locations that house showers and changing areas with lockers shall provide separate facilities for each gender. Male employees shall use only those areas labeled "Men." Female employees shall use only those areas labeled "Women."

Showers are to have an individual stall with a door and latch. If there is no door or latch, there will be an attached private dressing area. This will allow more than one person to use the facility at a time, as well as affording some privacy if the restroom door is opened.

.20 LOCKERS AND CHANGING ROOMS

Male employees shall use areas labeled "Men" only. Female employees shall use those areas labeled "Women" only. Where possible, at least one locker should remain empty and easily accessible as a SOD locker in each separate gender facility. Storage of supplies or other unnecessary items shall not be permitted in SOD lockers.

.25 OFFICER RESTROOM FACILITIES

Officers of different gender that currently share a restroom shall utilize the privacy lock and if available use the male/female sliding sign to meet the requirement for the "Minimum Privacy Standard."

.30 CLEANING AND MAINTENANCE

The cleaning and maintenance of restroom facilities is the responsibility of the Station and Company Commanders as stated in Vol. 2, Section 4/4-17.14 and shall be maintained in a neat and clean condition at all times. The assignment of these duties shall be equalized as nearly as possible among the members. As with the cleaning of Captains quarters, the same respect should be displayed in the cleaning and use of separate gender facilities.

NOTE: Nothing in this policy prohibits men from cleaning the female facilities or women from cleaning the male facilities. However, use of the facilities by someone not of the designated gender is prohibited.