

Purpose: To establish a policy for the distribution of keys to access each fire station in the Cumru Township Fire Department.

Administration: The Fire Chief, Assistant Chief and Deputy Chief of Operations will have the primary responsibility for the administration of this policy within the scope of their job descriptions.

Policy and Procedure:

- After a favorable recommendation from the Fire Chief and the member has received orientation, he/she will be eligible to have access to the fire stations. A key fob will be issued by the Fire Chief.
- Upon being issued key access to any fire department building it is the responsibility of the member to remain in physical control of the key access. Members are not permitted to give their key fob to any individual to gain access to any fire department building. Members are responsible for their conduct and the conduct of any of their invited guests while inside any fire department building.
- Members with key access must maintain active status within the Cumru Township Fire Department as defined by these Policies and SOGs.
- Upon separation from the Cumru Township Fire Department the member is required and responsible to return any and all access keys to any fire station to the individual responsible for the administration of this policy.