

# SPOKANE COUNTY FIRE DISTRICT 8

## Standard Operating Procedures

**10.09.02**  
**ACCESS TO**  
**DISTRICT SPACES**



Adopted: 12/20/16  
Reviewed: 05/08/18  
Revised: 05/08/18

Approved:

A handwritten signature in black ink, which appears to read "Tony Fisher".

**Purpose:** To establish District property and access to the District premises.

**References:** N/A

**Procedure:**

1. Access to District Spaces.
  - a) District premises are intended solely for business purposes, and all areas on District premises are District property.
  - b) The District reserves the right to have access to all areas on its premises.
  - c) This includes areas that are assigned to individual members, such as desks and lockers.
  - d) Items that members consider to be private and confidential should not be brought onto District premises.
  - e) Property occupied as living quarters is subject to the provisions of any applicable agreement.
  - f) The District has taken measures to ensure the safety and welfare of its members.
  - g) Members have been issued personal identification numbers for the purposes of accessing District spaces.
  - h) To maintain this security, members shall ensure that security doors are closed at all times.