

**PHOENIX FIRE DEPARTMENT**  
**Volume 1 – Management Procedures**

**FIRE STATION/APPARATUS USE AND FUNCTION**

<b>M.P. 107.01</b>	<b>Date Revised: 03/2025</b>
This policy is for internal use only and does not expand an employee’s legal duty or civil liability in any way. This policy should not be construed as creating a duty to act or a higher duty of care with respect to third-party civil claims against employees, the Phoenix Fire Department (PFD) or the City of Phoenix. A violation of this policy, if proven, can only form the basis for non-judicial administrative action by the employer in accordance with the laws and rules governing employee discipline.	
Related Policies:	

**PURPOSE**

The purpose of this policy is to establish guidelines for the use of fire stations as it relates to the public and the use of fire emergency apparatus for non-emergency purposes within the community. Emergency apparatus refers to units equipped with lights and sirens that enable them to respond to emergencies with Code 3 priority. The fire department aims to balance resource availability for emergency response while promoting fire safety, community risk reduction education, and community engagement.

**Scope**

This policy applies to all personnel, fire department facilities, and fire apparatus under the jurisdiction of the fire department. It governs the authorized use of fire department facilities, and emergency apparatus for non-emergency events, including but not limited to scheduled or unscheduled public events, parades, educational outreach, and community engagement activities.

**Fire Station Use**

Fire stations are designed and intended for the sole purpose of housing Fire Department Field Personnel (Firefighters) and their applicable equipment to allow the fastest response to customers within their specific response area. Although fire stations are funded with public tax money, they are not intended for public use unless specific areas, like community rooms, are indicated as such.

Station tours are available to the public and can be arranged through the tour request link on the fire department website. Groups should be a manageable size in the event that a tour must be terminated due to an emergency response. Tours by informal groups or individuals will ultimately be at the discretion of the station’s company officer.

While conducting station tours for any visitor or group, precautions must be taken. Tours shall be limited to common areas such as apparatus bays, day room, dining room, and associated corridors. Staff members may display and/or demonstrate the utilization of fire department tools or equipment such as apparatus, power tools, and medical equipment as well as how to slide down a fire pole. For safety reasons, civilians are prohibited from using these types of tools and/or equipment under any circumstances.

**During times of elevated security threat levels, no station tours should be permitted, and the facility must be in a “lock down” mode.**

### **Fire Apparatus Use**

Fire apparatus are an essential asset of the fire department and are primarily allocated for emergency response. The use of fire apparatus for non-emergency purposes is permitted only under the following circumstances:

- Non-emergency use must not interfere with the fire department’s ability to respond to emergencies.
- All use of fire apparatus must be approved by the assigned Company Officer and in line with Fire department policy and procedures.

Fire apparatus may be used for non-emergency use when they are not needed for emergency operations. If a call for service arises during a non-emergency event, the fire apparatus must be made immediately available to respond unless coverage has been approved and arranged prior to the event. Permissible non-emergency uses consists of but are not limited to public events, parades, community outreach, public Risk Reduction education programs, charitable events, pre-planning, training, physical activity, dining, and grocery shopping. For non-emergency activities that require an extended out of service time notification shall be made to the assigned Battalion Chief and alarm room (AHQ). Daily activities are done at the discretion of the company officer.

Fire apparatus will not be used for private, personal, or political events unless they are approved by the units’ battalion chief and directly related to fire safety or public education. Fire apparatus will not be used for events that conflict with the fire department’s mission or reputation. Per A.R. 2.95 city vehicles are prohibited from being taken to employees’ homes during work hours without prior written authorization from their supervisor.