



General Order Number 6

April 5, 2012

To Officers and Members

Johnson Creek Fire & EMS Department

Effective April 5, 2012

The front office in the fire station is to be used by only chief officers. This includes access to Village server computers, personnel files, EMS files protected by HIPPA, and all station keys. Also, only chief officers will have knowledge of the code to enter the office through the key lock device. At no time will unauthorized people be allowed into the chief's office area unsupervised or without invitation by a chief officer. All keys must remain in the possession of a chief officer when taken out of the office lock box.

This order will take effect and be in force on and after 0700 hours on the date indicated.

David F. Peterson

Fire Chief