**ABC Fire department**

Personnel Manual

April 2021

**Instructions for Use of this Manual**

1. Please read the disclaimer on page 1.
2. All shaded areas require reading and possible action taken prior to use of the applicable section and final adoption of this manual.
3. Use the “Find” tool to search for “[insert content]”. Prior to finalizing your document for review by legal counsel, your department information should replace that placeholder.

## Disclaimer

**VFIS specifically disclaims any and all liability for any act or omission by any person or entity in conjunction with the information provided in this document.** This document is a SAMPLE personnel manual and **is intended for educational purposes only**. This document provides suggestions regarding standard operating guidelines (SOGs) with regard to personnel procedures, and does not necessarily describe all methods or guarantee certain results. The implementation of any method or procedure discussed in this document does not in any way supplant your duty and continued effort to provide risk management, safety and training, and to implement procedures and guidelines in the most effective way to assure that you are providing a safe environment for your employees, volunteers and the general public.

**All information provided in this document is provided solely for informational purposes, and should not be construed as legal or expert advice on any subject matter.** You should review all applicable legal protocols and regulations that apply to your organization, and consult legal counsel of your choosing.

The information presented in this manual may not match the structure, strategies, goals or needs of your specific organization. Users of this document should review its content carefully, modify as appropriate for your organization, have it reviewed by your leadership team, and your legal counsel. Once adopted, make sure each section is communicated to personnel prior to implementation, performance monitored for effective implementation, and enforced in a consistent and equitable manner.

***THIS TABLE OF CONTENTS IS TO BE CUSTOMIZED BY YOUR ORGANIZATION BASED UPON CONTENT USED. SEE DISCLAIMER ON PAGE 1.***

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# **Section 1 – Introduction**

***This is a sample of a personnel manual introductory section.*** ***You should review the content, modify as appropriate for your organization, have it reviewed by your leadership team, and your legal counsel. Once adopted, make sure each section is communicated to personnel prior to implementation, performance monitored for effective implementation, and enforced in a consistent and equitable manner. Please refer to the full Disclaimer on Page 1 of this manual.***

## Welcome

Welcome to the **ABC Fire Department**. You have become part of a progressive organization committed to providing a safe and productive work environment. **ABC Fire Department** personnel performing their respective duties contributes to the overall success of the organization. This continued success can lead to higher rates of personnel satisfaction and potential opportunities for advancement.

**ABC Fire Department** is governed by **[insert content]** who are committed to providing the organization structure and resources necessary for a collaborative work environment focused on achieving the goals and objectives of the organization.

## Mission

The mission statement of **ABC Fire Department** is:

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## Vision

The vision statement of **ABC Fire Department** is:

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## Values

The values of the **ABC Fire Department** are:

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## Purpose

The growing complexity of laws and regulations affecting an emergency service organization (ESO) requires a written set of personnel policies and guidelines. This best practice is one critical factor to the success of **ABC Fire Department**. All personnel must understand work rules and communication channels regarding personnel matters.

Equal Employment Opportunity (EEO) Compliance, productivity management and, if appropriate, union contracts cannot rely upon verbal communication or informal memos to file, in order to effectively manage an organization. Written personnel policies for volunteers and paid personnel are necessary management responsibilities.

As a general rule, formal personnel policies are likely to contribute to better relationships between the organization’s leadership and personnel. Through the use of such policies, both individuals and the organization have a better understanding of roles, responsibilities and rights.

## Authority

The {**insert content**] as the managing function of the organization governs the policies by which personnel shall perform their duties and as such may establish, amend, or revoke personnel policies and guidelines as may be necessary.

## Administration

The policies and guidelines within this manual shall be administered by the Chief Officer or his/her designated representative, in accordance with organizational documents such as bylaws, charters, or ordinances, and state or Federal laws.

Requests for information or further insight regarding any aspect of this manual can be made through appropriate organizational channels.

A copy of this manual, in print or via electronic access, will be provided to each individual at time of hire.

## Amendments

The policies and guidelines within this manual may be amended from time to time upon recommendation of the **[insert content]** and as deemed appropriate by the **[insert content].** Personnel can expect a review of this manual content at least every three years.

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| **Section Amended** | **Date** | **Initial** | **Comment** |
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## Definitions

Employee – An individual employed for wages or salary.

Guideline – A statement, indication, or outline of policy by which to determine a course of action. Any guide or indication of a future course of action.

Member – An individual not employed for wages or salary.

Policy – A guiding principle or course of action adopted toward an objective or objectives to describe the general principle that will guide the behavior. A definite course of action or method of action to guide and determine present and future actions.

Procedure – Prescribes specific ways of doing specific activities. That which regulates the formal steps in an action. A series of steps followed in a particular order.

Volunteer – An individual not employed for wages or salary.

Additional definitions may be inserted as deemed appropriate/needed to meet local interpretations.

## Acronyms

The following acronyms are spelled out here for clarity as you read this manual.

ACLU – The American Civil Liberties Union

ADA - The American with Disabilities Act

COBRA – The Consolidated Budget Reconciliation Act

EEO - Equal Employment Opportunity

ESO – Emergency Service Organization

FCRA – Fair Credit Reporting Act

FMLA - Family and Medical Leave Act

FTC – Federal Trade Commission

HIPAA – Health Insurance Portability and Accountability Act

IAFC – International Association of Fire Chiefs

IAFF – International Association of Fire Fighters

IOD – Injured on Duty (Worker’s Compensation Injury)

JPR – Job Performance Requirements

NAEMT – National Association of Emergency Medical Technicians

NFFF – National Fallen Firefighters Foundation

NFPA – National Fire Protection Association

PIP – Performance Improvement Plan

PPE – Personal Protective Equipment

USERRA – Uniformed Services Employment & Re-employment Rights Act

VCOS – Volunteer Combination Officers Section (of IAFC)

VFIS – Volunteer Firemen’s Insurance Services

WWW – World Wide Web

# **Section 2 – Corporate**

***This is a sample of a personnel manual corporate section. You should review the content, modify as appropriate for your organization, have it reviewed by your leadership team, and your legal counsel. Once adopted, make sure each section is communicated to personnel prior to implementation, performance monitored for effective implementation, and enforced in a consistent and equitable manner. Please refer to the full Disclaimer on Page 1 of this manual.***

## Business Continuity[[1]](#footnote-1)

**ABC Fire Department** must be prepared to manage an internal crisis to ensure continued function of the business for all critical areas of administration and operation.

**Pre-Crisis Phase**

The most vital stage of a crisis plan occurs before a problem exists. The pre-crisis phase focuses on preventing and preparing for a crisis, allowing the organization to react faster and to make more effective decisions when a crisis occurs. **ABC Fire Department** follows the following guidelines for crisis preparation.

* The crisis management plan will be updated at least once annually after initially created.
* The crisis plan should address the following:
  + Internal and external stakeholders
  + Communication infrastructure and redundancies
  + Primary spokespersons for each communication channel
  + Decision-making chain of command
  + Access to emergency funds
  + Holding statements
  + Contingency plans
* The crisis management plan will be exercised at least one annually. Team members should include:
  + Senior executives/officers
  + Organization leadership
  + Legal counsel
  + Public Information Officer
  + Foreign language Interpreters applicable to the community
  + Person(s) fluent in sign language
  + Elected government officials
  + Local emergency management
* The crisis management plan will include the creation of prepared messages designed to save time and promote consistency in communication during a crisis. The following prepared messages will be available and reviewed by legal counsel. Statements should include messages prepared for delivery by senior management, written press releases, social media posts and internal notification to personnel.
* The public will be notified in advance of official channels for notification to include;
  + Public Information Officer statements
  + Web site(s)
  + Social media platforms
  + Mass notification systems
* Predictable events based on other news events should be anticipated and prepared for in advance. The following crisis events will be prepared for in advance;
  + Public safety and/or public health notification
  + Criminal charges against ESO personnel
  + Litigation against the ESO
  + Embezzlement by ESO personnel
  + ESO involved injury or death
  + Data breach involving ESO computer network/systems
  + Catastrophic building damage or loss
  + Man-made or natural disasters

**Crisis Response[[2]](#footnote-2)**

Crisis response happens after the crisis occurs and includes the initial crisis response and any necessary reputation repair. **ABC Fire Department** will use the following best practices when responding to a crisis.

* **Timely Response** - **ABC Fire Department** will present their side of the story in a prompt and cohesive statement. If public health and/or safety is involved, a quick and coordinated response is critical.
* **Messaging** - The public will be notified utilizing multiple channels of notification.
* **Frequency** – Based on the crisis event, the frequency of notifications will vary. It is important to notify the public when they should expect the next update.
* **Accurate and factual** – Statements should be accurate, factual and concise. Statements will be repeated so the listener is able to process the information presented.
* **Accountable for Actions** - If the crisis is the fault of **ABC Fire Department** as a result of any one or more personnel actions, it is best to take responsibility and work to resolve the issue quickly. When required, legal counsel will be consulted.
* **Language and Hearing Impaired** – Delivery of statements will be prepared in English, Spanish and other languages prevalent in the community. A person proficient in American Sign Language will also communicate the information visually.
* **Consistent Communications** – Messages regarding the crisis will be consistent in delivery method and content.

**Post-Crisis**

Once the crisis event is resolved, **ABC Fire Department** will need to provide on-going updates to the public regarding the recovery, corrective actions and/or investigation. Every attempt will be made to answer all questions and get information requested.

**After Action Review**

ESO leadership should involve stakeholders in an after-action review to review the crisis and **ABC Fire Department’s** response.

## Organization Chart

**ABC Fire Department** has a relatively simple organization structure. This structure provides you with a general reporting structure. (Modify the below organizational chart as necessary)

## Affirmative Action/Equal Employment Opportunity

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at the **ABC Fire Department** will be based on merit, qualifications, and abilities. **ABC Fire Department** does not discriminate against employment opportunities or practices on the basis of race, color, religion, sex, (including pregnancy), sexual orientation, national origin, disability, age, marital status, genetic information or any other characteristic protected by law**.**

The **ABC Fire Department** will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship, or affect the safety of responders or patients as provided by applicable law. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Personnel with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of the Chief Officer or his/her designee. Personnel can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination may be subject to disciplinary action, up to and including termination of employment.

## Diversity and Inclusion[[3]](#footnote-3)

The **ABC Fire Department** strives for a diverse, inclusive, and equitable workplace where all personnel, whatever their gender, race, ethnicity, national origin, age, sexual orientation or identity, education or disability, feels valued and respected. **ABC Fire Department** is committed to a non-discriminatory approach and provides equal opportunity for employment and advancement in all departments, programs, and worksites. We respect and value diverse life experiences and heritages and aim to ensure that all voices are valued and heard.

The **ABC Fire Department** is committed to modeling diversity and inclusion for the entire emergency services industry, and to maintaining an inclusive environment with equitable treatment for all.

To provide informed, authentic leadership for cultural equity for the emergency services community, **ABC Fire Department** strives to:

* See diversity, inclusion, and equity as connected to the mission and critical to ensure the well-being of the staff and the communities served.
* Acknowledge and dismantle any inequities within policies, systems, programs, and services, and continually update and report organization progress.
* Explore potential underlying, unquestioned assumptions that interfere with inclusiveness.
* Advocate for and support board-level thinking about how systemic inequities impact the organization’s work, and how best to address that in a way that is consistent with the mission.
* Help to challenge assumptions about what it takes to be a strong leader within the organization, and who is well-positioned to provide leadership.
* Practice and encourage transparent communication in all interactions.
* Commit time and resources to expand more diverse leadership within the board, staff, committee, and advisory bodies.
* Lead with respect and tolerance. **ABC Fire Department** expects its personnel to embrace this notion and to express it in workplace interactions and through everyday practices.

**ABC Fire Department** abides by the following action items to help promote diversity and inclusion in the workplace (***Please refer to and review the disclaimer language on Page 1 of this manual, specifically with regard to tailoring the below section to your organization’s existing/planned diversity practices.***):

* Pursue cultural competency throughout the organization by creating substantive learning opportunities and formal, transparent policies.
* Generate and aggregate quantitative and qualitative research related to equity  
  to make incremental, measurable progress toward the visibility of diversity, inclusion, and equity efforts. Once the content is curated it will be added to the organization website so others can access.
* Improve the cultural leadership pipeline by creating and supporting programs and policies that foster leadership that reflects the diversity of American society.
* Pool resources and expand offerings for underrepresented constituents by connecting with other emergency service organizations committed to diversity and inclusion efforts.
* Develop and present sessions on diversity, inclusion, and equity to provide information and resources internally, and to personnel, the community, and the emergency services industry.
* Develop a system for being more intentional and conscious of bias during the hiring, promoting, or evaluating process. Train the hiring team on equitable practices.
* Include a salary range with all public job descriptions.
* Advocate for public and private-sector policy that promotes diversity, inclusion, and equity.
* Challenge systems and policies that create inequity, oppression and disparity[[4]](#footnote-4)

**ABC Fire Department** is committed to ensuring the organization provides a work environment that values and embraces the contributions and potential of all personnel in the diverse organization. The core values are fundamental to the individual and collective success. All personnel should live by them, keep them always in mind, and reflect them in the actions of personnel at all times, whether in uniform or not

## Compliance

**ABC Fire Department** will comply with all Federal, state and local laws, regulations and reporting requirements applicable to the organization. Some selected compliance topics are covered in more detail throughout this manual.

Personnel may, at any time, report concerns of non-compliance to the designated compliance officer, Chief Officer or his/her designee without fear of retaliation.

## Conducting Internal Investigations

**ABC Fire Department** will promptly conduct a thorough and equitable investigation of all alleged workplace wrongdoing such as harassment, discrimination, retaliation, theft, and threats of violence.

**ABC Fire Department** has an internal investigation team which represents the diversity of the workforce in terms of social diversity and levels of positions. This team will be appointed by the Chief Officer and will include legal counsel (if required) and may on occasion have other external persons involved as directed by the Chief Officer.

All documentation prepared as part of the investigation should be written in a manner that is fact-based and free from emotion. It should be assumed that documentation from the investigation will be discoverable to a judge, legal professionals and jury.

Circumstances may arise where any internal investigation may be perceived as biased for the organization’s benefit. In these instances, personnel may be more comfortable speaking candidly to an objective person from outside the organization. The use of outside investigative persons may be initiated by the Chief Officer.

## Conflict Resolution with External Agencies/Customers[[5]](#footnote-5)

**ABC Fire Department** endeavors to maintain excellent relationships with fire victims, patients, families, businesses, healthcare providers and public safety personnel, as well as the community at large. The purpose of this section is to understand how to resolve complaints expeditiously and assure good relationships with external customers and agencies.

Personnel are responsible for conducting themselves in a professional manner as defined in this manual, standard operating guidelines, firefighter handbook and other **ABC Fire Department** documents and directives.

As complaints arise, they must be addressed as expeditiously as possible to ensure good relations with the aforementioned parties. All complaints will be given careful consideration and reviewed in a just and fair manner.

**External Complaints:** If a complaint is received from an external customer, the person taking the call/receiving the information should refer the complainant to the officer in charge (OIC), or the Chief Officer. If not available, he/she should document the information with as much detail as possible and forward it to the Chief Officer. The Chief Officer will direct the investigation of the complaint. The Chief Officer will reply and take corrective action as necessary.

**Complainant Feedback:** Without releasing confidential information, the Chief Officer or his/her designee will respond when the incident is closed. Information will be supplied to those involved indicating outcome, explanation of circumstances, and steps taken to prevent a similar incident from recurring.

## Immigration Law Compliance

**ABC Fire Department** is committed to hiring individuals who are United States citizens and aliens who are authorized to work in the United States as required by law. **ABC Fire Department** does not discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, all personnel, as a condition of employment, must complete the employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former personnel who are retired must also complete the form if they have not completed an I-9 within the past three years, or if their previous I-9 is no longer retained or invalid.

Personnel with questions or seeking more information on immigration law issues are encouraged to contact the Chief Officer or his/her designee, with the understanding that the Chief Officer or his/her designee cannot give legal advice. Personnel may raise questions or complaints about immigration law compliance without fear of reprisal.

## Records Retention

**ABC Fire Department** will adhere to the following minimum record retention guidelines (to be modified according to records retention laws and regulations applicable to your organization– see NOTE below):

* Incident reports – indefinite
* Personnel files – indefinite
* Financial records – 7 years
* Meeting records – 10 years
* General correspondence – 2 years
* Contracts – 7 years after termination

And as state law requires.

**NOTE: The above time periods are merely recommendations. They may differ by state law, regulations, corporate bylaws, local ordinance, or by contract.**

## Whistleblower Protection

The purpose of this policy is to assure **ABC Fire Department** personnel observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As individual representatives of **ABC Fire Department**, personnel must act with honesty and integrity in fulfilling the duties of the positions and comply with all applicable laws and regulations.

**Reporting Responsibility**

It is the responsibility of all personnel to comply with the Conduct & Behavior policy of this document and to report violations or suspected violations in accordance with this policy.

**No Retaliation**

Personnel who in good faith report a violation of the Conduct & Behavior policy shall not suffer harassment, retaliation or adverse employment consequence. Personnel who retaliate against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. This Whistleblower Policy is intended to encourage and enable personnel to raise serious concerns within the organization prior to seeking resolution outside the organization.

**Reporting Violations**

The Conduct & Behavior policy addresses the organization’s open-door policy and suggests that personnel share their questions, concerns, suggestions or complaints with someone who can address them properly. In most cases, the President, Vice President, Secretary, or Compliance Officer is in the best position to address an area of concern. However, if you are not comfortable speaking with an officer or you are not satisfied with their response, you are encouraged to speak with any officer you are comfortable approaching. Supervisors and managers are required to report suspected violations of the Conduct & Behavior policy to the organization’s Compliance Officer, who has specific and exclusive responsibility to investigate all reported violations.

For suspected fraud, individuals should promptly contact the organization Compliance Officer directly.

(***Please refer to and review the disclaimer language on Page 1 of this manual, specifically with regard to tailoring the below section to your organization’s organizational structure.***)

**Compliance Officer**

The **ABC Fire Department** Compliance Officer is responsible for investigating and resolving as appropriate all reported complaints and allegations concerning violations of the Conduct & Behavior policy and, at his/her discretion, shall advise the Chief Officer and/or the audit committee. The Compliance Officer has direct access to the audit committee of the board of directors and is required to report to the audit committee at least annually on compliance activity. The ABC Fire Department Compliance Officer is the chair of the audit committee.

**Accounting and Auditing Matters**

The audit committee shall address all reported concerns or complaints regarding corporate accounting practices, internal controls or auditing. The Compliance Officer shall immediately notify the audit committee and auditing firm of any such complaint and work with the committee until the matter is resolved.

**Acting in Good Faith**

Anyone filing a complaint concerning a violation or suspected violation of the Conduct & Behavior policy must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation of the policy. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

**Confidentiality**

Violations or suspected violations may be submitted on the confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate and comprehensive investigation.

**Handling of Reported Violations**

The Compliance Officer will notify the sender and acknowledge receipt of the reported violation or suspected violation within five (5) business days. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

# **Section 3 – Employment**

***This is a sample of a personnel manual employment section. You should review the content, modify as appropriate for your organization, have it reviewed by your leadership team, and your legal counsel. Once adopted, make sure each section is communicated to personnel prior to implementation, performance monitored for effective implementation, and enforced in a consistent and equitable manner. Please refer to the full Disclaimer on Page 1 of this manual.***

## Recruitment and Selection

**ABC Fire Department** strives to select personnel from the largest possible number of qualified and competent applicants available and to provide an equal opportunity to all qualified applicants in becoming aware of position vacancies. Efforts shall be made to increase the advertising, marketing, and promotion of personnel opportunities, consistent with the organization’s Affirmative Action Plan.

For supervisory positions, the recruiting/selection processes shall be designed to assure qualified personnel are available and/or recruited for any supervisory position.

## Background Investigations

**ABC Fire Department** personnel are required to permit background checks necessary for the safety and legal protection of the organization. Background investigations may include, but are not limited to, criminal history, credit, child abuse, driving record, license and certification validation and Office of the Inspector General (OIG) Exclusion list. **ABC Fire Department** will pay feesassociated with all required background checks.

As part of the engagement of services by personnel to the **ABC Fire Department**, the **ABC Fire Department** retains the right to contact appropriate law enforcement agencies, government reporting agencies, credit reporting agencies, licensing, certification and accreditation organizations and the insurance carrier regarding information on its personnel.

**Criminal History Checks**

As a condition of organizational participation, **ABC Fire Department** personnel may be required to undergo periodic criminal history checks at times specified by government regulatory agencies, insurance carriers, and organization policy. In connection with these examinations, personnel are required to authorize **ABC Fire Department** to access their criminal history records, if requested. Further, it should be understood that **ABC Fire Department** may receive a full criminal history report from appropriate law enforcement agencies regarding criminal history.

Personnel are required to report any summary, misdemeanor, or felony criminal charges, license suspension/revocation or moving traffic citations/violations which may impact your ability to serve the organization to the Chief Officer or his/her designee immediately. **ABC Fire Department** reserves the right to suspend or dismiss individuals depending upon the seriousness of the incident and history of the individual.

**Motor Vehicle Record (MVR) Checks**

As a general rule, the insurance carrier seeks motor vehicle record checks at least on an annual basis on individuals who are qualified to drive any organizational vehicle. This is carried out by **ABC Fire Department** by personnel designated by the Chief Officer.

**ABC Fire Department** is not responsible for the payment of any fines incurred by individuals for traffic violations incurred while driving **ABC Fire Department** vehicles. Any traffic violation incurred by personnel of **ABC Fire Department** in an **ABC Fire Department** vehicle must be reported immediately to the Chief Officer, his/her designee, or the officer in charge. Additionally, personnel must report traffic violations while off-duty to the Chief Officer or his/her designee.

**ABC Fire Department** reserves the right to require additional training, suspend, or to dismiss the individual depending on the seriousness of the incident and history of the individual in compliance with Federal and state employment laws.

**Credit Reports**

**ABC Fire Department** may require a credit report check as part of the onboarding process. If required, a specific form signed by the individual will grant permission of the organization to conduct the check.

**Child Abuse**

As a condition of participation with **ABC Fire Department**, child abuse background checks will be completed prior to initial hire and every two years thereafter. Personnel must immediately report any changes to their child abuse background to the Chief Officer or his/her designee immediately but no later than (3) days after notification.

**Credential Validation**

Any credential listed on the applicant’s resume or application is subject to validation by the entity issuing the credential. As required, a specific form signed by the individual will grant permission to conduct the validation of credentials in any situation other than those available in the public domain. An example of a public domain search is validating an EMS credential on a state verification site.

**Office of Inspector General (OIG) Exclusion List**

Individuals will be periodically checked against the Office of Inspector General (OIG) Exclusion list to avoid unnecessary loss of revenue from Medicare and Medicaid. Personnel found to be on the exclusion list will be suspended from their current position. An immediate investigation will begin and changes in membership/employment status up to and including termination is possible.

These reports will NOT be maintained in **ABC Fire Department** personnel files. The Chief Officer or his/her designee will maintain the reports in a secure manner in accordance with the records retention guidelines. **ABC Fire Department** reserves the right to conduct a background check at any point during membership/employment. Any questions about your criminal history or other background checks should be directed to the Chief Officer or his/her designee.

## Hiring of Relatives

The membership/employment of relatives in the same area of an organization may cause serious conflicts and problems with favoritism and morale of personnel. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried over into day-to-day working relationships.

For purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the individual is similar to that of persons who are related by blood or marriage. This policy applies to all personnel without regard to the gender or sexual orientation of the individuals involved.

Although the organization has no prohibition against employing relatives of current personnel, **ABC Fire Department** is committed to monitoring situations in which such relationships exist in the same work area or business unit. In case of actual or potential conflicts or problems, the organization will investigate and take prompt action on the basis of that investigation. This can include reassignment or, if necessary, termination of membership/employment for one or both of the individuals involved.

## Disability Accommodations[[6]](#footnote-6)

The **ABC Fire Department** is committed to complying with the Americans with Disabilities Act (ADA) and ensuring equal opportunity in membership/employment for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis.

Hiring practices have been reviewed and provide persons with disabilities meaningful membership/employment opportunities. Upon request and as required by law, job applications are available in alternative, accessible formats, as is assistance in completing the application. Pre-employment inquiries are made only regarding an applicant's ability to perform the duties of the position.

Post-offer medical examinations are required only for those positions in which there is a bona fide job- related physical requirement. They are given to all persons entering the position only after conditional job offers. Medical records are confidential and will be kept separate from the personnel file.

Reasonable accommodation will be made available as legally required to all disabled personnel where their disability affects the performance of job functions. All membership/employment decisions are based on the merits of the situation in accordance with defined criteria, not the disability of the individual.

Qualified individuals with disabilities are entitled to equal pay and other forms of compensation (or changes in compensation) as well as in job assignments, classifications, organizational structures, position descriptions, lines of progression and seniority lists. Leave of all types will be available to all personnel on an equal basis.

The **ABC Fire Department** is also committed to not discriminating against any qualified individuals or applicants because they are related to or associated with a person with a disability. The **ABC Fire Department** will follow any state or local law or regulation that provides individuals with disabilities greater protection than the ADA.

This policy is neither exhaustive nor exclusive. **ABC Fire Department** is committed to taking all other actions necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADA and all other applicable Federal, state, and local laws.

## Position Classification

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**ABC Fire Department** position classifications are categorized to help personnel determine employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. Accordingly, the right to terminate the employment relationship at-will and at any time is retained by both the individual and **ABC Fire Department** except in some circumstances where an employment contract has been entered into with the individual and specifies a term of employment that is not at-will.

NOTE: THIS SECTION SHOULD BE COMPARABLETO THE ORGANIZATION’S BYLAWS AND-OR ORGANIZATIONAL STRUCTURE.

Each employee is designated as either NON-EXEMPT or EXEMPT from Federal and state wage and hour laws. NON-EXEMPT employees are entitled to overtime pay under the specific provisions of Federal and state laws. EXEMPT employees are excluded from specific provisions of Federal and state wage and hour laws. An employee's EXEMPT or NON-EXEMPT classification may be changed only upon written notification by the **ABC Fire Department** management.

In addition to the above categories, each employee will belong to one other employment category:

**PROBATIONARY** The probationary period is intended to give new personnel the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations.

All new and rehired personnel work on a probationary basis for the first year from their date of hire. Any significant absence will automatically extend a probationary period by the length of the absence. A significant absence is defined by the Chief Officer. If the organization determines that the designated probationary period does not allow sufficient time to thoroughly evaluate the individual's performance, the probationary period may be extended for a specified period.

Upon satisfactory completion of the probationary period, employees enter the "regular" employment classification.

**VOLUNTEER** personnel are not employed for wages or salary.

**REGULAR FULL-TIME** employees are those who are not in a probationary status and who are regularly scheduled to work [**insert content]**. The intent of the **ABC Fire Department** is to clarify the definitions of personnel classifications so personnel understand their employment status and benefit eligibility full-time schedule.

Generally, they are eligible for all benefits of the department. It is the intent of the **ABC Fire Department** to clarify the definitions of personnel classifications so they understand their employment status and benefit eligibility and benefit package, subject to the terms, conditions, and limitations of each benefit program.

**PART-TIME** employees are those who are not assigned to the probationary status and who are regularly scheduled to work less than **[insert content]**. While they do receive all legally mandated benefits (such as Social Security and workers' compensation insurance), they are ineligible for benefits of the full-time staff.

It is the intent of the **ABC Fire Department** to clarify the definitions of membership/employment classification so personnel understand their employment status and benefit eligibility in benefit programs.

Exempt status and employment category are used as part of each job description.

## Job Descriptions[[7]](#footnote-7)

All personnel of **ABC Fire Department** will have a job description. Your job description should have the following components:

* Job Title
* Purpose and objectives of the position
* Qualifications
* Key job responsibilities
* Special working conditions
* Reporting structure
* Exempt or non-exempt status for wage and hour consideration
* Changing duties
* Other duties as assigned

Details may change and are therefore set forth in the detailed job descriptions maintained by the Chief Officer or his/her designee.

## Junior Member Program[[8]](#footnote-8)

Encouraging young people to participate in the junior member program of **ABC Fire Department** is a proven way to encourage interest in the organization. Early participation by junior members often leads to ongoing involvement with the organization as the junior member enters adulthood.

**ABC Fire Department** has developed a process to help protect the organization, adult advisors, individual personnel and the program participants. Ongoing review of this policy will look to industry standards and best practices.

1. Adult Conduct – Individuals involved in the Junior Member Program are subject to all policies contained within this manual, including but not limited to, conduct & behavior, harassment, sexual abuse & misconduct, internet safety, social media, bullying, workplace violence/threats of violence and workplace wrongdoing.
2. Adult Advisor Job Description – A job description for this position will be developed in accordance with the job description guidelines outlined in this manual. Included in this job description is an additional requirement for a Child Abuse background check if not already required for the position. This background check is required every 24 months.
3. Junior Member Program Supervisor – A job description for this position will be developed in accordance with the job description guidelines outlined in this manual. Included in this job description is an additional requirement for a Child Abuse background check if not already required for the position. This background check is required every 24 months and may be conducted more often if deemed appropriate. The person in this position will supervise the adult advisors of the program, provide ongoing safety training for junior members and report to the Chief Officer or his/her designee.
4. Advisor to Junior Member Ratio – The adult advisor team composition should be one male and one female. The ratio of juniors to adult advisors should not exceed 3:1. Sex of the adult advisors should mirror the junior members. For example, if there is one female junior member, there should be one female adult advisor.
5. Activities - One-on-one contact in isolation between adults and junior members is prohibited. One-on-one activities such as counseling should not be performed in seclusion. Provisions may be made for privacy but the meeting should be conducted in full view of others. Junior members are not permitted at station without approved adult advisors being present.
6. Junior members are not permitted to sleep in the station.
7. Appropriate attire is required in accordance with the uniform policy.
8. Junior members are subject to all policies in this manual including usage of computers, internet, video recording, phones, social media, fitness center and equipment use and official duties at emergency scenes. Bullying and/or hazing by either adult or junior members will not be tolerated and will be disciplined in accordance with the applicable policy.[[9]](#footnote-9)
9. **ABC Fire Department** is committed to providing a safe environment and is committed to conducting prompt, thorough and fair internal investigations of all work-related wrongdoing. A junior member will receive orientation on reporting of workplace wrongdoing. Junior members are not required to confront person(s) involved in alleged incidents. Any person named in the complaint shall not be part of the investigation team. Neutral persons within the organization will be designated by the Chief Officer or his/her designee to handle the internal investigation. Both the junior member and organization are entitled to utilize outside third parties to help resolve any allegations.
10. Application for junior membership is to be completed after reviewing the detailed explanation of the program's expectations, along with the release statement signed by parent(s) or guardians. Junior members may not be eligible for any Federal line-of-duty benefits, even if participating in emergency activities. In addition to the standard personnel application, the junior member must also understand:
    1. A 2.0 GPA must be maintained in order to participate in the junior program.
    2. Junior members are not permitted at the station between 10pm and 7am.
    3. A quarterly meeting to discuss progress will be scheduled between the junior member, the adult advisor team and at least one parent or guardian.
11. Appropriate Child Labor Laws must be followed. (Make sure your policies are not in violation of these laws) Require training and documentation.
12. Emergency vehicle riding – Junior members may ride as supplemental crew as approved by the Chief Officer or his/her designee.
13. Junior members are specifically excluded from driving an emergency vehicle, entering the interior of a structure fire and serving as the primary EMS practitioner during patient assessment and transport. Junior members may participate in activities as directed by the adult advisor.
14. Emergency scene safety officer should be made aware of junior members working on the scene of an incident. Direct supervision ratio of adult advisor to junior member is 1:1.
15. Consider the following for hours and/or conditions under which juniors will or will not be permitted in the quarters or participate in activities:
    1. School day hours
    2. Holiday hours
    3. Restrictions for non-member guests to be in quarters
    4. Appropriate supervision
    5. When junior members are permitted to respond
    6. Minimum participation standards/expectations

This list is not to be considered exhaustive but rather highlights areas that should be of concern to your organization. ESOs are encouraged to have their policies reviewed by a qualified attorney prior to instituting any new or revised policy.[[10]](#footnote-10)

## New Personnel Onboarding

It is the policy of **ABC Fire Department** to mentor each new hire to help assure successful introduction and assimilation into the organization. To help achieve this, the assigned mentor will assure each component of the checklist is adequately reviewed, completed, and if necessary, skills and knowledge demonstrated. The mentor will be assigned by the Chief Officer or as directed by his/her designee. See the New Personnel Checklist in the appendix of this manual.

## Ryan White Act Compliance

As one part of compliance with the Ryan White Act, **ABC Fire Department** offers the Hepatitis B vaccine to new hires. Personnel should expect this to be offered within ten days of their start date.

See the other Ryan White section of the appendix for more information.

## Issuance of Company Owned Equipment

**ABC Fire Department** may issue company-owned equipment to personnel. Personnel are required to properly care for the issued items in the manner prescribed by the department. Personnel will acknowledge receipt of issued equipment and will be provided a copy of the replacement cost for each item should any item need to be replaced at the expense of the individual. All company-owned equipment is expected to be returned upon separation from the department. Items not returned are subject to the individual to be billed for the items not returned.

## Social Security Number

To protect individual personal information, **ABC Fire Department** prohibits the use of employees' Social Security numbers for identification purposes, except as allowed by law. **ABC Fire Department** will not:

* Publicly post or publicly display in any manner an individual’s Social Security number. "Publicly post" or "publicly display" means to intentionally communicate or otherwise make available to the general public.
* Print an individual’s Social Security number on any card required for the individual to access products or services provided by **ABC Fire Department**.
* Require an individual to transmit his or her Social Security number over the Internet, unless the transmission is sent by secure means and the Social Security number is encrypted.
* Require an individual to use his/her Social Security number to access an Internet web site, unless a password or unique personal identification number or another authentication device is also required to access the Internet web site.
* Print an individual’s Social Security number on any materials that are mailed to the individual, unless state or Federal law requires the Social Security number to be on the document to be mailed.

However, Social Security numbers may be included in applications and forms sent by mail, including documents sent as part of an application or enrollment process; or to establish, amend, or terminate an account, contract, or policy; or to confirm the accuracy of the Social Security number.

In instances where **ABC Fire Department** previously used an individual’s Social Security number in a manner inconsistent with this policy, it will continue using that individual's Social Security number in that manner, if all of the following conditions are met:

* The use of the Social Security number is continuous. If the use is stopped for any reason, the conditions listed above will apply; and
* The individual is provided an annual disclosure that informs the individual that he or she has the right to stop the use of his or her Social Security number in a manner prohibited by those conditions listed above.

A written request by an individual to stop the use of his or her Social Security number in a prohibited manner will be implemented within 30 days of the receipt of the request. There will be no fee or charge for implementing the request.

**ABC Fire Department** will not deny services to an individual because the individual makes a written request to stop the use of his or her Social Security number.

**ABC Fire Department** will continue to collect, use, or release Social Security numbers as required by state or Federal law, and may use Social Security numbers for internal verification or administrative purposes.

Personnel with questions about this policy or who feel that their Social Security number has been used inappropriately by **ABC Fire Department** should contact the Compliance Officer, Chief Officer or his/her designee.

## Drug and/or Alcohol Testing

Personnel are subject to drug and/or alcohol testing in accordance with the policies and guidelines of the organization. Personnel will be required to consent to drug and alcohol testing both at initial hire and as required during membership/employment within the organization. See the Drug and/or Alcohol Testing Consent form in the appendix.

## Medical Requirement

**ABC Fire Department** recognizes NFPA Standard 1582, Medical Requirements for Firefighters as its qualifying factors for membership/employment to comply with the Occupational Safety and Health Administration regulations regarding fire department operations.

This NFPA standard indicates minimum medical requirements for qualification for candidates and periodic evaluations to assure personnel are medically capable of performing firefighting functions. This standard will be utilized for 9-1-1 personnel including personnel performing emergency medical services and for return to duty evaluations.

The **ABC Fire Department** will provide potential personnel with assistance in scheduling a date and time with the medical facility selected for the initial medical evaluation.

The cost of all medical evaluations will be the responsibility of the **ABC Fire Department**.

To conform to this standard, the medical facility will be required to observe the following:

1. Provide a licensed physician or physician assistant in medicine or osteopathy, qualified to provide professional expertise in the areas of occupational medicine as relevant to emergency services. In addition, the licensed physician or physician assistant will possess awareness of the physical and physiological demands placed upon firefighters and the environments in which firefighters perform functions.
2. The medical professional performing the evaluation shall determine the presence of any medical condition listed in the standard.
3. If an individual has an evaluation performed by a private physician, the evaluation shall be reviewed and approved by the medical facility selected by **ABC Fire Department**.

The authorized medical facility selected by **ABC Fire Department** is:

**[insert content]**

**[insert content]**

### Medical Evaluation Performance Terms & Components

Medical evaluations shall be performed according to the following requirements:

1. **Pre-Qualification for Membership**
2. The candidate shall satisfy the medical requirements as stated in this policy prior to participating in training, performing firefighting operations or emergency medical service functions.
3. The candidate shall be evaluated to assess the effects of medical conditions on the ability to perform as a firefighter.
4. A candidate shall not be certified as meeting the medical requirements of this policy if the medical evaluator determines the candidate has any Category A medical conditions as specified in the standard.
5. A candidate shall not be certified as meeting the medical requirements of this policy if the medical evaluator determines the candidate has any Category B medical conditions as specified in this policy, to the extent that the medical condition could prevent the candidate from performing, with or without reasonable accommodation, the essential duties of a firefighter without posing significant risk to the safety and health of the candidate or others.
6. The determination of reasonable accommodation shall be made by the Chief Officer in conjunction with the medical facility.
7. If a candidate presents with an acute medical problem or a recently acquired chronic medical condition that interferes with the ability to perform firefighting functions, a medical certificate shall be deferred until the candidate has recovered from the condition and the medical facility has performed an evaluation.
8. **Annual Medical Evaluation of Current Personnel** 
   1. Current personnel shall be annually certified by the medical facility as meeting the medical requirements as outlined in this policy to determine the firefighter’s capability to continue performing firefighting functions. This is in addition to the medical evaluation that shall be performed according to the individual’s age.
   2. The components outlined in the next section may be permitted to be performed by qualified personnel as authorized by the medical facility. The medical facility shall then review the information collected during the evaluation.
   3. The annual medical evaluation shall consist of the following:
      1. An interval medical history.
      2. An interval occupational history, including significant exposures.
      3. Height and weight.
      4. Blood pressure.
   4. Current personnel shall be medically evaluated according to the following schedule:
      1. Ages 29 and under — every 3 years.
      2. Ages 30 to 39— every 2 years.
      3. Ages 40 and above — every year.
   5. The medical evaluation shall consist of the following components:
      1. Vital signs
      2. Ears, nose, mouth & throat
      3. Respiratory system
      4. Genitourinary system
      5. Musculoskeletal system
      6. Audiometry
      7. Visual acuity & peripheral vision testing
      8. Diagnostic testing, if indicated
      9. Dermatological system
      10. Cardiovascular system
      11. Gastrointestinal system
      12. Endocrine & metabolic systems
      13. Neurological system
      14. Pulmonary function testing
      15. Laboratory testing, if indicated
      16. Electrocardiography, if indicated
   6. Current personnel shall not be certified as meeting medical requirements of this policy if the medical facility determines any of the following:
      1. The individual has any Category A medical conditions in the following sections **[insert content]**
      2. Parts B through F of the Pre-Qualification section are also applicable here

### Category A and Category B Medical Conditions

NFPA Standard 1582 contains specific medical conditions that may prevent individuals from performing firefighting functions. Dependent of the human anatomy and the medical condition, these are divided into two categories.

This medical requirement policy is designed to permit a safe environment at emergency incidents for all persons involved. It is not intended to discriminate or be prejudicial of persons who may have medical conditions that are classified under Categories A or B. This policy complies with the Americans with Disabilities Act[[11]](#footnote-11) and any other relevant Federal laws. In conclusion, this policy was written following the NFPA Standard 1582[[12]](#footnote-12), *Medical Requirements for Firefighters.* If any questions regarding clarity, explanation, or description arise, please refer to the appendices that can be found in the standard.[[13]](#footnote-13)

## Incentive Programs[[14]](#footnote-14)

This section applies to individuals who are not receiving regular compensation as a full-time or part-time employee. The individuals of the **ABC Fire Department** put countless hours of training and dedication in order to provide the highest level of fire and life-safety protection possible. **ABC Fire Department** recognizes the sacrifices made by personnel and want to reward them for their timeless dedication.

To receive the “Full Incentive” an individual must make a minimum of **[insert content]** of fire emergency responses and **[insert content]** training exercises a quarter. (Junior Members must only achieve **[insert content]** of Fire Emergency Responses).

To receive “Staff Incentive” an individual did not meet the criteria for “Full Incentive”; However, they put time in and “staffed” the station and made one training session each quarter.

1. Checks will be issued to eligible individuals based on the above on a quarterly basis:
   1. Balance of Fourth Quarter and First Quarter = December of Previous Year AND January through March (Receive Check in April)
   2. Second Quarter = April through June (Receive Check in July)
   3. Third Quarter = July through September (Receive Check in October)
   4. Partial Fourth Quarter (October / November) and End of Year (Receive Check in December)
   5. Individuals MUST respond to a minimum of **[insert content]** of fire emergency responses annually and **[insert content]** training exercises annually in order to receive the end of year incentive check.
   6. Junior Firefighters Must Only Achieve **[insert content]** of Fire Emergency Responses.
   7. Other personnel must participate in **[insert content}** shifts per quarter, **[insert content]** shifts per year, and **[insert content]** training sessions per year in order to receive their quarterly and yearly incentive.
   8. All quarterly reports and incentive distributions will be reviewed by the Chef Officer and the **ABC Fire Department** personnel committee prior to the approval of the check disbursements.
2. End of the Year - Years of Service Incentive
   1. All personnel will receive an incentive based on their years of continuous service with the **ABC Fire Department** from their hire date.
   2. All personnel will receive an incentive based on the number of years of service calculated in the current incentive year.
3. End of the Year - Training Incentive
   1. All personnel will receive an incentive based on their training level on the first day of the fourth quarter (October 1st).
   2. All personnel will only receive compensation for their highest level of training.
   3. All personnel must provide proof of certification.
4. The incentive program will be limited to $**[insert content]** per year, per individual. No individual will be eligible to receive more than this amount in a calendar year.[[15]](#footnote-15)
5. Run Reports, Training Logs, and Community Event Logs:
   1. A run report must be completed for every emergency incident.
   2. Personnel must sign the run report within 15 minutes of the termination of the event. After 15 minutes the run report will be locked in a predetermined location.
   3. If an individual is not able to sign the run report within the allotted 15 minutes, he or she must notify the officer in charge within 24 hours of the incident in order to receive credit for that event.
   4. Personnel may print a person’s name for an individual and put his or her initials next to the name.
   5. If you sign a run sheet, you must remain at station until the units go available or the units return to station. Special exceptions may apply.
6. All decisions and changes to the incentive program will be approved by the Chief Officer and the governing body.
7. The Chief Officer has the ability to make discretionary decisions for credits being awarded to personnel. The decisions will be documented and reported in the quarterly report.
8. Personnel are not eligible to receive the incentive for responses while on duty as paid staff.
9. If an individual chooses to leave the **ABC Fire Department** or is expelled from the **ABC Fire Department** in the middle of any given quarter or prior to the distribution of a quarterly incentive check, the individual will forfeit his or her incentive check for the quarter and any future consideration for future inventive checks (i.e. end of year incentive check).[[16]](#footnote-16)

## Probationary Status

All new recruits of the **ABC Fire Department** are subject to a minimum of a ninety (90) day probationary period. Each probationary individual will be required to successfully complete the probationary program.

The main intent of the probationary period for a new recruit is to learn the administrative and operational guidelines of the **ABC Fire Department**, as well as the location/operation of the resources available to them and the equipment for use in performance of their duties.

At the discretion of the Chief Officer or his/her designee, a competency-based probationary period may be acceptable. This competency-based assessment could be used in situations in which the individual has prior experience with **ABC Fire Department** and/or has demonstrated knowledge, skills, and abilities required of the position at another agency.

Updates to the probationary manual will be made as new technology, industry standards and best practices are introduced or modified. The individual’s probationary manual and skill sheets will be assigned and periodically reviewed by the individual’s mentor/Chief Officer.

## Training

Training is the single most important element for a safe, professional, and effective fire department. It is critical that personnel are properly trained on all aspects of services provided (firefighting, rescue, hazardous materials, emergency medical service, etc.) to help safeguard his/her life, the lives of other firefighters and the lives of those we serve.

Training prepares a firefighter to safely perform his or her duties, prepares personnel for any change in a guideline or technology or for any new hazard identified in his or her work environment, and prepares a new firefighter whose duties include emergency operations to perform emergency operations. The training will include: activities in the incident command system; gives personnel whose duties include structural firefighting training consistent with established fire ground operating guidelines; prepares a firefighter for special hazards to which he or she may be exposed during fires and other emergencies; and includes guidelines for firefighters engaged in fire ground operations to make his or her safe exit from a dangerous area if equipment fails or fire conditions change suddenly.

All training of firefighters which includes live firefighting exercises will be conducted in compliance with NFPA 1001- Standard for Fire Fighter Professional Qualifications and NFPA 1403- Standard on Live Fire Training Evolutions, as well as applicable state and local requirements. No new firefighter may be permitted to participate in structural firefighting activities or trainings which require the individual to enter or be in close proximity to the building, enclosed structure, vehicle or vessel until that individual has completed required training.

To maintain active status as a firefighter with the **ABC Fire Department**, all personnel must attend at least **[insert content]** training session(s) per **[insert conten**t]. Failure to do so may result in the individual being placed on probation, at which time active status may only be regained after approval of the Chief Officer or the Training Officer. If after **[insert content]** months of probationary status an individual does not satisfactorily meet training requirements, the individual’s status with the department should be terminated. An individual whose active status is in jeopardy due to failing to meet training requirements will receive a verbal and written warning from the Chief Officer or Training Officer. Personnel with a status change from active to probationary status will receive a written notification from the Chief Officer or Training Officer. At this time a meeting will be scheduled with that individual and the Chief Officer or his/her designee, to discuss requirements and actions needed to regain active status. Exceptions and petitions for minimum training requirements may be made to the Chief Officer, in special circumstances the Chief Officer may alter department minimum training requirements. Training must meet the minimum requirements set forth by the state of **[insert content]**.[[17]](#footnote-17)

## Probationary & Firefighter Training Requirements

**ABC Fire Department** has adopted National Fire Protection Association (NFPA) Standard 1001, Standard for Fire Fighter Professional Qualifications[[18]](#footnote-18) for probationary and active personnel to continually comply with Occupational Safety and Health Administration (OSHA) regulations.

NFPA 1001 identifies minimum Job Performance Requirements (JPRs) for career and volunteer fire departments whose duties are primarily structural in nature. It is the intent of **ABC Fire Department** to exceed these JPRs to provide superior emergency services to the community.

The objective of this policy is to provide a guideline for firefighter training requirements for probationary personnel and continuing annual training for active personnel. Annual practice sessions involving these JPRs allow for the opportunity to recall skills and knowledge, to enhance strengths and identify and correct weaknesses. This goal will permit for more advantageous results at incidents and decrease the risk of injury to citizens and firefighters.

Training involving JPRs will be planned throughout the year and make up sessions will be scheduled as necessary. Dedication is expected by all personnel to comply with this policy and every effort should be undertaken to attend the training sessions. Additional training and education beyond these JPRs are emphasized and should be taken advantage of by all personnel.

Skill sheets can be sourced from respective state fire academy website or accessed via ResponderHelp.com.

**Probationary Status[[19]](#footnote-19)**

It is mandatory that prior to participating in operations at emergency and non-emergency incidents, inexperienced individuals need to attend and successfully complete minimum specific training. The initial training is to allow newly hired personnel to perform exterior firefighting operations at structural fires. Certain training may be repetitive which allows for improving skills. This training includes, but is not limited to the following:

* The proper use and maintenance of personal protective equipment (PPE).
* The selection, operation, components, proper use and maintenance of self-contained breathing apparatus.
* The selection, carrying, placement, operation, and proper use of ground ladders.
* The selection, use and maintenance of hand tools and salvage operations.
* The use (connecting and rolling) and the maintenance of hose lines and related appliances.
* The processes of establishing water supply using a tanker/tender, dump tank or hydrants.
* The proper selection and operation of portable fire extinguishers.
* The various types and maintenance of ropes and knots.
* Any additional training as determined by the training officer.
* The above training will be made available within the first six months of hire. It is expected that new personnel requiring this training shall attend as scheduled.
* A minimum certification level of Firefighter I is required to perform interior structural firefighting.
* A Firefighter I test will be made available within one year of hire. It is advantageous that the Firefighter I program is sponsored by **ABC Fire Department** so that standard operating guidelines can be incorporated into the lesson plan.

**Training**

All personnel, including fire officers and new personnel with a Firefighter I certification, shall attend and complete the following annual training sessions to maintain knowledge and skills. New personnel must successfully complete the following training prior to performing any interior firefighting. All attempts shall be made to schedule this training in an expeditious time period.

The annual training sessions include, but are not limited to the following:

* Incident Command System
* Safety
* Self-Contained Breathing Apparatus
* Fire Behavior
* Portable Fire Extinguishers
* Ropes and Knots.
* Ventilation.
* Forcible Entry
* Ladders
* Fire Hose, Appliances and Streams
* Water Supply
* Salvage and Overhaul
* Rescue
* Emergency Medical Care
* Fire Control
* Hazardous Materials Operational
* Building Construction
* Fire Alarms
* Sprinkler Systems
* Annual Live Fire Training

Training sessions will be scheduled monthly and additional sessions may be incorporated as necessary.

Two annual live fire training sessions will be scheduled on Saturdays in the spring and fall:

* Department personnel shall be divided to allow for enough time for the annual live fire training.
* All personnel shall have the choice to attend both sessions but personnel in need of the training shall have preference.

The annual live fire training sessions will not be available in make-up sessions due to the availability of facilities. Attendance to one of the scheduled sessions is mandatory for all personnel.

It is important to stress that additional training and increase in certification levels is encouraged.

Personnel that have Fire Instructor I certification shall be encouraged to instruct or assist in training sessions.

Experienced personnel may be assigned a trainee on a voluntary basis. This will allow for consistent and orderly training for the trainee.[[20]](#footnote-20)

**Safety**

All training sessions shall be planned and conducted with safety in mind. Although the session should be informative, interesting and enjoyable, a certain level of order should be maintained. Full use of personal protective equipment (PPE) should be standard in training sessions. The session subject and weather conditions should be considered to determine the level of appropriate PPE use.[[21]](#footnote-21)

## Complaints & Grievances Purpose & Exclusion

This section provides a means for expressing and seeking a solution to any dissatisfaction, conflict or complaint related to the condition or practices associated with personnel related actions or inactions, work environment or relations with the **ABC Fire Department** and the individual, where there is believed to be an equitable and justifiable solution. The intent is to resolve all complaints during the first possible step of the complaint process, based on the cooperativeness of each person involved, and in all cases as expeditiously as possible.

This guideline may be precluded by contractually negotiated grievance guideline, if it exists.

## Filing of Complaints & Grievances

The purpose of this policy is to provide a systematic format for personnel to grieve actions, policies, or regulations. Personnel must recognize that the **ABC Fire Department** may choose to manage and operate in accordance with responsibilities, specific bylaws, municipal code, state statute, and Federal law.

**Formal Grievances Procedure versus Internal Reporting Process**

Grievances may not be filed which directly contradict the rights of the **ABC Fire Department** administration. The rights of **ABC Fire Department** administration include:

1. To manage and direct the personnel of the **ABC Fire Department**.
2. To hire, promote, transfer, assign, retain, and schedule hours and places of work for individuals within the **ABC Fire Department**.
3. To maintain the efficiency and training of the operation of the **ABC Fire Department**.
4. To determine the methods, means, procedures, and personnel by which fire and EMS operations are to be conducted.
5. To establish the organization and structure of the department.

**Grievances**

Grievances or disputes which may arise, including policy interpretation or application, shall be settled in the following manner:

1. All personnel of the **ABC Fire Department** may file a grievance. Grievances should be resolved informally at the first level of supervision (i.e. between the individual and their immediate supervisor or between the individuals involved in the grievance).
2. If an informal solution is inadequate, a signed letter on department letterhead, or other formal communication, shall be submitted to the immediate supervisor by the grievant. This communication must be received within fifteen days from the date of dispute.
3. If the grievance concerns the immediate supervisor of the grievant, the chain-of-command may be circumvented. The letter should be delivered to the next level of supervision, up to the Chief Officer, and the immediate supervisor. At no time shall parties involved in the grievance be unaware of the process being initiated.
4. The supervisor receiving the grievance shall investigate it. A written reply shall be drafted and submitted within ten (15) days, with copies provided to the Chief Officer and grievant.
5. If the grievance has merit, the reply should include suggested remedial action.
6. If the grievance is not resolved to the satisfaction of the grievant, the grievant shall submit a reply to the Chief Officer and request a hearing on the matter. The hearing shall be facilitated by the Chief Officer and occur within (15) days of appeal. A ruling on the information shall be returned to the grievant, in writing, within ten (10) days of the hearing.
7. If the matter involves the Chief Officer, the Chief Officer shall contact the chairperson of the governing board and facilitate a meeting between the grievant and the designated representative of the governing board.

**Formal Grievance Procedures** **Training**

Familiarity with and confidence in the organization’s procedures is important when accessing or effectively addressing a grievance or complaint. Training new personnel is necessary as is at least yearly review of this policy. Training shall include the preparing of written responses, meeting time deadlines, assessing the credibility of the grievance, facilitating hearings, and generally resolving personnel conflicts. Personnel should be confident enough to utilize the formal grievance procedures if they know the organization is intimately familiar with how to manage the process.

## Performance Evaluation Process[[22]](#footnote-22)

All personnel should expect to receive an annual performance evaluation. This performance evaluation is a time to help strengthen personnel relations. Periodic evaluations allow for goals and objectives to be established, improves supervisor-subordinate communications, and helps keep an accurate record of job performance.

**Evaluation Form**

**ABC Fire Department** personnel will have a blank evaluation form to use as a reference as part of their orientation. This evaluation form, the job description and any specific skill verification required will be the basis for the individual evaluation.

Evaluation meetings are to be scheduled at time when the individual is regularly scheduled whenever possible. Additionally, the advance notice of the evaluation meetings should provide sufficient time for the individual to prepare for the evaluation meeting.

**New Individual Probationary Evaluation**

All personnel have a minimum 90-day probationary period with a planned review within 10 days of the 90-day point. This evaluation will provide immediate feedback to the probationary individual. The probationary individual may have their probation period extended for a period of time deemed necessary with a written and clearly defined performance improvement plan (PIP) provided to the probationary individual or be removed from probation. In some circumstances, a probationary individual may be terminated based on the reviews of the 90-day probationary period.

**Mid-Year Evaluation**

**ABC Fire Department** follows the best practice of providing feedback to personnel at the mid-year point. This evaluation will provide the personnel an opportunity to discuss performance and make corrective actions based on their performance prior to their annual evaluation. If any item on the evaluation is less than acceptable, a performance improvement plan should be developed and provided to the individual.

**Accuracy of Job Descriptions** - Periodic performance evaluations allow for personnel to review their job description. Is the written job description an accurate depiction of what the individual is actually doing on the job? When assessing job performance, it is essential to review the essential and non-essential job functions found in a job description.

**Self-Evaluations**

**ABC Fire Department** may ask the individual to complete the evaluation based on their view of their performance. This document is compared to the supervisor’s evaluation. The differences are to be discussed constructively so both the individual and supervisor explain their position.

**Annual Evaluations**

All personnel should expect to receive an annual evaluation. This review will coincide with the individual’s anniversary date or on an alternate schedule provided to the individual. Information from the mid-year evaluation, any memos regarding specific actions by the individual and, if applicable, results from performance improvement plans. The individual should expect to receive a written copy of the evaluation from their supervisor during and after review.

**Performance Improvement Plan (PIP)** - A PIP may be necessary when an individual’s performance and/or behavior is not satisfactory. A PIP is a joint effort between a supervisor and subordinate to develop a plan of increased communication, accountability, and guidance. Supervisors ask questions like, "How can **ABC Fire Department** and I enable you to better meet the responsibilities of your position?" In turn, a plan is documented holding the individual accountable for meeting time specific goals.[[23]](#footnote-23)

# **Section 4 – Employee Benefits Program**

***This is a sample of a personnel manual benefits program section. You should review the content, modify as appropriate for your organization, have it reviewed by your leadership team, and your legal counsel. Once adopted, make sure each section is communicated to personnel prior to implementation, performance monitored for effective implementation, and enforced in a consistent and equitable manner. Please refer to the full Disclaimer on Page 1 of this manual.***

## Benefits

Eligible employees with the **ABC Fire Department** are provided with a wide range of benefits. Programs such as Social Security, workers' compensation, state disability, and unemployment insurance cover all employees in the manner outlined by state and Federal laws.

Benefits eligibility is dependent upon a variety of factors, including but not limited to individual classification, workers compensation and FMLA laws. Your supervisor can identify the programs for which you are eligible. Details of many of these programs can be found elsewhere in the personnel manual.

The following benefit programs are available to eligible employees:

***THIS SECTION IS TO BE CUSTOMIZED BY YOUR ORGANIZATION FOR YOUR PERSONNEL. THIS IS AN EXAMPLE.***

Pension Plan

403(b) Savings Plan

Bereavement Leave

Dental Insurance

Educational Financial Assistance

Employee Health Program

Family Leave

Holidays

Jury Duty Leave

Life Insurance

Long-Term Disability

Medical Insurance

Medical Leave

Military Leave

Personal Leave

Short-Term Disability

Sick Leave Benefits

Uniforms

Vacation Benefits

Some benefit programs require contributions from the employee, but others are fully paid by **ABC Fire Department.**

## Benefits Continuation - COBRA[[24]](#footnote-24)

The Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under **ABC Fire Department** health plan when a “qualifying event” would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, or death of an employee; a reduction in an employee’s hours or a leave of absence: an employee’s divorce or legal separation; and a dependent child no longer meet eligibility requirements.

Under COBRA, the employee or beneficiary pays the full cost of coverage at **ABC Fire Department**  group rate plan plus a reasonable administration fee. **ABC Fire Department** provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under **ABC Fire Department** health plan. The notice contains important information about the employee’s rights and obligations.

**ABC Fire Department** will comply with all Federal, state and local COBRA regulations as required.

## Clothing & Uniform Allowance

In cases where unusual, special or successive wear or use applies, **ABC Fire Department** either supplies the proper clothing or reimburses the individual for his/her expense incurred, with limitations. Personnel separating from the organization prior to their one-year anniversary shall reimburse **ABC Fire Department** on a pro rata basis.

When an outside uniform rental and laundry service contract has been signed by the **ABC Fire Department**, no individual shall receive any allowance for the purchase of clothing or the costs associated with cleaning uniforms unless approved in advanced by the Chief Officer or his/her designee.

Those who utilize personal tools or special equipment are eligible for reimbursement up to $ **[insert content]** per year for the purchase of tools to perform these duties. Receipts must be submitted to the Chief Officer or his/her designee for approval.

## Compensatory Time

**ABC Fire Department** permits exempt employees to accumulate compensatory time on the basis of one and one-half (1.5) hour earned for every one (1) hour(s) worked, to a maximum of five hundred (500) each year.

Any earned compensatory time must be used by the end of the calendar (fiscal) year.

The exempt employee must have the compensatory time approved by his/her manager and documented to the Chief Officer or his/her designee within 24 hours of being incurred.

Compensatory time for those employees who are required to be “On-call” and do not receive any call outs shall be compensated as follows;

* (This section is based on local determination)

## Conference & Professional Associations

**ABC Fire Department** encourages participation at both conferences and professional associations. Unless specifically approved in advance, the cost of attendance, registration fees, membership fees or other costs are the responsibility of the individual. Attendance at conferences and meetings must be scheduled using paid time off.

**ABC Fire Department** may, at its discretion, reimburse the individual for any associated expenses. This decision will be made by the Chief Officer or his/her designee.

## Distribution of Pay/Stipend Checks

All personnel are paid bi-weekly on every other **[insert content]**. In the event that a regularly scheduled payday falls on a holiday, employees will be paid on the first day prior to the regularly scheduled payday.

Each paycheck will include an itemized statement of wages/earnings/deductions for all work performed through the end of the previous payroll period. Pay will be distributed via direct deposit unless the employee has given prior written notice for another pay arrangement.

## Educational Assistance[[25]](#footnote-25)

The **ABC Fire Department** recognizes that the skills and knowledge of its personnel are critical to the success of the organization. The educational assistance program encourages personal development through formal education so personnel can maintain and improve job-related skills or enhance their ability to compete for reasonably attainable jobs within **ABC Fire Department**.

**ABC Fire Department** will provide educational assistance to all eligible personnel immediately upon assignment to an eligible employment classification. To maintain eligibility individuals must be considered “active” and personnel must remain on the active payroll. Personnel must be performing their job satisfactorily through completion of each course. Personnel in the following classification(s) are eligible for educational assistance:

* Regular full-time employees
* Active volunteers

Individual courses or courses that are part of a degree, licensing, or certification program must be related to the individual's current job duties or a foreseeable-future position in the organization in order to be eligible for educational assistance. The Chief Officer has the sole discretion to determine whether a course relates to an individual’s current job duties or a foreseeable-future position. Personnel should schedule a time to speak to the Chef Officer for more information or questions about educational assistance.

The following guidelines have been established to assist personnel with reimbursement for satisfactory completion of college-level education courses: The funding periods will coincide with the two traditional semesters of the education cycle – spring and fall.

For each traditional semester period, a 75% reimbursement of the total cost for each 3-credit course will be considered for up to two (2) courses per semester, four (4) per year.

Personnel must send a detailed form of communication via e-mail or other acceptable means of communication to the Chief Officer or his/her designee, regarding the nature of the course(s) to be taken and how it will enhance the individual’s knowledge, skills, and abilities in carrying out the duties of their position with the **ABC Fire Department.**

Reimbursement applies only to courses administered by accredited institutions.

The Chief Officer or his/her designee shall review the course information and approve or deny all requests based on above.

At the completion of the course, the individual must present a transcript indicating satisfactory completion of the course, with a grade of " C" (2.0) or equivalent for reimbursement.

Within two weeks of completion of the course, the individual shall submit to the Chief Officer or his/her designee copies of all receipts attesting to the payment of the course(s), any fees associated with the course(s), and cost of the book(s) or any other materials required for the course(s).

Funding for this program is contingent upon approval of the Board of Directors on an annual basis.

A cap of $ **[insert content]** year for this program will be allotted. This will be on a first come, first-serve basis approved by the Chief Officer.

This policy does not affect seminar-type programs that are offered by colleges, universities, fire/EMS training academies, and other various educational opportunities offered throughout the year. Personnel wishing to attend these, are to contact their supervisor, Chief Officer or his/her designee. Personnel should contact the Chief Officer or his/her designee for more information or questions regarding the educational assistance program.

While educational assistance is expected to enhance personnel performance and professional abilities, **ABC Fire Department** cannot guarantee that participation in formal education will entitle the individual to automatic advancement, a different job assignment, or pay increases.[[26]](#footnote-26)

## Employee Assistance Program (EAP)

The **ABC Fire Department** cares about the health and well-being of its personnel and recognizes that a variety of personal problems can disrupt their personal and work lives. While many individuals solve their problems either on their own or with the help of family and friends, sometimes the individual needs professional assistance and advice.

Through the Employee Assistance Program (EAP), **ABC Fire Department** provides confidential access to professional counseling services for help in confronting such personal problems as alcohol and other substance abuse, marital and family difficulties, financial or legal troubles, and emotional distress. The EAP is available to all personnel offering problem assessment, short-term counseling, and referral to appropriate community and private services.

The EAP is strictly confidential and is designed to safeguard your privacy and rights. Information given to the EAP counselor may be released only if requested and permitted by you in writing. All counselors are guided by a Professional Code of Ethics.

Personal information concerning individual participation in the EAP is maintained in a confidential manner. No information related to an individual's participation in the program is entered into the personnel file.

There is no cost for individuals to consult with an EAP counselor. If further counseling is necessary, the EAP counselor will outline community and private services available. The counselor will also let individuals know whether any costs associated with private services may be covered by their health insurance plan. Costs that are not covered are the responsibility of the individual.

Minor concerns can become major problems if you ignore them. No issue is too small or too large, and a professional counselor is available to help you when you need it. The EAP program contact number is posted on the company bulletin board. Additionally, you may contact the Fire Chief or his/her designee.[[27]](#footnote-27)

## Federal Insurance Contribution Act (FICA)

The Federal Insurance Contributions Act (FICA) is a U.S. law that mandates a payroll tax on the paychecks of individuals, as well as contributions from employers, to fund the Social Security and Medicare programs. For self-employed persons, there is an equivalent law called the Self-Employed Contributions Act (SECA). Your nine-digit social security number helps accurately record your covered wages or self- employment. As you work and pay **FICA** taxes, you earn credits for Social Security benefits.

These funds are used within Federal programs that provide benefits for retirees, people with disabilities, and children of deceased workers.

The money you pay in taxes is not held in a personal account for you to use when you get benefits. Today’s workers help pay for current retirees’ and other beneficiaries’ benefits. Any unused money goes to the Social Security trust funds to help secure today and tomorrow for you and your family.

Further details are available from Chief Officer or his/her designee.[[28]](#footnote-28)

## Health Insurance

The **ABC Fire Department** health insurance plan provides employees and their dependents access to medical, dental, and vision care insurance benefits. Personnel in the following employment classifications are eligible to participate in the health insurance plan:

* Regular full-time employees
* Probationary full-time employees

Eligible personnel may participate in the health insurance plan subject to all terms and conditions of the agreement between **ABC Fire Department** and the insurance carrier.

Details of the health insurance plan are described in the Summary Plan Description (SPD). An SPD and information on cost of coverage will be provided in advance of enrollment to eligible employees. Contact the Chief Officer or his/her designee for more information about health insurance benefits.

Any personnel denying healthcare benefits will not receive any additional compensation from the **ABC Fire Department**.[[29]](#footnote-29)

## Illness & Injury Claims

This procedure is designed to provide guidelines to assist personnel involved in the injury reporting process and to provide a standard system for reporting personnel injuries. Note: This can be used for health insurance as well as on-the-job incidents.

In the event an injury occurs while on duty, the following procedures should be followed:

* Immediate notification to the individual’s supervisor and Chief Officer, no matter the severity.
* If the injury requires immediate hospitalization, the individual should be transported to the nearest appropriate emergency medical facility.
* If the injury is a non-emergency injury that needs medical attention, the individual will go to an approved medical facility for evaluation.
* Forms are only to be completed by the injured individual or his/her legally authorized designee.

The injury reporting forms are available in a resource packet in each vehicle and the crew area. It is preferred the packet of forms shall be completed at the incident location or a medical facility so all the required information is received and recorded. The forms shall be completed as soon as possible following the occurrence of any injury even if minor in nature.

After all forms have been completed and review, the injury report form will be forwarded to the Chief Officer or his/her designee. The Chief Officer or his/her designee shall review all injury reports for completeness and shall use the information contained for submittal to the appropriate agencies. All accidents/injuries are subject to review by the **ABC Fire Department** accident review committee.

## Lactation Support Program[[30]](#footnote-30)

In recognition of the well-documented health advantages of breastfeeding for infants and mothers, **ABC Fire Department provides** a supportive environment to enable breastfeeding individuals to express their milk during work hours. This includes an organization-wide lactation support program administered by the human resources department. **ABC Fire Department** subscribes to the following work site support policy. This policy shall be communicated to all current personnel and included in new-hire orientation training.

**ABC Fire Department Responsibilities**

Breastfeeding individuals who choose to continue providing their milk for their infants after returning to work shall receive:

**Milk Expression Breaks**

Breastfeeding individuals are allowed to breastfeed or express milk during work hours using their normal breaks and meal times. For time that may be needed beyond the usual break times, individuals may use personal leave or may make up the time as negotiated with their supervisors.

**A Place to Express Milk**

A private room (not a restroom) shall be available for individuals to breastfeed or express milk. The room will be private and sanitary, located near a sink with running water for washing hands and rinsing out breast pump parts, and have an electrical outlet. If the individual prefers, they may also breastfeed or express milk in their own private office, or in other comfortable locations agreed upon in consultation with the individual’s supervisor. Expressed milk can be stored in general company refrigerators, in designated refrigerators provided in the lactation room or in individual’s personal cooler.

**Breastfeeding Equipment**

**ABC Fire Department** rents electric breast pumps to assist breastfeeding individuals with milk expression during work hours. The company provides a portable personal use electric breast pump that the individual retains throughout the time the individual is breastfeeding.

If using a standard hospital-grade pump, indicate whether the company provides/subsidizes a personal attachment kit or where the individual can purchase the kit.] [Indicate whether breast pumps are also available for partners of male personnel.]

Educational Prenatal and postpartum breastfeeding classes and informational materials are available for all mothers and fathers, as well as their partners.

Staff Support Supervisors and managers are responsible for alerting pregnant and breastfeeding individuals to the company’s work site lactation support program and for negotiating policies and practices that will help facilitate each individual’s infant feeding goals. It is expected that all personnel will assist in providing a positive atmosphere of support for breastfeeding individuals.

**Individual Responsibilities**

**Communication with Supervisors**

Individuals who wish to express milk during the work period shall keep supervisors and managers informed of their needs so that appropriate accommodations can be made to satisfy the needs of both the individual and the company

**Maintenance of Milk Expression Areas**

Breastfeeding individuals are responsible for keeping milk expression areas clean, using antimicrobial wipes to clean the pump and area around it. Individuals are also responsible for keeping the general lactation room clean for the next user. This responsibility extends to both designated milk expression areas and other areas where milk may be expressed.

**Milk Storage**

Individuals should label all milk expressed with their name and date collected so it is not inadvertently confused with another individual’s milk. Each individual is responsible for proper storage of her milk using [company provided refrigerator/personal storage coolers].

**Use of Break Times to Express Milk**

When more than one breastfeeding individual needs to use the designated lactation room, individuals can use the sign-in log provided in the room to negotiate milk expression times that are most convenient or best meet their needs.

Any perceived or actual retaliation by any individual, individual or workplace participant against the individual who utilizes this benefit, will not be tolerated. Any such observed or known actions shall be reported consistent with the **ABC Fire Department** Harassment and Discrimination Policy.[[31]](#footnote-31)

## Leaves of Absence

**ABC Fire Department** has several leaves of absence categories. All personnel should be aware not all leaves of absence apply to each classification of personnel.

### General Leave

**ABC Fire Department** has the following types of leaves, and no other, are officially established: holiday, vacation, sick, military, emergency, bereavement, personal, civil, jury, family and medical, and without pay. All leaves, except as noted, may be granted by the direct supervisor in conformance with the policies established for each type of leave and shall receive the approval of the Chief Officer or his/her designee as specified. All units are required to maintain permanent records of any absence from duty of their personnel.

### Absence without Approval

An individual absent from duty, including absences for a single day or part of a day without specific prior authorization or proper notification of the Supervisor, shall be deemed to be “absent without leave”.

Any such absence shall be without pay (if paid or stipend=eligible individual) and may be cause for disciplinary action. In the absence of such disciplinary action, any individual absent for three (3) consecutive workdays without leave shall be deemed to have resigned. Such actions may be reconciled by a subsequent grant of leave, if the situation warrants.

### Bereavement

Bereavement Leave is provided to personnel designed to protect them from financial hardship due to the loss of wages as a result of a death to a member of the individual’s immediate family. Individuals are required to have completed ninety (90) days of service to the organization to be eligible for bereavement leave. Additionally, the individual must have completed their probationary period and not on suspension.

**Immediate Family Definition**

“Immediate Family” shall include the individual’s spouse, civil union partner, parents, children, grandparents, grandchildren, brothers, and sisters, as well as a current and legal mother-in- law and father-in-law (others can be added at the organization’s discretion).

Full-time regular employees will be entitled to bereavement leave immediately following the date of the death of one’s Immediate Family based on the schedule below;

Spouse or Civil Union Partner – 3 days

Parent or child – 3 days

Grandparents or grandchildren – 3 days

Brother or sister – 3 days

Current and legal mother-in –law or father-in-law - 3 days

All other requests for bereavement – 1 day

### Family

**ABC Fire Department** provides family leaves of absence without pay to eligible personnel who wish to take time off from work duties to fulfill family obligations relating directly to childbirth, adoption, or placement of a foster child; or to care for a child, spouse, or parent with a serious health condition. A serious health condition means an illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical care facility; or continuing treatment by a health care provider.

Personnel in the following employment classifications are eligible to request family leave as described in this policy:

* Regular full-time employees

Eligible personnel may request family leave only after having completed one (1) year of service. Eligible personnel should make requests for family leave to their supervisors at least 30 days in advance of foreseeable events and as soon as possible for unforeseeable events.

Personnel requesting family leave related to the serious health condition of a child, spouse, or parent may be required to submit a health care provider's statement verifying the need for a family leave to provide care, its beginning and expected ending dates, and the estimated time required.

Eligible personnel may request up to a maximum of 12 weeks of family leave within any 12-month period. Any combination of family leave and medical leave may not exceed the maximum limit in accordance with Federal laws. If this initial period of absence proves insufficient, consideration will be given to a written request for a single extension of no more than 30 calendar days. Personnel will be required to first use any accrued paid leave time before taking unpaid family leave. Married couples may be restricted to a combined total of 2 weeks leave within any 12-month period for childbirth, adoption, or placement of a foster child; or to care for a parent with a serious health condition.

Subject to the terms, conditions, and limitations of the applicable plans, **ABC Fire Department** will continue to provide health insurance benefits for the full period of the approved family leave.

Benefit accruals, such as vacation, sick leave, and holiday benefits will continue during the approved family leave period.

So that an individual's return to work can be properly scheduled, an individual on family leave is requested to provide the Chief Officer or his/her designee with at least two weeks advance notice of the date the individual intends to return to work. When a family leave ends, the individual will be reinstated to the same position, if it is available, or to an equivalent position for which the individual is qualified.

### Holiday

**ABC Fire Department** observes the following holidays for all personnel:

* New Year's Day (January 1)
* Easter
* Memorial Day (last Monday in May)
* Independence Day (July 4)
* Labor Day (first Monday in September)
* Thanksgiving (fourth Thursday in November)
* Christmas (December 25)

All Holidays consist of a 24-hour period beginning at midnight and ending at midnight on the actual holiday. Regular full-time employees are required to work any holidays that fall on their assigned shift to work. A shift swap is permitted with another qualified full-time employee for a holiday off with the approval of their supervisor, the Chief Officer or his/her designee.

**ABC Fire Department** will grant holiday pay to all full-time employees not working on the holiday. Holiday pay will be calculated based on the employee's straight-time pay rate which equals one regular day of pay based on your current schedule up to a maximum of 12 hours. Regardless of your schedule the maximum hours of Holiday Pay will not exceed 12 hours.

Any hours worked on a holiday will be paid at 1.5 times your regular rate. This will be in addition to your Holiday Pay.

To be eligible for holiday pay, employees must work the last scheduled day immediately preceding and the first scheduled day immediately following the holiday.

If a recognized holiday falls during an eligible employee's paid absence (such as vacation or sick leave), holiday pay will be provided instead of the paid time off benefit that would otherwise have applied.

If full-time employees who work on a recognized holiday, they will receive holiday pay plus wages at one and one-half times their straight-time rate for the hours worked on the holiday.

Paid time off for holidays will not be counted as hours worked for the purposes of determining overtime.

### Jury Duty

**ABC Fire Department** encourages personnel to fulfill their civic responsibilities by serving jury duty when required. Personnel in an eligible classification may request up to **[insert content]** weeks of paid jury duty leave over any two-year period.

Jury duty pay will be calculated on the individual's base pay rate times the number of hours the employee would otherwise have worked on the day of absence. Employee classifications that qualify for paid jury duty leave are:

* Regular full-time employees

If employees are required to serve jury duty beyond the period of paid jury duty leave, they may use any available paid time off (for example, vacation benefits) or may request an unpaid jury duty leave of absence.

Personnel must show the jury duty summons to their supervisor as soon as possible so that the supervisor may make scheduling arrangements to accommodate their absence. Of course, individuals are expected to report for work whenever the court schedule permits. Upon returning to work the employee must submit the jury services certification from the court to the supervisor.

If assigned to a 24/72 schedule, the individual will be excused from 0600 until 1800 hours. The individual will return to work at 1800 hours for the remainder of their shift. Regardless of your jury duty status for the following day.

Either **ABC Fire Department** or the individual may request an excuse from jury duty if, in the organization’s judgment, the individual's absence would create serious operational difficulties.

**ABC Fire Department** will continue to provide health insurance benefits for the full term of the jury duty absence. Vacation, sick leave, and holiday benefits will continue to accrue during unpaid jury duty leave. Personnel will not be compensated for jury duty when attending jury duty on their time off.

### Maternity

This procedure establishes guidelines relating to the safety individuals of the **ABC Fire Department** who become pregnant, their co-workers, and the public. The **ABC Fire Department** strives to provide equal employment opportunities to all personnel. At the same time, employment and assignment decisions will consider aspects of employment that may prove detrimental to the health, welfare, and safety of any individual or the public.

The primary determination of duty assignments of pregnant individuals will be safety. The critical nature of emergency incidents makes it essential that each individual be able to perform the full range of their position's duties. A pregnant individual assigned to a any position can present a high risk of injury oneself, other personnel, the public, and potentially the unborn child.

Although it may be difficult to exactly determine the effects of various factors on the physical well-being of the pregnant individual, and the safety of co-workers and the public, it is reasonable to establish a time frame indicating when the individual will either be assigned to an alternate duty position or take authorized leave. The determination as to when the individual should be reassigned or go on leave will be based on medical advice and the individual's present assignment.

Upon being informed by a physician that the individual is pregnant, the individual must contact the Chief Officer or his/her designee, and advise of their status. At any time, upon request from the individual, the **ABC Fire Department** will immediately assign them to alternate duty.

**The Pregnancy Discrimination Act**

The Pregnancy Discrimination Act (PDA) is an amendment to Title VII of the Civil Rights Act of 1964. This Federal law prohibits employment discrimination on the basis of pregnancy, childbirth, or related medical conditions for organizations with more than 15 employees. Pregnancy discrimination is a form of sex discrimination. The PDA requires ESOs treat workers who are pregnant or affected by related conditions the same as other workers who have temporary medical limitations or disabilities. Similarly, individual state laws also prohibit adverse actions based on pregnancy related conditions.

Examples of pregnancy discrimination include:

* Refusing to hire or select personnel based on pregnancy or the possibility of future pregnancy;
* Terminating or demoting a pregnant individual;
* Disparately applying leave laws or policies to pregnant employees; and
* Denying the same or similar job or position to an individual when she returns from pregnancy related leave.

Personnel that feel they may be subjected to pregnancy discrimination, the involved individual should contact the Chief Officer, his/her designee, the ESO compliance officer or an individual of human resources management. Individuals can expect a prompt investigation into the allegations.

### Military

A military leave of absence will be granted to individuals who are absent from work/service because of service in the U.S. uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA). Advance notice of military service is required, unless military necessity prevents such notice or it is otherwise impossible or unreasonable.

The individual will receive partial pay for two-week training assignments and shorter absences. Upon presentation of satisfactory military pay verification data, individuals will be paid the difference between their normal base compensation and the pay (excluding expense pay) received while on military duty.

The portion of any military leaves of absence in excess of two weeks will be unpaid. However, individuals may use any available paid time off for the absence.

Continuation of health insurance benefits is available as required by USERRA based on the length of the leave and subject to the terms, conditions and limitations of the applicable plans for which the individual is otherwise eligible.

Benefit accruals, such as vacation, sick leave, or holiday benefits, will be suspended during the leave and will resume upon the individual's return to active status.

Personnel on military leave for up to 30 days are required to return to work for the first regularly scheduled shift after the end of service, allowing reasonable travel time. Personnel on longer military leave must apply for reinstatement in accordance with USERRA and all applicable state laws.

Personnel returning from military leave will be placed in the position they would have attained had they remained continuously employed or a comparable one depending on the length of military service in accordance with USERRA. They will be treated as though they were continuously employed for purposes of determining benefits based on length of service.

Contact the Chief Officer or his/her designee for more information or questions about military leave.

### Personal

The **ABC Fire Department** provides time off with pay to eligible personnel who wish to take time off from work duties to fulfill personal obligations. Personnel in the following classification(s) are eligible to request personal leave as described in this policy:

* Regular full-time employees

Eligible personnel may request personal leave only after having completed **[insert content]** of service. As soon as eligible personnel become aware of the need for a personal leave, they should notify their supervisor. Eligible personnel are limited to **[insert content]** personal days per year.

Vacation, sick leave, and holiday benefits, will continue to accrue during the approved personal leave period.

For personnel who fail to report to work promptly at the expiration of the approved leave period, **ABC Fire Department** will assume the individual has resigned.

**ABC Fire Department** will assume that the individual has resigned if the individual fails to return to work on the agreed upon return date

### Sick

The **ABC Fire Department** provides time off with pay to eligible personnel who are sick or injured and unable to work. Personnel in the following employment classification(s) are eligible to request sick leave as described in this policy:

* Regular full-time employees

Eligible personnel may request sick leave only after having completed **[insert content]** of service. As soon as eligible personnel become aware of the need for a sick leave, they should notify their supervisor. Any sick leave exceeding three consecutive days will require a doctor’s note to return to work. Eligible personnel are limited to **[insert content]** sick days per year.

Vacation, sick leave, and holiday benefits, will continue to accrue during the approved sick leave period.

If the individual fails to report to work promptly at the expiration of the approved leave period, **ABC Fire Department** will assume the individual has resigned.

### Vacation

The **ABC Fire Department** provides time off with pay to eligible personnel who wish to take time off from work duties for vacation. Personnel in the following employment classification(s) are eligible to request vacation leave as described in this policy:

* Regular full-time personnel

Eligible personnel may request vacation leave only after having completed **[insert content]** of service. As soon as eligible personnel become aware of the need for a vacation leave, they should notify their supervisor. Eligible personnel are limited to **[insert content]** vacation days per year.

Vacation, sick leave, and holiday benefits, will continue to accrue during the approved personal leave period.

If the individual fails to report to work promptly at the expiration of the approved leave period, **ABC Fire Department** will assume the individual has resigned.

### Voting

**ABC Fire Department** provides you time off only if you will not have enough time to vote before or after work, while the polls are open. Coverage must be maintained during your absence and you are required to assure similar skill and knowledge sets to you are available by your replacement. If you do not actually vote even though you took time off for that purpose, your employer can dock your pay for the hours off, so save your receipt or other proof of voting in case you're later questioned.

### Witness Duty

**ABC Fire Department** encourages personnel to appear in court for witness duty when subpoenaed to do so.

If personnel have been subpoenaed or otherwise requested to testify as witnesses by **ABC Fire Department**, they will receive normal compensation for the entire period of witness duty.

If personnel have been subpoenaed or otherwise requested to testify for an incident while representing **ABC Fire Department**, they will receive normal compensation for the entire period of witness duty.

This paid time is considered regular time worked and will be included in the overtime calculations.

For other cases, the individual will be granted a maximum of 12 hours of paid time off to appear in court as a witness at the request of a party other than **ABC Fire Department**. Employees will be paid at their base rate and are free to use any remaining paid leave benefits (such as vacation leave) to receive compensation for any period of witness duty absence that would otherwise be unpaid. This paid time is not considered regular time worked and will not be included in the overtime calculations.

The subpoena should be shown to the Chief Officer or his/her designee immediately after it is received so that operating requirements can be adjusted, where necessary, to accommodate the individual's absence. The individual is expected to report for work whenever the court schedule permits.

## Life Insurance[[32]](#footnote-32)

Life insurance offers you and your family important financial protection. **ABC Fire Department** provides a life insurance plan for eligible personnel.

Accidental Death and Dismemberment (AD&D) insurance provides protection in cases of serious injury or death resulting from an accident. AD&D insurance coverage is provided as part of the life insurance plan.

Personnel in the following employment classifications are eligible to participate in the life insurance plan:

* Regular full-time employees
* Probationary full-time employees

Eligible personnel may participate in the life insurance plan subject to all terms and conditions of the agreement between **ABC Fire Department** and the insurance carrier.

Details of the life insurance plan including benefit amounts are described in the summary plan description provided to eligible personnel. Contact the Chief Officer or his/her designee for more information about life insurance benefits.

## Light Duty[[33]](#footnote-33)

This section is intended to provide personnel with an understanding and description of light duty assignments. Light duty shall consist of administrative duties as assigned, which do not conflict with restrictions set forth by the attending physician.

* Light duty shall be a means to have useful work for personnel to do when, because of injury or illness, he/she is not medically cleared for regular operational assignment.
* Personnel who are on leave due to injury or illness are expected to return to work as early as medically feasible.
* When an individual is medically cleared to perform only light duty, **ABC Fire Department** will make every effort to find duties for which the individual is physician authorized to perform. This assignment is at the discretion of the Chief Officer or his/her designee.
* If an individual accepts light duty, he/she maintains eligibility for salary continuation, if applicable.
* For personnel (on work related illness or injury leave) who refuse light duty, no injury leave or salary will be paid, if applicable. In addition, the individual loses eligibility for worker’s compensation payments.
* Individuals incurring an injury and/or illness in the line of duty must complete a First Report of Injury Form and Incident Report.
* Light duty assignments and work hours will be determined by the Chief Officer and/or his/her designee.
* Once an individual accepts a light duty assignment, he/she will be informed as to the reporting date, time, and place.
* If an individual on light duty fails to report for work, disciplinary action may be taken by the supervisor after consultation with the Chief Officer or his/her designee.
* At the end of the light duty period, the light duty supervisor will inform the regular supervisor as to the individual's performance and date of return to regular duty.[[34]](#footnote-34)

## Longevity Pay

Continuous service is recognized by the **ABC Fire Department** through its Service Award Program, for **[insert content]** year intervals. Cash awards are made for like intervals, spread through bi-weekly payments which coincide with regular payroll periods. An individual must have a regular pay due to collect a longevity payment. (E.g. terminations, suspensions, long term disability, unpaid leave will interrupt longevity payments. Longevity payments will be capped after **[insert content]** years of service.

Longevity increments are scheduled as follows:

Year \_\_\_\_\_ Payment amount & timing \_\_\_\_\_\_\_\_\_\_\_\_

Year \_\_\_\_\_ Payment amount & timing \_\_\_\_\_\_\_\_\_\_\_\_

Year \_\_\_\_\_ Payment amount & timing \_\_\_\_\_\_\_\_\_\_\_\_

## Long-term Disability Insurance[[35]](#footnote-35)

**ABC Fire Department** provides a long-term disability (LTD) benefits plan to help eligible personnel cope with an illness or injury that results in a long-term absence from employment. LTD is designed to ensure a continuing income for personnel who are disabled and unable to work.

Personnel in the following employment classifications are eligible to participate in the LTD plan:

* Regular full-time employees
* Probationary full-time employees

Eligible personnel may participate in the LTD plan subject to all terms and conditions of the agreement between **ABC Fire Department** and the insurance carrier.

Details of the LTD benefits plan including benefit amounts, and limitations and restrictions are described in the Summary Plan Description provided to eligible employees. Contact the Chief Officer or his/her designee for more information about LTD benefits.[[36]](#footnote-36)

## Minimum Compensation (Call Out)

A non-exempt employee called to work during other than the normal work hours will be guaranteed a minimum of four (4) hours for that call out. This will be paid for at the rate of (1.5) times the hourly base pay rate plus longevity, provided that all other minimum requirements of hours worked are met.

Call outs immediately prior to normal shifts (2 hours or less) and extension of shifts do not qualify for minimum compensation, but the employee will be compensated on a normal overtime basis. Once the task is completed, the employee will go home. There shall be no duplication or pyramiding of overtime under this call-out guideline (e.g. there shall not be two guaranteed call outs within one period). This policy does not apply to scheduled overtime.

## Overtime[[37]](#footnote-37)

When operating requirements or other needs cannot be met, employees may be scheduled to work overtime hours. When possible, advance notification of these assignments will be provided. All scheduled overtime work must receive the Chief Officer or his/her designee authorization. Overtime assignments will be distributed as equitably as practical to all employees qualified to perform the required work.

Due to the nature of work, the need may arise for employees to remain on shift beyond their normal scheduled shift. In this event, employees will continue to be paid for the hours worked. This may lead to unscheduled overtime.

Overtime compensation is paid to all non-exempt employees in accordance with Federal and state wage and hour restrictions. Overtime pay is based on actual hours worked. Time off on sick leave, vacation leave, or any leave of absence will not be considered hours worked for purposes of performing overtime calculations.

## Retirement Healthcare Coverage

Civilian, non-uniformed employees can earn retirement eligibility after a minimum of thirty (30) years of service and reaching age seventy-two (72).

Any employee who elects to continue enrollment in the **ABC Fire Department** health plan during retirement will do so at his/her expense. The cost of the participation will be set annually by the plan provider or administrator.

## Return to Work

**ABC Fire Department** believes people are the most important assets of the company. We are committed to assisting the injured/ill personnel to return-to-work (RTW) as soon as medically appropriate and to working with the medical community to help the injured/ill individual regain their livelihood.

The focus of the Return-to-Work (RTW) policy is to meet the needs of both **ABC Fire Department** and the injured/ill individual by modifying the individual’s existing position and/or work schedule to meet the joint needs, expectations and capabilities.

The injured/ill individual must report all injuries to their supervisor on the same day of the incident. The supervisor will provide the injured/ill personnel with information about the Return-to-Work/Transitional Duty Policy and other materials that can be presented to the treating medical provider so that when medically needed, a temporary transitional duty assignment can be designed as soon as possible.

A medical release from the appropriate responsible medical provider must be submitted indicating the level of performance to which the injured/ill individual can perform.

The **ABC Fire Department** may request to have an independent medical examiner (IME) evaluate the individual for a return to work/duty release for anyone who has been of work/duty for one (1) month due to a serious health issue, whether emergency scene related or not. The IME’s evaluation report will be given to the Chief Officer or his/her designee and forwarded to human resources prior to work/duty.

If the individual has a permanent restriction or disability, then the **ABC Fire Department** shall consider the American with Disabilities Act. Following the ADA, **ABC Fire Department** will have to determine;

* If the individual is able to perform essential emergency provider/responder tasks with reasonable accommodation.

## Short-term Disability Insurance[[38]](#footnote-38)

**ABC Fire Department** provides a short-term disability (STD) benefits plan to eligible personnel who are unable to work because of a qualifying disability due to an injury or illness. Personnel in the following employment classifications are eligible to participate in the STD plan:

* Regular full-time employees
* Probationary full-time employees

Eligible personnel may participate in the STD plan subject to all terms and conditions of the agreement between **ABC Fire Department** and the insurance carrier.

Disabilities arising from pregnancy or pregnancy-related illness are treated the same as any other illness that prevents an individual from working.

Details of the STD benefits plan including benefit amounts, when they are payable, and limitations, restrictions, and other exclusions are described in the Summary Plan Description provided to eligible employees. Contact the Chief Officer or his/her designee for more information about STD benefits.

## Travel Expense Reimbursement[[39]](#footnote-39)

**ABC Fire Department** will reimburse personnel for reasonable business travel expenses incurred while on assignments away from the normal work location. All business travel must be approved in advance by the Chief Officer or his/her designee.

When approved, the actual costs of travel, meals, lodging, and other expenses directly related to accomplishing business travel objectives will be reimbursed by **ABC Fire Department** with appropriate documentation. Personnel are expected to limit expenses to reasonable amounts which are set by the governments travel plan per diem rates for meals and incidentals. This rate will be based upon the city of which they are traveling.

Personnel involved in an accident while traveling on business must promptly report the incident to the Chief Officer or his/her designee. Vehicles owned, leased, or rented by the organization, may not be used for personal use without prior approval.

When travel is completed, personnel are required to submit completed travel expense reports within three (3) business days. Reports should be accompanied by original receipts for all individual expenses.

Personnel should contact their supervisor for guidance and assistance on guidelines related to travel arrangements, expense reports, reimbursement for specific expenses, or any other business travel issues.

Abuse of this business travel expenses policy, including falsifying expense reports to reflect costs not incurred by the individual, can be grounds for disciplinary action, up to and including termination.

## Workers Compensation[[40]](#footnote-40)

**ABC Fire Department** provides a comprehensive workers' compensation insurance program at no cost to the individual. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, workers' compensation insurance provides benefits after a short waiting period or, if the individual is hospitalized, immediately.

Personnel sustaining work-related injuries or illnesses should inform their supervisor immediately and ensure the proper documentation is made. All documentation will be turned over to the Chief Officer or his/her designee for investigation and submittal. No matter how minor an on-the-job injury may appear, it is important that the incident reported immediately. This will enable an eligible individual to qualify for coverage as quickly as possible.

# **Section 5 – Ethics**

***This is a sample of a personnel manual ethics section. You should review the content, modify as appropriate for your organization, have it reviewed by your leadership team, and your legal counsel. Once adopted, make sure each section is communicated to personnel prior to implementation, performance monitored for effective implementation, and enforced in a consistent and equitable manner. Please refer to the full Disclaimer on Page 1 of this manual.***

## Conflict of Interest

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| The purpose of the conflict of interest policy is to protect **ABC Fire Department’s** interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the organization or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and Federal laws governing conflict of interest applicable to not for profit, nonprofit and charitable organizations. Definitions **Interested Person**  Any director, principal officer, or member of a committee with governing board delegated powers (or a relative of the director, principal officer, or member of a committee with governing board delegated powers), who has a direct or indirect financial interest, as defined below, is an interested person.  **Financial Interest**  A person has a financial interest if the person has, directly or indirectly, through business, investment or family any of the following:   1. An ownership or investment interest in any entity with which the **ABC Fire Department** has a transaction or arrangement, 2. A compensation arrangement with the **ABC Fire Department** or with any entity or individual with which the **ABC Fire Department** has a transaction, or 3. A potential ownership or investment interest in, or compensation with, any entity or individual with which the **ABC Fire Department** is negotiating a transaction or arrangement.  Guidelines **Duty to Disclose**  In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegating powers considered the proposed transaction or arrangement.  **Determining Whether a Conflict of Interest Exists**  After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.  **Guidelines for Addressing the Conflict of Interest**   1. An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest. 2. The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement. 3. After exercising due diligence, the governing board or committee shall determine whether the **ABC Fire Department** can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest. 4. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in **ABC Fire Department**’s best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.   **Violations of the Conflicts of Interest Policy**   1. If the governing board or committee has reasonable cause to believe an individual has failed to disclose actual or possible conflicts of interest, it shall inform the individual of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose. 2. If, after hearing the individual’s response and after making further investigation as warranted by the circumstances, the governing board or committee determines the individual has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and correction action.  Records of Proceedings The minutes of the governing board and all committees with board delegated powers shall contain:   1. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing board or committee’s decision as to whether a conflict of interest in fact existed. 2. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.  Compensation  1. A voting member of the governing board who receives compensation, directly or indirectly, from the **ABC Fire Department** for services is precluded from voting on matters pertaining to that individual’s compensation. 2. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the **ABC Fire Department** for services is precluded from voting on matters pertaining to that individual’s compensation. 3. No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the **ABC Fire Departmen**t, either individually or collectively, is prohibited from providing information to a committee regarding compensation. 4. Physicians who receive compensation from the **ABC Fire Department**, whether directly or indirectly or as employees or independent contractors, are precluded from membership on any committee whose jurisdiction includes compensation matters. No physician, either individually or collectively, is prohibited from providing information to any committee regarding physician compensation.  Annual Statements Each director, principal officer and member of a committee with governing board delegated powers shall annually sign a statement which affirms such person;   1. Has received a copy of the conflicts of interest policy, 2. Has read and understands the policy, 3. Has agreed to comply with the policy, and 4. Understand the **ABC Fire Department** is charitable and in order to maintain its Federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.  Periodic Reviews To ensure the **ABC Fire Department** operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall be, at a minimum, include the following subjects:   1. Whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm’s length bargaining. 2. Whether partnerships, joint ventures, and arrangements with management organizations conform to the **ABC Fire Department’s** written policies, are properly recorded, reflect reasonable investment or payments for good or services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.  Use of Outside Experts When conducting the periodic reviews as provided for earlier in the section. **ABC Fire Department** may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring periodic reviews are conducted. |
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## Firefighter Code of Ethics[[41]](#footnote-41)

The Fire Service is a noble calling, one which is founded on mutual respect and trust between firefighters and the citizens they serve. To ensure the continuing integrity of the Fire Service, the highest standards of ethical conduct must be maintained at all times. Developed in response to the publication of the Fire Service Reputation Management White Paper, the purpose of this National Firefighter Code of Ethics is to establish criteria that encourages fire service personnel to promote a culture of ethical integrity and high standards of professionalism in the field of emergency services.

The broad scope of this recommended Code of Ethics is intended to mitigate and negate situations that may result in embarrassment and waning of public support for what has historically been a highly respected profession. Ethics comes from the Greek word ethos, meaning character. Character is not necessarily defined by how a person behaves when conditions are optimal and life is good. It is easy to take the high road when the path is paved and obstacles are few or non-existent. Character is also defined by decisions made under pressure, when no one is looking, when the road contains land mines, and the way is obscured.

As members of the Fire Service, we share a responsibility to project an ethical character of professionalism, integrity, compassion, loyalty and honesty in all that we do, all of the time. We need to accept this ethics challenge and be truly willing to maintain a culture that is consistent with the expectations outlined in this document. By doing so, we can create a legacy that validates and sustains the distinguished Fire Service institution, and at the same time ensure that we leave the Fire Service in better condition than when we arrived.

Each individual understands they have the responsibility to conduct themselves in a manner that reflects proper ethical behavior and integrity. In so doing, their actions will help foster a continuing positive public perception of the fire service.

As part of **ABC Fire Department,** I pledge the following:

• Always conduct myself, on and off duty, in a manner that reflects positively on myself, my department and the fire service in general.

• Accept responsibility for my actions and for the consequences of my actions.

• Support the concept of fairness and the value of diverse thoughts and opinions.

• Avoid situations that would adversely affect the credibility or public perception of the fire service profession.

• Be truthful and honest at all times and report instances of cheating or other dishonest acts that compromise the integrity of the fire service.

• Conduct my personal affairs in a manner that does not improperly influence the performance of my duties, or bring discredit to my organization.

• Be respectful and conscious of each individual’s safety and welfare.

• Recognize that I serve in a position of public trust that requires stewardship in the honest and efficient use of publicly owned resources, including uniforms, facilities, vehicles and equipment and that these are protected from misuse and theft.

• Exercise professionalism, competence, respect and loyalty in the performance of my duties and use information, confidential or otherwise, gained by virtue of my position, only to benefit those I am entrusted to serve.

• Avoid financial investments, outside employment, outside business interests or activities that conflict with or are enhanced by my official position or have the potential to create the perception of impropriety.

• Never propose or accept personal rewards, special privileges, benefits, advancement, honors or gifts that may create a conflict of interest, or the appearance thereof.

• Never engage in activities involving alcohol or other substance use or abuse that can impair my mental state or the performance of my duties and compromise safety.

• Never discriminate on the basis of race, religion, color, creed, age, marital status, national origin, ancestry, gender, sexual preference, medical condition or handicap.

• Never harass, intimidate or threaten fellow personnel of the service or the public and stop or report the actions of other firefighters who engage in such behaviors.

• Responsibly use social networking, electronic communications, or other media technology opportunities in a manner that does not discredit, dishonor or embarrass my organization, the fire service and the public.

All personnel understand that failure to resolve or report inappropriate activity described in this section equates to condoning of the behavior.

## Code of Ethics for EMS Practitioners[[42]](#footnote-42)

Professional status as an Emergency Medical Services (EMS) Practitioner is maintained and enriched by the willingness of the individual practitioner to accept and fulfill obligations to society, other medical professionals, and the EMS profession. As an EMS practitioner, I solemnly pledge myself to the following code of professional ethics:

* To conserve life, alleviate suffering, promote health, do no harm, and encourage the quality and equal availability of emergency medical care.
* To provide services based on human need, with compassion and respect for human dignity, unrestricted by consideration of nationality, race, creed, color, or status; to not judge the merits of the patient’s request for service, nor allow the patient’s socioeconomic status to influence the demeanor of personnel or the care that we provide.
* To not use professional knowledge and skills in any enterprise detrimental to the public well-being.
* To respect and hold in confidence all information of a confidential nature obtained in the course of professional service unless required by law to divulge such information.
* To use social media in a responsible and professional manner that does not discredit, dishonor, or embarrass an EMS organization, co-workers, other health care practitioners, patients, individuals or the community at large.
* To maintain professional competence, striving always for clinical excellence in the delivery of patient care.
* To assume responsibility in upholding standards of professional practice and education.
* To assume responsibility for individual professional actions and judgment, both in dependent and independent emergency functions, and to know and uphold the laws which affect the practice of EMS.
* To be aware of and participate in matters of legislation and regulation affecting EMS.
* To work cooperatively with EMS associates and other allied healthcare professionals in the best interest of the patients.
* To refuse participation in unethical practices, and assume the responsibility to expose incompetence or unethical conduct of others to the appropriate authority in a proper and professional manner.[[43]](#footnote-43)

## Confidentiality & HIPAA

**ABC Fire Department** maintains the confidentiality of patient information received and ensures its security. **ABC Fire Department** prohibits the release of any patient information to anyone outside the organization except as permitted by the Health Insurance Portability and Accountability Act (HIPAA). In addition, discussions regarding Protected Health Information (PHI) or electronic Protected Health Information (e-PHI) with the organization should be limited. Acceptable uses of PHI and e-PHI within the organization included, but are not limited to: exchange of patient information needed for billing, internal audits, and quality assurance/performance improvement activities.

In the process of billing, patients or their representatives provide personal information which may exist in a variety of forms such as electronic, oral, written and photographic. All such information is strictly confidential and protected by Federal and state laws. Personnel are expected to respect the privacy of all patient information, and to disclose such information only as allowed by HIPAA.

**ABC Fire Department** personnel are expected to comply with all confidentiality, privacy and data security policies and guidelines set in place to safeguard confidential and protected health information. If at any time an individual knowingly or inadvertently breaches the patient confidentiality, privacy and data security policies and guidelines, the individual is responsible for notifying the **ABC Fire Department** Compliance Officer, Chief Officer or his/her designee.

Breach of patient confidentiality or of the policies and guidelines established for the security of patient information and other confidential information may result in suspension or termination of membership/employment with **ABC Fire Department.** Upon termination of membership/employment or association for any reason, or at any time upon request, the individual will be required to return any and all confidential patient information, as well as any passwords or other tools used to access PHI and e-PHI.

**ABC Fire Department** personnel are required to complete designated annual training programs related to HIPAA and cyber security awareness.

## Confidential Client Information

**ABC Fire Department** respects, protects and maintains confidentiality of client information. **ABC Fire Department** has established a policy whereby client information is released only to the clients directly, to those individuals acting as authorized representatives of the clients, or as required by law. Changes to authorized persons on client lists maintained by **ABC Fire Department** must be submitted in writing on client letterhead and signed by an officer of the organization.

Release of confidential client information by **ABC Fire Department** personnel could result in disciplinary action up to, and including termination.

## Non-Disclosure & Non-Compete

The protection of confidential and proprietary business information is vital to the interests and the business of **ABC Fire Department.** Such confidential information includes, but is not limited to, the following examples:

* Computer processes and proprietary software code
* Client lists
* Patient Information
* Financial Information

Personnel who improperly use or disclose confidential business information will be subject to disciplinary action, up to and including termination of employment, even if they do not benefit from the disclosed information.

Personnel are required to sign a non-disclosure and non-compete agreement as part of their employment with **ABC Fire Department**. Conditional releases of the non-compete covenants will be considered upon request. However, **ABC Fire Department** reserves the right to fully enforce the terms of the agreement without any release or modifications thereto.

## Proprietary Rights

**ABC Fire Department** personnel are required to sign a proprietary rights document as a condition of membership/employment. Work products created by individuals while working as a part of **ABC Fire Department** are the property of **ABC Fire Department**. Personnel may specifically request a work product be released to the individual. **ABC Fire Department** reserves the right to deny the request, grant the request unconditionally, or grant the request conditionally.

Personnel who violate the proprietary rights of **ABC Fire Department** may be subject to termination of membership/employment, legal action, or both.

## Non-Fraternization

**ABC Fire Department** strives to provide an environment for its personnel that is respectful, fair and free of unlawful harassment and discrimination. In keeping with its commitment to provide equal opportunity to its personnel, and in order to avoid potential conflicts of interest, favoritism, exploitation, harassment or breaches of professional standards, **ABC Fire Department** prohibits romantic or sexual relationships among personnel where there is supervision, direction or control between the parties.

For purposes of this policy the following definitions shall apply: "Supervisor" shall mean any person who has the authority and/or responsibility to hire, promote, discipline, evaluate, assign or direct **ABC Fire Department** personnel. "Employee" shall mean any person employed by the **ABC Fire Department** in any capacity. This includes, but is not limited to, full-time employees, part-time employees and volunteer personnel.

No supervisor shall have or pursue a romantic or sexual relationship with any individual who reports to the supervisor or over whom the supervisor has the authority and/or responsibility to hire, promote, discipline, evaluate, assign or direct. If such a relationship exists, both the involved supervisor and involved individual shall report such relationship to the next-level supervisor, to whom the supervisor reports. The next-level supervisor shall take appropriate steps consistent with this policy, including the removal of any reporting or similar relationship between the supervisor and the individual.

Personnel who become aware of a relationship prohibited by this policy shall report such relationship to their next-level supervisor (who is not the involved individual or supervisor), or to any other individual of management (if the reporting individual would feel more comfortable speaking with someone other than his or her supervisor). The supervisor or manager receiving the report shall inform the department head, which shall coordinate with the supervisor or manager of the involved individual and/or supervisor to take appropriate action consistent with this policy.

Personnel violating this policy will be subject to discipline, up to and including termination of employment.

Upon request, the **ABC Fire Department**, through the **ABC Fire Department** Executive Board, may grant exceptions to this policy if it determines that an otherwise prohibited relationship;

1. existed prior to the professional relationship of the parties at the **ABC Fire Department,** and
2. does not present a likelihood of abuse of power by or exploitation of either party.

Questions regarding the applicability of, or reporting requirements contained in this policy may be directed to any supervisor or manager. Allegations of harassing behavior must immediately be reported to his or her supervisor, or to any other individual of management.

It is unlawful to take adverse actions against any individual/supervisor of the **ABC Fire Department** for filing a complaint of harassment or discrimination, or for cooperating in an investigation of such a complaint.

Retaliation against any individual of **ABC Fire Department** who, in good faith, reports alleged harassment or who participates in an investigation is a violation of the policy and is subject to appropriate discipline. Retaliation may have an adverse impact in the following areas: hiring, firing, promotions, demotions, compensation, benefits, ignoring or refusing requests for assistance. This list is not exhaustive.

## Reporting of Wrongdoing

Wrongdoing can occur in many types and forms. Whatever form wrongdoing takes, it should not be part of the **ABC Fire Department** workplace. To prevent wrongdoing, **ABC Fire Department** must know about wrongdoing. Therefore, if you witness, hear of, or suspect wrongdoing has occurred in the workplace or at a workplace event, it is important that you report what you know immediately.

**Reporting Wrongdoing**

If you are experiencing any type of wrongdoing, or if you know of, or suspect, wrongdoing by any other individual, you must report it immediately to [e.g., your manager, your supervisor, Human Resources Department, Personnel Department, EEO Department, Compliance Officer].

If you do not feel comfortable reporting as listed above or if you did report and are not satisfied with the response, then you should direct your report or dissatisfaction to [e.g., Human Resources Department, Personnel Department, EEO Department, Compliance Officer or the President, CEO].

Please note that you are not required to confront the person or persons who have given you reason to report. However, if you experience wrongdoing, you must make a reasonable effort to make the wrongdoing known as soon as you experience or discover it. Discussing or reporting acts of wrongdoing to any person not listed above does not constitute a report.

**Retaliation Prohibited**

If you believe you are being subjected to retaliation for reporting a violation of this policy, or participating in an investigation of this policy, you should report the retaliation immediately in the manner provided above. Please note that you do not have to confront the person who is the source of the retaliation before reporting it, but to help prevent retaliation from continuing, you must report it.

Any personnel who retaliates against another individual for making a good faith complaint of a violation of this policy, or for assisting in an investigation of a complaint of a violation of this policy, is subject to discipline or termination. Retaliation can include, but is not limited to harassment, discrimination, or any other unfair treatment or abuse of power.

**Workplace Investigations**

A report of retaliation for reporting a violation of this policy or a report of a violation of this policy, that is made to those listed above, will result in an appropriate investigation of the allegations made in the report. **ABC Fire Department** may use third parties to investigate allegations.

Personnel have a responsibility to cooperate fully with any investigation. The interviews, allegations, statements, and identities will be kept confidential, on a need-to-know basis, consistent with the law and the investigation process and goals. Unreasonable refusal to participate in an investigation may lead to discipline, including termination.

Those found to have violated this policy, discriminated, or retaliated against another in violation of this policy are subject to discipline including, but not limited to, termination, consistent with the law, the results of the investigation, the severity of the conduct, and the policy violator's employment history, including any similar reports of prior violations, discrimination and/or retaliation.

**Knowingly False Reports Prohibited**

Personnel who make a knowingly false report of a violation of this policy will be subject to discipline up to and including termination.

**Questions Regarding This Policy**

If you have questions, suggestions or concerns about this policy, you should direct them to [e.g., your manager, your supervisor, Human Resources Department, Personnel Department, EEO Department, Benefits Department, or Compliance Officer].

If you feel uncomfortable discussing your questions, suggestions or concerns about this policy with those listed above, you can direct them to the [e.g., Human Resources Department, Personnel Department, EEO Department, the Benefits Department, Compliance Officer, or the President, CEO].

# **Section 6 – Personnel Action & Records**

***This is a sample of a personnel manual personnel action & records section. You should review the content, modify as appropriate for your organization, have it reviewed by your leadership team, and your legal counsel. Once adopted, make sure each section is communicated to personnel prior to implementation, performance monitored for effective implementation, and enforced in a consistent and equitable manner. Please refer to the full Disclaimer on Page 1 of this manual.***

## Access to Personnel File

**ABC Fire Department** maintains a personnel file on its personnel. The personnel file includes such information as the individual's job application, resume, training records, documentation of performance evaluation, salary increases, and other employment records.

Personnel files are the property of **ABC Fire Department**, and access to the information they contain is restricted. Generally, only supervisors and management personnel of **ABC Fire Department** who have a legitimate reason to review information in a file are allowed to do so.

Personnel wishing to review their own file should contact the Chief Officer or his/her designee. With reasonable advance notice, individuals may review their own personnel files in the **ABC Fire Department** offices and in the presence of an individual appointed by the **ABC Fire Department** to maintain the files.

## Drug & Alcohol Testing Records

Drug and Alcohol testing records shall be maintained in accordance with Federal and state requirements, insurance requirements, industry best practices, and guidance of legal counsel. The records will be retained consistent with the Record Retention Policy.

A Drug/Alcohol Testing Consent Form shall be completed and maintained with the results of the test.

The form included shall be utilized unless superseded by regulatory agency or insurance requirements.

## Progressive Discipline & Enforcement[[44]](#footnote-44) [[45]](#footnote-45) [[46]](#footnote-46)

**ABC Fire Department** will strive to prove that reasonable factors are considered for determining discipline, up to and including termination. The Chief Officer and department officers shall have full responsibility and authority to enforce these rules and regulations.

The following steps will be utilized to ensure consistency and fairness in reaching disciplinary decisions for all personnel:

* Consult with those individuals within the organization that primarily handle individual performance issues (Chief Officer, Administrator, Human Resources Department & Supervisors).
* Consult with the organization’s legal counsel (experienced in labor and employment matters).
* Decisions will be made based on facts fully supported by documentation. Hasty decisions or emotional decisions will be avoided whenever possible.
* If applicable, terms and conditions of the individual’s employment contract will be reviewed to determine if all terms related to progressive discipline policies were followed.
* Determine if legitimate business reasons for the discipline or termination can be supported by written evidence sourced from the Individual personnel file.
* Review prior notices or disciplinary documentation in personnel file with respect to performance deficiencies, misconduct and any opportunity to correct such actions.
* Determine if the notices or disciplinary documentation provided the Individual sufficient time and an opportunity to correct performance, behavior or conduct that may have led to the latest disciplinary action.
* Compare discipline to other individuals for similar acts or performance in the past.
* Compare disciplinary decision reviewed by appropriate persons as designated in written policies or guidelines or collective bargaining agreement (if applicable).
* Review the results from the organization or third-party investigator which conducted an impartial investigation of the facts and circumstances surrounding the potential discipline or termination.
* Review the Individual’s documentation where their point of view was presented. If the Individual declines to provide their point of view either verbally or in writing, the date and time of declination will be noted.[[47]](#footnote-47) [[48]](#footnote-48) [[49]](#footnote-49)
* Describe the harmful impact on the part of the individual’s performance, conduct or wrongdoing has on other personnel, the organization, or the community. Consider possible future impact as well.
* If minimal or no harm was caused, describe what could be the potential harm to others, the organization or the community if the Individual is not disciplined for their action.
* List and describe actions to prevent further sub-standard performance, wrongdoing or misconduct while protecting individuals, outsiders and providing a safe and productive work environment.
* Describe if the conduct by Individual was malicious, intentional or negligent.
* Determine if the Individual is likely to commit future wrongdoing or misconduct. When applicable, describe the level of cooperation by the Individual during the investigation efforts.
* If the Individual committed workplace wrongdoing or otherwise violated the organization’s rules, describe how the Individual showed remorse.
* Determine if an intermediate step will provide the opportunity for the individual’s performance to improve. Examples include instituting a performance improvement plan, probation, leave of absence, reassignment, demotion, or suspension.
* In the event of litigation, gather witness information and documentation to help justify the disciplinary or termination decision.
* Determine if a jury would conclude that the organization’s treatment of the disciplined or dismissed Individual was unquestionably fair and reasonable.
* Determine if the organization hired or plans to hire another person to take over the terminated individual’s job responsibilities.

Violations of any of the provisions of the rules and regulations, directives, guidelines, and special orders, or the neglect or evasion of the duties and responsibilities contained herein shall be the subject of disciplinary action up to and including termination.

**ABC Fire Department** uses a progressive discipline[[50]](#footnote-50) [[51]](#footnote-51) [[52]](#footnote-52)method of imposing punishment in steps, where a first offense results in a lesser punishment and subsequent offenses receive progressively harsher penalties. **ABC Fire Department** may bypass certain steps as warranted by the nature and severity of the offense (i.e., violence). Four basis progressive discipline steps are: (1) verbal warning, (2) written warning, (3) suspension, and (4) termination.

Any charge against an Individual shall be investigated and a conclusion of fact reached which will be as follows:

* Proper Conduct
* Improper Conduct
* Policy and/or guideline failure
* Insufficient evidence
* Unfounded Complaint

The documented record should include:

* Date, time and place of policy infraction(s).
* Factual details of the incident(s).
* Specific rules and policies violated.
* Remedial steps recommended.
* Signature of the supervisor and individual being disciplined.

Any individual violating these rules and regulations may be subject to any of the following disciplinary action with due regard for the nature of the offense and the individual's previous record of conduct:

* **Verbal warning** – Although it is a “verbal” warning, documentation of such warning should be noted and placed in the individual’s file. The supervisor giving the warning and the individual receiving the warning should sign and date the warning form or other document.
* **Written warning** – This should include a description of the behavior, what change is needed of the individual, and what consequences the individual may face if the behavior continues. A written warning is generally signed by both the individual and the supervisor, and then placed in the individual’s personnel file. A signed warning by the individual does not admit fault, but rather acknowledges the fact that the warning was received. The individual has the right to respond in writing to the warning and have this included in the personnel file as well.
* **Requirement of restitution** – This situation requires the Individual to provide an item of value or compensation for items taken.
* **Probation** – While the Individual remains at their current rank, the Individual is notified they will have definitive action if any other wrongdoing occurs during the probation period.
* **Demotion** – Removing the Individual from their existing rank to a lower rank may be necessary as determined by the investigation, prior performance and Chief Officer determining the severity of the wrongdoing.
* **Suspension** – This may be paid or unpaid and range from a few days to a few weeks. The length of suspension should match the severity of the wrongdoing or policy violation.
* **Termination** – There are some offenses that could warrant bypassing lesser disciplinary steps and result in immediate termination. Those may include (but are not limited to) criminal acts, violence, destruction of property, and intoxication. [[53]](#footnote-53) [[54]](#footnote-54) [[55]](#footnote-55)

Any Individual of the department may be suspended or dismissed[[56]](#footnote-56) [[57]](#footnote-57) [[58]](#footnote-58) for cause for any of the following list of offenses which is not to be considered as all inclusive:

* Use of intoxicants or Illegal drugs while on duty
* Operation of department equipment while intoxicated or influence of drugs
* Thievery, Immoral or indecent conduct that would be offensive to the average citizen
* Insubordination
* Refusing an order from an officer
* Leaving an alarm incident early without notification to officer in charge
* Giving Fire/Medical information to unauthorized persons
* Loss of valid motor vehicle operator’s License
* Misuse of department equipment
* Failure to use proper chain of command, involving matters or guidelines
* Loaning of department identification or equipment to unauthorized persons
* Responding to an incident in a careless or reckless manner
* Failure to complete required training
* Failure to follow approved emergency response guidelines
* Any conduct which brings discredit to the department
* Abuse of leave time or absence without leave
* Unsatisfactory work performance
* Failure to follow Department Standard Operating Guidelines

Any individual of the department can be suspended by an officer, at any time, and charges must be documented by the officer in writing, and referred to the Chief Officer within twenty-four (24) hours, or the charges are automatically dropped. All charges must be acted upon by the Chief Officer within five (5) working days.

The Chief Officer may dismiss or suspend any individual for cause, after notifying the Individual of the action to be taken and reasons therefore. Upon termination or suspension, an individual shall have the right to appeal said action within twenty-four (24) hours.

An appeal will be handled by different personnel reviewing the investigation. The Chief Officer is responsible for designating individuals for the appeal process and meeting.

## Letters of Recommendation[[59]](#footnote-59)

Personnel who voluntarily terminate from the **ABC Fire Department**, as well as individuals in good standing seeking letters of reference/referral for employment, personal improvement, or professional development may use the Chief Officer as a reference following approval, or request a referral letter.

**ABC Fire Department** will provide letters of recommendations based upon the proper request or authorization of the individual and be limited to dates of service and positions continuing.

**ABC Fire Department** will not provide letters of recommendation for no specific purpose or to anyone who is on current suspension at the time of request, or has been terminated.

Only the Chief Officer or his/her designee are authorized to provide these letters of recommendation.

All questions on reference requests must be directed to the Chief Officer.[[60]](#footnote-60)

## Job Posting

**ABC Fire Department** provides personnel an opportunity to indicate their interest in open positions and advance within the organization according to their skills and experience. In general notices of all regular, full-time job openings are posted, although **ABC Fire Department** reserves its discretionary right to not post a particular opening.

Job openings will be posted on the company bulletin board and may include other electronic means of posting including the official **ABC Fire Department** website or intranet. Positions will remain open for a minimum of ten (10) business days. Each job posting notice will include the dates of the posting period, job title, department, job summary, essential duties and qualifications (required skills and abilities).

To be eligible to apply for a posted job, the individual must not have a written warning on file or be on probation or suspension.

To apply for an open position, individuals should submit an internal job posting application listing the job-related skills and accomplishments to the indicated point of contact listed on the job posting. Included in the application should also describe how their current experience with **ABC Fire Department** and prior work experience and/or education qualifies them for the position.

Job posting is a way to inform personnel of openings and to identify qualified and interested applicants who might not otherwise be known to the hiring manager. In the best interest of **ABC Fire Department**, other recruiting sources may also be used simultaneously to fill open positions.

## Transfers[[61]](#footnote-61)

Written requests for a transfer shall be accepted on the first of the month, to be effective thirty (30) days later. This section provides a system for approval of a permanent transfer of personnel from one shift to another, station to another, etc. within the **ABC Fire Department**.

Only individuals of the same job classification and certification may be granted the opportunity to transfer.

If an Individual wants to transfer from their regular shift to another shift, he/she must find another individual who has the same desire to transfer into the same shift.

These two agreeing individuals will submit, in writing with signatures and dates, a request to transfer outlining the respective shifts.

The individuals requesting the shift transfer must have the approval, by evidence of signatures, of a Command Officer and the concurrence of the **ABC Fire Department** Chief Officer or his/her designee.

The seniority in years of service is transferred to the individual’s new shift for vacation and holiday requests.

The transferring individuals’ vacation/ leave requests will not supersede any existing leave requests.

When the next rotation starts, this new shift individual will assert their proper placement of seniority.

If at any time a shift is reduced in personnel, a shift transfer may be requested or enacted, following the list of seniority.[[62]](#footnote-62)

## Personal Data Changes

It is the responsibility of all personnel to notify their Supervisor, the Chief Officer or his/her designee by using the Change of Status Form (see below) when there is a change of one or more of the following:

* Address
* Telephone number
* Email address
* Emergency contact person in case of accident or illness
* Name change, through marriage or otherwise
* Marital Status
* Number of dependents (if an individual with deductions/benefits)
* Insurance beneficiary
* Military status
* Driving privileges
* Health status that affects the Individual ability to perform the essential functions of his/her job/role.

Failure to comply with this policy may result in disciplinary action. Data for recording in an individual’s personnel file shall include the following:

**Individual Information**

Name\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Effective Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Individual Status**

\_\_\_\_\_ Hired/Membership \_\_\_\_\_ Laid Off \_\_\_\_\_ Full-time

\_\_\_\_\_ Re-hired/Return to Membership \_\_\_\_\_ Furloughed \_\_\_\_\_ Part-time

\_\_\_\_\_ Terminated \_\_\_\_\_ Resigned \_\_\_\_\_ New Position

\_\_\_\_\_ Reassigned \_\_\_\_\_ Transferred

**Salary**

\_\_\_\_\_ Merit increase \_\_\_\_\_ Promotion \_\_\_\_\_ Educational

\_\_\_\_\_ Longevity Increase \_\_\_\_\_ Demotion \_\_\_\_\_ Incremental Increase

\_\_\_\_\_ Job Reclassification \_\_\_\_\_ Starting Salary \_\_\_\_\_ Transfer

\_\_\_\_\_ Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Change from: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Personal Data**

\_\_\_\_\_ Change of name, address, or phone number

\_\_\_\_\_ Change of email address

\_\_\_\_\_ Change in emergency contact person to notify in case of illness or injury

\_\_\_\_\_ Family --- change in marital status or number of dependents

\_\_\_\_\_ Insurance beneficiary

\_\_\_\_\_ Military status

\_\_\_\_\_ Driving privileges

\_\_\_\_\_ Heath status

\_\_\_\_\_ Other

**Comments/Details**

**Approvals**

Submitted by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department Head \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Human Resource Director/Chief \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Return of Company-Issued Equipment

**ABC Fire Department** may issue personnel company-purchased items for use while the individual is part of the **ABC Fire Department**. Items issued to the individual will be documented with a detailed description, quantity of items issued, condition of each and replacement cost. Personnel will sign and date the form and it will be witnessed by an **ABC Fire Department** representative. Personnel causing damage to the condition of the items issued, or failure to return the company-issued equipment, will require the individual to pay the replacement cost.

## Termination Meeting & Exit Interview[[63]](#footnote-63)

Membership/employment termination is a reality for every organization. Personnel can expect to have a meeting scheduled on their last day of membership/employment, or as soon as possible thereafter, for both voluntary and involuntary membership/employment separation. In some extreme circumstances, a termination meeting/exit interview may be waived at the discretion of the Chief Officer in consultation with legal counsel.

A standard set of questions is prepared in the appendix of this document for (1) personnel to be aware of the questions that will be asked and (2) provides supervisors and other personnel involved in the termination meeting/exit interview process with a consistent set of questions.

A primary objective of an exit interview is to learn of alleged workplace wrongdoing, such as harassment or discrimination, allowing for a prompt and thorough investigation. Simply asking questions may be enough to encourage an individual to come forward with an allegation, rather than hold on to an allegation until a later date. By conducting an exit interview, the organization will strengthen its position that it took every reasonable measure to learn of and rectify workplace wrongdoing.

**General Guidelines[[64]](#footnote-64)**

Interviews can be conducted orally (face to face, via video conference or over the telephone) or in writing. Oral interviews are preferable because personal interaction is important for the sensitive nature of severing the working relationship. However, individuals may be asked to complete a written exit interview form or questionnaire if an oral interview cannot be scheduled or if it would be more appropriate or comfortable for the individual to answer in written format, on his or her own time schedule.

The Chief Officer or his/her designee will select the interviewers. Best practice is to choose neutral persons with whom the departing individual trusts and can keep issues confidential.

Prior to the exit interview, the departing individual's personnel file will be reviewed and visits with appropriate supervisors for a thorough understanding of the known circumstances that led to the separation of the working relationship.

Interviewers involved with involuntary termination exit interviews should be prepared to reiterate the organization's legitimate reasons for the termination. For exit interviews involving voluntary termination, the interviewers should ask probing questions to determine the reason for separation initiated by the individual. The intent of the questions is to identify any potential problems which exist in the organization.

Scheduling of the exit interview session will be as close as possible to the individual’s departure from the organization. The meeting may be planned as the individual’s last official business with the organization.

Assure the departing individual understands that comments made during the exit interview will remain as confidential as possible, while still allowing for a prompt and thorough investigation should allegations of workplace wrongdoing arise.

Make assurances the organization does not tolerate retaliation against anyone for making a complaint of workplace wrongdoing or for participating in an investigation.

Listen to the departing individual's comments and diligently document. Do not give personal opinions, but instead remain objective.

Do not argue with a departing individual.

Any new allegations made by departing individual should be documented as thoroughly as possible and investigated.

The exit interview will not be scheduled one-on-one with the departing individual. Before the meeting, review the organization's workplace violence and safety policies and guidelines.

The interviewers will be prepared to explain the organization's policy on providing references.

See the appendix for both a termination checklist and set of exit interview questions.[[65]](#footnote-65)

# **Section 7 – Conduct**

***This is a sample of a personnel manual conduct section. You should review the content, modify as appropriate for your organization, have it reviewed by your leadership team, and your legal counsel. Once adopted, make sure each section is communicated to personnel prior to implementation, performance monitored for effective implementation, and enforced in a consistent and equitable manner. Please refer to the full Disclaimer on Page 1 of this manual.***

## Conduct & Behavior

All **ABC Fire Department** personnel must constantly strive to maintain the highest possible ethical and professional standards. All accomplishments of **ABC Fire Department** are useless in the absence of professionalism. No individual shall commit any act or omission which constitutes a negligence of duty, conduct unbecoming, or which will likely adversely affect the reputation or mission of **ABC Fire Department**.

**ABC Fire Department** personnel are expected to operate in a highly self-disciplined manner and are responsible to regulate their own conduct in a positive, productive, and mature way. Failure to do so will result in disciplinary action ranging from counseling to termination.

### Duties and Responsibilities

1. All personnel shall establish and maintain a continual working knowledge of all organization bylaws, recommended operating guidelines and general orders during their membership/employment.
2. Personnel shall observe and obey all Federal, state, county and municipal laws.
3. Use their training and capabilities to protect the public at all times.
4. Work collaboratively with the Line Officers and fellow to effectively operate all fire company programs.
5. Always conduct themselves to reflect a positive image of the **ABC Fire Department**.
6. Line Officers will manage in an effective, considerate manner; personnel will follow instructions in a positive, cooperative manner.
7. Operate safely and use good judgement.
8. Keep themselves physically fit.
9. Be careful us use of organization equipment and property.
10. Should an incident of misconduct or improper action take place, it will be presumed that the individual was familiar with the bylaws and recommended operating guidelines at the time of the incident.
11. All personnel will be treated equally with courtesy, consideration, and dignity. Personnel shall perform all duties impartially and without favor of affection or will and without regard to a person’s status, sex, race, religion, political beliefs, aspirations, or lifestyle.
12. Personnel shall never allow personal feelings, animosities, or friendships to influence their conduct.
13. Personnel shall strive to present themselves in appearance and demeanor in such a manner as to inspire confidence, trust, and respect from the public and fellow personnel.

### Neglect of Duty

1. Personnel shall promptly perform all duties and responsibilities as required by constituted authority and/or **ABC Fire Department** bylaws and recommended operating guidelines.
2. Personnel shall not falsely report an illness, injury, or attempt to deceive the department as to the condition of their health.
3. Personnel shall not leave or terminate a duty or assignment unless properly relieved or until such time as the duty or assignment has been properly completed.
4. All personnel shall take the appropriate action to aid a fellow individual exposed to danger or in a situation where there may exist a threat to an individual’s safety.
5. Personnel shall ensure that all reports, files, or other related paperwork is submitted in a timely manner.

### General Conduct

1. Personnel shall not possess and/or use alcoholic beverages on duty or operating a department vehicle. Personnel shall not report to duty or be on duty while under the influence of alcoholic beverages to any degree or with an odor of alcohol beverages upon their breath.
2. Personnel shall not process and/or use controlled substances on or off duty, except those that are with the approval and guidance of a licensed physician. At no time shall **ABC Fire Department** personnel use or be under the influence of a controlled substance where such use or influence impairs or compromises the efficiency or integrity of the department.
3. No personnel shall engage in unlawful, defamatory, or obscene communications which are substantially likely to materially impair the operations or efficiency of the department.
4. No individual shall discuss the operations and official business of the department, which are of a confidential nature, with anyone outside of the department without permission of the Chief Officer.
5. No individual shall falsely report or disseminate untrue, incorrect, or unverified information about the operations and/or official business of the Department.
6. No individual shall destroy or deface any official written notice relating to department business when posted for circulation purpose. In addition, personnel shall post or circulate any notice of a derogatory or offensive nature relating to any person, group, or public safety activity.
7. **ABC Fire Department** personnel are required to be truthful at all times.
8. Personnel with knowledge of other individuals who are violating laws, departmental bylaws and/or recommended operating guidelines, and ethical standards shall report such actions immediately to departmental Chief Officer who shall take immediate and appropriate actions as outlined in the departmental bylaws.
9. Personnel shall not threaten, coerce, interfere with, or improperly treat any fellow individual, Executive Officer or Line Officer at any time. This shall include abusive or profane language.
10. No individual shall make a malicious or unnecessary complaint against another individual of the department, nor shall any individual institute or offer rumor or false information pertaining to any individual of the department or official departmental business. All complaints by department personnel shall be forwarded through the chain of command, and where applicable the proper department guideline.
11. Indiscriminate smoking or other use of tobacco products while conducting official duties when dealing with members of the public is prohibited.
12. Personnel shall not abuse, misuse, or destroy **ABC Fire Department** property.
13. Personnel operating a department radio shall strictly observe all regulations for such operation. Obscene, derogatory, unprofessional, or insubordinate remarks or any intentional horseplay when operating the fire radio system is prohibited.

### Insubordination

1. Personnel shall not direct any disrespectful, insolent, or abusive language or actions towards officers, whether in or out of the presence of the superior to include any failure or deliberate refusal to obey a lawful verbal or written order.
2. Orders and directives from a superior officer to an individual shall be in clear, understandable language, civil in tone, and issued pursuant to official department business.
3. Personnel receiving an order or directive which is believed to be contrary to recommended operating guidelines shall obey the order to the best of their ability, providing that order or directive does not place a person’s health or physical well-being in jeopardy, or require illegal, immoral, unethical, or physical danger at the present time. At a later time, the individual shall proceed with resolution of the contradiction through the appropriate chain of command.
4. Personnel receiving an order or directive which conflicts with the previous order, instruction, or directive shall advise the person issuing the second order of the conflict. The responsibility of countermanding the original order will rest with the person issuing the second order of the conflict. If so directed, the second order will be obeyed first. Orders shall only be countermanded when necessary and for the good of the department.
5. An individual receiving an unlawful, unjust, or improper order shall, when practical, report same in writing to the Chief Officer. The report shall include the facts of the incident and any action taken.
6. Personnel shall be courteous and civil at all times in their relationship with other individuals of the department.

### Discriminatory Conduct

1. Personnel shall not engage in any offensive verbal or physical conduct directed against **ABC Fire Department** personnel, citizen, or any other person or member of the public based on race, color, national origin, sex, religion, handicap, age, or marital status. Personnel shall not engage in any such conduct.
2. Personnel shall not engage in any activity that is detrimental to the department, engage in any fight or any malicious behavior or steal.

### Sexual Harassment

It is illegal and against the policy of this department for any individual, male, female or non-binary, to sexually harass another individual by:

1. Making unwelcome sexual advances or request for sexual favors or other verbal or physical conduct of a sexual nature.
2. Making submission to or rejection of such conduct the basis for membership/employment,
3. Creating an intimidating hostile, or offensive working environment by such conduct.
4. Uninvited letters, telephone calls, distribution, or display of materials of a sexual nature.
5. Uninvited pressure for sexual favors or dates.
6. Uninvited sexual teasing, jokes, remarks, or questions; directly or indirectly.
7. There are three types of sexual harassment: verbal, non-verbal, and physical.
8. Any individual who believes he/she has been the subject of sexual harassment should report the incident immediately to an officer. The officer will immediately forward the information through the proper chain of command. An investigation of all complaints will be undertaken and appropriate action taken.
9. Retaliating or discriminating against an individual for reporting sexual harassment is prohibited.

### Retaliation

**ABC Fire Department** prohibits and does not tolerate retaliation against its personnel because of that individual making a good faith report of workplace wrongdoing, making a claim against the organization, participating in any related investigation, or using A**BC Fire Department** benefits. Any **ABC Fire Department** individual who engages in such prohibited retaliation is subject to disciplinary action, up to and including termination. Regardless of title or position, no person has the authority (expressed, actual, apparent or implied) to retaliate against any individual.

## Sexual Abuse & Misconduct – Protecting Minors/Youth[[66]](#footnote-66)

**ABC Fire Department** is committed to ongoing strategies to prevent sexual abuse and misconduct with minors/youth.

**Utilize a Standard Selection Process**

**ABC Fire Department** will use the standard selection process to help monitor who is being brought on-board. Formal applications, professional and personal reference checks and face-to-face applicant interviews followed up with thorough background checks for employees, volunteers, board members and others (e.g., contractors) affiliated or doing regular work with the organization can help to mitigate the risk of sexual abuse and misconduct. Regardless of the organization's size, perform due diligence to help ensure persons with criminal backgrounds are not being put in situations where harm to others is likely, particularly minors.

**Increase Awareness of Reporting Guidelines**

Victims and witnesses of abuse or misconduct may be reluctant or unwilling to report abuse or misconduct, especially where there is suspected lack of knowledge (or trust) of internal reporting, lack of investigative resources and poor resolution processes.

**Lack of Knowledge** - Periodic and wide dissemination of how to report sexual abuse or misconduct may help empower the most vulnerable to seek internal or external resolution.

**Lack of Power** -Victims of abuse and misconduct may be persons without power, authority, or tenure. They may fear lodging a complaint against a long-term and respected individual within the organization. Victims, witnesses, or others made aware of wrongdoing may not trust the neutrality and transparency of the organization's internal investigation or response processes when the alleged offender is a prominent figure in the organization. Consider maintaining a business relationship with an outside risk management consultant or group in order to highlight the organization's pledge to avoid an abuse of power, internal cover-up, or lack of transparency.

**Deterrent Effect** - A perpetrator may be less likely to commit misconduct if he or she knows the victim(s) and witnesses receive periodic prevention training, have a clear understanding of the available avenues of complaint, and that the organization will take decisive actions to stop wrongdoing.

**Train All Groups**

Train employees, volunteers and youth associated with the organization and their parents or guardians on the prevention of sexual abuse and misconduct. Regular training sends the message that wrongdoing is not tolerated and immediate response processes are in place. Educate individuals on the organization's policy against sexual abuse and misconduct and the avenues of internal and external complaint and resolution.

Allow the opportunity for questions to be answered during and after training sessions. Because of the serious nature of the subject matter, a victim, witness, or other person that suspects or learns of sexual abuse or misconduct may feel most comfortable asking a trainer questions in confidence after a group training session. Not providing a periodic training forum may keep inappropriate behavior or incidents in the dark and may foster an environment where problems continue or escalate.

Consider utilizing a professional from outside the organization to facilitate training on sexual abuse and misconduct prevention for all groups. A third-party expert helps demonstrate the organization's transparency and willingness to prevent, learn of, and promptly respond to misconduct.

**Maintain Healthy Boundaries[[67]](#footnote-67)**

A safe environment includes the establishment of healthy boundaries between youth and adults. It is important to understand "grooming" behaviors, defined as methods by which abusers target a potential victim, win the trust of the youth, manipulate the child to engage in sexual activity and command the child not to disclose the abuse.

Examples of inappropriate grooming behaviors may include, but are not limited to:

* An adult being alone with one youth, particularly in unsupervised settings (home visits, care rides, sleepovers, or out of town trips).
* Giving a youth gifts, showing favoritism or otherwise expressing special attention.
* Physical touching (to desensitize the youth to contact) – usually progressive in nature. Contact may begin with rubbing shoulders or other massage, sitting next to, “accidental” touches in inappropriate places, or lingering touches.
* Communications of unusual frequency, duration, or content. Be on the lookout for electronic communications that are sexual in nature such as jokes, innuendoes, banter, flirtatious, flattery, pictures or pornography.

**Investigate and Respond**

Investigate all allegations of sexual abuse or misconduct. It is also important to investigate conduct that may be characterized as potential grooming behavior. Follow the legal requirements in the organization's state to report allegations or incidents of sexual abuse or misconduct to appropriate law enforcement or child protective services organizations.

**Internal Investigation Guidelines** - Following standardized internal investigation and interviewing guidelines may help ensure uniformity and fairness. It is recommended that those within the organization designated as internal investigators receive training on how to respond appropriately and legally to sexual abuse or misconduct suspicions or accusations.

**External Investigation Resources** - Persons accused of inappropriate sexual behavior, misconduct or abuse may be in positions of authority. Therefore, utilizing an outside third-party investigator for sexual abuse or misconduct allegations may be an appropriate risk management step to defend the integrity of the investigative process. External third-party professionals can often help protect against real or perceived cover-up in the investigation or resolution of the misconduct allegation.

Consider the following factors when determining whether utilization of a third-party investigator would be beneficial in responding to an allegation of wrongdoing include:

* Nature and severity of the alleged offense.
* High-ranking official accused of wrongdoing.
* Real or perceived conflict of interest with facilitation of an in-house investigation.
* Perception the internal investigation would be insufficient due to a lack of specially trained or educated internal resources.
* Multiple complainants.

**Duty to Report Suspected or Alleged Sexual Abuse or Misconduct** - It is not recommended that the reporter investigate or assess the validity or credibility of an allegation of abuse as a condition before reporting the allegation to proper law enforcement authorities. Consult with the organization's legal counsel to determine the state, Federal, or other jurisdictional requirements to report suspicions or allegations of child sexual or physical abuse.

**Require Signed Acknowledgement[[68]](#footnote-68)**

All personnel including volunteers, board members, and youth affiliated with **ABC Fire Department** and their parents or guardians may be provided acknowledgement forms for their signature, with a return copy to the organization. Well-written forms include statements that the organization will conduct a prompt and thorough internal investigation and complete a conflict of interest check to help ensure persons named in a complaint will not be part of the investigative team or efforts. Inform persons and ask them to acknowledge their understanding that an outside third-party investigator may be utilized to resolve allegations of wrongdoing, which emphasizes the organization's transparency. Note the organization's legal responsibilities to report suspected or alleged sexual abuse to appropriate law enforcement authorities on the acknowledgment form. Also, give persons an opportunity to ask questions about the organization's sexual abuse and misconduct policy, accompanying training and content of the acknowledgement form.

**Monitor Risk Management Program**

Designate persons within the organization to be primarily responsible for monitoring the effectiveness of the sexual-abuse risk management program. Not only monitor compliance, but solicit feedback to determine ways to improve the understanding and impact of the policy, training and other risk management efforts.

## Workplace Discrimination Based on Language or Accent[[69]](#footnote-69)

**ABC Fire Department** understands the United States is an ethnically diverse society. This section provides information of what constitutes unlawful national origin discrimination based on language or accents.

**National Origin Discrimination**

Equal opportunity in employment or Emergency Service Organization (ESO) membership - It is unlawful to discriminate against an employee, volunteer or applicant based on the individual's actual or perceived national origin. Regardless of their place of birth, ancestry, cultural background, language characteristics common to a specific ethnic group or accent, uphold equal opportunities for current or prospective employees or volunteers. Because an individual's primary language or accent is closely linked to national origin, discrimination against persons based on their native language or accent may violate civil laws.

The Equal Employment Opportunity Commission (EEOC) is the Federal agency responsible for enforcing Title VII of the Civil Rights Act of 1964 (Title VII), which prohibits discrimination and harassment based on race, color, sex/gender, religion, age (over 40), physical or mental disability and national origin. Membership or employment with **ABC Fire Department** will not be negatively impacted by the national origin of the individual, which includes hiring, selection, promotions, demotions, discipline, working conditions, training, layoffs and terminations.

**Associational discrimination** - It is unlawful to deny equal work-related opportunities because of association or marriage with persons from a particular national origin group. Moreover, discrimination may occur when treating people disparately due to their membership or affiliation with certain schools, organizations or places of worship typically associated with a nationality. Personnel who feel they are being unfairly treated due to their association with a particular person or entity, should report to the Compliance Officer, Chief Officer or his/her designee without a fear of retaliation.

**Discrimination based on accent** – **ABC Fire Department** does not treat personnel differently because of a foreign accent.

**English fluency** - Proficiency or fluency is the degree to which a person speaks or writes a particular language with ease. Requiring an individual to speak fluent English may only be permissible if it is essential or crucial for effective job performance. The degree of fluency required may vary for different positions within an organization and should be tailored for each job.

**Speak English-only rules** - Requiring personnel to speak only English while on-the-job may constitute national origin discrimination unless the English-only rule is reasonably necessary for business operations. English only rules in the workplace are typically limited to situations where safety or efficiency would be compromised without the rule.

**Training** – **ABC Fire Department** will host periodic training programs for its personnel on harassment, discrimination and retaliation to help prevent incidents and allegations of wrongdoing. Establish and maintain a work culture of inclusion and non­discrimination by educating personnel on current non-discrimination laws as well as **ABC Fire Department** policies and reporting processes. **ABC Fire Department** will provide mechanisms that are in place to promptly and thoroughly investigate allegations of work-related harassment, discrimination and retaliation.[[70]](#footnote-70)

## Acceptance of Gifts

|  |
| --- |
| The purpose of this section is to protect personnel from being placed in compromised situations that may violate either conflict of interest policies, legal and/or ethical standards. Personnel shall not |

solicit or accept from any person, business or organization any valuable gift or benefit to individual(s) of the organization except as permitted by the organization.

If an offer of some benefit or gift is made and the individual is unsure of applicability, contact the officer in charge for a decision. When in doubt, it is best to respectfully decline the gift.

## Alcohol & Drug Use[[71]](#footnote-71)

**ABC Fire Department** desires to provide a drug-free, healthy, and safe workplace for its personnel. To promote this goal, personnel are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner.

While on the **ABC Fire Department** premises and while conducting business-related activities off **ABC Fire Department** premises, no individual may use, possess, distribute, sell, or be under the influence of alcohol or illegal drugs. The legal use of prescribed drugs is permitted on the job only if it does not impair an individual’s ability to perform the essential functions of the job effectively, and in a safe manner that does not endanger other individuals in the workplace.

Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment, and/or required participation in a substance abuse rehabilitation or treatment program. Such violations may also have legal consequences.

Personnel with drug or alcohol problems that have not resulted in, and are not the immediate subject of, disciplinary action may request approval to take time off to participate in a rehabilitation or treatment program through **ABC Fire Department** employee assistance program (EAP) and health insurance benefit coverage. Leave may be granted if the individual agrees to abstain from use of the problem substance, abides by all **ABC Fire Department** policies, rules, and prohibitions relating to conduct in the workplace, and if granting the leave will not cause **ABC Fire Department** any undue hardship. The individual will be required to use any available sick or vacation time during this leave. If the individual has exhausted all available sick and vacation time, unpaid leave may be granted.

Under the Drug-Free Workplace Act of 1988 as amended, an individual who performs work for a government contract or grant must notify **ABC Fire Department** of a criminal conviction for drug-related activity occurring in the workplace. The report must be made within five (5) days of the conviction. ABC Fire Department must report this conviction to the contracting agency within ten (10) days of the previously mentioned employer notification.[[72]](#footnote-72)

Personnel with questions on this policy or issues related to drug or alcohol use in the workplace should raise their concerns with the Fire Chief or his/her designee without fear of reprisal.

## Alcohol & Substance Abuse[[73]](#footnote-73)

**ABC Fire Department**’s goal is to eliminate alcohol and illegal drug use through education, rehabilitation and supervision techniques. **ABC Fire Department** personnel are not permitted to be on duty, to respond to emergency incidents, to drive or operate fire department vehicles, nor to perform any other duty-related functions while under the influence of alcohol, illegal drugs, or prescribed medications that may impair the individual.

**ABC Fire Department** personnel shall not perform any duty-related functions for a minimum of eight (8) hours following the consumption of any alcoholic beverages. A longer period waiting period may be required to ensure that the individual is free of impairment. A blood alcohol concentration of 0.02 percent or higher, while on duty, presumes that the individual is under the influence of alcohol.

The driver and the officer in charge of any emergency service vehicle that is involved in an accident that causes measurable property damage, injury or death shall be tested for the presence of alcohol and illegal drugs with the least possible delay. In addition, the Chief Officer or his/her designee may require the individuals to be tested for the presence of controlled drugs or alcohol at any time, upon reasonable suspicion that the individual(s) could be under the influence of such substances.

## Attendance

Consistent attendance and punctuality are very important to the success of the organization. Without your presence at work, on a regular and consistent basis, **ABC Fire Department** cannot achieve its mission. Your punctual attendance is essential to provide those who need service - the kind of quality service they have come to know and expect.

Should you not be able to report to work, please do the following;

* If you need to arrange for a late arrival or early departure for such things as a scheduled doctor’s appointment or personal appointment, please discuss with your supervisor in advance to assure proper staffing is maintained. Every effort will be made to accommodate the request. However, an adequate level of service must be maintained.
* If you are unable to discuss an absence from work in advance with your supervisor, it is your personal responsibility to notify your supervisor directly within the first fifteen (15) minutes of work. If your supervisor is unavailable, notify either the highest-ranking person or human resources. If you fail to notify appropriately, your absence will be deemed unexcused. If you do not report to work for three (3) consecutive days without notice, you will be considered to have voluntarily abandoned your job.

Each employee is entitled to time off. However, **ABC Fire Department** has determined that excessive absenteeism occurs at any point when time off exceed benefit time. Excessive tardiness occurs if three tardiness events occur in any 6-month period. The reasons for an absence or tardiness, whether excused or not, the duration and the number of absences and/or times tardy are all considered in determining whether your attendance record is satisfactory.

**ABC Fire Department** has short term disability, long term disability, counseling, family leave, medical leave, and other services/programs available to assist you. Contact your supervisor or human resources representative or Chief Officer for more information.

## Cellular Phone Use

**ABC Fire Department** may issue cellular telephones to its personnel as a business productivity tool. They are provided to assist those individuals in communicating with management and other personnel, their clients, associates, and others with whom they may need to conduct business. Cellular phone use is primarily intended for business-related calls. However, personal use is permitted within a reasonable limit. Cellular phone invoices may be regularly monitored.

Personnel may have access to a cellular phone while in their cars and should remember that their primary responsibility is driving safely and obeying the rules of the road. Personnel are prohibited from using cell phones to conduct business while driving and should safely pull off the road and come to a complete stop before dialing or talking on the phone.

As a representative of the **ABC Fire Department**, cellular phone users are reminded that the regular business etiquette employed when speaking from office phones or in meetings applies to conversations conducted over a cellular phone. Discuss with your supervisor for any additional questions.

## Computer, Email and Internet Use[[74]](#footnote-74) [[75]](#footnote-75)

Computers, computer files, the email system, and software furnished to personnel are **ABC Fire Department** property intended for business use. Personnel should not use a password, access a file, or retrieve any stored communication without authorization. To ensure compliance with this policy, computer and email usage may be monitored.

**ABC Fire Department** strives to maintain a workplace free of harassment and sensitive to the diversity of its personnel. **ABC Fire Department** prohibits the use of computers and the email system in ways that are disruptive, offensive to others, or harmful to morale.

For example, the display or transmission of sexually explicit images, messages, and cartoons is not allowed. Other such misuse includes, but is not limited to, ethnic slurs, racial comments, off-color jokes, or anything that may be construed as harassment or showing disrespect toward others.

**ABC Fire Department** purchases and licenses the use of various computer software for business purposes and does not own the copyright to this software or its related documentation. Unless authorized by the software developer, **ABC Fire Department** does not have the right to reproduce such software for use on more than one computer.

Personnel will be granted access to use software and online programs on **ABC Fire Department** computers and local area networks according to the software license agreement. Confidentiality shall be used while utilizing these programs by all personnel. **ABC Fire Department** prohibits the illegal duplication of software and its related documentation.

Personnel should notify the Compliance Officer, Chief Officer or his/her designee upon learning of violations of this policy. Personnel who violate this policy will be subject to disciplinary action, up to and including termination of employment.

Internet access to global electronic information resources on the World Wide Web is provided by the **ABC Fire Department** to assist personnel in obtaining work-related data and technology. The following guidelines have been established to help ensure responsible and productive internet usage. While internet usage is intended for job-related activities, incidental and occasional brief personal use is permitted within reasonable limits.

All Internet data that is composed, transmitted, or received via our computer communications systems is considered to be part of the official records of **ABC Fire Department** and, as such, is subject to disclosure to law enforcement or other third parties. Consequently, personnel should always ensure that the business information contained in internet email messages and other transmissions is accurate, appropriate, ethical, and lawful.

The equipment, services, and technology provided to access the Internet remain at all times the property of **ABC Fire Department** As such, **ABC Fire Department** reserves the right to monitor Internet traffic, and retrieve and read any data composed, sent, or received through its online connections and stored in its computer systems.

Data that is composed, transmitted, accessed, or received via the Internet must not contain content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any individual or other person. Examples of unacceptable content may include, but are not limited to, sexual comments or images, racial slurs, gender-specific comments, or any other comments or images that could reasonably offend someone on the basis of race, age, sex, religious or political beliefs, national origin, disability, sexual orientation, or any other characteristic protected by law.[[76]](#footnote-76) [[77]](#footnote-77)

To ensure a virus-free environment, no files may be downloaded from the internet without prior authorization. **ABC Fire Department** personnel are required to complete designated annual training programs related to HIPAA and cyber security awareness.

Abuse of the internet access provided by **ABC Fire Department** in violation of law or **ABC Fire Department** policies will result in disciplinary action, up to and including termination of employment. Personnel may also be held personally liable for any violations of this policy. The following behaviors are examples of previously stated or additional actions and activities that are prohibited[[78]](#footnote-78) [[79]](#footnote-79)and can result in disciplinary action:

* Sending or posting confidential material, trade secrets or proprietary information outside of the organization.
* Violating licensing agreements
* Engaging in unauthorized transactions that may incur a cost to the organization or initiate an unwanted internet service and transmissions
* Sending or posting messages that defame or slander the organization or individuals
* Attempting to break into the computer system of another organization or person
* Refusing to cooperate with a security investigation.
* Sending or posting chain letters, solicitations or advertisements not related to business purposes or activities
* Using the Internet for political causes or activities, religious activities, or any sort of gambling.
* Sending or posting messages that disparage another organization or services
* Passing off personal views as representing those of the organization.
* Sending or posting discriminatory, harassing, or threatening messages or images
* Using the organization's time and resources for personal gain
* Stealing, using, or disclosing someone else's code or password without authorization
* Copying, pirating, or downloading software and electronic files without permission
* Violating copyright law
* Sending or posting messages or material that could damage the organization's image or reputation
* Participating in the viewing or exchange of pornography or obscene materials
* Jeopardizing the security of the organization's electronic communications systems
* Engaging in any other illegal activities

## Firearms & Weapons

It is forbidden for personnel of the **ABC Fire Department** to carry a firearm and/or other dangerous weapons on their person while in any department building or any department property.

The term **Dangerous Weapon** shall include, but is not limited to:

* Air, C02, or other type of pellet gun
* Bow and arrow/crossbow
* Blackjack, truncheon, brass knuckles or any similar device
* Switchblade, stiletto, or any other type of knife with a spring release device in which the blade is released from the handle with blade length greater than 2 inches
* Any type of knife with an edge portion of the blade exceeding 6 inches

The only exceptions to this rule are as follows:

* On-duty police or military personnel.
* Off-duty police personnel who are under the direction of their police departmental guideline requiring them to carry a weapon when off duty. The Chief Officer reserves the right to confirm this policy with the officer's employer in compliance with all applicable laws and regulations.
* Any individual who receives written permission for the Chief Officer to carry a firearm and/or dangerous weapon onto **ABC Fire Department** property.
* Fire investigators that have appropriate “police powers” and departmental authority to be armed.

**UNDER NO CIRCUMSTANCE WILL PERSONNEL GO INTO SERVICE WHILE CARRYING A FIREARM AND/OR DANGEROUS WEAPON ON THEIR PERSON, WITH THE NOTED EXCEPTION OF AN INDIVIDUAL REQUIRED TO HAVE A SERVICE WEAPON ON THEIR PERSON (FIRE INVESTIGATOR) IN HIS/HER ROLE FOR THE ORGANIZATION.**

It is the responsibility of the individual to secure his/her weapon in a safe manner as prescribed by his/her employer.

The first offense of the above guideline shall be a verbal and written warning, and subsequent offenses shall result in suspension, expulsion, or termination from the company.

## Fitness Center & Equipment Use[[80]](#footnote-80)

The purpose of this section is to establish guidelines for the use of fitness equipment for physical fitness purposes while anticipating that activities are done safely and within one’s capabilities.

Personnel are welcome to use the fitness equipment. It is important that individuals engaging in fitness activities have consulted their physicians and obtained approval to participate in such physical activities. The following general guidelines are provided for utilizing fitness equipment.

For the safety of individuals utilizing the fitness equipment, consider the following guidelines:

* Consult with physicians before beginning a fitness program.
* The use of the fitness center and its equipment is at the individuals' own risk. Please abide by all reasonable safety guidelines.
* Children under 15 years of age are not permitted within the facility without adult supervision and are not permitted to use the fitness equipment.
* Become familiar with the safety and operation of alt equipment before using it. Do not work out on any piece of equipment that is unfamiliar.
* Warm up before engaging in physical activity, e.g. light stretching, light running.
* Work out with a buddy or at least make sure another adult is present in the fitness center while you are working out.
* Use a spotter when bench pressing (no exceptions).
* Start out with a light weight and then move up gradually.
* The use of collars on free weights is required.
* Remove all weights before moving the weight bench.
* Return free weights to the weight storage racks after the completion of the lifting sequence or activity. Do not attempt to remove a pin from a weight machine if it is stuck and weights are suspended.
* If you become light headed or dizzy, do not continue to work out/lift weights.
* Wear proper athletic attire, especially athletic shoes. No sandals/bare feet.
* Horseplay or fooling around will not be tolerated.
* Do not exceed reasonable speeds or time limits when using any fitness equipment.
* Be courteous to others while using department equipment.
* After use, disinfect, wipe down and prepare for use by next person.[[81]](#footnote-81)

## Fragrances

Due to the fact that workplace health and wellness are priorities and that some specific fragrances can result in allergic reactions or other people in the workplace (including patients/victims being treated or rescued or trained) may become ill; a fragrance-free environment is necessary. To limit situations where others may be adversely affected, or have an allergic reaction. Certain fragrances causing same shall not be permitted in the workplace.

Therefore, the use of fragrances is restricted as follows:

* Any fragrance-emitting devices or product, (e.g. candles, incense, fragrant oils or room spray, and cigarette/cigar) are prohibited unless the department provides an exception
* Personnel shall limit the use fragrances or not use fragrances on their person, (e.g. soap, cologne or perfume) if it can be detected by another person
* Personnel shall not eat or cook food that emits a strong or offensive odor

**Supervisory Actions**

Any person found violating this policy will be asked to immediately take the necessary action to correct the condition or leave work and return at their own expense once the condition is resolved. Progressive discipline shall be used for repeated violations of the policy.

**Personnel Accommodation**

Should an individual believe an exception or accommodation is in order, a request should be made in writing through your supervisor.

## Outside Employment

An individual may hold a job with another organization as long as he or she satisfactorily performs his or her job responsibilities with the **ABC Fire Department** as outlined in the personnel manual. Personnel will be judged by the same performance standards and will be subject to the **ABC Fire Department** scheduling demands, regardless of any existing outside work requirements.

If **ABC Fire Department** determines that the outside work of an individual interferes with their performance or their ability to meet the requirements of the duties of their **ABC Fire Department** job description, the individual may be asked to terminate their outside employment if he /she wishes to remain with the **ABC Fire Department**.

Outside employment will present a conflict of interest if it has an adverse impact on **ABC Fire Department**.

## Personal Appearance, Dress & Grooming

Dress, grooming, and personal cleanliness standards contribute to the morale of all personnel and affects the image of the **ABC Fire Department** it presents to its community and visitors.

When representing **ABC Fire Department**, you are expected to present a clean, neat, and tasteful appearance. You should dress and groom yourself according to the requirements of your position and accepted social standards. This is particularly true if your job involves dealing with the public.

The Chief Officer or his/her designee is responsible for establishing a reasonable dress code appropriate to the job you perform. If your supervisor feels your personal appearance is inappropriate, you may be asked to leave the workplace until you are properly dressed or groomed. Under such circumstance, you will not be compensated for the time away from work. Consult your supervisor if you have questions as to what constitutes appropriate appearance. Where necessary, reasonable accommodations may be made to a person with a disability.

Without unduly restricting individual tastes, the following personal appearance guidelines should be followed:

* Mustaches must be clean, well-trimmed, and neat. Mustaches will not extend past the corner of the mouth.
* Personnel who are pack cleared firefighters will report to work clean shaven to meet requirements outlined in OSHA 1910.134.
* Hairstyles are expected to be in good taste.
* Long hairstyles should be worn with hair pulled back off the face and neck to avoid interfering with job performance.
* Offensive body odor and poor personal hygiene is not professionally acceptable.
* Perfume, cologne, and aftershave lotion should be used moderately or avoided altogether, some individuals may be sensitive to strong fragrances**.**

## Photography

Photography and video recording at incidents can result in an unfortunate documenting and potentially distribution of sensitive or private information. While it may seem to be a routine activity, it can cause significant harm to those whose images are seen by others.

In order to avoid serious damage to the reputation of **ABC Fire Department** and to protect the privacy of those we serve:

1. Personnel shall not use any personally owned devices to photograph, document, or record any emergency scene/incident while on-duty and in attendance as part of the **ABC Fire Department** at those scenes; unless specifically directed or authorized by the Officer In-Charge. For the purposes of this policy, personally owned devices include but are not limited to: film cameras; digital cameras; video recording cameras and devices, cell phones and cell phone cameras.
2. Personnel may photograph, document, or record emergency scenes utilizing company-owned devices with proper authorization from the Chief Officer or Incident Commander of the scene. Any electronic media documenting the incident such as digital pictures, video or other records of the incident that are collected by any individual of the organization in this manner are and shall remain property of **ABC Fire Department.**
3. Such electronic media and/or other documentation shall be for internal, investigative or training uses and shall not be transmitted by any means outside the company unless expressly authorized by the Chief Officer or their designee. The Fire Investigator is authorized to transmit this type of information outside the company in association with an ongoing fire investigation as may be necessary as part of the fire investigation process.
4. **ABC Fire Department** operations allow us access to situations, investigations and crime scenes from which the media and press may be excluded due to operational, safety, or investigative reasons. As such, electronic media, information, and pictures gathered at emergency/incident scenes must be strictly controlled to be in accordance with HIPAA and other regulations so as not to jeopardize patient confidentiality; fire, accident or crime scene investigations; or shine an unprofessional light on the company. Personnel who violate this policy will be subject to disciplinary action, up to and including termination from the company.
5. **ABC Fire Department** may need to take either or both video and still images for use in promotional materials such as social media, web sites and print material. As directed by the Chief Officer or his/her designee, all individuals depicted in video or still images for use by **ABC Fire Department** must sign a photography/visual image release. All images remain the property of **ABC Fire Department**.

## Product Endorsements

An endorsement is any message that reflects the individual endorser’s opinions, beliefs, findings, or experiences concerning any emergency service product or service. This policy applies to any statement, product review, audio or video recording, online message (including liking or tagging), or other public communication of any kind that could be construed as an endorsement of any emergency service product or service in any medium, including but not limited to, any form of print media, television or radio broadcast, website, blog, or social media page, profile, or feed (Facebook, Twitter, LinkedIn, Pinterest, Instagram, Snap Chat, YouTube, TikTok, etc.).

This policy provides guidelines to personnel speaking, writing, blogging, or posting about, or otherwise publicly endorsing, any emergency service products or services. Also refer to the **ABC Fire Department** Conflict of Interest Policy.

To provide an endorsement, the organization and/or an individual must obtain specific approval from the **ABC Fire Department** Board of Directors.

If approved to endorse a product or service, endorsers are responsible for their opinions, comments, and content, and may be held personally liable for any commentary deemed to be defamatory, libelous, obscene, or an infringement on the proprietary rights of **ABC Fire Department** or any third party. **ABC Fire Department** may audit endorsements and may require amendments and/or terminate its approval in the event of non-compliance with this policy.

**General Guidelines:**

* Endorsers should only make statements that reflect honest opinions, findings, beliefs, or experiences.
* Statements about a product or service should only be made if personally used, examined, or evaluated the product or service.
* Do not make deceptive, misleading, untruthful, or unsubstantiated claims about products or services.
* Do not engage in any communication that is defamatory, that infringes on the intellectual property, privacy, or publicity rights of others, that in any way promotes unsafe or dangerous activities, or that violates local, state, or Federal law.
* Do not use intellectual property (e.g., trademarks, logos, designs, or images) without the prior written consent of the product or service entity.
* Confidential information must be maintained as confidential and the signing of any non-disclosure agreements with any product or service provider must be communicated to **ABC Fire Department** leadership.

## Smoking, Tobacco use & Vaping

**ABC Fire Department** strives to provide a safe and healthy work environment for its personnel. Smoking, tobacco use and electronic smoking devices in the workplace is prohibited except in those locations that have been specifically designated. In situations where the preferences of smokers and non-smokers are in direct conflict, the preferences of non-smokers will prevail.

No tobacco products or electronic smoking devices shall be permitted inside any station or property of **ABC Fire Department.** Areas shall be established outside of each station that are identified for smoking and shall be provided with appropriate receptacles for disposal of used materials.

There will be no smoking or tobacco use on any apparatus or in any vehicles. This policy applies equally to all **ABC Fire Department** personnel and its visitors.

## Social Media[[82]](#footnote-82)

The **ABC Fire Department** maintains a website and social media for the purpose of communicating key organizational information about the organization to the general public. This section provides guidelines for using social media technology in a manner consistent with the best interest of the organization.

In addition, personnel are joining social media networks and web sites at a rapid pace. Facebook, YouTube, Twitter, LinkedIn, Snap Chat, Instagram, TikTok, personal Web pages and blogs are only a few of the current social media resources that are utilized frequently. **ABC Fire Department** personnel use, written content, as well as photographic and video-based images on their personal social media sites, as well as on organization-owned sites can create a multitude of problems to both the individuals and the organization.

As such, **ABC Fire Department** may have an interest with their individuals’ social media communications that are considered a breach of confidential information, inappropriate, offensive, unprofessional, disparaging, defamatory, discriminatory or harassing. Among other risks, **ABC Fire Department** could be held liable for its individuals’ postings on their personal social media networking sites.

An inherent conflict regarding social media is an individual’s reasonable expectation of privacy or confidentiality when the content (written text, pictures or videos) is being disseminated on the World Wide Web. Any person posting a video on YouTube, for example, is essentially the owner of his or her own international Internet distribution center or “television” station. An **ABC Fire Department** individual social media content could be distributed for “the world to see” even when it’s not the intention. An email, Facebook post, photograph, blog or video, could be passed along to an endless number of recipients.

While individuals may attempt to limit who has access to their social media sites or communications, these communications frequently land in the hands of unintended recipients. Inappropriate, offensive or personal communications have been called to the attention of **ABC Fire Department** leaders who are left to determine what actions, if any, could or should be taken against the individual(s) who authored the written content or posted the pictures or videos.

When such incidents occur, a variety of different factors will be taken into consideration when assessing the **ABC Fire Department** interest in objecting to individuals’ social media usage: [[83]](#footnote-83)

On **ABC Fire Department** time or within **ABC Fire Department** facilities – **ABC Fire Department** has a vested interest in what behavior or activities its personnel are engaged in while “on the clock” within **ABC Fire Department** facilities or otherwise engaged in **ABC Fire Department** related activities.

* Personnel should be cognizant of their inappropriate usage of **ABC Fire Department** owned telephones, computers or other devices to communicate offensive, intimidating, discriminatory, harassing, or any other unprofessional social media content.
* Personnel may be disciplined even when using their own personal laptop computer or Smartphone while on duty, **ABC Fire Department** property or otherwise engaged in **ABC Fire Department** related business.
* Personnel may post pictures, videos or written text on their personal social media site while off-duty. However, it is crucial personnel understand that postings made on their own time, from their own computer or Smartphone, and while **off ABC Fire Department** property can still harm the **ABC Fire Department**, its personnel, and the community served. Under a variety of circumstances, these off-duty communications can be tied directly to business-related activities, personal or professional reputation within the community or co-worker relationships.
* ESO related information – **ABC Fire Department** personnel may use their personal social media networks to discuss **ABC Fire Department** related business information and could violate confidentiality laws and/or **ABC Fire Department** policies. Personnel may communicate sensitive or confidential information about the **ABC Fire Department** financial, operational and personnel functions. Similarly, social media sites may contain medical or personal information about citizens served by the **ABC Fire Department**.
* Problems may result when personnel of **ABC Fire Department** posts information, allegations, pictures or videos about co-workers that could be considered harmful to that individual. For instance, an individual can post disparaging allegations that are harassing or discriminatory in nature against co-workers.

Based upon the aforementioned issues which pose challenges to effective management of and protection of the **ABC Fire Department**, this guideline shall apply to determine what constitutes a conflict and related social media offense[[84]](#footnote-84) for review by the **ABC Fire Department** leadership.

1. Inappropriate usage of ESO time or equipment (i.e. computers) or is otherwise detrimental to productivity, morale, work culture or the mission and purpose of the **ABC Fire Department**.
2. The emergency services industry relies heavily on the public trusting in the integrity and professionalism of its members. **ABC Fire Department** has instituted policies that allow its personnel to be disciplined for behavior on or off duty that reflects poorly on the integrity and professionalism of the **ABC Fire Department** and its personnel.
3. Breach of confidentiality or unauthorized communications regarding private business-related information. This may include financial information, operational data, sensitive personnel matters or even photos or videos taken at emergency scenes.
4. Misuse or misrepresentation of the **ABC Fire Department’s** name or business. For their personal social media site, individuals are prohibited from “copying and pasting” the **ABC Fire Department’s** logo which consequently violates copyright or trademark laws or protections, unless having written permission the President and Chief Officer of **ABC Fire Department**.
5. “Representing” the **ABC Fire Department** – An individual’s social media site may indicate he or she is part of **ABC Fire Department**. The individual must understand that representations made by that person on the social media site could be misperceived as representing the views of the **ABC Fire Department** and act accordingly.
6. All personnel must review and sign the acknowledgement and sign-off page of this policy, indicating an understanding of the parameters of the electronic communications systems (including social media) policy. This includes the **ABC Fire Department’s** ability to monitor their usage while on duty, within **ABC Fire Department** facilities or while engaging in **ABC Fire Department** activities.

**ABC Fire Department** is implementing this policy that focuses on common sense and places reasonable restrictions on content and usage by the individual.

## Solicitation, Distribution of Literature and Use of Bulletin Boards

**ABC Fire Department** limits solicitation, distribution of literature and use of bulletin boards for only company-approved items. After initial approval by the Chief Officer or his/her designee, each item posted is limited to thirty days and maybe renewed for posting by the Chief Officer or his/her designee at their discretion.

Personnel should not solicit other department individuals during company time. Supervisors should not solicit, distribute literature or post on bulletin boards to avoid the potential for perceived coercion by the subordinate persons.

## Use of Department Equipment[[85]](#footnote-85)

Equipment and vehicles essential in accomplishing job duties are expensive and may be difficult to replace. When using property, **ABC Fire Department** personnel are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

Please notify the supervisor if any equipment, machines, tools, or vehicles appear to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to **ABC Fire Department** personnel or anyone else. The Chief Officer or his/her designee can answer any questions about an individual’s responsibility for maintenance and care of equipment or vehicles used on the job.

The improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles, as well as excessive or avoidable traffic and parking violations, can result in disciplinary action, up to and including termination of membership or employment.

## Use of Official Badge or Credentials

Personal identification cards and badges are issued to personnel for their identification while performing **ABC Fire Department** duties. They may also be used for personal identification. However, they are not be used for obtaining discounts, or in a manner that would demean the **ABC Fire Department.** The cards remain the property of the **ABC Fire Department** and are to be returned when separating from the **ABC Fire Department**. Upon promotion, personnel may obtain a new identification card. If an individual needs a new identification card, contact the Chief Officer or his/her designee.

Individuals are personally responsible for safeguarding authorized credentials and badges from loss, theft, or possible misappropriation by any means while minimizing personal risk. When not being used for a period of time, or when the bearer is on extended leave, the credentials and badges shall be secured.

Loss or theft of, or damage to, credentials and badges shall be immediately reported in writing to the issuing official with an explanation of the circumstances.  An investigation into the circumstances concerning the loss, theft, or damage shall be immediately conducted by the issuing official.  A copy of the report, which identifies the organization, date and place where the incident occurred, and other relevant facts, shall be forwarded to the Chief Officer within 30 days after the completion of the investigation but no more than three months after the date of the loss, theft, or damage.

Loss or theft of Retired Credentials shall be immediately reported to local police authorities with a request that an investigation be initiated.  Any request to replace the lost or stolen Retired Credentials must be accompanied by a copy of an investigative report.

Unless otherwise determined by the Chief Officer, credentials remain valid for the duration of membership/employment, and once issued, are not to be reissued merely because of a change in the name or title of the authenticating official.  Credentials shall be updated and reissued to the bearer when a change takes place under the following conditions:

1. Legal name changes
2. Official reassignment to a different position to reflect a change in title or in the bearer’s authority; or
3. Mutilation of the credential, excessive wear, or lapse of sufficient time to indicate that a lost or stolen will not be returned or recovered.

Records shall be maintained by designated issuing officials to indicate the disposition of all credentials and badges.  Upon termination of membership, employment, reassignment, or transfer, the bearer shall return the credentials to the issuing official prior to being granted final separation clearance.  Issuing officials shall take appropriate action to ensure that credentials and badges are returned, or otherwise accounted for, prior to the individual separating from the service of the **ABC Fire Department** or transferring to another organization. Credentials of persons who retire or separate from the issuing unit may be held for a period of time at the discretion of the Chief Officer.

Each issuing official will document the collection of retired credentials and then destroy them.  Credentials and badges will not be used as mementos to its personnel separating from service.  Badges shall be returned to inventory for re-issuing.

The careless handling, abuse, misuse, or intentional misrepresentation of official credentials and badges shall be cause for possible administrative or disciplinary action.

## Workplace Violence/Threats of Violence

**ABC Fire Department** is committed to preventing workplace violence and providing a safe work environment. **ABC Fire Department** prohibits and does not tolerate violent acts or threats of violence against personnel, volunteers, patients, visitors, guests, community members, or other individuals within its facilities or during any **ABC Fire Department** activity (including off-duty periods).

**Definition**

Violence may be described as verbal or physical threats, intimidation, and/or aggressive physical contact. Prohibited conduct includes, but is not limited to the following:

* Intimidation, harassment, assault, stalking, or other conduct that causes a person to reasonably believe that he or she is under a threat of bodily injury or death
* Threatening, attempting, or inflicting injury or damage to another person or property
* Possessing a dangerous weapon, such as a firearm, explosive, or hazardous device, or using an object as a weapon on **ABC Fire Department** property or during any **ABC Fire Department** related activity
* Using obscene or abusive language or gestures in a threatening manner

Because of the potential for misunderstanding, joking about any of the above conduct is prohibited. All personnel are also expected to refrain from fighting, "horseplay," or other physical conduct that may be considered dangerous to, or unwelcome by, others.

**Restraining Orders**

Any individual who obtains a restraining order against any person affiliated with **ABC Fire Department** should immediately notify **ABC Fire Department** management. **ABC Fire Department** has made a commitment to provide a safe workplace and can only do so if it receives information concerning individuals who have been ordered to maintain a distance from its facilities and/or personnel.

**Warning Signs of Potential Violence**

There are often signs serving as a warning that violence in the workplace may occur. Please review the following list of early warning signs that an individual may act out violently, keeping in mind that demonstration of one or many of the actions on the below list do not automatically point to certain violence. However, activities of concern should be reported and **ABC Fire Department** will assist in detecting and defusing a potential workplace incident. Early warning signs may include:

* Increase in use of alcohol or using drugs
* History of violent or aggressive behavior or frequent physical fighting on- or off- duty
* Displaying a loss of control (i.e., loss of temper on a frequent basis, frequently for unsubstantiated reasons, or over minor issues)
* Either joking or making serious, direct, or veiled threats
* Physically, verbally, or emotionally intimidating others or instilling fear, for example, harassing phone calls, emails and/or stalking
* Being obsessed with one's job and having no known outside interests
* Being a loner and/or expressing a strong desire for a personal or romantic relationship with a co-worker (Under these circumstances, the co-worker may feel threatened and report the unwanted attention)
* Obsession with weapons or militia, particularly if this is new behavior for an individual or volunteer
* Feeling constantly disrespected, demonstrating a "me versus the world" attitude, having trouble with authority, for example, feeling discriminated against, harassed, or intentionally targeted, not accepting criticism well, and commonly harboring resentment
* Expressing desperation, significant frustration, or depression over recent professional, personal, or financial problems
* Fascination with other recent incidents of violence and approval of the use of violence
* Disregard for safety, thus presenting a risk to self and others
* Demonstrating a lack of conscience and/or abuse towards other persons or animals
* Vandalism or property damage;
* Failing to acknowledge the feelings or rights of others
* Having been a victim of violence or bullying

**What to do**

If you witness a potentially violent situation or are dealing with a threatening or violent person, do not place yourself in danger or try to intercede. You should not attempt to challenge or disarm the individual. If possible, escape the scene and immediately contact local law enforcement authorities.

Consider the following safety tips in the event of a violent or potentially violent situation.

* Remain calm.
* Keep a distance of 4-6 feet.
* Do not touch the threatening or violent individual.
* Make constant eye contact, but do not try to “stare down” the threatening or violent person.
* Actively listen and respond to the individual.
* Ask the person making the threats or acting violently for solutions.
* If a supervisor or other appropriate authority can be safety notified of the need for assistance without endangering your safety or that of others, do so. Otherwise, cooperate and follow the instructions given.
* If the environment is unsafe, implement “Run, Hide, Fight” guidelines to ensure your personal safety.

## Workplace Wrongdoing

Ethical behavior includes not only following the law, but also choosing the ethical path in your decisions and actions. For that reason, **ABC Fire Department** does not tolerate and prohibits wrongful, illegal, unethical or harmful behavior by its personnel or any person who interacts with **ABC Fire Department**.

Prohibited wrongdoing includes, but is not limited to:

* Stealing, whether from **ABC Fire Department**, customers, vendors, suppliers, coworkers or any other participant in **ABC Fire Department** workplace.
* Embezzlement, including embezzlement of **ABC Fire Department** funds or the funds of co­ workers, customers, clients, vendors, suppliers, or other workplace participants.
* Fraud, including, but not limited to, providing false or misleading information on time sheets, account sheets, expense forms and making false claims under **ABC Fire Department** insurance or benefits policies.
* Pilfering of **ABC Fire Department** property for personal gain [including theft of postage and copies].
* Intentional destruction of **ABC Fire Department** property.
* Improper use or expenditure of **ABC Fire Department** resources [including, but not limited to, utilizing **ABC Fire Department** personnel for projects, tasks or work outside the scope of **ABC Fire Department** business, **ABC Fire Department** computer, internet and telephone resources and privileges for personal or financial gain, or using your affiliation with **ABC Fire Department** for personal or financial gain.
* Illegal gambling, including placing or taking illegal bets during work hours on **ABC Fire Department** property or by using **ABC Fire Department** resources, including computer resources for gambling.
* Utilizing **ABC Fire Department** resources or personnel to conduct a business separate and distinct from the mission of **ABC Fire Department**.
* Illegal or unethical accounting or business practices including, but not limited to, misleading statements or reports of **ABC Fire Department** financial condition.
* Improper or unprofessional interaction with other personnel, vendors, customers or workplace participants, including, but not limited to, sexual, racial and other forms of illegal harassment, and other abusive or disrespectful behavior meant to degrade others.
* Illegal billing practices, including submitting false statements or invoices, overcharging or undercharging for products or services; mischaracterization of products or services; or any other billing practice prohibited by local, state or Federal law.
* Illegal practices that can harm the public; contravenes public policy or the public good; or harms **ABC Fire Department** in any manner.
* Improper or illegal disclosure of confidential information of the **ABC Fire Department**, or the medical or health information of its personnel and patients.
* Illegal or improper acts performed as part of your membership/employment, including any breach of duties owed to the public, shareholders, organization personnel, and the owners of **ABC Fire Department.**
* Making knowingly false claims, bearing false witness, or knowingly or recklessly creating false light against other individuals, management, customers or others that interact with **ABC Fire Department.**
* Improper or illegal retaliation, including the denial of membership and/or employment, opportunities to individuals for filing a complaint or making a report; reporting a violation of this personnel handbook, manual, policy manual, policy guideline; filing a complaint of wrongdoing like discrimination or harassment; or blowing the whistle or acting as a witness to any illegal activity.
* Intentional violations of the policies in this (e.g., personnel handbook, handbook, manual, policy manual, policy guideline).

**Reporting Wrongdoing**

If you are experiencing any type of wrongdoing, or if you know of, or suspect, wrongdoing by another individual, you must report it immediately to your manager, your supervisor, Compliance Officer, Chief Officer or his/her designee.

If you do not feel comfortable reporting as listed above or if you did report and are not satisfied with the response, then you should direct your report or dissatisfaction to [e.g., Human Resources Department, Personnel Department, EEO Department, Compliance Department or the President, CEO, owner].

Please note that you are not required to confront the person or persons who have given you reason to report. However, if you experience wrongdoing, you must make a reasonable effort to make the wrongdoing known as soon as you experience or discover it. Discussing or reporting acts of wrongdoing to any person not listed above does not constitute a report.

**Retaliation Prohibited**

Retaliation can include, but is not limited to harassment, discrimination, or any other unfair treatment or abuse of power.

If you believe you are being subjected to retaliation for reporting a violation of this policy, or participating in an investigation of a violation of this policy, you should report the retaliation immediately in the manner provided above. Please note that you do not have to confront the person who is the source of the retaliation before reporting it, but to help prevent retaliation from continuing, you must report it.

Personnel who retaliate against another individual for making a good faith complaint of a violation of this policy, or for assisting in an investigation of a complaint of a violation of this policy, is subject to discipline up to, and including, termination.

**Workplace Investigations**

A report of retaliation for reporting a violation of this policy or a report of a violation of this policy that is made to those listed above will result in an appropriate investigation of the allegations. **ABC Fire Department** may use third parties to investigate allegations. All personnel have a responsibility to cooperate fully with any investigation. The interviews, allegations, statements, and identities will be kept confidential, on a need-to­ know basis, consistent with the law and the investigation process and goals. Unreasonable refusal to participate in an investigation may lead to discipline, including termination.

Those found to have retaliated against another in violation of this policy or who have violated this policy are subject to discipline including, but not limited to, termination, consistent with the law, the results of the investigation, the severity of the conduct, and the policy violator's employment history, including any similar reports of policy violations and/or retaliation.

**Knowingly False Reports Prohibited**

Any individual or workplace participant who makes a knowingly false report of a violation of this policy or retaliation will be subject to discipline, including termination.

**Questions Regarding This Policy**

If you have questions, suggestions or concerns about this policy, you should direct them to (e.g., your manager, your supervisor, Human Resources Department, Personnel Department, EEO Department, or Compliance Department).

If you feel uncomfortable discussing your questions, suggestions or concerns about this policy with those listed above, you can direct them to the (e.g., Human Resources Department, Personnel Department, EEO Department, Compliance Department, or the President, CEO)

# **Section 8 – Safety**

***This is a sample of a personnel manual safety section. You should review the content, modify as appropriate for your organization, have it reviewed by your leadership team, and your legal counsel. Once adopted, make sure each section is communicated to personnel prior to implementation, performance monitored for effective implementation, and enforced in a consistent and equitable manner. Please refer to the full Disclaimer on Page 1 of this manual.***

## Safety Committee

**ABC Fire Department** supports a personnel-operated safety committee. All personnel are encouraged to apply. Participation in meetings must be coordinated through your supervisor. Meeting attendance should not affect minimum staffing on vehicles or stations. Details on safety committee operation and bylaws can be found in the appendix.

## Infectious Disease Decontamination[[86]](#footnote-86)

If any personnel are involved in an incident where there is a possibility of becoming contaminated by blood, bodily fluids, or other potentially infectious substances, decontamination must take place immediately following the exposure.

1. Wash all exposed skin thoroughly and immediately per the Infectious Disease Exposure Plan.
2. Any article of clothing or personal protective equipment (PPE) soiled with any bodily fluid must be washed with a decontaminating soap specified in the Infectious Disease Exposure Plan or disposed of. Any clothing article disposed of shall be red bagged as a possible hazardous contaminate.
3. Rescue equipment such as resuscitators and suction devices contaminated with bodily fluid shall be disinfected immediately upon returning to the station using appropriate safety precautions.
4. Vehicles contaminated by bodily fluids must be disinfected as soon as returning to the station with household bleach and hot water.

To prevent possible contamination to personnel and equipment, all medical waste generated at any scene must be disposed of immediately after use. This would include gloves, wrappers, dressings, bandages, and any other item used during an incident where bodily fluids were present. All items are to be placed in a red bio-hazard bag and given to the EMS personnel on the scene for proper disposal.

When no EMS is on scene, the items are to be red bagged at the station for disposal with EMS as soon as possible.

## Infectious Disease Exposure Control Plan

The intention and use of the Infectious Disease Exposure Control Plan is as follows:

* To explain how to eliminate or minimize the risk of an exposure
* To identify which fire department personnel are exposed to communicable diseases
* To provide information regarding communicable diseases
* To determine high risk patients
* To determine how an exposure can occur
* To explain how to eliminate or minimize the risk of an exposure
* To provide usable guidelines in the event of an exposure

Application

The **ABC Fire Department** recognizes the potential exposure of personnel to communicable diseases. All personnel, regardless of his/her level of emergency medical training, duty assignment or degree of activity within this department, may find themselves exposed to patients’, bodily fluids, soiled linen, contaminated medical equipment/supplies, and/or contaminated needles (sharps).

An exposure to a communicable disease while executing duties as **ABC Fire Department** personnelshall be considered an occupational hazard and any communicable disease contracted as a result of a documented workplace exposure shall be considered occupationally related. This objective is accomplished while adhering to the Occupational Health and Safety Administration regulation, 1910.1030 Bloodborne Pathogens.

This Exposure and Control Plan will be accessible to all **ABC Fire Department** personnel and will be reviewed and revised, annually or as new or modified guidelines become available. All personnel will receive a copy. This plan is applicable to all **ABC Fire Department** personnel regardless of the location of the emergency incident and regardless of the transporting emergency vehicle (to include mutual aid).

How Viruses and Bacteria are Dispersed

Viruses and bacteria, which cause communicable diseases, can be spread by the following:

* Direct contact with an infected person as casual as a handshake or as intimate as sexual relations. Venereal diseases such as syphilis and gonorrhea are transmitted through sex. In some cases, the common cold is now thought to be transmitted by direct casual contact.
* Contact with contaminated materials such as human secretions on linens or blankets
* Inhalation of infected droplets when a person coughs or sneezes, aerosolizing the particles
* Bites, human or animal
* Puncture by a contaminated needle or equipment
* Transfusion of contaminated blood products

Refer to Appendix A – Disease Information for Emergency Responders for additional information.

Blood and Bodily Fluids

1. All patients should be assumed to be infectious for HIV and other blood borne pathogens until otherwise proven. When personnel encounter bodily fluids under uncontrolled emergency situations in which differentiation of bodily fluids is difficult, if not impossible, they shall treat all bodily fluids as potentially dangerous.
2. Bodily fluids include, but are not limited to, the following:
   1. Blood
   2. Feces
   3. Semen
   4. Nasal secretions
   5. Pericardial fluid
   6. Saliva
   7. Amniotic fluid
   8. Sputum
   9. Cerebrospinal fluid
   10. Sweat
   11. Synovial fluid
   12. Tears
   13. Pleural fluid
   14. Urine
   15. Peritoneal fluid
   16. Vomit
   17. Vaginal fluids (including menstrual blood)

Risk Assessment

It has to be recognized that all medical care providers are at risk of exposure to and contracting a communicable disease. All patients need to be assumed having an infectious disease and necessary precautions must be undertaken. It is not only for the individual’s personal protection but for the patients’ protection that this must occur.

Exposure Tasks

Exposure tasks are the duties and activities that are performed during and after emergency situations. The level of emergency medical training is relative to the tasks performed and includes, but is not limited to, the following:

* Airway maintenance (e.g., suctioning, insertion of oropharyngeal airway, esophageal obturator, endotracheal tube or another airway device)
* Ventilation (e.g., mouth-to-mask, bag valve mask, or oxygen-powered sources)
* Wound care
* Patient hygiene (e.g., cleaning of vomitus, feces, or urine)
* Intravenous therapy
* Medication administration
* Assistance given by non-emergency medical personnel
* Clean up of the emergency scene
* Cleaning and disinfecting the emergency vehicle and/or equipment and regulated waste removal

Methods of Compliance

Body Substance Isolation (BSI)

1. When there is a reasonable chance of exposure to blood and/or bodily fluids, **ABC Fire Department** will provide appropriate personal protective equipment (PPE). PPE will be considered “appropriate” only if it does not allow blood or potentially infectious materials to pass through to or reach the individuals clothing, undergarments, skin, eyes, mouth, or other mucous membranes and for the duration of time the PPE is used.
2. The following infection control garments and equipment shall be provided on each vehicle that responds to emergency incidents:
   1. Nitrile or equivalent disposable gloves of various sizes
   2. Tyvek or equivalent protective suits
   3. N95 face masks and eye protection
3. On all emergency scenes, a minimum of disposable gloves and eye protection shall be worn initially whenever contact with and/or cleaning of patients, bodily fluids, contaminated medical equipment/supplies, soiled linen and sharps. Disposable gloves shall be donned travelling to the scene. Rescue gloves shall be worn by all personnel in any situation where sharp or rough edges may be encountered (e.g., motor vehicle accidents).
4. Splash garments are recommended to be used as a part of minimum PPE for all patients and may be downgraded as described in paragraph 3 of this section.
5. Evaluation of the emergency scene to determine conditions that may require additional protection shall be performed as soon as possible. Appropriate infection control garments and equipment shall be worn when splashing of blood or body fluids is expected to occur.
6. Situations that require the use of a face mask, eye protection, protective suit and disposable gloves (may require double gloving) include, but are not limited to:
   1. Childbirth
   2. Arterial bleeding
   3. Multi-system trauma
   4. Combative patients (summon for assistance if possible)
   5. Patients with known contagious disease with open wounds, coughing, etc.
   6. Situations where there are copious amounts of any fluid
7. Situations that require disposable gloves, face masks, and eye protection include, but are not limited to the following:
   1. Airway maintenance
   2. Intravenous therapy
   3. Endotracheal intubation
   4. Patients with productive cough
8. If full structural firefighting gear is worn at the emergency scene, it should provide splash protection due to the fact that saturation of the fluid is not likely. Any firefighting gear that is contaminated with blood or body fluids must be decontaminated or treat as contaminated linen.
9. All personnel shall wear and utilize the appropriate infection control garments and equipment, unless personnel temporarily and briefly declined to use said garments and equipment when, under rare and extraordinary circumstances, it was the personnel’s professional judgment that in the specific instance the delivery of health care or public safety services, would have posed and increased hazard to the safety of the worker or co-worker. When the personnel make this determination, a report shall be made to the Chief Officer or his/her designee and the occurrence shall be documented to prevent such occurrences in the future.
10. Disposable gloves shall be changed when soiled, prior to touching equipment that is not used for direct patient care and between patients.

Contaminated Sharps Disposal Containers

1. Intravenous catheters, syringes and medication needles are considered to be sharps.
2. All sharps containers shall be:
   1. Closable
   2. Puncture resistant
   3. Leak proof on all sides
   4. Labeled and color coded with proper warnings
   5. Easily accessible for personnel and located as close as possible to the area of use
   6. maintained in an upright position at all times
   7. Replaced routinely and not allowed to overfill
3. All sharp containers are disposable and should not be opened, emptied, or cleaned in any manner to prevent the chance of contact with contaminated sharps.
4. When the sharp container has reached ¾ of its capacity, it shall be brought to the emergency department at the hospital and disposed of properly. A new sharps container will be acquired and installed in the emergency vehicle.
5. The recapping of any sharps shall be avoided whenever possible. Approved sharp containers are provided in the patient compartment of the emergency vehicle. If it becomes necessary to recap a sharp on the scene (e.g., IV established in a house or in no proximity to a sharps container), all personnel shall use the one-handed method, which is while holding the sharp, scoop the sheath onto the sharp. The two-handed method of recapping a sharp is **prohibited**.
6. It is the policy of the **ABC Fire Department** to bring the sharps container to the sharp to minimize and/or prevent the chance of personnel of inadvertently becoming in contact with a contaminated sharp. The sharps container in the emergency vehicle should be attached to appropriate mounting fixture. At any time, the sharps container is removed from the emergency vehicle, the container shall be:
   1. Closed immediately to prevent spillage or protrusion of its content
   2. Placed into a secondary container if leakage or puncture is possible (the second container shall meet all requirements for a contaminated sharps disposal container)

Other Regulated Waste Containment.

1. Regulated waste containers shall be:
   1. constructed to contain all contents and prevent leakage and puncture
   2. closable (and kept closed when not in use)
   3. properly labeled and color coded with the biohazard symbol
   4. lined with red bag liners that are properly labeled with the Biohazard symbol
   5. placed into a secondary container if leakage or puncture is possible (this includes the red bag liner and the secondary container shall meet all requirements for regulated waste containers)
2. All regulated waste and/or red bag liners will be disposed of into the properly marked and lined receptacles located in the emergency vehicle, at the station or hospital only and the red bag liner replaced. If at all possible, non-regulated waste (e.g., bandage wrappings, boxes, etc.) should not be disposed of into regulated waste containers and may be disposed of into regular trash receptacles only if not soiled with bodily fluids.
3. Any waste created by **ABC Fire Department** shall be disposed of properly prior to departure. No waste, regulated or non-regulated, shall remain on any emergency scene.
4. The area in which regulated waste disposal containers are located in the station shall be properly marked with the Biohazard symbol in accordance with OSHA Standard 1910.130.

Personnel and Other Compliance.

1. Eating, drinking, smoking, applying cosmetics and lip balm, handing contact lenses and the storage of food and/or beverages is prohibited in the emergency vehicle and work areas where there is a reasonable likelihood of exposure to bodily fluids.
2. Personnel with open lesions, wounds, or weeping sores on their hands and arms shall refrain from direct patient contact.
3. Hands and other exposed parts of the body shall be washed as soon as possible after the termination of the emergency incident (most preferably, prior to departing the hospital). Gloves shall be removed and the hands washed, even if gloves appear to be intact. Soap and warm water shall be used when the facilities are available. If facilities are not available such as in the field, antiseptic towelettes shall be made available and used with clean paper towels. Hands then shall be properly washed when the facilities become available.
4. Mouth to mouth resuscitation shall not be performed by any personnel. The use of bag-valve mask, oxygen powered resuscitator, pocket mask (w/non-rebreather valves) or other ventilatory equipment is the only allowable method of patient ventilation. The suctioning of blood or bodily fluids by mouth is prohibited.
5. Needles will not be bent, sheared or inserted into mattresses, linens, or seats. It is the responsibility of the provider using the needle to assure of its safe disposal. All needles are disposable and intended for single use.
6. Vacutainer blood tubes are used to acquire venous blood in the field shall be placed into properly marked plastic biohazard bags and sealed. Vacutainer tubes shall not be taped to the IV bags to prevent the possibility of breakage in case they become loose and fall.
7. Personnel that may respond to emergency incidents in their personal vehicles will be supplied with the appropriate PPE and equipment so as not to delay medical treatment, with a focus of protecting the pre-hospital care provider.
8. Any personal contaminated clothing shall be:
   1. Removed as soon as possible (if necessary, the hospital can supply “scrub” clothing)
   2. Placed into the properly marked red bags
   3. Be taken to an approved laundry for decontamination
   4. Be cleaned, laundered, decontaminated and/or be disposed of at no cost to the individual
9. No contaminated clothing shall be taken home for cleaning.
10. The Chief Officer or his/her designee shall be informed of any clothing that is soiled and requires decontamination.

Laundry

1. All linens, regardless of cleanliness, shall be replaced after each patient use.
2. All linens shall be considered contaminated laundry, placed into properly marked red bags for transport to the hospital and shall be handle utilizing the necessary BSI techniques and shall be placed into the proper receptacle at the hospital, regardless if the patient is transported or not transported. If the soiled linen has the potential for soaking or leaking through a red bag liner or container, the linen shall be placed into a secondary (or more if required) red bag liner or container.

Cleaning of Emergency Vehicles, Equipment and the Regulated Waste Area

1. For the purpose of this section of the Exposure Control Plan, the regulated waste area at the station will include the designated area for cleaning and decontamination of equipment.
2. Decontamination will be performed utilizing appropriate BSI.
3. An approved decontamination solution shall be 19 parts sodium hypochlorite *(5.25%* household bleach) to 10 parts water (1:10 mixture) or other approved disinfectant that may be acquired from the hospital. The disinfecting solution shall be carried on the emergency vehicle and located in the regulated waste area.
4. All areas that have been decontaminated with the 1:10 solution shall be rinsed with water to prevent the corrosion of metallic equipment or surfaces.
5. Any equipment that is not compatible with the 1:10 solution (e.g., electronic equipment) shall be decontaminated with and appropriate disinfectant, which is recommended by the manufacturer.
6. All personnel shall ensure that the emergency vehicle, equipment, and regulated waste area at the station is maintained in a clean and sanitary condition and all personnel shall adhere to the decontamination policy and guidelines within this plan.
7. To guarantee that the emergency vehicle and all equipment is in a sanitary condition for use at any time, all equipment shall be considered contaminated regardless of cleanliness and shall be decontaminated after each use.
8. The emergency vehicle decontamination shall be considered a priority at the hospital after every emergency call and is considered out of service until complete.
9. If the emergency vehicle and/or equipment has been exposed to large amounts of blood or bodily fluids and cannot be decontaminated at the hospital, the emergency vehicle and/or equipment is considered out of service until an appropriate decontamination is completed.
10. All portable equipment exposed to blood or bodily fluids should be decontaminated at the hospital when possible.
11. Any equipment that is decontaminated at the station shall be completed in the designated area used for disinfecting equipment.
12. Decontamination, storage of contaminated PPE or disposal of regulated waste shall not occur in kitchen, living, or bathroom facilities or meeting areas of the station at any time.
13. Broken glassware shall not be picked up directly with hands. It shall be cleaned up using mechanical means, such as brush and dustpan, tongs, or forceps. Vacuum cleaners shall not be used for cleaning up glassware to prevent contamination of the vacuum cleaner. Broken glass shall be deposited into the sharps container to prevent puncture of the red bag liner.
14. All regulated waste or linens used to decontaminate the emergency vehicle or equipment shall be disposed of using the methods previously described in this plan.
15. Refer to Appendix D for information regarding decontamination of protective clothing.

Exposure Guidelines

1. An exposure incident is defined as “specific eye, mouth, or other mucous membrane, non-intact skin, or parenteral contact with blood or potentially infectious materials that results from the performance of duties”. This can occur through, but not limited to, a needle stick, failure of PPE or the failure of utilizing PPE.
2. Personnel exposed to blood or bodily fluids must report the exposure immediately or as soon as possible to the Chief Officer or his/her designee.
3. If an exposure were to occur through the puncture or wound contamination, the individual shall squeeze the affected area to promote bleeding for 2 to *5* minutes. The exposure site should be washed with warm water and soap as soon as possible. If the exposure occurred through mucous membranes, they shall be irrigated with clean water as soon as possible.
4. It is the policy of the **ABC Fire Department** to utilize the “Guidelines for Needlestick and Bodily Fluid Exposure in Hospital and Non-Hospital Personnel provided by a Hospital. For example, Danbury (CT) Hospital policy guideline is available in the Appendix of this Exposure Control Plan.
5. An Infectious Exposure Form and/or Incident Report shall be completed for **ABC Fire Department records.** Refer to Appendix for a copy of the exposure form.
6. All incident reports and medical records pertaining to an exposure incident are considered confidential and shall be retained by the **ABC Fire Department** for thirty (30) years after the individual leaves the department.

Immunizations and Vaccinations

1. It is recommended that all personnel have a tetanus vaccination every ten (10) years.
2. It is recommended that any individual born after 1957 should have the status of their measles, mumps and rubella (MMR) immunization checked.
3. All **ABC Fire Department** personnel shall be offered the Hepatitis B vaccination series at no cost to the individual within ten (10) days of initially performing duties.
4. All personnel have the following options regarding the Hepatitis B vaccination series and shall require a signed acknowledgement:
   1. Acceptance of the vaccination series
   2. Declination of the vaccination series (for any reason)
   3. Previously reception of the vaccination series (suggest antibody testing)
5. If any individual initially refuses the Hepatitis B vaccination series, he/she may elect to have the vaccination series at a later date and will be provided at no cost to the individual and within ten (10) days of the request.
6. If an individual has previously had the vaccination series and an antibody test reveals a booster is indicated, the booster shall be provided at no cost to the individual and within ten (10) days of notification if the individual so chooses to do so.
7. If the individual chooses not to accept the vaccination series or routine booster as determined by an antibody test, the individual shall sign a declination form in accordance with OSHA Standard 1910.1030. Refer to Appendix for a copy of the Vaccination Series Declination Form.

Additional Documents

The following related documents are available for use and found in the appendix of this document.

* Disease Information for Emergency Responders
* Infectious Exposure Form
* Hepatitis B Vaccination Series Declination Form
* Tuberculosis Infection Control Plan
* PPD Skin Test Declination Form
* Ryan White Care Act

## Lifting Safety[[87]](#footnote-87) [[88]](#footnote-88) [[89]](#footnote-89) [[90]](#footnote-90) [[91]](#footnote-91) [[92]](#footnote-92) [[93]](#footnote-93)

This guideline provides best practices on proper lifting techniques and related back injury prevention tips for **ABC Fire Department** personnel.

Back Injury Risk Factors

The risk factors associated with back injuries come from a combination of factors. To reduce the work-related risks of lifting and moving items and/or patients, consider the following factors when designing, planning and organizing work tasks:

* Limit the object’s weight to a maximum of 50 pounds (whenever possible).
* Reduce the reaching distance.
* Keep the heaviest side of the load next to the body.
* Adopt a stable position with feet apart and one leg slightly forward to maintain balance.
* Use a handle for a secure grip or hug the load as close to the body as possible, balance the weight on both arms.
* Start the lift as close to waist height as possible.
* End the lift as close to waist height as possible.
* Maintain posture with slight bending of the back, hips and knees; lift the load as the legs begin to straighten (lift with the legs, not with the back).
* Avoid twisting the torso. If turning is required, move the feet as the object/patient is carried.
* Reduce the number of times a lift must be repeated.

**Back Injury Risk Reduction Tips**

**ABC Fire Department** personnel have an opportunity to reduce the risk of back injury before, during and at the end of a lifting task. For in-station tasks, and where possible in the field, consider the following lifting tips.

**Before the Lift**

* Determine if the object can be lifted with a mechanical assist.
* Evaluate the weight and determine if assistance is needed.
* Move other items out of the way to get as close to the item as possible.
* Organize work areas so items are not stored on the floor.
* Arrange storage areas so items are not stored above shoulder level.
* Clear the pathways so adequate space is available to set the item down easily.
* Store items in containers with good handles or find a spot to grasp the item securely.

**During the Lift**

* Only carry one item at a time for better visibility.
* Secure a stance and put one foot beside the item if possible.
* Beginning the lift:
  + Keep the item close to the body.
  + Maintain balanced posture allowing for a slight bending of the back, hips and knees.
  + Lift the load as the legs begin to straighten.
* Move feet in the direction the item is being carried.

**Ending the Lift**

* Keep the item close to the body as it is being placed.
* Move feet in the direction of where the object will be placed.
* Place the item on a surface at waist level (if possible).
* If lowering the item, position the feet with one foot beside where the item will be placed.
* If lifting the object above the waist:
  + Move body forward as the weight is lifted up and outward to reduce the reaching distance.
  + Use a ladder with handrails.

**Tips for Patient Handling[[94]](#footnote-94) [[95]](#footnote-95) [[96]](#footnote-96) [[97]](#footnote-97) [[98]](#footnote-98) [[99]](#footnote-99) [[100]](#footnote-100)**

Handling and moving patients are one of the more difficult tasks undertaken by emergency service personnel. Moving and handling patients without the needed resources could put the patient and those attempting to move the patient at risk for injury. Consider the following best practices to help reduce these risks.

**Administrative Controls**

* Identify and communicate the maximum weight that both the patient lifting equipment and emergency vehicles can accommodate.
* Assess the patient’s size and weight including the weight of the equipment.
* Assess the patient’s ability to assist and support their own weight.
* Know the limitations of the patient transport equipment.
* Know who (and when) to contact for assistance.
* Provide for patient dignity and comfort where appropriate.
* Develop guidelines for assessing risks not directly related to patient health.

**Onsite Observations (based on established guidelines for scene assessment)**

* Evaluate the weight and size limitations of stairs, steps, ramps, porches and decks.
* Identify hazards that may inhibit moving the patient safely (plush carpet, soft ground, inclined surfaces, narrow hallways, etc.).
* Evaluate walking surface conditions (grade, grounds, driveways and walks and interior floor finishes).
* Determine the adequacy of door opening(s).
* Evaluate the location of the patient.
* Evaluate the ability to get the patient handling/lifting equipment near the patient.
* Select and utilize the proper lifting device.

**Lifting and Moving the Patient**

* Know each individual’s physical abilities.
* Attempt to coordinate physical abilities with a partner and apply it to the situation accordingly.
* Think through the dynamics of the lift before attempting to move the patient.
* Lift as a team (communicate).
* Avoid awkward positions as much as possible and use leverage more than muscle strength.
* Use proper lifting techniques and keep the weight close to the lifter’s body.
* Use nearby individuals to help facilitate patient transport such as holding doors open and moving items out of the way.
* Whenever possible, limit the lift to the patient and stretcher only. Utilize a follow-up lift for portable equipment such as a medical bag, oxygen and cardiac monitor.

Understanding the primary work-related risk factors that increase the chance of a back injury is the first step in evaluating work tasks. Applying lifting task risk reduction tips to the work task design may help reduce the potential for injury to the lower back. Educating individuals in these back-injury risk reduction principles may help them to assess and alter their daily tasks to further reduce the potential for work-related back injuries.[[101]](#footnote-101) [[102]](#footnote-102) [[103]](#footnote-103) [[104]](#footnote-104) [[105]](#footnote-105) [[106]](#footnote-106) [[107]](#footnote-107) [[108]](#footnote-108)

## Near Miss Reporting[[109]](#footnote-109)

**ABC Fire Department** is committed to a culture of safety at all levels within the department. This starts at the administrative levels, Chief Officer, line officers and all personnel. Once that path is established, the culture can then flow back upward and eventually a steady stream of new objectives, changing mindsets, mutual goals, and organization accomplishments can be realized up and down the chain of command. The responsibility for operational safety lives in the hands of each individual of the organization regardless of status or tenure.

**Scope**

This program will include all activities of the organization including but not limited to; vehicle operation incidents, workplace injury or potential for injury, scene operations and all aspects of patient care and interaction.

**Training**

**ABC Fire Department** will include a training module on the near miss reporting program as part of the onboarding process.

**General Information**

* Leadership supports a reporting culture reinforcing that every opportunity to identify and control hazards, reduce the risk, and prevent harmful incidents must be acted upon.
* Reporting a near miss can be non-punitive and anonymous.
* Investigation of near miss incidents will be handled by the Chief Officer or his/her designee to identify the root cause and the weakness in the system that resulted in the circumstances that lead to the near miss
* Investigation results will help improve safety systems, hazard control, risk reduction, policy revisions and lessons learned
* Results and information will be shared with all personnel in the organization so that ownership is realized and benefits of learning are maximized

## Dispatch & Patient Care Documentation

A dispatch report or patient care report will be completed for every event in which **ABC Fire Department** is alerted for response or patient encounter occurs. This includes, but is not limited to, calls which are immediately cancelled, cancelled travelling to the scene, cancelled on scene prior to patient contact and stand-by events where patients request to be evaluated.

Dispatch report defined – A dispatch report will include the date, time, station, type of response, incident location, chief complaint at time of dispatch and crew assigned. If a response occurs, added information of type of response and document any delays that occurred during response. If cancelled prior to arriving at the patient, the person(s) cancelling the crew’s response should be identified ideally by certification number or officer number.

A patient care report is completed for each patient, each time encountered. This includes non-emergency situations during which a patient is transported round-trip or has multiple legs or segments of a transport. This also includes patients refusing treatment or situations where patients receive some treatment but refuse transport. Special forms are provided for patient refusal of treatment and/or transport. Patient care records should include at a minimum the following information;

* 1. The crew member providing primary care for the patient transported must fully and accurately reflect the patient’s chief complaint and events leading up to call for help, medical history including medications, allergies, surgeries and physicians caring for patient, physical exam, vital signs, treatment, response to treatment, ambulation ability requiring the level of service delivered, reassessments, condition on arrival at receiving facility and the person to whom care was transferred.

If an amendment is required, the original author is the only person to modify the medical information contained on the patient care record. The original record should be left intact. An amendment document with the date and time the amended record was created should be completed. Any changed information should be crossed out with a single line, initialed and dated. The final patient care record includes the original document and the amendment together as one.

## Seat Belt Use[[110]](#footnote-110)

The purpose of this section is to establish a seat belt usage policy with effective disciplinary guidance that applies to all vehicles on **ABC Fire Department** business, including personally owned vehicles.

All **ABC Fire Department** personnel must be seated and belted whenever the vehicle {either department or personal) is in motion for department business. The driver and/or officer shall ensure by voice and personnel reply that seatbelts are properly fastened. The driver will only proceed when it can be confirmed that all personnel are seated and belted.

The only exception to the use of seatbelts while a vehicle is in motion is a situation where a person is providing direct patient care and there is no reasonable restraint system available.

The progressive discipline policy will be followed holding the violator and the supervisor responsible to ensure compliance with the seat belt policy, reflecting the serious and potential life-threatening consequences of failure to comply.

To better manage this exposure in the **ABC Fire Department**, the following will be followed;

* The driver of any department vehicle or apparatus shall be directly responsible for the safe operation of the vehicle.
* Drivers shall not move department vehicles or apparatus until all persons are seated and secured with seat belts in approved riding positions.
* The company officer/driver of the vehicle shall confirm that all personnel and riders are on-board, with seat belts on, before the vehicle is placed in motion.
* An officer or acting officer shall assume responsibility for the actions of the driver.
* State Motor Vehicle Laws require the use of seat belts in all motor vehicles.
* All persons riding in department vehicles or apparatus shall be seated and secured by seat belts or safety harnesses at any time the vehicle is in motion.
* Riding on tailboards, side steps, running boards, or in any other exposed positions or standing while riding shall be prohibited.

Note to driver/operators:

* The driver/operator shall take extraordinary precaution in recognition of the additional danger that exists while driving with unrestrained personnel.

These shall apply to traveling/operating personally owned/operated vehicles as well.[[111]](#footnote-111)

## Toxic Exposure Reduction[[112]](#footnote-112)

**ABC Fire Department** is committed to reducing the impact of toxic exposures to its personnel. Logistical support is necessary to properly minimize exposure to personnel working in toxic environments and atmospheres. This support is based on many factors including financial considerations, personnel staffing, apparatus size and compartment configuration, equipment needs and support, station design and operation, etc.

The purpose of this guideline is to establish organizational best practices intended to reduce risks and exposures to toxic materials. This guideline shall apply to all personnel and all individuals involved in activities sanctioned by **ABC Fire Department.**

**Definitions:**

* **Personal Protective Equipment (PPE)** - Protective clothing, helmets, goggles or other garments or equipment designed to protect the wearer's body from hazards, injuries or infections.
* **Self-Contained Breathing Apparatus (SCBA)** - A device worn by rescue workers, firefighters and others to provide breathable air in a confirmed or potential Immediately Dangerous to Life or Health (IDLH) atmosphere.
* **Toxic Environment** - Physical, chemical and atmospheric conditions that are likely or suspected to cause immediate and/or delayed adverse health effects. Examples include, but are not limited to, the presence of smoldering debris or incomplete combustion, thermal decomposition of synthetic materials and/or the presence of any confirmed or suspected carcinogenic material.
* **Toxic Atmosphere** - An atmosphere of known or unknown particles, gasses, vapors, and other airborne hazards with toxicity that cannot be accurately predicted, and which may or may not be immediately dangerous to life and health. These hazards are likely to produce marked discomfort, sickness, permanent harm or death after a prolonged exposure or with repeated exposure.
* **Forced Air Decontamination** - A decontamination process by which personnel, after exiting a potential toxic environment and before removing the face piece or SCBA regulator from the face piece, stands in front of an electric ventilation fan to assist in the removal of toxic gasses or vapors that may be trapped in or off gassing from personal protective equipment (PPE). Personnel should stand in front of forced air for a minimum of 30 seconds - 15 seconds facing the fan and 15 seconds with back to the fan, arms extended out to the side and chin in an up position to allow forced air to circulate through void areas of the PPE.

**Pre-Incident[[113]](#footnote-113)**

1. While on duty, all operational personnel shall maintain a minimum of one (1) clean work uniform and undergarments at all times.
2. All operational personnel shall maintain one (1) clean set of personal protective equipment (PPE) to include bunker pants with suspenders, turnout coats and structural firefighting gloves at all times. Personnel shall maintain three (3) clean flame-resistant hoods at all times.
3. No personal protective equipment shall be worn in the living spaces within the **ABC Fire Department** facilities.
4. When in a ready state at a station, an incident scene, or on the training grounds, PPE should not be placed near apparatus exhaust, chemicals or biological hazards and should be kept out of smoke and/or other toxic atmospheres, when not necessary to resolve the emergency.
5. When PPE is being stored in a non-ready state, it shall be kept in gear bags. In facilities that have separate rooms isolated from the living area and apparatus bay which are designated for PPE storage, the PPE does not have to be stored in gear bags. PPE stored in staff vehicles should not be subjected to sunlight.
6. Every first out emergency vehicle shall be equipped with the following for the gross washing decontamination process:
7. One (1) five (5) gallon bucket
8. One (1) brush head with handle
9. Liquid soap
10. Hand sanitizer
11. Sanitary wipes
12. Large trash bags
13. Apparatus and support vehicle(s) should be cleaned on a weekly basis and any other time as deemed necessary by the company officer in order to remove potential toxic materials.
14. Station officers are responsible for ensuring that all elements of bay ventilation/ exhaust systems are operating properly and that any deficiencies are addressed. This shall include diesel particulate removal systems, bay door timing components and living quarter’s entry door seals, etc. System component checks shall be conducted monthly as part of the station monthly maintenance program and documented.
15. Gas powered equipment should be operated outside of the apparatus bay in fresh air. In situations where it is absolutely necessary to operate inside the apparatus bay (e.g. hazardous weather), all bay doors shall be opened prior to operating the equipment. Doors leading to living areas shall remain closed until the process is complete.
16. During weekly cleaning of apparatus bay floors, the floors shall be washed down. Personnel should be aware that sweeping can cause particulates to become airborne, and should consider the use of a dust mask. Leaf blowers are prohibited from being used to clean bay floors.
17. Vehicle idling time should be minimized in the apparatus bay. Any maintenance issues, such as air leaks, that cause units to idle in the bay for prolonged periods shall be reported through the appropriate process.

**Incident Response[[114]](#footnote-114)**

1. Fire and EMS apparatus should not be started until all personnel are on board with the doors closed with personnel seated and belted.
2. Appropriate PPE and SCBA shall be worn by all personnel operating in or near a suspected or confirmed toxic environment or atmosphere. SCBA may not be required when operating on the exterior of structure fires; however, personnel shall exercise due caution when operating on the exterior because toxic atmospheres can exist in these areas. SCBA may not be required for personnel operating at a brush/wild land incident, unless deemed necessary by the incident commander and/or incident safety officer.
3. During incidents with personnel exposed to known or potential toxic environments, the incident commander is responsible for ensuring that proper personnel decontamination is established. This includes establishing forced air decontamination at structure fires.
4. Forced air decontamination shall be completed immediately after exiting a toxic environment or atmosphere and prior to removing the face piece or the SCBA regulator from the face piece. Exception: At the discretion of the incident commander, during imminent threat situations (e.g.) immediate patient care needs, firefighter rescues, and emergency evacuations) forced air decontamination may be delayed.
5. As soon as possible after exiting a toxic environment or atmosphere, personnel should clean their head, face, neck, arms and hands using sanitary wipes.
6. Personnel shall decontaminate their hands and face prior to ingesting food or liquids.
7. Personnel exposed to toxic atmospheres or environments should replace their flame-resistant hoods with clean flame-resistant hoods as soon as the incident is stabilized.
8. Personnel should carry a complement of clean uniform components to include shirt, pants, undergarments and flame-resistant hoods with them on apparatus to facilitate personal decontamination.
9. Studies indicate ventilation alone post fire knock-down will not stop the production and release of toxicants. Allowing the contents and structure to cool will significantly reduce toxicant levels. Incident commanders should initiate a cool down phase after fire knock down has been complete and prior to crews reentering the building for overhaul or investigation purposes. The following guideline should be considered when determining cool down periods:
   1. Fires confined to the room of origin: 20-30 minutes.
   2. Fires that extend past the room of origin: 45-60 minutes.
10. While performing salvage and overhaul operations, or conducting fire investigations, in a suspected or confirmed toxic environment, air monitoring should in place and SCBA shall be used. Appropriate PPE ensembles shall be determined by the incident commander and incident safety officer.
11. In order to minimize exposure to potential toxic environments and atmospheres, and at the discretion of the incident commander, overhaul should be limited to what is minimally necessary to prevent rekindles and facilitate fire investigations.
12. The incident commander should employ on-scene gross wash decontamination for personnel with soiled PPE. Gross wash decontamination is performed utilizing a bucket filled with a soap and water solution and scrub brush. When performing gross decontamination at incident scenes, personnel should consider the potential for runoff and cross contamination.
13. Contaminated PPE shall be placed in a plastic bag prior to transporting in vehicle compartments.

**Post-Incident[[115]](#footnote-115)**

1. The priority list for conducting decontamination after exposure to any toxic environment or atmosphere should be:
   1. Personnel
   2. PPE and Uniforms
   3. Apparatus passenger compartments
   4. Tools and equipment
2. After exposure to any toxic environment or atmosphere, personnel shall clean PPE to the level determined by the company officer. This decision should be evaluated prior to personnel and units leaving the incident scene in consultation with the incident safety officer (e.g. perform an advanced, basic or no wash).
3. There shall be no transporting of contaminated PPE and/or uniforms in passenger compartments of department staff or personal vehicles. If no other transportation option exists, PPE shall be gross washed and placed in a closed plastic trash bag.
4. After exposure to any toxic environment or atmosphere, personnel should shower and change into clean work uniforms prior to any non-emergency routine station activities (e.g. food preparation, completing reports).
5. At the discretion of the company officer or safety officer, personnel should change into clean PPE after an exposure to a toxic environment or atmosphere.
6. If an incident commander deems it necessary, units may remain out of service to complete personal hygiene and PPE exchange. This decision will be dictated by the level of contamination and system status levels (availability of apparatus).
7. Personnel will clean all contaminated equipment and PPE in well ventilated areas while considering potential run off and cross contamination. Personnel should use rubber gloves or EMS gloves and other appropriate precautions such as eye protection when cleaning contaminated gear and equipment.
8. Any contaminated work uniforms shall be washed separately from non­contaminated items.
9. Work uniforms should be laundered at stations to minimize the potential of contaminating family members and personal property.

# **Section 9 – Appendices**

***This is a sample of a personnel manual appendices section. You should review the content, modify as appropriate for your organization, have it reviewed by your leadership team, and your legal counsel. Once adopted, make sure each section is communicated to personnel prior to implementation, performance monitored for effective implementation, and enforced in a consistent and equitable manner. Please refer to the full Disclaimer on Page 1 of this manual.***

**ABC Fire Department**

## Drug and/or Testing Consent Form

I hereby agree, upon a request made under the drug/alcohol testing policy of **ABC Fire Department**, to submit to a drug or alcohol test and to furnish a sample of my urine, breath, and/or blood for analysis.

I understand and agree that if I at any time refuse to submit to a drug or alcohol test under **ABC Fire Department** policy, or if I otherwise fail to cooperate with the testing guidelines, I will be subject to immediate termination. I further authorize and give full permission to have the **ABC Fire Department** and/or its Board of Directors/Trustees, physician send the specimen or specimens collected to a laboratory for a screening test for the presence of any prohibited substances under the policy, and for the laboratory or other testing facility to release any and all documentation relating to such test to the **ABC Fire Department** and/or to any governmental entity involved in a legal proceeding or investigation connected with the test. Finally, I authorize the **ABC Fire Department** to disclose any documentation relating to such test to any governmental entity involved in a legal proceeding or investigation connected with the test.

I understand that only duly-authorized **ABC Fire Department** officers, its personnel, and agents will have access to information furnished or obtained in connection with the test; that they will maintain and protect the confidentiality of such information to the greatest extent possible; and that they will share such information only to the extent necessary to make membership/employment decisions and to respond to inquiries or notices from government entities.

I will hold harmless the **ABC Fire Department,** its Board of Directors/Trustees, physician, and any testing laboratory the **ABC Fire Department** might use, meaning that I will not sue or hold responsible such parties for any alleged harm to me that might result from such testing, including loss of membership/employment or any other kind of adverse job action that might arise as a result of the drug or alcohol test, even if **ABC Fire Department** or laboratory representative makes an error in the administration or analysis of the test or the reporting of the results. I will further hold harmless the **ABC Fire Department**, its Board of Directors/Trustees, physician, and any testing laboratory the **ABC Fire Department** might use for any alleged harm to me that might result from the release or use of information or documentation relating to the drug or alcohol test, as long as the release or use of the information is within the scope of this policy and the guidelines as explained in the paragraph above.

This policy and authorization have been explained to me in a language I understand, and I have been told that if I have any questions about the test or the policy, they will be answered.

I UNDERSTAND THAT THE **ABC Fire Department**, WILL REQUIRE A DRUG SCREEN AND/OR ALCOHOL TEST UNDER THIS POLICY WHENEVER I AM INVOLVED IN AN ON-THE-JOB ACCIDENT OR INJURY UNDER CIRCUMSTANCES THAT SUGGEST POSSIBLE INVOLVEMENT OR INFLUENCE OF DRUGS OR ALCOHOL IN THE ACCIDENT OR INJURY EVENT, AND I AGREE TO SUBMIT TO ANY SUCH TEST.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Individual Name Printed                              Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Individual Signature Company Rep Signature

## Leave Records

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| --- | --- | --- | --- | --- |
| **Date** | **Type of Leave** | **Scheduled or unscheduled** | **Hours** | **Initials** |
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## Disease Information for Emergency Responders

|  |  |  |  |
| --- | --- | --- | --- |
| **Disease/Infection** | **Mode of Transportation** | **Vaccine** | **Signs/Symptoms** |
| AIDS/HIV (Human Immunodeficiency Virus) | Needlestick, blood splash into mucus membranes (e.g. mouth/eyes) or contact with open wound | NO | Fever, night sweats, weight loss, cough |
| Chicken Pox | Respiratory secretions and/or contact with moist Vesicles | NO | Fever, Rash, cutaneous vesicles (blisters) |
| Diarrhea (Campylobactor, cryptosporidium, giardia, salmonella, shigella, viral, Yersinia) | Fecal/Oral | NO | Loose, watery stool |
| German Measles (Rubella) | Respiratory droplets and contact with respiratory secretions | YES | Fever, rash |
| Hepatitis A (Infectious Hepatitis) | Fecal/Oral | YES | Fever, loss of appetite |
| Hepatitis B (Serum Hepatitis) | Needlestick, blood splash | NO | Jaundice, fatigue, fever, loss of appetite, nausea, headache |
| Hepatitis C | Same as Hepatitis B | NO | Same as Hepatitis B |
| Hepatitis D | Same as Hepatitis B, dependent on HBV (past or present) to cause injection | NO | A complication of HBV infection and can increase the severity of the HBV infection |
| Other non-A, non-B Hepatitis | Severe virus with different modes of transmission (these are called non-A, Non-B because there are no tests for identification) | NO | Fever, headache, fatigue, jaundice |
| Herpes Simplex (Cold Sores) | Contact of mucous membranes with moist lesions, fingers are at particular risk for becoming infected | NO | Skin lesions located around mouth |
| Herpes Zoster (Shingles localized disseminated, see Chickenpox) | Contact with moist lesions | NO | Skin lesions |
| Influenza | Airborne | YES | Fever, fatigue, loss of appetite, nausea, headache |
| Haemophilus Influenza (usually seen in small children) | Contact with respiratory secretions | NO | Same as above |
| Lice (head, body, pubic) | Close head to head contact. Both body and pubic lice require intimate contact (usually sexual) or sharing of intimate clothing. | NO | Severe itching and scratching often with secondary infection. Scalp and harry portions of body may be affected. Eggs of head lice (nits) attach to hairs as small, round, gray lumps. |
| **Disease/Infection** | **Mode of Transportation** | **Vaccine** | **Signs/Symptoms** |
| Measles | Respiratory droplets and contact with nasal or throat secretions, highly communicable | YES | Fever, rash, bronchitis |
| Meningitis Meningococcal | Contact with respiratory secretions | NO | Fever, severe headache, stiff neck and sore throat |
| Viral Meningitis | Fecal/Oral | NO | Same as above |
| Mononucleosis | Contact with respiratory secretions or saliva, such as with mouth to mouth resuscitation | NO | Sore throat, fatigue |
| Mumps (Infectious Parotitis) | Respiratory droplets and contact with saliva | YES | Fever, swelling of salivary glands (parotid) |
| Salmonellosis | Foodborne | NO | Sudden onset of fever, abdominal pain, diarrhea, nausea and frequent vomiting |
| Scabies | Close body contact | NO | Itching, tiny linear burrows or “tracks’, vesicles, usually around fingers, wrists, elbows and skin folds |
| Syphilis | Primary sexual contact | NO | Genital and cutaneous lesions, never degeneration (late) |
| Tuberculosis (pulmonary) | Airborne | NO | Fever, night sweats, weight loss, cough |
| Whooping Cough (Pertussis) | Airborne, direct contact with oral secretions | YES | Violent cough at night, whooping sound when coughing subsides |

**ABC Fire Department**

## Communicable Disease Exposure Form

This form must be completed at the time of the communicable disease exposure and provided to the Chief Officer or his/her designee.

YOUR NAME:

TELEPHONE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ WORK:

DATE OF EXPOSURE:

EMS/FIRE/POLICE DEPT.:

PATIENT’S NAME:

TYPE OF EXPOSURE: \_\_\_\_\_NEEDLE STICK \_\_\_\_\_ OTHER EXPOSURE

DESCRIPTION OF EXPOSURE:

**……………………………………………………………………………………………………………………………………………………….…….**

**OFFICE USE ONLY**

**……………………………………………………………………………………………………………………………………………………….…….**

**\_\_\_\_\_ SOURCE PATIENT BLOODS DRAWN**

**HIV:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ HBsAG:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ OTHER:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

\_\_\_\_\_ INFECTIOUS DISEASE CONSULT IF APPLICABLE

REFERRAL

\_\_\_\_\_ PMD \_\_\_\_\_ INFECTIOUS DISEASE \_\_\_\_\_ OTHER

COMMENTS:

**ABC Fire Department**

## Infectious Exposure Form

Date of Report:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone No.:

Exposed Individual’s Name:

Address:

Date of Birth:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Social Security Number:

Patient’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Birth:

Address:

Suspected/Confirmed Disease:

Hospital Destination:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Transported By:

Exposure Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Exposure Time:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Incident No.:

Incident Type (e.g. medical MVA, trauma):

Type of Exposure (e.g. needle stick) & Bodily Fluid Exposed To:

Which parts of your body exposed? Be specific:

Any open wounds, sores, rashes exposed? Be specific:

How did the exposure occur? Be specific:

Was medical treatment sought? \_\_\_\_\_ Yes \_\_\_\_\_ No

If so, where and when (date):

Chief Officer & EMS Supervisor Notified? Yes \_\_\_\_\_ No \_\_\_\_\_ When?

Chief Officer/EMS Supervisor Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:

Individual’s Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:

**ABC Fire Department**

## Hepatitis B Vaccine Declination Form

I understand that due to my occupational exposure to blood or other potentially infectious materials, I may be at risk for acquiring the Hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with the Hepatitis B vaccine at no charge to myself. However, I decline the Hepatitis B vaccination at this time. I understand that by declining this vaccination, I continue to be at risk of acquiring Hepatitis B, a serious disease. If in the future I continue to have occupational exposure to blood or other potentially infectious materials and I decide to have the Hepatitis B vaccine, I can receive the vaccine within ten (10) days of the request at no charge to me. All elements of this declination also apply if it is determined by an antibody test that I require a routine booster of the Hepatitis B vaccine and I decide to decline the booster vaccine this time.

Individual’s Name:

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:

Chief Officer’s Name:

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:

Designated Officer’s Name:

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:

**Copy to**: Individual

Chief Officer

Designated Officer

**ABC Fire Department**

## Tuberculosis Infection Exposure Control Plan[[116]](#footnote-116) [[117]](#footnote-117)

**Objective**

The intention and implementation of the Tuberculosis Infection Control Exposure Plan is as follows:

* To identify which personnel may be exposed to Tuberculosis
* To provide information regarding Tuberculosis
* To determine high risk patients
* To determine how an exposure can occur
* How to eliminate or minimize the chance of exposure, and
* To provide usable guidelines in the event of an exposure

**Application**

The **ABC Fire Department** recognizes the potential exposure of personnel to the Tuberculosis (TB) infection. Each individual, regardless of his or her level of emergency medical training, assignment, or degree of activity within the department, may find themselves exposed to patients infected with TB or who have active cases of TB. An exposure to TB while executing duties as part of this department shall be considered an occupational hazard and if the TB infection is contracted as a result of a workplace exposure, it shall be considered occupationally related.

**Tuberculosis**

Tuberculosis is spread through airborne particles, by the bacterium called Mycobacterium Tuberculosis. The infectious droplets nuclei produced by infected persons become airborne through talking, coughing, sneezing, laughing, etc. Normal air currents keep these small particles airborne and can spread them throughout a room or building. When the contaminated air is breathed deep into the lungs, the person becomes exposed to TB. The chances of becoming infected with TB basically depend on the concentration of infectious particles in the air, the length of exposure, the use of personal protective equipment (PPE) and engineering controls and the exposed persons state of health.

TB infection begins in the lungs, but can spread throughout the body. Within 2 to l0 weeks after infection, the body's immune system limits any further spread. TB infection is different from active TB cases. Those persons infected with TB do not exhibit any symptoms and are not considered infectious if they do not have symptoms of active TB. Approximately l0% of TB infected persons will develop symptom.5 of active TB at some point unless preventative treatment is initiated. Active TB symptoms may not develop for several months, years, or decades after exposure.

It is imperative that the initial exposure of TB be known so appropriate treatment measures can be started to prevent TB infection from becoming active TB and to identify and prevent any outbreaks of TB. The risk of TB transmission is greatest from persons who are not aware, diagnosed and/or treated for TB. EMS personnel who constantly and extensively have contact to TB cases, without precautions or protection, are at high risk for exposure to TB infection.

Multiple drug resistant Tuberculosis (MDR-TB) is resistant to antibiotics usually used to fight TB. If personnel are exposed to MDR-TB, his/her infection may also be of the MDR-TB strain and as resistant as the source TB patient. Due to MDR-TB, patients remain infectious for longer periods; therefore, infecting a greater number of exposed people. As a result, the number of infected health care workers that succumb to MDR-TB is expected to increase.

**Signs and Symptoms of Tuberculosis**

The signs and symptoms of TB that health care workers need to be aware of include, but are not limited to the following:

* Persistent cough for 2 weeks or more
* Abnormal weight loss
* Night sweats
* Anorexia or loss of appetite
* Fever
* Possible hemoptysis (coughing up blood)

**Risk Assessment[[118]](#footnote-118) [[119]](#footnote-119)**

Transmission of TB is recognized in health care settings, including emergency services. The Centers for Disease Control (CDC) have concluded that workers (not necessarily limited to health care providers) at high risk for TB exposure include, but are not limited to, the following types of settings:

* Health care (including EMS)
* Correctional facilities; homeless shelters
* Extended care facilities (including nursing homes)
* Substance abuse treatment centers.

The chance of exposure increases due to performing their duties in enclosed areas and/or repeated contact with unhealthy and/or institutionalized people, including the elderly residing in nursing homes.

An emergency vehicle is a hazardous location for exposure to TB. The patient compartment is a confined and enclosed space where personnel to patient contact is ultimately face-to-face. An active TB patient that is producing airborne particles will place all personnel, including anyone in the cab of the emergency vehicle, at high risk of exposure.

**Exposure Tasks**

The following guidelines and actions increase the risk significantly of exposure to TB. They include, but are not limited to:

* Airway maintenance; ventilation
* Aerosol medications administration
* Prolonged exposure to infected areas such as patient compartment of emergency vehicle

**Methods of Compliance[[120]](#footnote-120) [[121]](#footnote-121)**

The following is a list of several methods of compliance to reduce or prevent exposure to TB and should be applied as necessary:

* A mandatory fit test of all personnel shall be performed to determine the appropriate size and to demonstrate the donning of a HEPA respirator. This should be an annual test 'to assure adequate protection.
* If a patient is exhibiting signs and symptoms as listed in Section D of this plan, is suspected o:t: or has a past medical history of TB, precautions should be initiated to prevent or minimize exposure. Determination should be made as quickly as possible.
* If possible, isolation of the patient should be performed reducing the number or personnel or people coming in contact with the patient.
* Universal precautions as established in the Infectious Disease Exposure Control Plan are applicable to this section. Surgical masks will not filter out airborne particles and do not provide a tight facial seal and are not approved for emergency personnel use.
* A NIOSH certified high efficiency particulate HEPA respirator shall be utilized by all emergency personnel and will be provided by the **ABC Fire Department**. The respirator used by the **ABC Fire Department** shall be 3M No. 9970, UVEX No. 3010 or similar.
* If not detrimental to patient care, a patient may don an approved face or surgical mask to minimize contamination. If a mask cannot be tolerated by the patient, a towel or similar covering may be used. A surgical may suppress airborne particles and trap them in the mask. If the patient wears a mask, emergency personnel must also utilize protection.
* Actual face-to-face contact, contact with exhaled air and/or direct exposure to patient coughing should be prevented if not detrimental to patient care.
* If possible, ventilation (e.g., opening of windows or utilizing vent funs in emergency vehicle patient compartments) of the area should be performed to expedite the elimination of contaminated air. Air conditioning shall not be used on the maximum setting due to the chance of recirculating contaminated air.

**Testing**

The following is a list of testing guidelines, which will determine an initial baseline for personnel regarding TB exposure.

* When an individual joins the **ABC Fire Department**, he/she will be offered a Purified Protein Derivative (PPD) Skin Test at no cost within ten (10) days.
* A test consists of injecting the PPD in the subcutaneous skin, usually in the forearm and with the directions of when to return to the testing facility to have the test interpreted. This direction must be followed for accurate testing.
* The initial PPD test will consist of two parts:
* The first test will be administered and read within the time indicated by the medical facility
* The second part will be administered within 1 to 3 weeks after the first test and read within the time determined by the medical facility. The results of the second test will be used as determination for a positive reaction. After the initial test, all individuals shall be provided with a single bi-annual PPD test at no cost to the individual.
* If an individual has previously had a PPD test or has completed a preventive procedure, he/she may decline the test provided by the **ABC Fire Department.** The individual shall provide official documentation of such testing or procedures and shall sign a waiver declining the test. Refer to Appendix for a copy of the declination form.
* An individual at any time may decline to have the PPD test performed and that individual shall sign a mandatory waiver indicating declination of the test.
* If an individual has received a BCG vaccination, which is available in other countries and is not recognized by the United States, the individual shall have a PPD test performed regardless unless the individual declines with a signed waiver. The individual shall only be exempted if a recent PPD test or preventive procedures for TB have been performed. Written documentation must be provided for such testing or procedures.

**Exposure Determination and Procedures[[122]](#footnote-122) [[123]](#footnote-123)**

The following list provides guidelines for determining if an exposure has occurred and the procedures to follow for an exposure:

* An exposure incident is defined as "direct contact to the area in which the patient is located without utilizing proper respiratory protection". The area includes, but is not limited to, the emergency vehicle, the patient's residence, etc.
* If an individual has been exposed to TB, all attempts should be made to minimize contact with other people as soon as possible.
* Any individual who has been exposed to TB must report the exposure immediately or as soon as possible to the Chief Officer and EMS Supervisor.
* An Infectious Exposure Form shall be completed.
* If an individual has an exposure to TB without proper respiratory protection, the individual shall have a PPD test performed as soon as possible.
* Individuals who have affected immune systems will be better protected if exposure is avoided to patients with possible or confirmed TB disease. Individuals with documented immune system deficiency may request to perform duties or activities, which do not involve TB exposure if such duties or activities exist.
* Consideration for transfer of duties will be undertaken regarding applicable state and Federal laws including the American with Disabilities Act of 1990.

**Guidelines for a Positive PPD Skin Test**

The following are guidelines to follow if a PPD Skin Test administered and interpreted by the medical facility selected by **ABC Fire Department** is determined to be positive:

* Individuals who have a positive PPD test for TB shall be referred for further medical evaluation and treatment if needed. Further evaluation may include chest X-rays. If TB is diagnosed, preventative treatment will be provided. Further activities will be on the advice of the medical facility providing the testing and treatment.
* It is recommended for any individual having a positive PPD test to have further evaluation for HIV infection and additional medical evaluation, testing and treatment as needed.
* Individuals who exhibit signs and symptoms of TB shall be referred for medical evaluation and treatment as needed.
* All further evaluations and medical treatments shall be provided at no cost to the individual.

**Cleaning and Disinfecting**

The following are guidelines to follow for cleaning and disinfecting the emergency vehicle and equipment after an exposure or suspected exposure to TB has occurred:

* After transportation of a patient with confirmed or suspected TB disease, the emergency vehicle doors and windows should be left open for several minutes to allow circulation of air. This will help minimize or eliminate the amount of infectious airborne particles. (Official documentation regarding the effectiveness of this guideline is unavailable.
* The emergency vehicle should be cleaned and disinfected according to guidelines outlined in the Infectious Disease Exposure Control Plan.

**Record Keeping[[124]](#footnote-124) [[125]](#footnote-125)**

The following are guidelines for record keeping of testing, medical examinations, treatment and exposure to TB as required:

* Records of exposures, skin testing, medical examinations and treatment are considered individual medical records and therefore are confidential.
* Confidential records will be maintained separately from other individual files or records and shall be kept for 30 years after the individual leaves the department.
* Positive skins tests at the time the individual join the department will not be recorded on the OSHA 200 log. At any other time, a test is positive, confirmed TB infections or active TB occurs, the results will be recorded on the OSHA 200 log, unless they are occurred from exposure other than from duties performed as an individual of the **ABC Fire Department**.
* If TB infection progresses to active TB disease while a part of the **ABC Fire Department** or within 4 years after leaving this department, the results will be recorded on the OSHA 200 log.

**ABC Fire Department**

## PPD Skin Test Declination Form

I understand that due to my occupation exposure to potentially infectious airborne materials, I may be at risk for acquiring the Tuberculosis (TB) infection. I understand that the TB infection can lead to active TB disease, which can cause death.

I have attended the Tuberculosis Awareness training program provided by the **ABC Fire Department**. I have been given the opportunity to be tested with the Purified Protein Derivative (PPD) Skin Test to detect the TB infection, at no charge to myself. However, I decline the PPD Skin Test at this time. I understand that by declining this test, I continue to be at risk for acquiring IB. If in the future I continue to have occupational exposure to potentially infectious airborne materials and I decide to have the PPD Skin Test, I can receive the test within ten (l0) days of the request at no charge to me.

Individual’s Name:

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:

Chief Officer’s Name:

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:

Designated Officer’s Name:

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:

**Copy to**: Individual

Chief Officer

Designated Officer

## Ryan White Care Act

In 1994, the Centers for Disease Control (CDC) issued the final notice for the Ryan White Care Comprehensive AIDS Resource Emergency Act (CARE). This Federal mandate applies to all fifty states and establishes guidelines by which all emergency personnel (firefighters, emergency medical technicians and police officers) can determine if they have been exposed to infectious diseases while performing their duties.

The Ryan White Care Act identifies a list of potentially life threatening, infectious, and communicable disease to which emergency responders are exposed. This list includes infectious pulmonary tuberculosis, HIV/AIDS, Hepatitis B, hemorrhagic fevers, plague, diphtheria, meningococcal diseases and rabies.

The Ryan White Care Act requires that "every state public health officer must designate an official employee of all EMS providers in the state who will be notifying personnel of exposures". This person, known as the Designated Officer (DO), will be responsible for gathering all information regarding an exposure to an airborne or bloodborne infectious disease and reporting to the receiving medical facility to request determination of exposure.

There are two separate notification guidelines, one for airborne exposure and one for bloodborne exposure. The reason for two separate guidelines is because exposure to airborne disease, such as tuberculosis, may not be evident until well after the patient is transported to a medical facility. However, the provider will know immediately if an exposure to potentially bloodborne diseases has occurred.

The Designated Officer of the **ABC Fire Department** is as follows:

Name: **[insert content]**

Telephone No.: **[insert content]**

**ABC Fire Department**

## Termination Checklist[[126]](#footnote-126)

* Before a termination meeting, once again consult with those designated within the organization who primarily handles personnel performance issues (Chief Officer, Administrator, Human Resources Department, Supervisors).
* Did the organization consult with its legal counsel (experienced in employment and labor matters) before the termination meeting?
* Ensure the termination decision is supported as much as practicable by written documentation in the personnel file.
* Termination letters, severance agreements and other correspondence should be reviewed by legal counsel and those within the organization responsible for personnel administration.
* Organize necessary information to provide to the individual including the final paycheck, benefit information, and any documents necessary for the individual’s signature. Compile a list of the organization’s property or other items that must be collected from the individual.
* Select an available and appropriate witness for the termination meeting to help corroborate what is said, resolve any disputes, and protect against potential violence.
* Does the designated witness understand his or her role in the termination meeting? Have those facilitating the termination sessions received training on proper guidelines?
* Plan your dialogue and prepare a written outline to make sure all necessary points are covered with the individual.
* Plan the location of the termination meeting to allow for no interruptions and provide as much confidentiality as possible (under no circumstances should an individual be terminated in the presence of peers or coworkers except a designated witness).
* Insure the termination meeting has been scheduled at a time that will eliminate or minimize the individual’s personal contact with co-workers before they leave the premises.
* Be respectful and professional while communicating the termination decision with the individual.
* Tell the individual the legitimate business interests behind the organization’s decision to terminate the working relationship. While it may not be legally required to give specific reasons for the termination, to give vague or no reasons may provoke suspicion. The former worker and remaining individuals may speculate as to the “real reason” for the termination.
* Firmly communicate the termination decision is final, unless new information is learned in the meeting that should delay the termination process.
* Diligently document issues covered during the termination session. Listen to and document what the individual has to say.
* Be careful what is said and written during the meeting. Everything written could be seen by others outside of the organization (i.e., attorneys, judges, juries).
* Let the individual read and sign the document or form used to record the issues addressed during the termination meeting. If the individual refuses to sign, note the refusal on the form.
* Ask the individual to update his or her contact information for benefit and tax purposes.
* Request the individual participate in an exit interview to gain further insight into the organization, and learn of any alleged wrongdoing in the workplace.
* Send an exit interview form by mail to the former individual if he/she is unavailable or otherwise chooses not to participate in the face-to-face exit interview.
* Place documentation regarding the termination in the individual’s personnel file.
* Has the organization considered whether outplacement counseling is appropriate? An outplacement counselor on-site may help defuse a potentially hostile situation by redirecting the former individual’s anger to focusing on the next step – moving forward.
* After the termination, don’t leave coworkers completely “in the dark.” Without infringing on the terminated individual’s privacy, inform those immediately impacted by the departure whether their job duties will change and, if appropriate, review organization policies and/or performance expectations with remaining personnel.[[127]](#footnote-127)

## Exit Interview Sample Questions

Exit interviews represent a prime opportunity to gain candid information on employment or working conditions within the organization. Not only can an organization gain important feedback on its strengths and weaknesses (as perceived by the individual), but exit interviews may provide an opportunity for a departing individual to bring forward any allegations (i.e., discrimination or harassment) should they exist. This provides an opportunity to cover continuation of health insurance or other benefits for which the individual may be eligible.

Consider the following exit interview questions.

1. Specifically, why are you leaving the organization (if termination is voluntary)?
2. Do you believe you were treated fairly while with the organization?
3. Did you feel valued as an individual?
4. What aspects of your job were most satisfying?
5. What did you like most about your job and/or association with the organization?
6. What did you like least about your job and/or association with the organization?
7. Do you have any suggestions for improving work conditions, productivity, or morale?
8. Do you have any recommendations for improving the organization's training and personnel development programs?
9. Please comment on your working relationship with your supervisor.
10. Was your supervisor supportive and communicative with you?
11. Did your supervisor seek your input on issues affecting your work?
12. How frequently did you have discussions with your supervisor(s) about your career goals?
13. How would you evaluate the performance of your supervisor(s)?
14. How would you describe individual’s morale within the organization? What factors influence your answer?
15. Please comment on the individual benefit plans. Did the benefits meet your needs sufficiently? Are there other benefits that could have been offered?
16. Were you ever denied benefits that you thought you were entitled to receive?
17. Do you know of any unreported workplace related accidents, injuries, or illnesses involving yourself or others?
18. Do you presently suffer from an injury that is work-related?
19. During your employment, did you understand the organization's policies and reporting guidelines/grievance process?
20. Did you observe or were you personally subjected to work-related harassment during your employment with the organization?
21. During your employment with the organization, did you ever think that you were discriminated or retaliated against because of your race, color, religion, sex, sexual orientation, religion, age, national origin, veteran status, disability, or for filing a workers' compensation or disability claim? If so, please explain in detail these circumstances.

**Internal Use of Exit Interview Comments**

All information brought forward by departing individual in exit interviews should be retained, analyzed, and if necessary, thoroughly investigated.

1. Assess any trends such as high turnover or problems with specific coworkers or supervisors.
2. Utilize information gathered in exit interviews to improve working conditions, productivity, and morale. Share information with those in the organization that can implement change for the better of the organization and its personnel.
3. Follow up immediately on any allegations of workplace risk or wrongdoing. Do not assume the departing individual made false allegations because he or she was "walking out the door, had nothing to lose, or is simply a vengeful person." Instead, utilize the organization's internal investigation guidelines to discover whether the accusations were valid, and prevent future incidents of workplace wrongdoing.

**ABC Fire Department**

## New Personnel Checklist for Use by Mentor

New Hire Name::

Hire Date:

Mentor’s Name:

If applicable to your department, a mentor should assist the new hire to assure that each item

on this list is completed.

**EQUIPMENT**

|  |  |  |  |
| --- | --- | --- | --- |
| ***Item Description*** | ***Contact*** | ***Date Completed*** | ***Mentor Initials*** |
| 1.Orientation notebook, USB or CD |  |  |  |
| 2. Personal Summary Report |  |  |  |
| 3. Department t-shirt |  |  |  |
| 4. PPE |  |  |  |
| 5. Class A & Class B uniforms |  |  |  |
| 6. Mailbox |  |  |  |
| 7. Added to any appropriate systems |  |  |  |
| 8. Building key, key fob, or code |  |  |  |
| 9. Pager |  |  |  |
| 10. Accountability and ID tags |  |  |  |
|  |  |  |  |

**MEDICAL & TRAINING REQUIREMENTS**

|  |  |  |  |
| --- | --- | --- | --- |
| ***Item Description*** | ***Contact*** | ***Date Completed*** | ***Mentor Initials*** |
| 1.Physical Exam |  |  |  |
| 2. TB Test |  |  |  |
| 3. Hepatitis B Inoculation |  |  |  |
| 4. Blood-borne Pathogens |  |  |  |
| 5. EVOC (Emergency Vehicle Operators Course |  |  |  |
| 6. Lockout/Tag out |  |  |  |
| 7. Respiratory Protection |  |  |  |
| 8. Hazardous Materials Awareness |  |  |  |
| 9. IS-100 & IS-700 (on-line) |  |  |  |
| 10. Sexual Harassment Prevention |  |  |  |
| 11. PR for the Healthcare Professional |  |  |  |
| **MEDICAL & TRAINING REQUIREMENTS (continued)** | | | |
| ***Item Description*** | ***Contact*** | ***Date Completed*** | ***Mentor Initials*** |
| 12. First Aid |  |  |  |
| 13. Introduction to Critical Incident  Stress Management |  |  |  |
| 14. History & Camaraderie of Department |  |  |  |
| 15. Firefighter I or Fire Academy |  |  |  |
| 16. Driver Training |  |  |  |
| 17. EMT-Basic Class |  |  |  |
| 18. Scene Support Class |  |  |  |
| 19. Station Orientation |  |  |  |
| 20. Right-to-Know |  |  |  |
| 21. Response Guidelines Orientation |  |  |  |
| 22. All Fire Vehicles Orientation |  |  |  |
| 23. All EMS Vehicles Orientation |  |  |  |
| 24. Radio Guidelines Orientation |  |  |  |

**ABC Fire Department**

## Safety Committee[[128]](#footnote-128)

**ARTICLE I - NAME**

**Section 1** The name of this organization shall be **ABC Fire Department** Safety Committee.

Hereinafter, the **ABC Fire Department** Safety Committee shall be referred to as “the Committee”.

**ARTICLE II – PURPOSES**

**Section 1** The purpose of this Committee will be to promote and facilitate the advancement of safety among the personnel of **ABC Fire Department.**

**Section 2** In fulfilling its purpose, the Committee shall have the following objectives.

1. Promote accident free performance of personnel tasks, duties and responsibilities.
2. Disseminate technical safety material which will carry out the purpose of the Committee.
3. Review and evaluate causes of accidents to prevent recurrence of similar injuries or property damage.
4. Promote recognition and correction of unsafe acts, unsafe behaviors and unsafe conditions which could contribute to individual injuries or property damage.
5. To provide a forum for the interchange and acquisition of safety knowledge among the Committee members and **ABC Fire Department** personnel.
6. To assist **ABC Fire Department** in the selection of accident prevention controls, methods or equipment purchase/use.
7. To serve as a resource and reference body to **ABC Fire Department** personnel as it pertains to their safety.

**Section 3** In fulfilling both the purpose and objectives, the Committee shall be involved in the following activities.

1. Meet at least quarterly.
2. Review accident investigation reports.
3. Complete and/or review self-inspection reports.
4. Compile statistical data on accident/injury cases.
5. Discuss and review specific safety subjects at each meeting.
6. Submit meeting minutes after each meeting to the Chief Officer.
7. Suggest changes, corrections or refinement in **ABC Fire Department** policy or guidelines that could affect personnel safety.

**ARTICLE III - MEMBERSHIP[[129]](#footnote-129)**

**Section 1** Qualification for Membership.

1. The Committee shall be composed of active personnel or safety officers from each company comprising the **ABC Fire Department.**
2. Members of the Committee must be able to serve for at least 12 months.
3. Committee membership shall have no department boundaries.
4. Membership in the Committee is personal and non-transferable.

**Section 2** Admissions.

1. Entry into the Committee shall be on an individual basis as outlined in these Bylaws.
2. Any person interested in Committee membership may apply by submitting a completed application to the Committee Chair or Officer of any company comprising the **ABC Fire Department.**
3. The Committee Chair shall select and notify each applicant of their acceptance/rejection, based upon a majority vote by the members

**Section 3** Membership on the Committee shall be terminated by:

1. Resignation of members of the committee.
2. Termination of active duty status of the company they represent.
3. Successful completion of their term, not less than 12 months

**Section 4** The Committee shall maintain a membership of one individual from each member organization, within 12 months of the date its bylaws are accepted.

**Section 5** All members of the Committee are eligible to vote on all matters submitted to the membership and to participate in all activities of the Committee.

**ARTICLE IV – ORGANIZATION**

**Section 1** The Committee is a part of the **ABC Fire Department**, formed to carry out the objectives of **ABC Fire Department**. The Committee may not take any action to the name of the **ABC Fire Department** including, but not limited to, entering into contracts, without prior written approval of the **ABC Fire Department** Chief Officer or his/her designee.

**Section 2** All Committee activities shall conform to the Bylaws.

**Section 3** The headquarters of the Committee shall be **[insert content]**.

**Section 4** The Committee activity year shall be from January 1 through December 31, each year.

**Section 5** Dissolution of the Committee.

1. The Committee may be dissolved by the **ABC Fire Department** in the following manner:
   1. A resolution to dissolve the Committee shall be acted upon at a membership meeting of the **ABC Fire Department**. The resolution shall set forth the reason(s) for dissolution.
   2. Within thirty (30) days following the **ABC Fire Department** action.
   3. Upon the adoption of the resolution to dissolve, the officers shall proceed to carry out the dissolution of the Committee in conformance with applicable laws.

**ARTICLE V – OFFICERS[[130]](#footnote-130)**

**Section 1** Appointed officers of the Committee shall be:

1. Chair
2. Secretary
3. Incident Investigation Coordinator
4. Inspection Coordinator
5. Safety Training/Promotion Coordinator

**Section 2** Each elected committee officer shall be an active member of **ABC Fire Department**.

**Section 3** Duties of the Officers:

1. The Chair shall be the chief executive officer of the Committee and shall:
   1. Preside at meetings of the Committee and at regular or special business meetings.
   2. Provide leadership and guidance to all activities.
   3. Supervise the functions of other officers.
   4. Appoint members as appropriate.
   5. Keep the Committee members and **ABC Fire Department** informed of Committee activities and future plans
   6. Appoint subcommittees as are necessary to carry out the Committee's objectives and activities.
2. The Secretary shall:
   1. Act for the Chair in his/her absence or inability to perform, and assist at other times as requested.
   2. Maintain Committee records and handle correspondence.
   3. Record and distribute minutes of Committee membership and notify Committee members of dates of membership meetings in advance.
   4. Assume the duties of Chair as necessary.
3. Incident Investigation Coordinator shall:
   1. Receive and review Incident Investigation reports, presenting these reports at each meeting.
   2. Compile regular incident analysis information for presentation at each meeting.
   3. Carry out such other specific duties as may be assigned by the Chair.
4. The Inspection Coordinator shall:
   1. Oversee self-Inspection activities.
   2. Report on findings of self-Inspections at each Committee meeting.
   3. Facilitate correction of hazards, identified by self-inspections, as agreed to by the committee.
   4. Carry out such other specific duties as may be assigned by the Chair.
5. The Safety Training/Promotion Coordinator shall:
   1. Identify resources, both within and outside the unit, which could be considered to educate Committee members or **ABC Fire Department** personnel in technical safety methods, guidelines or promotion activities.
   2. Present ideas for safety training or promotion as requested by the Committee or its members.
   3. Coordinate Safety training or promotion campaigns selected by the Committee.
   4. Carry out such other specific duties as may be assigned by the Chair

**ARTICLE VI – NOMINATION, ELECTION, REMOVAL OF OFFICERS[[131]](#footnote-131)**

**Section 1** The members may submit one or more names of candidates for an officer’s position annually between December 1 and 15 to the Chair.

**Section 2** The members shall nominate one or more member for each elected office by December 30 of each year. The term of elected Committee Officers shall be one year beginning January 1.

**Section 3** Removal of elected Committee officers shall be by majority vote of Committee members at any regular or special membership meeting.

**ARTICLE VII – COMMITTEES**

**Section 1** Other committees may be established by the Committee or individual elected officers for the purpose of carrying out detailed activities which meet the Committee's objectives. Any committee which needs funding to support its work requires the approval of the **ABC Fire Department.**

**Section 2** All committees, other than standing committees, shall have such terms and assignments as those appointing them determine. All such committees are accountable to the Committee through the specific officer(s) who appoint them.

**ARTICLE VIII – MEETINGS[[132]](#footnote-132)**

**Section 1** The Committee shall meet upon the call of the Chair or upon petition of a majority of its members, at least quarterly.

**Section 2** A majority of Committee members present at a meeting shall constitute a quorum.

**Section 3** The Committee shall hold a general meeting of its members at least quarterly to acquaint them with its activities and conduct necessary business.

**Section 4** Special meetings of members may be called by the Chair upon written notice to Committee members.

**Section 5** At least **[insert content]** members in good standing shall constitute a quorum at any regular or special meeting.

**ARTICLE IX – MISCELLANEOUS**

**Section 1** The **ABC Fire Department** letterhead may be used by the Committee on correspondence, publications and other official documents.

**Section 2** The current edition of Robert's Rules of Order shall govern the transaction of business at all meetings.

**ARTICLE X – AMENDMENTS**

**Section 1** Amendments to these Bylaws may be proposed by majority vote of the Committee or by any member Committee. Amendments proposed by members or committees shall be presented to the Committee for approval.

**Section 2** Amendments shall be acted upon by members either at a regular or special meeting at which a quorum is present for which advance notification of at least five (5) days is made. A two-thirds (2/3) affirmative vote is required for approval.

**Section 3** Properly approved amendments shall take effect immediately following final official action or on the date specified in the amendment.

## Ten Essential Elements of an Effective Safety Meeting[[133]](#footnote-133)

Prepare an Agenda

Plan the entire program. Be ready with as many answers as possible. Have a clear purpose in mind and then try to accomplish it. Don't hold meetings just to see what will happen. Decide who will attend. Remind members of date and time. Present ideas in logical order. Plan for group participation.

1. Select Meeting Place with Care

Provide proper ventilation, light, and darkness as required. Make sure everyone is seated comfortably (not too comfortably) and has clear view of speaker. Room should be quiet, at proper temperature. Members should not be called out by telephone or other means. Provide proper facilities for visual aids and make necessary connections and adjustments before meeting starts.

1. Start and Stop on Time

This makes for businesslike meetings, minimize cost as well as interruption of production.

1. Summarize

Clarify or summarize each decision as it is reached. Summarize the results at close of meeting, letting members know what has been accomplished, what is expected of them.

1. Encourage Group Participation

Let members know they are contributing. Ask for ideas, opinion. Be patient. Don't be in a hurry to cover everything by sacrificing thorough treatment of important subjects. Don't override opinions because you are chairman. Don't do all the talking. Try to draw out the reserved and timid by making it ways for them to answer.

1. Maintain Interest

Use visual aids, demonstrations, charts, blackboard, skits, outside speakers. Change the pace. Don't follow the same routine meeting after meeting.

1. Stick to the Subject

Keep the discussion confined to the problem. Tactfully stop conversation groups. Follow the agenda. If new important subject comes up, make notes for later reference or discussions.

1. Follow Through with Results

Let the group know what you did with decisions of previous meetings. Assign responsibility for future action before close of meeting.

1. Tell Management What You Accomplished

Meetings are costly. They should be productive and efficient. Let management know what they have gained from their investment of time.

1. Evaluate

After each meeting, review the events and decide how to improve the next one. Things you should consider are: was the meeting interesting; were the objectives accomplished; did everyone participate; and was the meeting beneficial to all concerned.

Occasionally ask the group for anonymous, written answers to those questions:

1. What did you like best about this meeting?
2. What did you like least about this meeting?
3. What did you suggest for the next meeting?

You are apt to be startled by some of the answers, and it will pay you to be guided accordingly

***EXAMPLE***

***MEMO[[134]](#footnote-134)***

***TO: Emergency Services Organization Safety Committee Members:***

***FROM: Secretary***

***ESO Safety Committee***

***Anywhere, USA***

***RE: Agenda,***

***Safety Committee Meeting***

**THE NEXT MEETING IS SCHEDULED FOR \_\_\_\_\_\_\_\_\_\_\_\_. THE AGENDA FOR THIS MEETING IS ATTACHED. IF YOU HAVE NOT RECEIVED A COPY OF THE MINUTES FROM THE LAST MEETING (\_\_\_\_\_\_\_\_\_\_\_), PLEASE CONTACT [insert content]. WE LOOK FORWARD TO ANOTHER CONSTRUCTIVE MEETING.**

**AGENDA**

Review and Approve Last Meeting Minutes Chair

Introduction of Guests Chair

Review of Accidents Since Last Meeting Accident Investigation Coordinator

Self-Inspection Form Review Inspection Coordinator

Unfinished Business Chair

Safety Subject Discussion Group Discussion

New Business Each Member

Summary of Meeting Chair

Adjournment

**ABC Fire Department**

## Safety Committee Meeting Minutes Example[[135]](#footnote-135)

Meeting Date:

Members Present:

Review of Old Business:

New Business: (Review of accidents; Review of feedback from emergency services organizations on safety related issues.)

**EXAMPLE**

**ABC Fire Department**

***Safety Committee Meeting Minutes[[136]](#footnote-136)***

**Items Requiring Further Action:**

**Item Person Responsible Target Date for Completion**

**Other Items Discussed:**

**Reviewed and approved by management:**

**Signature:**

**Title:**

**Date:**

**ABC Fire Department**

## Social Media Guideline Statement

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ have reviewed the **ABC Fire Department** Social Media Standard Operating Guideline # **[insert content]** and understand the document’s content and agree to comply with the requirements of the SOG. I understand that failure to comply may result in actions, consistent with the progressive discipline guidelines of the **ABC Fire Department**.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

**ABC Fire Department**

## Annual Affirmation of Compliance

I have received and carefully read the Conflict of Interest Policy for board members and all other personnel of **ABC Fire Department** and have considered not only the literal expression of the policy, but also its intent. By signing this affirmation of compliance, I hereby affirm that I understand and agree to comply with the Conflict of Interest Policy. I further understand that **ABC Fire Department** is a charitable organization and that in order to maintain its Federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

Except as otherwise indicated in the Disclosure Statement and attachments, if any, below, I hereby state that I do not, to the best of my knowledge, have any conflict of interest that may be seen as competing with the interests of **ABC Fire Department**, nor does any relative or business associate have such an actual or potential conflict of interest.

If any situation should arise in the future which I think may involve me in a conflict of interest, I will promptly and fully disclose the circumstances to the President (Chairman) of the Board of Directors of **ABC Fire Department,** or to the Chief Officer or his/her designee as applicable.

I further certify that the information set forth in the Disclosure Statement and attachments, if any, is true and correct to the best of my knowledge, information and belief.

Name (Please print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date

**ABC Fire Department**

## Disclosure Statement

Please complete the questionnaire, below, indicating any actual or potential conflicts of interest. If you answer “yes” to any of the questions, please provide a written description of the details of the specific action or transaction in the space allowed. Attach additional sheets as needed.

Financial Interests - A conflict may exist where an interested party, or a relative or business associate of an interested party, directly or indirectly benefits or profits as a result of a decision made or transaction entered into by the organization.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please indicate, during the past 12 months:

Has **ABC Fire Department** contracted to purchase or lease goods, services, or property from or otherwise had a direct business relationship with you, or from any of your relatives or business associates?

* Yes
* No

*If yes, please describe:* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Has **ABC Fire Department** purchased an ownership interest in or invested in a business entity owned by you, or owned by any of your relatives or business associates?

* Yes
* No

*If yes, please describe:* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Has the organization offered employment to you, or to any of your relatives or business associates, other than a person who was already employed by the organization?

* Yes
* No

*If yes, please describe:* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Individual Initials \_\_\_\_\_\_

Disclosure Statement for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_

Have you, or have any of your relatives or business associates, been provided with a gift, gratuity or favor, of a substantial nature, from a person or entity which does business, or seeks to do business, with the **ABC Fire Department**?

* Yes
* No

*If yes, please describe:* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Have you, or any of your relatives or business associates, been gratuitously provided use of the facilities, property, or services of the **ABC Fire Department** or received a grant, loan or other financial assistance from the **ABC Fire Department**?

* Yes
* No

*If yes, please describe:* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Has a relative had a direct or indirect business relationship with the **ABC Fire Department**?

* Yes
* No

*If yes, please describe:* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Have you served as an officer, director, trustee, key employee, partner or member/shareholder of an entity doing business with the **ABC Fire Department**?

* Yes
* No

*If yes, please describe:* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Individual Initials \_\_\_\_\_\_

Disclosure Statement for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_

Other Interests- A conflict may also exist where an interested party, or a relative or business associate of an interested party, obtains a non-financial benefit or advantage that he/she would not have obtained absent his/her relationship with the **ABC Fire Department**, or where his/her duty or responsibility owed to the **ABC Fire Department** conflicts with a duty or responsibility owed to some other organization.

Please respond to the following questions indicating if you had this activity anytime during the past twelve months:

Did you obtain preferential treatment by the **ABC Fire Department** for yourself, or for any of your relatives or business associates?

* Yes
* No

*If yes, please describe:* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Did you make use of confidential information obtained from the **ABC Fire Department** for your own benefit, or for the benefit of a relative, business associate, or other organization?

* Yes
* No

*If yes, please describe:* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Did you take advantage of an opportunity, or enable a relative, business associate or other organization to take advantage of an opportunity, which you had reason to believe would be of interest to the **ABC Fire Department?**

* Yes
* No

*If yes, please describe:* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Individual Initials \_\_\_\_\_\_

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