

3.00 PURPOSE:

To provide a set of operational rules, expectations and regulations that help preserve order and maintain a high standard of consistent, professional and quality Fire and Emergency Medical service to the public.

These policies replace and supersede all pre-existing policies, procedures or orders relating to personnel matters of the District and its employees. Department heads shall assure that these policies are implemented.

3.01 SCOPE:

This policy applies to all department personnel.

3.02 INTRODUCTION:

This manual contains the District's personnel policies and procedures. It is designed to inform all employees of the working guidelines for supervisory and staff personnel in the day-to-day administration of the District, and to provide employees an understanding of what is expected of them. It is also intended to ensure a consistent, fair and uniform treatment of District employees.

Any additions/changes to this Book (Administration-Book 2) shall be approved by the District Board of Directors prior to implementation.

The District reserves the right to change these policies and procedures from time to time as necessary. These policies and procedures do not, and are not, intended to confer any property right in continued employment, to constitute an express or implied contract or to give rise to a binding past practice under any collective bargaining agreement. The Fire Chief may from time-to-time vary or modify any District personnel policy if it results in a hardship or is impractical. Exceptions granted in any instance however, shall not be binding in the future.

These rules are not meant to provide a solution to every question or problem which may arise. Likewise they are not intended to limit personnel in the exercise of reasonable judgment or initiative. They do, however, cover either generally or specifically many of the duties and obligations of personnel in the department. In situations not specifically covered, personnel are expected to take the action any reasonable person with their level of training would take in a similar situation. The Standard Operating Procedures (SOPs), signed and numbered memorandums, the employee handbook and other official communications of the Sisters – Camp Sherman RFPD are a part of these rules and regulations, and as such, it is the responsibility of all personnel to be familiar with and adhere to them.

3.03 RULES OF CONDUCT:

Section 1

CONDUCT: Personnel are expected to do their work and conduct themselves competently and professionally when on duty, to accept responsibility for their own conduct, and to show personal and professional integrity at all times. Personnel are also expected to conduct themselves off duty in a lawful manner, and in a manner that does not bring reproach on the department, or impair their ability to perform as an employee in the department.

Section 2

TRUTHFULNESS: Personnel shall not knowingly convey, or provide information which is dishonest, misleading, or a misrepresentation.

Section 3

INSUBORDINATION: Personnel may not ignore or refuse to obey any lawful order or directive of a superior officer, or supervisor. This includes orders or directives relayed from a superior officer by a peer or subordinate. Personnel may not engage in unprofessional conduct directed either verbally or physically toward a superior officer, or supervisor.

Section 4

PERFORMANCE: Personnel are expected to perform all aspects of their position as well as can be expected, and consistently “meet expectations” on their annual performance appraisals.

Section 5

JUDGEMENT: Personnel are expected to exercise good judgment at all times. Good judgment is defined as those decisions and actions, which a reasonable fire department member, staff, fire and EMS professional would exercise under similar circumstances.

Section 6

USE OF INTOXICANTS: Personnel are prohibited from possessing, using or being under the influence of any alcoholic beverage, or intoxicant, while on duty or while at a District facility. Personnel are also prohibited from possessing, using or being under the influence of any controlled substance while on duty, or while at a District facility, unless the controlled substance is a legally prescribed medication used in accordance with doctor’s orders. If a prescribed medication is being used and it carries a warning of side affects that might affect job performance, personnel shall report this fact to their supervisor.

Failure to report the use of a medication, which the employee has been informed may affect his or her abilities to safely perform assigned duties, may subject an employee to disciplinary action. In the event there is a question regarding an employee's ability to safely perform assigned duties, clearance from the employee's physician will be required.

"Under the influence" is defined as a detectable level of alcohol or controlled substance in the blood, or any indication that a person is affected to any perceptible degree, such as slurred speech, etc. See drug and alcohol policy for further clarification.

Personnel may consume intoxicants off duty, in conformance with law, but only at times that guarantee they are not affected when they are scheduled to come to work. Personnel shall not report to work with the odor of alcohol on their breath.

Personnel may not use intoxicants in a manner which brings discredit on the department or on themselves as a member of the department.

Section 7

GAMBLING: Personnel will not be permitted to gamble on duty or in any District building.

Section 8

CONFIDENTIALITY: Personnel shall keep confidential any restricted information learned in the course of their duties. This information shall include but is not limited to: Personnel investigations or actions; patient information including medical history, condition, care and treatment; information obtained from law enforcement; elements of a criminal investigation observed or exposed to in the course of one's duty; and information that personnel would have access to only through the course of their duties.

Section 9

COURTESY: Personnel shall be courteous and respectful in all dealings with the public, other District employees, or volunteers, or employees of other agencies.

Section 10

ENDORSEMENTS: Personnel shall not recommend or suggest any product or service by brand name or provider, nor endorse any organization, program, product or service not approved and/or required in the performance of duty as defined by the District. This regulation does not apply to the recommendation of social service agencies, programs, services, Air-Life or Fire-Med.

Section 11

GIFTS, GRATUITIES, or LOANS: Personnel shall not solicit or accept anything of value when there is any connection between it and employment, nor shall they use their uniform for any personal gain.

Section 12

PUBLIC STATEMENTS: Personnel on or off duty, who identify themselves as a department member shall not publicly criticize nor ridicule the department, its policies, or other members by any expression, verbal or written, which produces disharmony, inefficiency, dissension, chaos, or which is made with knowing or reckless disregard for truth or falsity without a factual basis. Nothing herein prevents employees from exercising their first amendment rights of free speech regarding matters of public concern so long as it does not substantially interfere with the operations of the department.

Section 13

POLITICAL ACTIVITY: Employees may not use their official authority or position with the District to further the cause of any political party or candidate for nomination or election to any political office. (See RESTRICTIONS ON POLITICAL CAMPAIGNING BY PUBLIC EMPLOYEES ORS 260.432)

On-Duty Activity. Oregon law forbids any District personnel, while on the job, from soliciting money, influence, service, or any other thing of value. Exception: Interdepartmental gift giving. The law also forbids employees while on the job from otherwise aiding and/or promoting any political cause, including the nomination or election of any person to public office.

Off-Duty Activity. During the term of his or her employment, District personnel may not hold any elective office that creates a conflict of interest between the duties of the employee and the prospective duties of the elective office holder. Personnel shall obtain the prior written approval of the Fire Chief before filing as a candidate for any elective office. If the Fire Chief determines that the personnel election would present a conflict of interest, the employee will be so advised in writing. Failure to obtain prior written approval may be deemed by the District to constitute a voluntary resignation if the individual is elected to the position, and the District determines that the election to the position creates a conflict of interest with the individual's position.

Nothing in this rule is intended to restrict the political actions or activities of personnel outside of their regular working hours.

Section 14

ALLEGATIONS: Allegations against personnel shall be investigated; if found to be valid, appropriate action shall be taken.

Section 15

SEXUAL ACTIVITY: Personnel are not to engage in any sexual activity while at work or when in a District work site, vehicle or apparatus.

3.04 GENERAL RULES:

Section 1

Personnel shall comply with all applicable provisions of the Standard Operating Procedures, and the policies of the District. Personnel who deviate from any polices, procedures, or agreements assume responsibility for their actions and may be disciplined for actual or potential consequences.

Section 2

Uniformed personnel shall wear the regulation uniform only when actually on duty, or when otherwise directed by a chief officer.

Section 3

Personnel shall report for duty at the time and place assigned in proper uniform, groomed, and ready for work.

Section 4

Personnel responsible for emergency response shall remain in radio contact or within sound of the station alerting system while on duty unless granted permission, or ordered to leave by proper authority.

Section 5

All employees are subject to recall to duty in case of multiple alarm emergencies, numerous calls that exceed on duty and reserve call back resources, a serious emergency that exceeds on duty and reserve call back resources, or in the event the District experiences staffing deficiencies and no personnel voluntarily accept overtime. An incapacitating condition or, when employees are unavailable due to previously scheduled leave will be the only acceptable excuses for not responding when contacted for this purpose.

Section 6

All emergency response personnel shall maintain a direct means of telephone communication and shall keep their respective Shift Officer, or supervisor, and the Administration office informed of their current telephone number and address. This shall be done by completing a change of address form located in Department Administration any time their place of residence or telephone number changes.

An expectation of maintaining a direct means of telephone communication is that personnel will not intentionally screen out District telephone calls.

Section 7

Personnel shall keep their company officers informed on matters involving readiness, response, conduct and safety.

Section 8

Company officers shall keep their Chief Officers informed on matters involving readiness, response, conduct, and safety.

Section 9

Personnel planning to resign from the Department shall file written notice with the Fire Chief through the chain of command at least two (2) weeks before the effective date, and shall surrender all District property to the Shift Officer prior to receiving their final pay check.

Section 10

Company officers shall submit a full written report to their respective chief officer of any employee who saves a life at the risk of their own or performs any other commendable act. Company officers shall consult the Awards Policy.

Section 11

Line personnel shall not leave any post of duty unless properly relieved or directed to do so by a chief officer.

Section 12

Personnel assigned to medic units and operating with other agencies, shall be cognizant of their personal safety, and shall not accept any duty which they have not been trained to perform.

Section 13

Personnel shall be responsible for the proper care and safekeeping of all District property under their jurisdiction. District property shall not be loaned outside the department, nor shall it be used for personal reasons. Chief Officers may, in some cases, authorize District property to be left at an emergency scene if it is being used temporarily to prevent further property loss, eg. salvage covers.

Section 14

When personnel receive an order, which is in conflict with a previously received order, they shall inform the officer issuing the conflicting order and be guided by that officer's instructions.

Section 15

When an officer issues an order, being aware that the order is in conflict with a previously issued order, that officer assumes responsibility and shall be held accountable for any results, which may ensue from interference with the previous order. If an order from a volunteer officer creates a hazard or safety issue, the career firefighter must use their discretion to resolve the situation and report to their Captain or Chief Officer as soon as possible.

Section 16

Personnel assigned to act-in-capacity in a higher emergency response classification shall have the responsibility, the authority, and be entitled to all privileges of that classification. Personnel assigned to act-in-capacity as a company officer shall make every effort to follow the schedule, work plan, and instructions of the regularly assigned officer.

Section 17

When shifts change during a prolonged emergency, the on-coming Shift Commanders shall see that all crews at the scene are relieved in an orderly manner as soon as practical.

Section 18

As a rule, persons other than department personnel shall not be permitted to enter a building where a fire has occurred if the District is still in charge. If the officer in charge grants permission, an employee shall be detailed to accompany such person or persons in the hazard zone.

Section 19

Personnel shall report observations or knowledge of child or elder abuse, neglect, or other illegal activity to their supervisor, and the proper police agency.

Section 20

In the event of suspicion of incendiaries, the commanding officer at the scene shall immediately report such information to the Fire Safety Manager. All evidence shall be preserved and the premises shall be guarded until the arrival of investigative personnel.

Section 21

Any loss of private property at a fire not attributable to the fire itself shall be reported to the officer in charge, and every effort shall be made to locate the missing property.

Section 22

Signed and numbered memorandums shall be distributed to each work site and placed in a location where all personnel have access to this information. Company officers are responsible for ensuring that this information is provided to personnel under their command. Individuals are also responsible for staying current with signed and numbered memorandums.

Section 23

A performance appraisal shall be completed at least once a year on each employee assigned to the district.

3.05 STATION RESPONSIBILITY:

Section 1

Shift officers are accountable for delays or errors in responding to alarms that are attributed to carelessness.

Section 2

Shift officers are responsible for all activities under their command.

Section 3

Shift officers shall be in charge of station security and shall report any violations of the rules and regulations, orders, or other misconduct. If irregularities of any nature arise, they shall report the facts to the Deputy Chief of Operations.

3.06 COMPANY and STATION LOG BOOKS:

Section 1

Company and station logs shall be an accurate and complete record of the operation of companies on duty in that station, and reflect actual times committed to emergency calls and routine duties. Entries shall comply with all operations and procedures.

3.07 OUTSIDE EMPLOYMENT

Section 1

The District Comes First. When an individual accepts employment with the District it is understood that the District has first call upon the services of the employee, regardless of any effect on secondary employment.

Section 2

Incompatible Work. Employees shall not engage in outside employment that conflicts in any way with District employment, detracts from the efficiency of work

performance, or is in conflict with the interests of the District. The District expects employees to avoid extra work that detrimentally affects their endurance, overall personal health, or effectiveness. The District will hold all employees to the same standards of performance and scheduling demands, regardless of outside employment.

Section 3

Notification. Employees shall notify the Fire Chief in writing, in advance, of all employment outside the scope of their employment with the District.

Section 4

Conflicts. The Fire Chief shall notify the employee any time the employee's outside employment is found to conflict with the interests of the District, or is likely to discredit the District. It shall then be up to the employee to choose which employment option is most desired.