Revised:

January 1, 2015

The following manual contains the policies of the Wellston Fire Department. It is not to be confused with the department’s Procedure manual. It is the personal responsibility of each member to learn these policies and to use them appropriately. This is a dynamic book, and will change as the needs of the fire service and the Wellston Fire Department change. Members will receive changes as they are issued, and are responsible to maintain their own manual in its most up-to-date form.

Wellston Fire Department

Ryan Pelletier, Fire Chief
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1. **Purpose and Scope**

1.1. The purpose of this Policy Manual is to provide written policies for the efficient operation of this department.

1.2. This manual is subject to written revision as the needs of the department change. Members of the Wellston Fire Department shall be required to familiarize themselves with these policies and update their manuals as these revisions occur.

1.3. The content of this manual shall not be construed to interfere with or delay the prompt response to any emergency. Where there is doubt as to the intent of any policy and time does not permit an opportunity for clarification, good judgment shall be exercised in performing the required duties and responsibilities by all members of this department.

1.4. Deviation from the established policies is acceptable under the following circumstances:

   1.4.1. In the opinion of the member(s) involved, such a violation will provide greater safety to the members of the Wellston Fire Department and the general public AND

   1.4.2. The members involved clearly communicate this deviation to others involved.

1.5. These policies may be modified, deleted, edited, changed or revised at the discretion of the Fire Chief or the Mayor.
2. **Mission Statement and Motto**

2.1. **Mission Statement**

2.1.1. Wellston Fire is committed to providing Fire Suppression, Fire Prevention, Fire Investigation, Hazardous Materials Response, First Responder, and Basic Rescue of the highest standards of excellence to the citizens and visitors of the City of Wellston and to any community who requests our assistance.

2.2. **Motto**

2.2.1. “Train how we do battle.”
3. Definition of Terms Used in this Manual

3.1. Definitions

3.1.1. CHIEF ON CALL: The Chief Officer in charge of a shift when a Shift Commander other than a Chief Officer is on duty.

3.1.2. GENERAL ORDER: A written order, issued by the Fire Chief, establishing a policy, procedure, and/or regulation for the Wellston Fire Department, until such time as it is incorporated into the Policies and Procedures Manual.

3.1.3. OFFENSIVE MODE: The interior attack of a fire.

3.1.4. OFFICER: Chiefs, Captains, or Lieutenants

3.1.5. O.I.C.: Officer in Charge.

3.1.6. PUBLIC SAFETY VEHICLE: As defined in ORC 4511.01 (e) (3) (4).

3.1.7. SHIFT COMMANDER: The member who has the responsibility for the actions of the Wellston Fire Department for the assigned day.

3.1.8. SPECIAL ORDER: A written, temporary order issued by the Fire Chief or his designee, establishing policy, procedure, and/or regulation within the department.

3.1.9. STANDARD OPERATING PROCEDURE: Used as a guide for handling incidents. They may be deviated from as conditions dictate.

3.1.10. SUPERVISOR: Chiefs, Captains, and Lieutenants.
4. Chain of Command

4.1. The Wellston Fire Department is a paramilitary organization. This type of organization gives every member a rank, and arranges these ranks in a hierarchical order, designed to clearly explain who is in charge.

4.2. Every member of the department has a supervisor who is of higher rank. Many of the ranks have subordinates whom members of a higher rank are responsible for.

4.3. Each rank on the Wellston Fire Department carries with it specific responsibilities. Higher rank entails more responsibility.

4.4. All members of the Wellston Fire Department shall work within the chain of command for ALL non-emergency situations. (Firefighter to Lieutenant, Lieutenant to Captain, Captain to Battalion Chief, Battalion Chief to Assistant Chief, and Assistant Chief to Chief.)
5. Duties of Personnel

5.1. Chief – The Chief is directly supervised by the Safety Director. The Chief is responsible for activities in the fire department. The Chief may assign duties related to his position to a designee of his choice; however, the Chief is ultimately responsible for all activities of the department. The Chief carries out all the duties of the Shift Commander when on duty.

5.1.1. Assignments:

5.1.1.1. Fire Operations
5.1.1.2. Department Station Operations
5.1.1.3. Employment
5.1.1.4. Purchase Authorization
5.1.1.5. Department Vehicles/Maintenance
5.1.1.6. Safety Inspections
5.1.1.7. Arson Investigation

5.2. Assistant Chief of Administration – The Assistant Chief of Administration is directly supervised by the Chief. The Assistant Chief of Administration assumes the duties and assignments of the Chief in his absence. The Assistant Chief of Administration may assign duties related to his position to a designee of his choice; however, the Assistant Chief of Administration is ultimately responsible for all assignments delegated to his position. The Assistant Chief of Administration carries out all the duties of the Shift Commander when on duty.

5.2.1. Assignments:

5.2.1.1. Special Operations
5.2.1.2. National Fire Incident Reporting System
5.2.1.3. Personal Protective Equipment
5.2.1.4. SCBA Testing
5.2.1.5. Ladder Testing
5.2.1.6. Hose Testing
5.2.1.7. Hydrant Testing
5.2.1.8. Pump Testing
5.2.1.9. Purchase Requisitions
5.2.1.10. Other duties as assigned by the Chief

5.3. Assistant Chief of Training – The Assistant Chief of Training is directly supervised by the Chief. The Assistant Chief of Training assumes the duties and assignments of the Assistant Chief of Administration in his absence. The Assistant Chief of Training may
assign duties related to his position to a designee of his choice; however, the Assistant Chief of Training is ultimately responsible for all assignments delegated to his position. The Assistant Chief of Training carries out all the duties of the Shift Commander when on duty.

5.3.1. Assignments:
   5.3.1.1. EMS Operations
   5.3.1.2. Equipment Maintenance
   5.3.1.3. Training
   5.3.1.4. Policy/Procedure Updates
   5.3.1.5. New Employee Orientation
   5.3.1.6. Grant Solicitation
   5.3.1.7. Purchase Requisitions
   5.3.1.8. Other duties as assigned by the Chief

5.4. **Shift Commander** – The Shift Commander is directly supervised by the Chief or the Chief on Call. The Shift commander organizes and supervises daily work routines at the fire station, consisting of station and equipment maintenance; supervises all subordinates and is responsible for suppression activities and emergencies related to the shift; determines methods of fire suppression; supervises suppression and rescue activities; supervises firefighters on fire apparatus and at the scene of a fire or other emergency situation; prepares and conducts training sessions; inspects businesses for hazards and fire code violations, and takes appropriate actions; provides information to the public through lectures and press releases; responds to situations involving the destruction of property and potential loss of life such as fires, accidents, hazardous materials incidents, emergency medical incidents and rescue incidents; carries, raises, and climbs ladders, ramps, stairs, scaffolding, etc.; connects fire hoses; directs fire suppressants to extinguish fires; extricates victims from hazardous and life threatening situations; provides emergency medical treatment as needed and as trained; cleans and maintains apparatus, tools, equipment, and the station after calls; operates fire suppression equipment, radios, emergency medical equipment and fire apparatus.

5.5. **Battalion Chief** – Responds directly to the scene. The Battalion Chief is directly supervised by the Shift Commander. The Battalion Chief is responsible for all aspects of employee health and safety, including, but not limited to, the department accountability system and associated Standard Operating Guidelines; supervises firefighters on fire apparatus and at the scene of a fire or other emergency situation; liaison for Personal Vehicle Inspections; provide information to the public through lectures; respond to
situations involving the destruction of property and potential loss of life such as fires, accidents, hazardous materials incidents, emergency medical incidents and rescue incidents; develop general competence in fire suppression and prevention techniques and become familiar with developments in combustibles, fire hazards, hazardous materials, and CPR; learn the locations of streets, addresses, hydrants, etc.; operate fire suppression equipment, radios, emergency medical equipment and fire apparatus; may perform related duties, as needed or assigned, including the assumption of positions of higher responsibility.

5.6. **Captain** – Responds directly to the scene or station. Captains are directly supervised by the Shift Commander. Captains determine methods of fire suppression; supervise suppression and rescue activities; supervise lieutenants and firefighters on fire apparatus and at the scene of a fire or other emergency situation; prepare and conduct training sessions; inspect businesses for hazards and fire code violations, and take appropriate actions; provide information to the public through lectures; respond to situations involving the destruction of property and potential loss of life such as fires, accidents, hazardous materials incidents, emergency medical incidents and rescue incidents; carry, raise, and climb ladders, ramps, stairs, scaffolding, etc.; connect fire hoses; direct fire suppressants to extinguish fires; extricate victims from hazardous and life threatening situations; provide emergency medical treatment as needed and as trained; clean and maintain apparatus, tools, equipment, and the station after calls; train with fire tools and equipment to develop and maintain proficiency; develop general competence in fire suppression and prevention techniques and becomes familiar with developments in combustibles, fire hazards, hazardous materials, and CPR; learn the locations of streets, addresses, hydrants, etc.; operate fire suppression equipment, radios, emergency medical equipment and fire apparatus; may perform related duties, as needed or assigned, including the assumption of positions of higher responsibility.

5.7. **Lieutenant** – Responds directly to the station. Lieutenants are directly supervised by the Shift Commander. Lieutenants supervise firefighters on fire apparatus and at the scene of a fire or other emergency situation; prepare and conduct training sessions; inspect businesses for hazards and fire code violations, and take appropriate actions; provide information to the public through lectures; respond to situations involving the destruction of property and potential loss of life such as fires, accidents, hazardous materials incidents, emergency medical incidents and rescue incidents; carry, raise, and climb ladders, ramps, stairs, scaffolding, etc.; connect fire hoses; direct fire suppressants to extinguish fires; extricate victims from hazardous and life threatening
situations; provide emergency medical treatment as needed and as trained; clean and maintain apparatus, tools, equipment, and the station after calls; train with fire tools and equipment to develop and maintain proficiency; develop general competence in fire suppression and prevention techniques and becomes familiar with developments in combustibles, fire hazards, hazardous materials, and CPR; learn the locations of streets, addresses, hydrants, etc.; operate fire suppression equipment, radios, emergency medical equipment and fire apparatus; may perform related duties, as needed or assigned, including the assumption of positions of higher responsibility.

5.8. **Firefighter** – Responds directly to the station. Firefighters are directly supervised by the Shift Commander. Firefighters respond to situations involving the destruction of property and potential loss of life such as fires, accidents, hazardous materials incidents, emergency medical incidents and rescue incidents; carry, raise, and climb ladders, ramps, stairs, scaffolding, etc.; connect fire hoses; direct fire suppressants to extinguish fires; extricate victims from hazardous and life threatening situations; provide emergency medical treatment as needed and as trained; clean and maintain apparatus, tools, equipment, and the station after calls; train with fire tools and equipment to develop and maintain proficiency; develop general competence in fire suppression and prevention techniques and becomes familiar with developments in combustibles, fire hazards, hazardous materials, and CPR; learn the locations of streets, addresses, hydrants, etc.; operate fire suppression equipment, radios, emergency medical equipment and fire apparatus; may perform related duties, as needed or assigned, including the assumption of positions of higher responsibility.

5.9. **First Responder** – Responds directly to the scene. First Responders are directly supervised by the Shift Commander. First Responders respond to situations involving the destruction of property and potential loss of life such as fires, accidents, hazardous materials incidents, emergency medical incidents and rescue incidents; carry, raise, and climb ladders, ramps, stairs, scaffolding, etc.; extricate victims from hazardous and life threatening situations; provide emergency medical treatment as needed and as trained; clean and maintain apparatus, tools, equipment, and the station after calls; train with fire tools and equipment to develop and maintain proficiency; develop general competence in fire suppression and prevention techniques and becomes familiar with developments in combustibles, fire hazards, hazardous materials, and CPR; learn the locations of streets, addresses, hydrants, etc.; operate radios, emergency medical equipment and fire apparatus; may perform related duties, as needed or assigned, including the assumption of positions of higher responsibility.

5.10. **Water Rescue Technician** – Responds directly to the station. Water Rescue Technicians are directly supervised by the Shift Commander. Water Rescue Technicians respond to situations involving the destruction of property and potential
loss of life such as fires, accidents, hazardous materials incidents, emergency medical incidents and rescue incidents; carry, raise, and climb ladders, ramps, stairs, scaffolding, etc.; extricate victims from hazardous and life threatening situations; provide emergency medical treatment as needed and as trained; clean and maintain apparatus, tools, equipment, and the station after calls; learn the locations of streets, addresses, etc.; operate radios, water rescue equipment, emergency medical equipment and fire apparatus; may perform related duties, as needed or assigned, including the assumption of positions of higher responsibility.

5.11. **Photographer/Engineer** - Responds directly to the scene. The Photographer/Engineer is directly supervised by the Shift Commander. The Photographer/Engineer is responsible for documenting events via photos and videos; responds to situations involving the destruction of property and potential loss of life such as fires, accidents, hazardous materials incidents, emergency medical incidents and rescue incidents; carries, raises, and climbs ladders, ramps, stairs, scaffolding, etc.; clean and maintain apparatus, tools, equipment, and the station after calls; learn the locations of streets, addresses, etc.; operate radios, photography equipment, emergency medical equipment and fire apparatus; may perform related duties, as needed or assigned, including the assumption of positions of higher responsibility.

5.12. **Cadet** – Must report to the station. Cadets are directly supervised by the Shift Commander. Cadets respond to situations involving the destruction of property and potential loss of life such as fires, accidents, hazardous materials incidents, emergency medical incidents and rescue incidents; assist with carrying, raising, and climbing ladders, ramps, stairs, scaffolding, etc.; assist with connecting fire hoses; provide emergency medical treatment as needed and as trained; clean and maintain apparatus, tools, equipment, and the station after calls; train with fire tools and equipment to develop and maintain proficiency; develop general competence in fire suppression and prevention techniques and become familiar with developments in combustibles, fire hazards, hazardous materials, and CPR; learn the locations of streets, addresses, hydrants, etc.; operate fire suppression equipment, radios, and emergency medical equipment; may perform related duties, as needed or assigned, including riding in fire apparatus at the discretion of the shift commander.
6. Conduct Expectations

6.1. Purpose and Scope

6.1.1. Because of the duties performed by firefighters, a firefighter is seen as a person in the public trust. Therefore, firefighters can and must be held to a higher moral and ethical standard than a citizen. All members must follow the City of Wellston Employee’s Manual. The following standards of conduct shall apply to all members of the Wellston Fire Department.

6.2. Conduct of Members

6.2.1. Members wearing and/or displaying all or a portion of a Wellston Fire Department uniform, or identifying him/herself as a member of the Wellston Fire Department, shall be subject to the rules and regulations of this department.

6.2.2. Actions of members while off duty, which reflect on or involve the Wellston Fire Department in any manner, shall be subject to disciplinary action.

6.2.3. No member shall enter into a contract, or incur a debt under the name of the Wellston Fire Department without prior approval of the Fire Chief or his designee.

6.2.4. No member shall engage in physical or verbal altercations in the station or in public.

6.2.5. No member shall furnish persons not involved with the Wellston Fire Department any information relative to its internal business, except as may be authorized by the policies and procedures manual.

6.2.6. No member shall join any organization, association, or society, which will, in any manner, divide their loyalty to the City of Wellston, the State of Ohio, or the United States of America.

6.2.7. No member shall impart any information on department affairs to the news media without approval of the Fire Chief or his designee.

6.2.8. No member shall represent themselves as a spokesperson for any group in the department, or the department as a whole, without approval of the Fire Chief or his designee.

6.2.9. Talks, tours, lectures, demonstrations, or other related activities of the Wellston Fire Department shall be conducted with the complete knowledge and consent of the Fire Chief or his designee.

6.2.10. No member shall dismiss themselves from an assigned duty without first obtaining permission from the Incident Commander or the Fire Chief.

6.2.11. Members shall treat the public and department members with due courtesy and respect at all times.
6.2.12. The use of harsh, profane, or insolent language shall be strictly prohibited.
6.2.13. All members shall remain impartial in their dealings with other members and the public.

6.3. Social Media Policy

6.3.1. The Wellston Fire Department acknowledges that the use of technology by emergency services organizations provides several useful benefits including training and the acquisition of useful information for the betterment of the organization and its members. It also allows for the dissemination of information to the public for recruitment, safety education and public relations purposes. As such, the Wellston Fire Department embraces the usage of instant technology to that end.

6.3.2. This policy establishes the Wellston Fire Department's social media and instant technology use procedures and protocols which are intended to mitigate associated risks from the use of this technology where possible.

6.3.3. This policy applies to all members of the Wellston Fire Department, volunteer members of all divisions (Cadets, 4 Unit Members, Photographers and Chaplains), and consultants or contractors performing business on behalf of the Wellston Fire Department.

6.3.4. For the purposes of this policy, the term instant technology is defined as resources including, but not limited to, instant messaging, texting, paging and social networking sites such as Facebook, Myspace, LinkedIn, Twitter, YouTube and any other information sharing services, websites and/or blogs.

6.3.5. All department social media pages shall be approved by the Fire Chief or his designee. All social media content shall adhere to all applicable laws, regulations and policies, including the records management and retention requirements set by law and regulation.

6.3.6. The Internet and other information sharing devices are global entities with no control of users or content. Therefore, available resources may contain material of a controversial nature. The Wellston Fire Department is not responsible for information found on these sources.

6.3.7. The Fire Department understands the value of such technology, but also understands the concerns and issues raised when information is released that violates privacy concerns or portrays this organization to the public in an illegal or negative manner (intentional or unintentional). Therefore, no information, videos or pictures gathered while on Wellston Fire Department business (this includes
emergency calls, meetings, drills, details, trainings or anything obtained on organization property or at organization functions) may be shared or posted in any format without the approval consent of the Fire Chief or his designee.

6.3.8. Under this restriction, members and employees are prohibited from disseminating or transmitting, in any fashion, photographs or images of individuals receiving emergency medical assistance. Any such transmission may violate Ohio State Laws and/or the HIPPA privacy rights of such individuals and may result in a criminal and/or civil proceeding against members and employees violating this provision of the policy.

6.3.9. This policy is not intended to limit your right to freedom of speech or expression; but as we are a public entity, it has been put in place to protect the rights of this organization, its members and the public we are sworn to protect. Members and employees are advised that their speech directly or by means of instant technology, either on or off duty, and in the course of their official duties that has a connection to their professional duties and responsibilities may not be protected speech under the First Amendment. Speech that impairs or impedes the performance of the fire department, undermines discipline and harmony among co-workers, or negatively affects the public perception of the department may be sanctioned.

6.3.10. As a basic constitutional concept of law, a public employee may comment on a matter of public concern. However, airing personal workplace grievances does not raise a matter of public concern.

6.3.11. In that regard, members and employees must follow the following guidelines when discussing the fire department on social media websites:

6.3.11.1. Do not make any disparaging or false statements or use profane language.

6.3.11.2. Do not make any statements or other forms of speech that ridicule, malign, disparage or otherwise express bias against any race, religion or protected class of individual.

6.3.11.3. Make clear that you are expressing your personal opinion and not that of the fire department.

6.3.11.4. Do not share confidential or proprietary information.

6.3.11.5. Do not violate Fire Department policies including the Code of Ethics.

6.3.11.6. Do not display department logos, uniforms or similar identifying items without prior written permission.
6.3.11.7. Do no post personal photographs or provide similar means of personal recognition that may cause you to be identified as a firefighter, officer or employee of the department without prior written permission.

6.3.11.8. Do not publish any materials that could reasonably be considered to represent the views or positions of the department without authorization.

6.3.12. The Wellston Fire Department owns the right to all data and files in any department owned computer, network, cell phone or other information system. The Wellston Fire Department also reserves the right to monitor electronic mail messages (including personal/private/instant messaging systems) and their content, as well as any and all use of the Internet and of computer equipment used to create, view, or access e-mail and Internet content on those computers. Members and employees must be aware that the electronic messages sent and received using Wellston Fire Department equipment are not private and are subject to viewing, downloading, inspection, release, and archiving by the department at all times. The Wellston Fire Department has the right to inspect any and all files stored in private areas of the network or on individual computers or storage media connected to the network in order to ensure compliance with policy and state and federal laws.

6.3.13. Inappropriate use of the Internet and instant technology while on Wellston Fire Department business may result in disciplinary actions, up to and including termination.

6.3.14. Wellston Fire Department computer equipment is to be used for fire department business and purposes in a professional and businesslike manner.
7. Station Rules

7.1. The station phone shall be used with discretion, keeping calls to a minimum in duration.
Long distance calls for fire business shall be made from department office phones.
When answering the station phone state: “Wellston Fire.” No material shall be affixed to
the walls or bulletin boards without the authorization of the Chief or his designee.
Members shall not mark, alter or deface any posted notice of this department.

7.2. No property belonging to the Wellston Fire Department shall be taken from this station,
except on department business, without prior approval of the Fire Chief or his designee.
The appropriate equipment load form must be filled out after approval is obtained.

7.3. It shall be the responsibility of each member to maintain the station in a clean and
orderly fashion. Each member is expected to clean up after each use.

7.4. The last person to leave the station shall secure the building and turn off unnecessary
lighting and turn air conditioning or heating to the most economical setting.

7.5. Smoking shall be prohibited in the station or City facilities.

7.6. Solicitation at the station shall be permitted only on the approval of the Fire Chief or his
designee.

7.7. Normal business hours of the station shall be 08:00 – 23:00 hours. All department
members are welcome at the station during this time. After 23:00 hours, department
members must obtain permission from the shift commander to stay.

7.8. The use of the department computer shall be limited to department members only.

7.8.1. Members shall not load any software, pictures or any other files to the computer
without the permission of the Fire Chief or his designee.

7.8.2. The use of fire department computers must follow department and City IT and
computer use policies.

7.9. The office area/dispatch/day room shall be business ready from 8:00 AM – 4:00 PM
8. Visitors

8.1. Goals

8.1.1. To allow visitors in fire department facilities within established guidelines.

8.1.2. To insure that all visitors receive polite and professional treatment that presents the Wellston Fire Department in a positive manner.

8.1.3. To insure that visitors do not interfere in the day to day operations and activities of the fire department nor encroach upon the privacy of fire department members during their tour of duty.

8.2. Duties

8.2.1. The Shift Commander shall be responsible for the enforcement of this policy at all times. It is the responsibility of each member to conduct themselves in a professional and business-like manner at all times and to insure that their visitors do not disturb fire department operations or other firefighters.

8.2.2. Visitors shall be acknowledged in a courteous and professional manner. Visitors seeking assistance shall be given help to the fullest extent of our ability and within our resources.

8.2.3. Visitors shall be accompanied by a member of the fire department at all times. The member shall use discretion in escorting the visitor in portions of the facilities that contain dangerous conditions or may violate the privacy of on-duty personnel.

8.2.4. Visitors must leave fire department facilities once their business is concluded. Unauthorized loitering in and about the station is prohibited.

8.2.5. All visitors shall remain in the place designated by the Shift Commander and shall not be involved in or interrupt work assignments, training, eating meals, sleeping or any other activity, except in emergencies. Members shall be aware that failure to maintain acceptable standards or conduct shall subject them to disciplinary action.

8.2.6. Visits shall be limited to one (1) hour unless approved by the Shift Commander.

8.2.7. Visitors are allowed only in public areas of the station.

8.2.8. No unauthorized personnel shall be in the apparatus area unless accompanied by a member of the fire department.

8.2.9. Visits after 2300 hours shall be allowed at the discretion of the Shift Commander. Visits after 2300 hours shall be limited to business that is absolutely necessary to be conducted at that time and place. These visits to fire department facilities include parking lots and grounds.
8.2.10. The Shift Commander shall have the authority to make decisions regarding all activities in the station and shall exercise this authority, according to departmental policy, when necessary.
9. **Member Status**

9.1. **General**

9.1.1. For the purpose of good order and clear chain of command, each member of the Wellston Fire Department shall be assigned member status.

9.1.2. Status will be based on certification.

9.1.3. All new members will be assigned to an Officer for orientation.

9.2. **Certification Status**

9.2.1. Members who have, or who are seeking, State of Ohio fire training, and who fulfill the membership requirements to be a Firefighter with the Wellston Fire Department will be assigned to active fire status.

9.2.2. Possession of a fire certification does not automatically grant a member firefighter status, rather the member’s ability to fulfill the requirements for that status will be considered.

9.3. **Non-Emergency Members**

9.3.1. The Wellston Fire Department has a classification status as “non-emergency response member.” These members can do any activity other than participate in direct fire suppression activities (interior fire attack).
10. Securing of Fire Station

10.1. General

10.1.1. At any time that the fire station is unoccupied, such as during an emergency alarm, all doors and windows are to be closed and secured.

10.1.2. All cooking appliances, televisions, etc. are to be turned off prior to leaving the station.

10.1.3. Any personal property that is lost or damaged shall not be the responsibility of the City.
11. Shift Commander

11.1. Responsibilities

11.1.1. The Shift Commander is the Officer in Charge. The Shift Commander is designated to coordinate all activities of the Wellston Fire Department for the assigned day or shift.

11.1.2. ALL personnel must report their activities to the Shift Commander in a way that is approved by the Shift Commander.

11.1.3. Shift Commander schedules are maintained by the Fire Chief and/or Assistant Fire Chiefs complying with Scheduling Policy 112.

11.1.4. Shift Commanders will assign details or events to the shift at the approval of the Fire Chief or his designee.

11.1.5. Members may be assigned to fill the role of Shift Commander as needed and will be notified of the assignment by the Fire Chief or Assistant Fire Chief.

11.1.6. The Shift Commander is responsible to ensure all daily checks are performed and the duty list is completed to the best of his/her ability.

11.2. Qualifications

11.2.1. Provide written request for Shift Commander status to the Fire Chief.

11.2.2. Must maintain a minimum Firefighter I certification.

11.2.3. Must have completed the one year probationary period.

11.2.4. Must work two 24 hour non-charge shifts with the Fire Chief or an Assistant Chief at a non-paid rate.

11.2.5. Must work two 24 hour charge shifts with the Fire Chief or an Assistant Chief at a paid rate.

11.2.6. Must be the OIC of an emergency scene involving the activation of the incident command structure.

11.2.7. Pass a written examination provided by the Fire Chief covering fire command procedures and mapping.

11.2.8. Must obtain NIMS 300 & 400 one year from appointment.

11.2.9. Must obtain written approval from the Fire Chief for Shift Command status.
12. Scheduling

12.1. **Shift Call Out Procedure**

12.1.1. Shifts are normally covered by the Chief and Assistant Chiefs.

12.1.2. Periodically, open shifts become available due to leave time.

12.1.3. Open shifts will be called out using a list of qualified Shift Commanders.

12.1.4. Shifts will be filled by hours worked, from least to most, with seniority breaking ties.

12.1.5. Each Shift Commander will have 15 minutes to return a call to the individual calling out for the shift before moving on to the next Shift Commander on the list.

12.2. **Emergency Coverage**

12.2.1. In the event an emergency arises and the on duty Shift Commander needs immediate coverage, the on duty Shift Commander may contact any other Shift Commander willing to report for duty.

12.2.2. The Fire Chief or Chief on Call will be notified by the Shift Commander reporting to duty of the situation.

12.2.3. The Shift Commander reporting to duty will be awarded the hours remaining in that shift unless they are unable to work them. In that case, the incoming Shift Commander will immediately start the call out procedure identified in 12.1.

12.2.4. If no Shift Commander is available after call-out, the Fire Chief or Chief on Call will make a coverage decision.
13. Accident Procedure

13.1. City Property Involvement

13.1.1. Any time a Wellston Fire Department apparatus or vehicle is involved in any type of auto crash, no matter how minor, the accident must be reported. The following procedure shall be followed for reporting.

13.1.2. If no other vehicles or private property are involved and the damage is very minor, i.e. backing into the station and knocking off a marker light:

13.1.2.1. Notify the Shift Commander immediately.

13.1.2.2. The Shift Commander shall fill out a City of Wellston Accident Report and document the events.

13.1.2.3. The Shift Commander shall notify the Wellston Police Department to take a property damage report if deemed necessary.

13.1.2.4. The driver and all witnesses shall write a statement pertaining to the accident.

13.1.2.5. The Shift Commander shall notify the Fire Chief or Chief on Call immediately.

13.1.2.6. The Fire Chief shall ensure that all City procedures are followed in reporting and investigating the crash.

13.2. Private Property Involvement

13.2.1. Assess need for medical care. If needed, contact the appropriate resources.

13.2.2. Contact the Fire Chief or Chief on Call and the police department immediately.

13.2.3. The Shift Commander shall respond and assess the needs of personnel and apparatus.

13.2.4. The Fire Chief shall ensure that all City procedures are followed in reporting and investigating the crash.
14. Ride Alongs

14.1. The Wellston Fire Department has developed a policy to assist in the education of fire students, job shadowing and members of the public who would like to ride along to observe the fire department on emergency incidents. This program will help meet the needs of our department and will increase the service we are able to provide to our communities while at the same time creating new opportunities for Wellston and neighboring fire personnel. In order for non-fire department personnel to ride on Wellston Fire Department apparatus, the following conditions must be met (keeping in mind that our first and foremost responsibility is to the City of Wellston).

14.1.1. The person riding on department vehicles must fill out the ride along waiver.
14.1.2. The ride along waiver MUST be approved by the Fire Chief or his designee.
14.1.3. No more than 1 ride-along at a time.
14.1.4. If staffing becomes an issue, the ride along person must be left to ride on another apparatus or stay at the station.
14.1.5. Ride-alongs MUST obtain written permission from the Chief to perform fire suppression activities if certified.
15. Smoking

15.1. Smoking is prohibited in any City vehicle and anywhere on fire department property except for the designated smoking area on the west corner of the apparatus ramp.

15.2. Smokers shall clean the designated smoking area.
16. Uniforms

16.1. Duty Uniform

16.1.1. The duty uniform is to be worn from 0800 hours until 1700 hours. The uniform must be worn for all department events and when the Shift Commander orders it to be worn. During colder months, the department pull-over can be worn over the shirt. In the warmer months, uniform shorts can be worn. After 1700 hours, the gray department T-Shirt may be worn.

16.1.1.1. 100% cotton, gray polo with department patch on left breast and embroidered name and rank on right breast. The stitching shall be ½ inch in height and navy in color. Gray or navy under shirt.

16.1.1.2. 100% cotton or Nomex navy blue pants or 100% cotton or Nomex navy blue shorts (Please seek approval of pants or shorts before purchasing).

16.1.1.3. Black boots, chukkas, or duty shoes

16.1.1.4. Black or navy socks

16.1.1.5. Black belt with non-obtrusive buckle (silver buckle for firefighter gold buckle for officer, black buckles are also allowed for all ranks i.e. last chance belts).

16.1.1.6. White button up shirts can be worn by Chiefs.

16.1.1.7. Any firefighter that currently has an all navy Nomex uniform is permitted to wear it. When that uniform needs replaced it shall be replaced with a uniform that follows the above spec. The purpose of this uniform policy is to set a single duty uniform for all department personnel. The uniform selected was picked by combining functionality, cost, and professional look.

16.2. Class A Uniform

16.2.1. Officers: When wearing a Class A uniform, uniformed officers shall comply with the following specifications:

16.2.1.1. White long sleeved uniform shirt (poly/cotton blend or similar).

16.2.1.1.1. Such shirt shall have epaulets, pockets with flap cover on each breast and military creases.

16.2.1.1.2. The fire department patch shall be worn on the right sleeve. The patch shall be located so that the top of the patch is not more than one inch below the seam between the sleeve and the body of the shirt and so that the patch is centered on the epaulet.

16.2.1.1.3. An American flag patch with gold border shall be worn on the left sleeve. The American flag patch shall be located so that the top of the
patch is not more than one inch below the seam between the sleeve and the body of the shirt and so that the patch is centered on the epaulet. The star field of the patch shall be facing to the front of the shirt.

16.2.1.1.4. A metal badge appropriate to the officer’s official rank shall be worn above the left breast pocket.

16.2.1.1.5. Collar brass appropriate to the officer’s official rank shall be worn centered on and within one inch of the tip of each collar tab. The bell of the trumpet(s) shall be oriented so that they point toward the tip of the collar.

16.2.1.1.6. A name plate shall be worn above the right breast pocket. The bottom of the name plate shall be approximately ½ inch above the top of the pocket flap, centered.

16.2.1.2. A white tee shirt under the outer uniform shirt.

16.2.1.3. A navy blue necktie shall be worn with the long sleeved uniform shirt. The necktie shall be worn so that the bottom of the tie meets the top of the trousers.

16.2.1.4. Navy blue dress coat, double breasted poly/wool. Six (6) buttons total (3 on each side), round, gold colored buttons with the letters “FD” embossed on the buttons on the front, and two (2) simulated pockets (1 on each side).

16.2.1.4.1. A metal badge appropriate to the officer’s official rank shall be worn on the upper left chest area.

16.2.1.4.2. Collar brass appropriate to the officer’s official rank shall be worn centered on and within one inch of the bottom of each upper collar tab. The bell of the trumpets shall be oriented so that they are centered and point toward the tip of the upper collar tab.

16.2.1.4.3. The fire department patch shall be worn on both sleeves. The department patch shall be located so that the top of the patch is not more than one inch below the seam between the sleeve and the body of the coat, centered.

16.2.1.4.4. ½ inch gold striping shall be attached beginning 3 inches from the bottom of each coat sleeve to identify the officer’s official rank. There shall be ¼ inch between each stripe.

16.2.1.4.4.1. Chief: 5 Stripes
16.2.1.4.4.1.2. Assistant Chief: 4 Stripes
16.2.1.4.4.1.3. Battalion Chief: 3 Stripes
16.2.1.4.4.1.4. Captain: 2 Stripes
16.2.1.4.4.1.5. Lieutenant: 1 Stripe

16.2.1.4.5. Maltese crosses, gold in color, (1 Cross = 5 years) shall be affixed ¼ inch above the top gold striping on the left sleeve to identify years of service.

16.2.1.5. Navy Blue trousers (same material and match of the dress coat). The bottom of the trouser leg shall touch or “break” at the top of the shoe. Trousers shall be straight leg, with no pleats. The trousers shall have loops so that an approved belt may be worn. The trousers shall have a slash pocket on both sides in front and a typical “hip pocket” on each side in the rear.

16.2.1.6. Black belt (leather). The belt shall be 1 ¾ inches wide. The belt may have a metal buckle. If a buckle is worn, it shall be of a plain, gold colored style.

16.2.1.7. Black dress socks.

16.2.1.8. Black corfram shoes, shined and in good condition. Shoes shall have a plain toe and shall not have an ornamental design (i.e. not a “wing tip” style). Shoes and boots shall be laced.

16.2.1.9. Bell Crown Cap

16.2.1.9.1. Chiefs: White over black bell crown, gold band
16.2.1.9.2. Captains & Lieutenants: Navy blue over black bell crown, gold band

16.2.2. Firefighters: When wearing a Class A uniform, firefighters shall comply with the following specifications:

16.2.2.1. Heather blue long sleeved uniform shirt (poly/cotton blend or similar).
Such shirt shall have epaulets, pockets with flap cover on each breast and military creases. The fire department patch shall be worn on the right sleeve.

16.2.2.1.1. The patch shall be located so that the top of the patch is not more than one inch below the seam between the sleeve and the body of the shirt and so that the patch is centered on the epaulet.

16.2.2.1.2. An American flag patch with gold border shall be worn on the left sleeve. The American flag patch shall be located so that the top of the patch is not more than one inch below the seam between the sleeve and the body of the shirt and so that the patch is centered on the epaulet. The star field of the patch shall be facing to the front of the shirt.

16.2.2.1.3. A metal badge shall be worn above the left breast pocket.
16.2.2.1.4. Collar brass shall be oriented so that the base of the FD Scramble is perpendicular to the tip of the collar and within 1 inch of the tip of each collar tab.

16.2.2.1.5. A name plate shall be worn above the right breast pocket. The bottom of the name plate shall be approximately ½ inch above the top of the pocket flap, centered.

16.2.2.2. A white tee shirt under the outer uniform shirt.

16.2.2.3. A navy blue necktie shall be worn with the long sleeved uniform shirt. The necktie shall be worn so that the bottom of the tie meets the top of the trousers.

16.2.2.4. Navy blue dress coat, double breasted poly/wool. Six (6) buttons total (3 on each side), round, silver colored buttons with the letters “FD” embossed on the buttons on the front, and two (2) simulated pockets (1 on each side).

16.2.2.4.1. A metal badge shall be worn on the upper left chest area. The fire department patch shall be worn on both sleeves.

16.2.2.4.2. The patch shall be located so that the top of the patch is not more than one inch below the seam between the sleeve and the body of the coat, centered.

16.2.2.4.3. A ½ inch silver stripe shall be attached beginning 3 inches from the bottom of each coat sleeve.

16.2.2.4.4. Maltese crosses, silver in color, (1 cross = 5 years) shall be affixed ¼ inch above the silver stripe on the left sleeve to identify years of service.

16.2.2.5. Navy Blue trousers (same material and match of the dress coat). The bottom of the trouser leg shall touch or “break” at the top of the shoe. Trousers shall be straight leg, with no pleats. The trousers shall have loops so that an approved belt may be worn. The trousers shall have a slash pocket on both sides in front and a typical “hip pocket” on each side in the rear.

16.2.2.6. Black belt (leather). The belt shall be not less than one inch wide nor more than 1 ½ inches wide. The belt may have a metal buckle. If a buckle is worn, it shall be of a plain, silver colored style.

16.2.2.7. Black dress socks.

16.2.2.8. Black corfram shoes, shined and in good condition. Shoes shall have a plain toe and shall not have an ornamental design (i.e. not a “wing tip” style). Shoes and boots shall be laced.
16.2.2.9. Bell Crown Cap

16.2.2.9.1. Firefighters: Navy blue over black bell crown, silver band
17. Grooming

17.1. GENERAL

17.1.1. To provide each member with the official Wellston Fire Department grooming Standard.

17.2. BACKGROUND

17.2.1. Federal regulations require that fire and rescue service personnel conform to a standard that provides for proper use of respiratory equipment (29CFR 1910.134). The following policy establishes standards to help ensure the safety and grooming standard for all fire and rescue service personnel.

17.2.2. In addition, several court cases have upheld the right of each employer to set safety and grooming standards (Kelly vs. Johnson, U.S. District Court). These proposed standards are based on several elements that include safety, neatness, cleanliness, image and the appearance in uniform of members of the fire service.

17.3. DEFINITIONS

17.3.1. Conservative: Traditional in style.

17.3.2. Protective Hood: A National Institute for Occupational Safety and Health (NIOSH) listed protective hood for firefighting.

17.3.3. Natural: To be of a color commonly found in the population.

17.4. APPLICABILITY

17.4.1. This policy applies to all Wellston Fire Department members.

17.5. POLICY

17.5.1. The following grooming policy standards are based on the use of a protective hood and breathing apparatus. Both male and female personnel must be able to conceal all hair within a protective hood, and still maintain proper fit of headgear and breathing mask.

17.5.1.1. Male Hair Standards

17.5.1.1.1. The hair on the head must be clean and neatly groomed.

17.5.1.1.2. The length of the hair at the back of the head must not fall below the lower edge of the collar of a uniform shirt, buttoned at the collar, with the member standing at attention.

17.5.1.1.3. Hair on the sides of the head must not exceed a length that approximates the tragus (middle) of the ear, but does not cover the entire ear.

17.5.1.1.4. Hair must not show under the front brim of fire service headgear.

17.5.1.1.5. The hair is not to interfere with proper wearing of headgear.
17.5.1.6. The bulk of the hair must not exceed 2 inches.

17.5.1.6.1. Bulk is defined as the distance the mass of hair protrudes from the scalp (as opposed to the length of the hair).

17.5.1.7. The primary consideration remains a neatly groomed appearance for the hairstyle and the type of hair the individual has.

17.5.1.8. Unnatural hair coloring, such as green, purple, blue, etc., is not permitted.

17.5.1.2. Female Hair Standards

17.5.1.2.1. Hair must be clean and neatly arranged.

17.5.1.2.2. When in uniform, the back of the hair must not fall below the lower edge of the collar of a uniform shirt, buttoned at the collar, with the member standing at attention.

17.5.1.2.3. Hair must not show under the front brim of fire service headgear.

17.5.1.2.4. Afro, natural, bouffant, and other similar hairstyles are permitted, but exaggerated styles, including those with excessive fullness or extreme height are not authorized.

17.5.1.2.5. The bulk of the hair must not exceed 2 inches.

17.5.1.2.6. In no case is the bulk of the hair permitted to interfere with the proper wearing of headgear or protective hood.

17.5.1.2.7. Only pins, combs, or barrettes similar in color to the individual's hair color may be worn to meet requirements of this regulation.

17.5.1.2.8. Hair coloring must look natural. Unnatural hair coloring such as green, purple, blue, etc., is not permitted.

17.5.1.3. Hairpieces and wigs: Shall be of good quality and fit, present a natural appearance, not interfere with the proper performance of duty.

17.5.1.4. Headgear: Must fit properly and in no case must the bulk or length of hair interfere with the proper wearing of any headgear.

17.5.1.5. Sideburns

17.5.1.5.1. Sideburns shall be kept trimmed and not be bushy or shaggy.

17.5.1.5.2. They shall not extend beyond the tragus (middle) of the ear.

17.5.1.5.3. Sideburns shall not be wider than 1 1/4 inches

17.5.1.6. Facial Hair: The face shall be clean-shaven, except as specified below.

17.5.1.6.1. Mustaches shall comply with CFR 1910.134, which states that facial hair shall not come between the sealing surface of the facepiece and the face or interfere with the valve function of the respirator.
17.5.1.6.2. Mustache length shall not fall more than 1 ½ inches below the lower lip. The mustaches shall no wider than 1 inch on either side and must be neatly trimmed so as not to cover the top lip or protrude out over the top lip more than ½ inch.

17.5.1.6.3. Beards or goatees shall not be permitted, in any form. Facial hair beneath the lower lip, other than mustaches as outlined above, is not permissible.

17.5.1.7. Cosmetics: Shall be conservatively colored and moderately applied.

17.5.1.8. Fingernails

17.5.1.8.1. Must be neatly trimmed and clean at all times.

17.5.1.8.2. Fingernail polish shall be neutral or conservative in color.

17.5.1.8.3. Ornamentation associated with fingernails is prohibited and no artificial nails are to be permitted of any kind or type.
18. Anti-Harassment

18.1. **EQUAL EMPLOYMENT OPPORTUNITY**

18.1.1. The City of Wellston / Wellston Fire Department is an equal opportunity employer. It is the policy of the City of Wellston that employees and applicants shall receive consideration and treatment consistent with all equal employment opportunity laws in all terms and conditions of work and the pre-employment process. The City of Wellston does not discriminate against anyone on the basis of race, color, religion, national origin, gender, age (40 and over), or disability, or on any other basis protected by federal or state law. The City of Wellston strives to provide a work environment which promotes respect and provides an opportunity for each employee to develop to his or her full potential. Illegal discrimination, harassment and retaliation are strictly prohibited, not only because they violate the law, but also because they are contrary to the City of Wellston’s interest in attracting, retaining and promoting the most talented, effective and dedicated employees. The City of Wellston has an internal Complaint and Report Procedure, described below in Section 18.6 to address and resolve complaints of discrimination, retaliation and harassment. Utilize this procedure if you believe this policy has been violated.

18.2. **DISCRIMINATION IS PROHIBITED**

18.2.1. The City of Wellston requires that employees be treated as individuals, on the basis of qualifications, skills, abilities, conduct and performance. Discrimination on account of any status protected by law, including but not limited to those identified in Section 18.1, is prohibited. This policy applies to all employment practices, including recruitment, hiring, evaluation, promotion, transfer, discipline and termination, as well as to all forms of compensation and benefits. All personnel are required to comply with this policy, including the Complaint and Report Procedure in Section 18.6. All personnel must behave in a non-discriminatory and business-like manner in all dealings with co-workers and all non-employees of the City of Wellston contacted in the course of employment.

18.3. **HARASSMENT IS PROHIBITED**

18.3.1. Additionally, this policy prohibits harassment in the workplace. The City of Wellston takes allegations of harassment seriously and will investigate promptly reports and complaints of prohibited harassment. If it is determined that inappropriate conduct has occurred, the City of Wellston will take corrective and remedial action appropriate to the situation.
18.3.1.1. Sexual Harassment is Prohibited

18.3.1.1.1. Sexual harassment in the workplace or in other work-related settings is illegal and is prohibited by this policy. Sexual harassment is typically defined as unwelcome sexual advances, unwelcome requests for sexual favors, or other unwelcome verbal or physical conduct of a sexual nature, when:

18.3.1.1.1.1. submission to that conduct is made explicitly or implicitly a term or condition of employment; or
18.3.1.1.1.2. submission to or rejection of that conduct is used as a basis for employment decisions; or
18.3.1.1.1.3. an individual's work performance is affected by creating an intimidating, hostile or offensive work environment.

18.3.1.1.2. Under the definition given above, sexual harassment includes a request by a supervisor for sexual favors in exchange for a favorable job action (such as a good review, a salary increase or promotion) or in exchange for avoiding unfavorable job action (such as demotion, discipline or discharge). Any such request is strictly prohibited, and will result in disciplinary action or discharge, without other warning.

18.3.1.1.3. If any supervisor or manager makes any such direct or implied request to you, report it at once as described under the Complaint and Report Procedure in Section 18.6.

18.3.1.1.4. Any unwelcome and/or offensive conduct, whether deemed illegal or not, by anyone towards another, including someone of the same gender, is prohibited by this policy.

18.3.1.2. Other Types of Harassment are Prohibited

18.3.1.2.1. Not all harassment is sexual. This policy also prohibits verbal or physical harassment of any person because of his or her race, color, religion, ancestry, national origin, gender, age (40 and over), disability or other protected status or exercise of legal rights, including the right to report violations of this policy, where such conduct is unwelcome and has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

18.3.1.2.1.1. Any such conduct, whether deemed illegal or not, is prohibited by this policy.
18.4. RETALIATION IS PROHIBITED.
18.4.1. The City of Wellston also forbids retaliation against employees because they have properly exercised their legal rights, (such as the right to a leave of absence from work granted by the Family and Medical Leave Act or the right to file a complaint with a government agency), or because they have reported any violation of this policy or otherwise have opposed, in a non-disruptive manner, actions they reasonably believe to constitute unlawful discrimination, retaliation or harassment. It is a violation of this policy for any employee who learns of any report, complaint or investigation pursuant to this policy to retaliate against the person who made the report, or against anyone involved in the investigation, on the basis of his or her good faith use of the Complaint and Report Procedure in Section 18.6, or on the basis of his or her cooperation in the investigation.

18.5. CONSEQUENCES OF VIOLATING THIS POLICY
18.5.1. Illegal discrimination, harassment, or retaliation is strictly prohibited. If you violate this policy or any equal opportunity law, you will be subject to disciplinary action, up to and including discharge, without other warning. Also, you may incur legal liability and be held personally responsible.

18.6. COMPLAINT / REPORT PROCEDURE
18.6.1. Under this policy, all employees share responsibility for ensuring that the workplace is free from all forms of harassment, discrimination and retaliation.
18.6.2. If you believe that this policy has been violated, report the problem immediately using the Complaint and Report Procedure.
18.6.3. Make your report of the situation to the Fire Chief, one of the Assistant Chiefs, or the Shift Commander.

18.7. MANAGEMENT RESPONSIBILITIES
18.7.1. Management must comply with and enforce all aspects of this policy and must cooperate fully in the City's investigative, remedial and corrective actions. Management is required to act on all reports of harassment even when a request is made by the employee that no action be taken. Management must not interfere or attempt to interfere with or prevent any employee's effort to make a complaint or report under this policy. Failure by any management to comply with these responsibilities is a violation of this policy and will result in disciplinary action, up to and including discharge, without other warning. A supervisor who violates this policy may also be held personally liable for financial damages.

18.8. EMPLOYEE RESPONSIBILITIES
18.8.1. All employees must comply with this policy and are encouraged to report any violation of this policy as provided under the Complaint and Report Procedure in Section 18.6. All employees are required to cooperate fully in any preventative, investigative, remedial and corrective actions taken by the City of Wellston. The City of Wellston is required to act on all reports of harassment even when a request is made by the employee that no action be taken. Failure to fulfill these responsibilities is a violation of this policy. Any false allegations may result in disciplinary action, up to and including discharge, without other warning.

18.9. INVESTIGATION OF REPORTS AND COMPLAINTS

18.9.1. All reports of harassment, discrimination and retaliation made pursuant to this policy will be investigated promptly. Such investigations are to be conducted by or under the direction of the Fire Chief or the Service Director. All such investigations will be conducted in as confidential a manner as is consistent with a proper investigation and to the extent practical under the circumstances. The City’s investigation typically will include, but is not limited to, private interviews with the person(s) who made the report, with any witnesses and with the person(s) alleged to have violated this policy. When the investigation has been completed, the City of Wellston will, to the extent appropriate, inform the person(s) who made the report and the person(s) alleged to have violated this policy of the results of the investigation. The City of Wellston also may inform other appropriate persons, such as those involved in taking corrective or remedial action.

18.10. CORRECTIVE AND REMEDIAL ACTION

18.10.1. If it is determined that a violation of this policy, or of the law, or other inappropriate conduct has occurred, the City of Wellston will take actions appropriate under the circumstances to address and correct the misconduct and to otherwise remedy the situation. Remedial action is intended to prevent future violations and to undo the effects of the violation of this policy and will vary depending on the situation. Disciplinary action for any violation of this policy may range from counseling and/or training to discharge, and may include any other form of corrective action the City of Wellston deems to be appropriate under the circumstances.

18.11. FEDERAL AND STATE LAWS

18.11.1. Federal and state laws prohibit illegal discrimination, harassment and retaliation.
19. Employee Discipline

19.1. PURPOSE

19.1.1. Wellston Fire Department members are required to conduct themselves in a highly self-disciplined manner, obeying the City of Wellston Personnel Rules and Policies, Fire Department Conduct Expectations (Policy #106), and Departmental Procedure Manual. In situations where members do not adhere to these expectations, supervisors will take the necessary action to correct the problem.

19.1.2. This procedure will guide Wellston Fire Department supervisors in dealing with disciplinary problems they may encounter. If supervisors have any questions concerning employee discipline, they should be directed to the Fire Chief.

19.2. GENERAL INFORMATION


19.2.2. It is the policy of the Fire Department that supervisors administer discipline in a corrective, progressive, and lawful manner.

19.2.2.1. Corrective in the sense that the supervisor and member come to an understanding about the causes and/or reasons for a member’s deficiencies, correct those deficiencies, and restore the member to a productive and positive employment status.

19.2.2.2. Progressive in that discipline will normally begin with a verbal reprimand or warning and, when circumstances of separate or related incidents warrant, proceed to written reprimand(s), suspension without pay, demotion, and finally to dismissal. An incident of misconduct may require any of these forms of disciplinary action whether or not a lesser form has preceded the action. This would depend upon the severity of the offense.

19.2.2.3. Lawful in that discipline and the procedure by which it is administered does not violate City Policy and Procedures, Departmental Rules of Conduct or the member's constitutional rights.

19.2.3. The principal objective of disciplinary action is to improve or correct performance, efficiency and morale of the member receiving discipline as well as that of the Department.

19.2.4. Disciplinary proceedings and the results thereof are confidential. The supervisor is responsible for maintaining this confidentiality.
19.2.5. All media inquiries pertaining to disciplinary actions shall be directed to the Fire Chief. Contents of a reprimand or separation notice are public record and subject to disclosure.

19.2.6. Supervisors should keep in mind that all disciplinary actions imposed must be reviewed and approved by the Fire Chief, as well as being subject to the grievance process. It is mandatory that supervisors seek support from the fire chief prior to taking disciplinary action, and feel comfortable that they can support their actions in a formal review or appeal process.

19.3. EMPLOYEE ASSISTANCE PROGRAM

19.3.1. Occasionally supervisors will be approached by a member with personal problems who requires assistance. Many times just listening and helping the members reason through the problem will be all that is needed. Other times, particularly with serious alcohol, drug, stress, marital or financial problems, the member may require professional assistance. This help is available through the Employee Assistance Program.

19.3.1.1. Supervisors must be aware that when a member’s personal problems involve violations of City or Departmental Rules or Policies, disciplinary action may be necessary in addition to entering the Employee Assistance Program.

19.4. GRIEVENCE PROCEDURE

19.4.1. There will be a review board established to grieve disciplinary actions.

19.4.2. This board will be picked by the Chief and consist of five members (1-Assistant Chief, 1-Captain, 1-Lieutenant 2-Firefighters) of the fire department and will have the final say on all disciplinary actions.

19.4.3. This review board will follow the disciplinary policy.

19.4.4. If an employee has been disciplined and would like to file an appeal, the appeal must be delivered in writing to the fire chief within five days of the discipline issue date.

19.5. LEGAL REPRESENTATION

19.5.1. The Fire Chief MAY allow legal counsel for the member in disciplinary actions resulting from alleged criminal activity.

19.5.2. The legal counsel’s function would be to advise the member, not to answer for him/her.

19.6. PROGRAMS FOR IMPROVING JOB PERFORMANCE
19.6.1. In most cases minor job performance problems can be resolved by the supervisor bringing the problem to the attention of the employee, and the employee making the proper modification in his/her performance.

19.6.2. When a serious job performance problem is identified, the supervisor must decide whether to solve it through:

19.6.2.1. Training
19.6.2.2. Employee Assistance Services
19.6.2.3. Non-Disciplinary Counseling
19.6.2.4. Disciplinary Action

19.6.3. Each situation will be considered separately, and it will be the supervisor's responsibility to make a determination as to the best course of action to take to resolve the situation.

19.6.4. If the situation is determined to be a training problem, the Training Chief will be notified and a program for improvement will be developed for the member.

19.6.5. This may best be accomplished through the use of a Performance Management Guide (PMG) Report.

19.6.5.1. If a scheduled rating is used, the appropriate section or sections on the forms must be rated. If it is unscheduled, only the areas of the appropriate section or sections, which are unsatisfactory or require improvement, are rated.

19.6.5.2. When utilizing the Performance Management Guide (PMG) Report to prepare a program for improvement, attachments must be included that clearly identify the member's problem area(s). These attachments must include measurable objectives for improvement. The program must also indicate a reasonable time frame within which the objectives are to be met.

19.6.5.3. At the completion of the evaluation period, if the member's performance has been corrected, another Performance Management Guide (PMG) Report should be completed indicating compliance with standards in all areas.

19.6.5.4. If the member's performance has not improved sufficiently, the situation should be dealt with as a disciplinary problem.

19.7. INVESTIGATIVE PROCESS

19.7.1. Any accusation of misconduct or complaint involving Fire Department members shall be thoroughly investigated before formal action is taken.

19.7.2. All accusations of misconduct or complaints involving Fire Department members shall include notification of the Fire Chief.
19.7.3. This insures the situation is assessed and assigned to the appropriate level of Supervision necessary for the investigation.

19.7.4. The investigation is a fact-finding process and Supervisors must be cautioned not to make judgments until a thorough investigation is concluded.

19.7.5. For accusations and complaints of serious on-duty misconduct, an investigative report must be completed.

19.7.6. Accusations or complaints of criminal behavior or misconduct will be assigned by the Fire Chief to the proper authorities for investigation.

19.7.6.1. Exceptions to this are some misdemeanor infractions of the law, which can be assigned by the Fire Chief to be investigated by the appropriate supervisor.

19.7.6.2. The Fire Chief, with approval of the Safety Director, has the discretion to suspend the employee.

19.7.7. Preparation of an investigative report must include the following information before it will be considered complete:

19.7.7.1. **Summary of the Incident** - should answer the questions: who, what, where, why, when, and how.

19.7.7.2. In a criminal situation, a **Summary of the Police Report** will be requested.

19.7.7.3. **Interviews Conducted** - this must include the interviewee, rank and assignment, date, time, location, those present, and the information discussed. If possible, a signed statement by the interviewee should also be obtained.

19.7.7.3.1. When an accused member is being interviewed, and the complaint is of a criminal nature, the member shall be advised that:

19.7.7.3.1.1. He/she has the right to Legal Representation.

19.7.7.3.1.2. The questions asked will be narrowly and specifically related to employment issues.

19.7.7.3.1.3. Statements will not be used against the member in criminal proceedings.

19.7.7.3.1.4. If a subpoena is received for any of the information contained in the investigation, the City of Wellston will use all legal resources available to quash the subpoena.

19.7.7.3.2. Failure to cooperate is a violation of this Policy and serves as a separate basis for disciplinary action, including dismissal.
19.7.7.4. **Conclusions** - from the information available, the supervisor must make a determination of responsibility. Extenuating circumstances may be discussed in this section.

19.7.7.5. **Recommendations** - state the recommended disciplinary action or alternate course of action, if any.

19.7.7.6. **Attachments** - relevant documents that the supervisor feels should be a part of the investigative report.

19.7.8. The completed report shall be forwarded to the Fire Department Chief. The investigative report is CONFIDENTIAL and for administrative use only. Care will be taken to maintain the confidentiality of the report.

19.7.9. Questions concerning legal issues pertaining to Administrative Investigations should be directed to the Fire Departments Legal Representation.

19.7.10. The following are legal issues that all supervisors should keep in mind when conducting administrative investigations:

19.7.10.1. A member may be compelled by supervisors to answer questions that are related to his/her duties or fitness for duty.

19.7.10.2. Failure to answer such questions completely and truthfully may form the basis for disciplinary action, including dismissal.

19.7.10.3. A member under investigation should be so advised prior to an administrative interview.

19.7.10.4. In an investigation involving a criminal matter, the member should be advised of the following:

19.7.10.4.1. He/she has the right to Legal Representation.

19.7.10.4.2. The questions asked will be narrowly and specifically related to employment issues.

19.7.10.4.3. Statements will not be used against a member in criminal proceedings. If a subpoena is received for any of the information contained in the investigation, the City of Wellston will use all legal resources available to quash the subpoena.

19.7.10.4.4. Failure to cooperate is a violation of this Policy and serves as a separate basis for disciplinary action, including dismissal.

19.7.10.4.5. If an attorney is permitted, and the matter is of a criminal nature, the attorney's function is to advise the member, not to answer for him/her.
19.7.10.5. Lockers, desks, etc. furnished by the Department for the use of members are subject to inspection and, if reasonable grounds for suspicion exist, may be searched by supervisors without a search warrant. Items found may be used in a disciplinary proceeding.

19.7.10.6. If reasonable grounds for suspicion exist, a member may be required by supervisors to submit to a blood or urine test to determine whether he/she is under the influence of alcohol, drugs, or controlled substances while on duty. These tests must be performed under medical supervision.

19.8. **SUSPECTED ON-DUTY SUBSTANCE ABUSE**

19.8.1. **Reporting for work** - Any employee of the Wellston Fire Department reporting for an Emergency or non-emergency call, working a shift and or performing duties related to Duties of Personnel Policy # 105.

19.8.1.1. Reporting for work under the influence of alcohol or drugs, or any substance, which impairs any employee’s mental or physical capacity, will not be tolerated. The unauthorized use, sale, purchase or possession of alcohol or controlled substances at the worksite is prohibited, and shall be grounds for discipline up to and including dismissal.

19.8.1.2. When there are reasonable grounds to believe that the employee is under the influence of alcohol or drugs, the supervisor may direct the employee to submit to a drug screening and/or blood alcohol test. Refusal to submit to such test will subject the employee to disciplinary action up to and including dismissal.

19.8.1.3. Any employee using medication or prescribed drugs that may impair job performance shall report this fact to his/her supervisor.

19.8.2. **Supervisory Responsibilities** - If a supervisor has reasonable grounds to believe that an employee is under the influence of alcohol or drugs when reporting for work or during the work shift, the supervisor has the obligation to verify the employee’s condition and relieve the employee of his/her duties. The Fire Chief or his designee must be notified of the situation and must respond to the workstation.

19.8.2.1. The possibility of liability to the City and to the supervisor exists if an employee who is under the influence of alcohol or drugs is allowed to remain working, to operate or drive vehicles or equipment on the job, or to drive a private vehicle from the work site. An employee who is believed to be under the influence of alcohol or drugs must not be allowed to operate or drive a
vehicle, including a private vehicle, until the condition of the employee has been determined.

19.8.3. **Observation** - If a supervisor observes an employee who seems to be under the influence of alcohol or drugs, he/she should, if practical, seek the opinion of at least one additional supervisor. Reasonable grounds should exist before requesting the employee to take a drug screening and/or blood alcohol test.

19.8.3.1. Reasonable grounds would include a combination of various factors such as slurred speech, red eyes, dilated pupils, incoherence, unsteadiness on feet, smell of alcohol or marijuana emanating from the employee's body, inability to carry on a rational conversation, increasing carelessness, erratic behavior, inability to perform the job, other unexplained behavioral changes, etc.

19.8.3.2. The supervisors shall document these observations in writing.

19.8.3.3. A copy of this document will be provided to the employee upon request.

19.8.4. **Referral for Testing** - If the supervisor determines that reasonable suspicion of impairment exists, the supervisor must contact the Fire Chief.

19.8.4.1. The employee should be directed to accompany the supervisor to a medical facility for a drug screening or blood alcohol test to determine fitness for duty.

19.8.4.2. All required releases and/or forms will be filled out and signed by the employee at the medical facility before a sample is obtained.

19.8.4.3. The employee should be informed that tests will be conducted on City time, paid for by the City, and are part of his/her job responsibilities.

19.8.4.4. The employee should be informed that refusal to take a drug screening and/or blood alcohol test or sign a release of information form may subject the employee to disciplinary action up to and including dismissal.

19.8.5. **Test Results** - Employees who test positive or refuse the test or release of information shall be considered unfit for work and will be relieved from duty that day. The employee should not be allowed to drive to the hospital or home. If the employee submits to the test and signs the release of information, he/she will be placed on paid leave until the status of the tests and the circumstances surrounding the impairment are determined.

19.9. **DETERMINING THE PROPER DISCIPLINARY ACTION**
19.9.1. After an incident or complaint has been thoroughly investigated and the need for
disciplinary action determined, a decision concerning the action that would be most
effective must be made. Factors to be considered in making this decision are:
19.9.1.1. Seriousness of the offense.
19.9.1.2. Member’s past history with the Department.
19.9.1.3. Past practice of the Wellston Fire Department in dealing with similar
offenses (Supervisors may have to consult the Fire Chief for this information).
19.9.2. Consistency is critical to any disciplinary system. Although disciplinary action for
the same offenses should be "similar," the final decision to determine the exact
action will be made after considering the factors previously listed, and applying
them to the particular situation.
19.9.3. VERBAL WARNING
19.9.3.1. This is the most often used and least severe of the formal group of
corrective actions. It is, simply stated, a verbal warning. When properly
administered, it serves to notify employees that certain behaviors or
performance deficiencies need changing/improving or that discipline will take
place.
19.9.3.1.1. When the supervisor decides to issue a verbal reprimand he/she
will prepare a Written Verbal Letter. The distribution of the document is
the original copy to the employee and a copy of the letter to the following
– personnel file and the department discipline file. The supervisor should
keep notes of the counseling session for future reference and guidance.
Notes or records should be placed in the discipline file.
19.9.4. WRITTEN REPRIMAND
19.9.5. Supervisors may elect to use formal written reprimands to document a repeat
offense of a minor infraction, or a more serious single infraction for which
suspension, demotion or dismissal is not appropriate.
19.9.5.1. When the supervisor decides to issue a formal written reprimand, he/she
will prepare a Written Reprimand Letter. The distribution of the document is
the original copy to the employee and a copy of the letter to the following –
personnel file, Safety Director, and the department discipline file.
19.10. PREPARATION OF VERBAL WARNINGS AND WRITTEN REPRIMANDS
19.10.1. A memo of counseling documenting a verbal reprimand or formal written
reprimand are both addressed from the supervisor to the member.
19.10.2. These documents should be written as if the member were being told the information in a conversation with the supervisor.

19.10.3. The following must be included in these documents:

19.10.3.1. The date of preparation.
19.10.3.2. A description of the incident.
19.10.3.3. The rule(s) and/or policy violation.
19.10.3.4. An explanation or what is expected of the member in the future, written as a clearly stated objective.
19.10.3.5. The disposition of the document.
19.10.3.6. A review date for possible removal from his/her Personnel File.
19.10.3.7. The signature of both the supervisor and the member, as an indication that the employee understands (not necessarily that he/she agrees with) the contents of the document and has received a copy.
19.10.3.8. If the member refuses to sign a formal Written Reprimand, the supervisor must obtain a witness signature on the document indicating that refusal. The document is then forwarded as previously described. A member’s refusal to sign is not grounds for separate disciplinary action.

19.10.4. If, as a result of the disciplinary action, a formal grievance is filed, the Department will be represented in the grievance hearing by the board. The employee will be represented by the same. All discipline grievances will be resolved by the board in the hearing.

19.11. SUSPENSION, DEMOTION OR DISMISSAL

19.11.1. Suspensions, demotions and dismissals are utilized as punitive, yet corrective measures taken for numerous repeated incidents of rule infractions or a single major infraction by a member.
19.11.2. It is the responsibility of the supervisor to stabilize a situation in which immediate action is necessary.
19.11.3. This may require relieving the member from duty until a decision is made concerning the official action to be taken.
19.11.4. Supervisors should not commit themselves to a particular form of disciplinary action prematurely.
19.11.5. The Fire Chief will make the final decision concerning suspensions, demotions or dismissal. This will ensure the consistency of serious discipline administered throughout the Department.
19.11.6. When the final decision is made concerning the proper course of action, a Discipline Notice Letter will be prepared by the Fire Chief, submitted to the Safety Director, and disciplinary action will be administered.

19.11.7. Any suspension, demotion or dismissal is subject to appeal to the Safety Director within fourteen (14) days of service of notice or twenty-one (21) days from the date of certified mailing.

19.11.7.1. If a formal appeal is filed, the Department will be represented in the hearing by the Fire Chief, Safety Director and City Legal Counsel or a designated representative.

19.11.7.2. The employee may wish to have counsel present. Any expenses associated with that counsel will be the responsibility of the employee. The employee will be represented by no more than two (2) members of counsel.
20. Fueling of Department Vehicles

20.1. Vehicle fuel cards are to be used only for City of Wellston fuel purchases. All receipts are to be logged at the earliest opportunity after fueling in the Station Fuel Log. All receipts are to be turned in to the Auditor’s office at the soonest available business day.

20.2. To obtain fuel, all transactions must take place inside the facility. An exception is when the facility requires the transaction from the fueling island.

20.3. All necessary precautions shall be taken to insure the accountability of the vehicle fuel cards. Any lost card shall be reported to the Shift Commander and the Fire Chief immediately after discovery of the loss.

20.4. You shall clearly print the department name, vehicle unit number, vehicle mileage and the full name/unit number on each printed receipt.

20.5. It shall be the responsibility of the Fire Chief or his designee to manage the vehicle and equipment fuel availability and accountability for the Fire Department.

20.6. It shall be the responsibility of the Shift Commander to verify the presence of the vehicle fuel card at the beginning of each work period.
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21. Training

21.1. Training is the responsibility of the Assistant Chief of Training or his designee. The title will be called Training Coordinator.

21.2. There will be a Training Committee established to assist the Training Coordinator with educational course research and a yearly training schedule.

21.3. Each member will ultimately be responsible for meeting the training requirements set forth in this guideline.

21.4. **Schedule A (Mandated Training):** Training mandated by the Fire Chief or his designee. Personnel will be paid. Tuition and books will be paid for. Other costs, testing fees, parking fees, mileage fees, etc. will be paid for on a case by case basis as determined by the Fire Chief and the student.

21.5. **Schedule B:** Training requested by a member through the department’s request form. Tuition will be paid for by the department. Books may be paid for. Any book paid for by the department shall become departmental property and shall be turned into the Training Coordinator upon completion of the class. No other fees (ie: parking, testing fees, lab fees, mileage) will be paid.

21.6. **Schedule C:** The department will sponsor a member to attend the training, but not cover costs associated with attending the training.

21.7. **Payment of Training Classes:** Members will generally be required to pay for the costs of classes up front. NO personnel will commit the City of Wellston to any scheduled training session without an approved request form signed by the Training Coordinator, which will include a purchase requisition number if applicable. Exceptions to this rule may be made on a case by case basis as determined by the Fire Chief.

21.7.1. Wellston Fire personnel attending a training class or event costing the City of Wellston more than $200, excluding Volunteer Firefighter (36-hour), are required to serve the department and meet all of the activity requirements for a period of 2 years upon certification or completion of the class if no certification is given. If a member does not obtain a certification or leaves the Wellston Fire Department prior to serving 2 years past the certification/completion date, they shall be responsible for reimbursing the City of Wellston 100% of the cost incurred by the City of Wellston associated with the training.

21.8. **Yearly Training Schedule:** The training schedule and topic will be set by the Training Coordinator with assistance from the Training Committee. The Training Coordinator will have the final decision as to when and where training will be conducted. Training may be cancelled due to unforeseeable circumstances at the discretion of the Training Coordinator. An example would be poor weather, high run volume or special details.

21.9. **Monthly Training Sessions:** The monthly training sessions will be held on the third Tuesday of the month from 18:30 to 21:30 hours. There will be cover-all training sessions held as a make-up for monthly training sessions. All training sessions other than the monthly training will be held at the discretion of the Training Coordinator.
21.10. **Special Training:** Any employee may be put in a request for special training. This training shall have value to the employee and the Wellston Fire Department. Training requests will be submitted to the Training Coordinator and approved by the Fire Chief. All requests should be turned in a minimum of two weeks prior to the beginning of the class. Any employee attending special training understands that they may be asked to share this training with the rest of the department. Any employee attending special training must provide any certificates obtained to the Training Coordinator as well as a lesson plan or outline of the class.

21.11. **Training Records:** The Training Coordinator shall maintain all training records for the Fire Chief.

21.12. **Training Requirement:** All members are required to attend a minimum of 27 unique hours of department provided training each calendar year. Those failing to meet the minimum requirement will be subject to termination.

21.12.1. *City of Wellston Codified Ordinance NO: 4154 (passed Dec. 20th, 2012) Ordinance Amending Section 33.06 relating to the required training session.*

**33.06 Training**

Any member of the Volunteer Fire Department who fails to attend twenty-seven (27) hours of in-house continuing education in any one year shall be automatically terminated as a member of the Volunteer Fire Department. Members of the Volunteer Fire Department shall be considered all paid on-call and volunteer members. The Fire Chief or designee may hold alternate training meetings to assist members in completing missed sessions.
22. Exposure Control Policy

22.1. This document provides uniform policy for the protection of all Wellston Fire Department personnel, who as part of their job face reasonably anticipated exposure to blood borne pathogens and other potentially infectious materials. It is the intention of the Wellston Fire Department to make the workplace as safe as possible.

22.2. All members of the Wellston Fire Department who could be “reasonably anticipated,” as the result of performing required job duties, to face contact with blood or other potentially infectious materials are covered by the OSHA Bloodborne Pathogens Standard and by this policy directive.

22.3. The Fire Chief shall ensure that:

   22.3.1. All elements of the Exposure Control Plan, including but not limited to exposure determination, work practice standards, hepatitis B vaccination procedures, training requirements and record keeping are met.

   22.3.2. All employees have access to a copy of the Wellston Fire Department directive and Exposure Control Plan.

   22.3.3. This Exposure Control Plan is review and updated annually as needed.

22.4. References:

   22.4.1. 29 CFR 1910.1030 Occupational exposure to blood borne pathogens.

   22.4.2. 29 CFR 1910.20 access to employee exposure and medical records.

22.5. Exposure Determination by Job Classification

   22.5.1. The Occupational Safety and Health Administration have recognized the need for a regulation that prescribes safeguards to protect workers against the health hazards from exposure to blood and other body fluids. The regulatory text is 29 CFR 1910.1030 and will be followed by the Wellston Fire Department. This has been done to reduce the likelihood of contracting diseases through body fluids. There are approximately 5.6 million workers in health care and other facilities in the United States who are at risk of exposure to blood borne pathogens such as the human immunodeficiency virus (HIV) and the hepatitis B virus (HBV) and other potentially infectious materials. All personnel in the department are affected by this standard. In addition, anyone assisting WFD personnel in a situation where there is a potential for exposure to blood borne pathogens will be required to meet the requirements of this document.

   22.5.2. Occupational exposure may occur in many ways, including needle stick and cut injuries. Exposure can also occur through direct and indirect contact with infectious materials. Health care workers who are employed in certain occupations are assumed to be at high risk for exposure to blood and body fluids from patients in their care. These high risk occupations include every member of the Wellston Fire Department.

22.6. Testing and Examination:

   22.6.1. Any Wellston Fire Department Member who suspects that he/she has a blood or
body fluid exposure may request to be tested at the department’s expense, provided that the suspected exposure poses a significant risk of exposure as defined in the rules of the Health Service Commission. When an exposure incident has occurred, the incident must be reported to one of the officers of the Fire Department immediately. This immediate notification is to assure that the department member receives the proper treatment. The potentially infected individual will be referred for medical treatment, counseling and medical surveillance. The source individual’s test results will be made available to the exposed member with or without the source individual’s permission, as long as significant risk of exposure has occurred. The Wellston Fire Department shall strictly adhere to existing confidentiality rules and laws regarding employees with communicable diseases, including HIV or HBV associated conditions.

22.7. Universal Precautions to Prevent the Transmission of Diseases Caused By Bloodborne Pathogens

22.7.1. Since medical history and examination cannot reliably identify all patients infected with HIV or other blood borne pathogens, it is necessary to treat blood and other body fluids from all patients as potentially infected and to adhere rigorously to infection control precautions for minimizing the risk of exposure to blood and body fluids of all patients. The following precautions will be consistently used for all patients.

22.7.2. All Fire Department members should routinely use appropriate barrier precautions to prevent skin and mucous membrane exposure when in contact with blood and other body fluids of any patient is anticipated. This precaution also applies to deceased patients.

22.7.3. Gloves:

22.7.3.1. Gloves should be worn for touching blood and body fluids, mucous membranes, or non-intact skin of all patients, for handling items or surfaces soiled with blood or body fluids and for performing venipuncture and other vascular access procedures. Gloves should be changed after each patient. In situations where the Fire Department member judges that hand contamination may occur or when the member is uncertain of what type of body fluids he/she is dealing with (eg. in providing care on the scene), gloves should always be worn since you cannot always see clearly or are able to judge what type of body fluid you are dealing with.

22.7.4. Masks, Eye Protection, and/or Face Shields

22.7.4.1. Masks in combination with eye protection devices, such as goggles or glasses with solid side shields, or chin-length face shields shall be worn whenever splashes spray, spatter, or droplets of blood or other potentially infectious materials may be generated and eye, nose, or mouth contamination can be reasonably anticipated.

22.7.5. Gowns or Aprons

22.7.5.1. Gowns or aprons should be worn whenever there is a chance of splashing or spattering of body fluids onto clothing.

22.7.6. Sharps
22.7.6.1. All members should take precautions to prevent injuries caused by needles, scalpels, or other sharp objects. Major concerns should be broken glass, sharp pieces of metal and other objects found in and around the scene of an accident.

22.7.7. Other Concerns

22.7.7.1. Although saliva has not been implicated in HIV transmission, to minimize the transfer of pathogens during emergency mouth-to-mouth resuscitation, mouthpieces, resuscitation bags, or other ventilation devices will be available for use in areas in which the need for resuscitation is predictable. This is preferable to mouth-to-mouth resuscitation.

22.7.7.2. Employees under the direction of the Fire Department who have exudative lesions or weeping dermatitis should refrain from all direct patient care and from handling patient care equipment until the condition is resolved.

22.8. Hepatitis B Vaccination Program

22.8.1. The hepatitis B Vaccination will be offered, at no cost, to all members listed in the job classifications in which there is potential of occupational exposure to blood and body fluids. This includes all Fire Department personnel.

22.8.2. Initial Vaccination

22.8.2.1. All new members will be offered the HBV vaccine at the time of their initial acceptance into the membership of the Fire Department. Unless the new member has previously received the complete HBV vaccinations series, antibody testing has revealed that the new member is immune, or the vaccine is contraindicated for medical reasons. In this case, the new member must produce documentation to show that these conditions exist to refuse the HBV vaccine or a declination form must be signed.

22.8.2.2. All new members must sign the refusal form if they elect not to receive the vaccine.

22.8.2.3. The vaccine is available to any member who initially declines the vaccine but at a later date decides to accept the vaccine.

22.8.3. Booster Doses

22.8.3.1. If a booster dose of Hepatitis B vaccine is recommended by the United States Public Health Service at a future date the booster dose will be made available free of charge to the member.

22.9. Post-Exposure Procedures

22.9.1. The following procedures are to be followed after an employee or patient has exposure to blood or other potentially infectious materials. A listing of fluids and substances can be found in the Exposure Control Plan. If it is uncertain whether an exposure has taken place, proceed with this set of instructions until determination can be made.

22.9.2. An exposure is defined as any cut, puncture, or other percutaneous entry; a
splash to mucous membranes, or other contact with blood or other potentially infectious materials on non-intact skin, etc. that is a result of carrying out your duties at the Wellston Fire Department.

22.9.3. All exposures must be immediately reported to the Shift Commander and documented on the run report generated for the incident.

22.9.4. Appropriate medical treatment will be immediately sought at the closest appropriate medical facility.

22.10. Hazard Communications

22.10.1. Labels

22.10.1.1. The Biohazard symbol will be used to indicate infectious or potentially infectious material.

22.10.1.2. The Biohazard symbol will be affixed to:

22.10.1.2.1. Containers used to store, transport or ship blood or other potentially infectious materials.

22.10.1.2.2. Contaminated equipment that cannot be decontaminated prior to servicing or shipping must have a readily observable biohazard label attached to the equipment stating which portions remain contaminated.

22.10.2. Red Bags or Containers

22.10.2.1. Red plastic bags and red containers may be substituted for the biohazard symbol. Items packaged in red plastic bags are considered infectious and will be treated in accordance with the infectious waste disposal policy and procedure.

22.11. Training and Information for prevention of Occupational Exposures to Blood and Body Fluids

22.11.1. Scope of Training

22.11.1.1. All members of the Wellston Fire Department will be given or shall have approved training at least once a year. Bloodborne pathogens training must be in place before new members are qualified to run calls. The annual training program will be provided for all members within one year of their previous training.

22.11.1.2. Additional training is required whenever there are modifications of tasks or procedures which may affect exposure. Training must take place whenever any new hazards are introduced to the workplace which places that individual at risk.

22.11.1.3. Training must take place at the time of initial assignment to tasks where exposure may occur and prior to the risk of exposure.
23. Attendance Policy

23.1. **Scope:** The purpose of this policy is to define and outline obligations for responding to calls. This policy applies to all members and employees of the Division of Fire.

23.2. **Background:** The fire department has established a system where members of the department respond on a per call basis. This ensures a basic response for calls for service. All members of the fire department have a responsibility to respond to calls.

23.3. **General:** For the purpose of this policy, run percentages will be calculated by dividing the total number of calls attended by the total number of fire calls (medical calls will count toward calls attended, but will not count in the total number of fire calls).

23.4. Example: Member attends 17 fire calls and 3 medical calls. There are a total of 200 fire calls for the year. Total calls = 20, divided by 200 fire calls, run percentage = 10%.

23.5. Officers – Officers shall maintain a run percentage of 10 percent.

23.6. Firefighters – Firefighters shall maintain a run percentage of 10 percent.

23.7. Probationary Firefighters – Probationary Firefighters shall maintain a run percentage of 20 percent.

23.8. In order to maintain accurate records, it is the member’s responsibility to ensure that they are recorded on the Run Report for each incident.

23.9. Any member that does not meet their run percentage is subject to discipline up to and including termination.