

Reading Fire Department STANDARD OPERATING GUIDELINES Book 1

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SUBJECT: INTRODUCTION
REVISED: MARCH 1, 2008

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PURPOSE

To provide a standard, written source of departmental policies and procedures which will promote the effective and efficient operation of the fire department.

AUTHORITY

- A. Pursuant to the authority vested in the Fire Chief by state law and local ordinance, the operations manual is hereby established as the standard, written reference source of departmental rules, regulations, policies, procedures and operations.
- B. The contents of the operations manual shall supersede any conflicting information contained in any other departmental publication.

RESPONSIBILITY

- A. It shall be the responsibility of all members to familiarize themselves with and conform to the policies, regulations and procedures contained within the operations manual.
- B. It shall be the responsibility of all fire department officers to supervise and command their subordinates within the guidelines and philosophies contained within the operations manual.

PHILOSOPHY

- A. Policies in the form of reasonable guidelines are necessary for the proper operation of any organization. Such policies must be standardized in a workable, readable format which is made available to all levels of the organization.
- B. Knowledge of these policies and procedures by fire department members is essential for the maintenance of discipline and the development of team work and morale.
- C. The policies, procedures and regulations contained within this manual are intended to be reasonable and workable guidelines of a positive nature.

- D. This manual of operations cannot be expected to provide a solution to every question or problem which may arise in an organization established to provide an emergency service delivery system. It is expected, however, that it will be sufficiently comprehensive to cover either in a specific or general way, the majority of operational and administrative activities which involve the members of the Reading Fire Department.

- E. The existence of these written guidelines is not intended to limit any member in the exercise of judgment or initiative in taking the action a reasonable person would take in extraordinary situations which may arise in the fire service. Much by necessity must be left to the loyalty, integrity and discretion of members.

SUBJECT: Manual Organization and Use**SECTION:** 100.02**REVISED:** MARCH 1, 2008**PAGE(S):** 1

PURPOSE

To provide sufficient information so that fire department personnel will understand how to correctly and fully utilize the manual of operations.

ORGANIZATION

- A. The manual is composed of three books; each is identified by a number and its title. These are as follows:
- Book 1 Rules and Regulations
 - Book 2 Routine Operations
 - Book 3 Emergency Operations
- B. Each of the three books is divided into sections which are designated by number and title.
- C. Each section is divided into subjects that are identified by number.
- D. Sections may be further broken down, if necessary, by using standard outline techniques beginning with a capital letter following the section number.
- E. The basic unit of information in the operations manual is the subject. This remains true even though a subject may be subdivided into sections.
- F. Each book contains a table of contents which lists its sections and subjects.

SUBJECT: Preparation of Policies**SECTION:** 100.03**REVISED:** MARCH 1, 2008**PAGE(S):** 4

PURPOSE

- A. To provide policy, procedure and guidelines relative to the preparation, change and distribution of fire department policy.
- B. To insure the proper, timely, systematic and controlled review, revision and update of the operations manual

RESPONSIBILITY

- A. It is the responsibility of the Fire Chief to review and edit new and proposed policies.
- B. It is the responsibility of the members who are assigned to review or revise policies to follow the prescribed review process and to ensure continuity with existing policies.
- C. The Fire Chief shall be responsible for the distribution of all policies and procedures, and shall maintain the master copy of the operations manual. The Fire Chief shall also maintain an "out of date SOG" file.
- D. All fire department officers shall be responsible for communicating established policy to all employees in their command. All members shall be responsible for the maintenance and updating of the copies of the operations manual which are assigned to them.

FORM

- A. The appropriate standard format and letterhead shall be used when composing the final draft of any given policy or procedure. All numbering and coding shall be consistent with existing policies.
- B. Although not all inclusive, the breakdown of a Standard Operating Guideline (SOG) may include.

(1) **Purpose:** This section provides the user with the reason for the development and circulation of the Standard.

- (2) **Policy:** This section identifies a policy if not addressed by a separate heading and may include background information about this topic.
- (3) **Procedure:** This section identifies the tasks that should be performed, specifies who should perform specific tasks, and lists the order in which the tasks should be performed. More than one section may be necessary to address a complex topic. For example, a SOG on the operation of power saws may address the operating procedure in one section and may require that additional sections be included on fueling procedures, maintenance, and safety operations.
- (4) **Responsibility:** This section assigns responsibility to specific individuals and groups for complying with the provisions of the Standard and establishes a mechanism for holding members accountable for complying with the Standard.
- (5) **Other headings:** Other functional sub-headings as appropriate to the subject matter may be used as necessary, to provide continuity.

DISTRIBUTION

- A. The Fire Chief shall insure that the final copy of the policy has been typed using the correct format for distribution by compact disc (CD).
- B. The appropriate number of copies (CD's) shall be made and distributed to members.
- C. The master copy of the manual shall be updated by the Fire Chief and those copies of policies being replaced shall be placed into the file.
- D. Master copies will be maintained in the alarm rooms of both stations.
- E. Members receiving a new CD will promptly discard old versions.

PREPARATION OF PROCEDURES

Those members involved in the preparation or change of policy must correctly follow the prescribed standard procedures listed in this text. This is essential in order to insure uniformity and continuity of department policy. The following procedure shall be followed when developing a new policy.

- A. When a need for change is realized or a new policy is desired, the proposed policy should be formulated into a rough draft.
- B. The proposed change should then be compared to existing policy and further refined, if necessary.
- C. Additional staff input may be incorporated into the formulation process through staff meetings and/or other means.
- D. The refined proposal should then be drafted and sent through proper channels to the Fire Chief for review and approval.
- E. The Chief will review the proposal and decide whether the new policy is needed or not. The Fire Chief may approve the policy as is, or re-contact the originating member(s) for discussion, but the final decision remains with the Fire Chief.
- F. If revision is necessary prior to approval, the Chief will contact the originating member(s) and coordinate the revision process.
- G. After approval of a policy, the Fire Chief will have policy prepared and distributed to all members.
- H. The Fire Chief is the final review level in the policy preparation process. As such, it is his prerogative to establish policy directly or seek staff input as he may see fit.

REVIEW AND REVISIONS

The review and revision of existing policies will take place yearly, by staff and Fire Chief every January.

- A. If the policy being reviewed is considered no longer to be valid, then this should be noted and a recommendation for removal from the system should be forwarded to the chief.
- B. The chief will review the recommendation and either approves the removal or may re-contact the reviewing member(s) for questions and discussion or leave the policy as is.
- C. If the Chief will not approve the removal, he may re-contact the reviewing member for discussion. After said discussion, the Chief may maintain his original decision or he may reconsider. If he decides to reconsider, he may either decide to remove the policy from the system or he may decide to have it revised.

- D. If it was felt that revision was necessary, then a proposed revision would be formulated and sent to the Chief for review and approval
- E. The Chief would review the proposed revision and either approves it or may re-contact the member(s) for discussion and possible further revision, or leave policy as is.
- F. The Fire Chief will submit it to the Safety Director for final approval.

SUBJECT: TERMINOLOGY**SECTION:** 100.04**REVISED:** MARCH 1, 2008**PAGE(S):** 7

PURPOSE

To facilitate better written and verbal communication within the Reading Fire Department, by defining commonly used terms.

DEFINITIONS

ACCOUNTABILITY: A system to identify and track personnel operating in a hazard zone.

ACTING CHIEF: The person temporarily appointed to the position of Chief of the department.

ACTING OFFICER: The person temporarily appointed to the position of a fire department officer. This usually refers to the position of company officer but may include chief officers.

ACTING POSITIONS: A temporary position at a higher classification occupied for a specific period of time by any member so designated.

ACTIVE DUTY : That period of time during which a member is routinely and regularly assigned to full duty status.

ADMINISTRATIVE OFFICE: Office of the Fire Chief.

AERIAL APPARATUS: A piece of automotive fire apparatus and equipped with either an aerial ladder or an elevating platform.

ALARM: A notification to fire department units to initiate a response.

APPARATUS: Any motorized vehicle carrying fire fighting tools, equipment or personnel

APPARATUS FLOOR: Main floor of a fire station, on which fire apparatus is quartered.

ASSISTANT CHIEF: The "second in command" fire department officer.

- CHAIN OF COMMAND:** Relationship of responsibility and authority, as shown on organizational chart.
- CHANNELS, THROUGH:** The transmission of communications through chain of command, in ascending or descending order.
- CHAPLAIN:** A clergyman (Minister, Priest, Rabbi or Deacon) serving in a religious capacity with the fire department.
- CHIEF:** The Fire Chief; the Chief administrative officer of the fire department.
- COMMANDING OFFICER:** A member's immediate superior in chain of command.
- COMMUNICATIONS:** Interchange of correspondence or messages, verbal, or written.
- COMPANY:** Engine and / or truck company members under the command of a company officer, assigned to a station or to a work group.
- COMPANY COMMANDER:** A lieutenant or acting officer in command of a company and their apparatus.
- COMPANY DAY LOG:** A record of daily activities and events pertaining to a given fire unit. (24 hour period - 0800 hours to 0800 hours).
- COMPANY INSPECTION:** An inspection by fire company(ies) of an occupancy or premises for the purpose of code enforcement.
- COMPANY QUARTERS:** All portions of fire station wherein fire apparatus is housed, lounge area or kitchen, sleeping quarters, and any portion of the fire house where members are assigned to any group.
- DAY LOG:** See company day log.
- DEPARTMENT:** Reading Fire Department.
- DEPARTMENT SUPERVISOR:** All lieutenants or other officers designated by council who shall serve as company, unit officers, or other position created by council and promoted within the city's promotion policy.
- DETAILED-OUT:** A term for assignment of personnel from routine shift to training or other work.
- DETAIL:** One or more member given a routine or special assignment.
- DIVISION:** A major subdivision of the fire department under the command of an officer.

- DRILL:** A training session.
- DRIVERS:** A member of the department who is assigned to duty which involves the care, maintenance, operation and driving of an emergency vehicle not classified as a pumper or/aerial ladder or tower.
- EMERGENCY ORDER:** Order of a temporary nature pertaining to a particular emergency and valid until emergency no longer exists. May be written or oral.
- EMERGENCY VEHICLE:** Any vehicle owned or operated by the fire department and defined as such by the Ohio state motor vehicle code.
- E.M.S.:** Emergency Medical Service.
- E.M.S. OFFICER:** Fire department officer assigned the duties of coordinating all E.M.S. operations, maintaining needed supplies and equipment.
- E.M.S. VEHICLE:** The vehicle used in providing emergency medical service.
- ENGINE:** A fire department pumper.
- FALSE ALARM:** An alarm given with malicious intent or without reasonable cause.
- FIRE APPARATUS:** Automotive vehicles with a specific firefighting function, carry firefighting personnel and equipment.
- FIRE CHIEF:** Classification of rank. Chief administrative officer of the department.
- FIRE COMPANY:** A crew of members under the command of a company commander or acting officer assigned to a fire station or work group with apparatus.
- FIRE DEPARTMENT STAFF:** Officers of the fire department.
- FIREFIGHTER:** Member who performs general fire department duties under the supervision of a company officer.
- FIRE GROUND:** Area at a fire under command of an incident commander; the place where firefighting operations are being conducted.
- FIRE PREVENTION OFFICER:** A department member assigned the duties and responsibilities of fire prevention.
- FIRST DUE COMPANY:** The fire company that is normally the first to arrive in response to an alarm.

- FIRST-IN:** The first fire company to arrive at an emergency.
- FIRST IN OFFICER:** The first fire department officer to arrive at the scene of an emergency.
- GENERAL ORDER:** Any directive changing rules, regulations, policies or SOGs which requires the attention of all department personnel; numbered consecutively in each calendar year.
- GOAL:** A general statement of aim and direction which establishes the overall mission for an organization and/or its sub-units.
- INCIDENT COMMAND SYSTEM:** The incident command system (ICS) that has been developed and approved by the Hamilton County Fire Chiefs Association. ICS is a standardized organization and management system utilized in the handling of emergency incidents.
- INCIDENT COMMANDER:** The member who is in charge and has the responsibility of an emergency incident in which the fire department is involved.
- INTERDEPARTMENTAL MEMORANDUM:** A written communication issued by the Fire Chief or other authority
- LADDER COMPANY:** A fire company manning a piece of aerial apparatus, specially trained in ladder work, ventilation, rescue, forcible entry and salvage operations. Same as truck company.
- LEAVE OF ABSENCE:** A granted leave from the fire department (with or without pay) within the guidelines of the City of Reading rules and regulations.
- LIEUTENANT:** Classification of rank. He shall have command of his unit and be responsible for his entire units actions, operations, discipline, efficiency, training and enforcement of laws, ordinances, rules and regulations, and standard operating procedures or guidelines of the department.
- LOGISTICS OFFICER:** See supply and maintenance officer.
- MANUAL OF OPERATIONS:** An administrative directive by the Fire Chief establishing the practices and procedures of the department. Same as the operations manual.

- MEDICAL OFFICER:** Physician appointed by the Fire Chief as the fire department medical advisor to the Fire Chief and/or E.M.S. Division as required.
- MEMBER:** Any employee regularly or temporarily appointed to the fire department to perform the duties of a regular fire fighter in the City of Reading, under whatever designation they may be described in any salary or departmental ordinance providing compensation for the fire department. The term member shall include officers.
- MERITORIOUS ACT:** One that is worth of commendation or possesses merit and is deserving of reward or recognition.
- MULTIPLE ALARM:** Any alarm which calls for more apparatus and/or manpower than a regular assignment.
- N.I.M.S.:** National Incident Management System
- OBJECTIVE:** A specific statement of desired achievement and or performance which is directly measurable in scope and time factor.
- OFFICERS:** Officers of the fire department; order of rank: Fire Chief; Assistant Fire Chief and Lieutenant.
- O.I.C.:** Abbreviation for "officer in charge".
- ON DUTY:** A condition of employment wherein a member is actively engaged in a function of the department.
- OPERATIONS MANUAL:** SEE MANUAL OF OPERATIONS
- OPERATOR:** A member of the department who is assigned to duty which involves the operation, care, maintenance and driving of a fire pumper or aerial ladder.
- PARAMEDIC (EMT-P):** A fire department member holding current state of Ohio certification as a paramedic. Responsible for emergency medical care within current state, Academy of Medicine and department guidelines.
- PRE-FIRE PLAN:** A plan of operations containing current strategic information and procedures for fire suppression operations in a given occupancy or complex
- PRE-FIRE PLAN INSPECTION:** An inspection made by fire department members to study potential firefighting and rescue problems at a given occupancy and to formulate a pre-fire plan.

- PUMPER:** A piece of automotive fire apparatus meeting N.F.P.A. Standards and equipped with a pump, water tank and a complement of hose, tools, and equipment (same as engine).
- QUARTERS:** Any department building or place wherein members or companies are assigned.
- REGULATION:** General term referring to a principle, rule or law that governs behavior.
- REGULAR RESPONSE ASSIGNMENT:** Predetermined assignment of companies relative to an alarm response.
- RELIEF MAN:** One who is assigned to act in the official capacity of another when he is on day off or otherwise absent.
- SENIOR:** Determined as hierarchy: rank first, length of service in rank second. Length of service on department third.
- SENIORITY:** Measured by continued length of service on the department.
- SENIOR OFFICER:** One who has served longer in the same office or position than another.
- SHIFT:** (1) One shift shall mean a period of twenty—four (24) consecutive hours commencing at 0800 hours and ending at 0800 hours the following day.

(2) One of the three groups of twenty-four (24) hour personnel which are on duty on a rotational basis; also a fire department unit.
- SOG:** (Standard Operating Guideline) Written guideline aimed at standardizing general activities.
- SPECIAL DETAIL:** A special assignment for departmental service.
- SPECIAL DUTY:** When a member is assigned to perform a particular service of a non-routine nature, when regularly on duty.
- SPECIAL FIREFIGHTER:** A member of the department appointed by the mayor under his authority by ordinance to do so and serving principally department EMS function.
- SPECIAL NOTICE:** A transitory notice issued by the Fire Chief or other authoritative source for the guidance and information of members of the department.

SPECIAL ORDER: An administrative directive of temporary nature affecting practices and procedures of the department and shall be effective until canceled or included in the operations manual.

STILL ALARM: An alarm not received by telephone, radio or alarm system.

SUBORDINATE: A member who stands in order of rank below another.

SUBJECT: ORGANIZATIONAL CHART	SECTION: 101.01
REVISED: MARCH 1, 2008	PAGE(S): 1

PURPOSE

To provide an overview of the organizational hierarchy and chain of command structure of the Department.

ORGANIZATION

The Reading Fire Department encourages all of its members to become and remain actively involved in the department. This can be accomplished by joining a special tactical response team, becoming a member of a committee or taking responsibility for an operational sector or special project. Participation and involvement in the day to day operations of the department allows members to show initiative and develop leadership skills, while instilling a sense of pride in the organization.

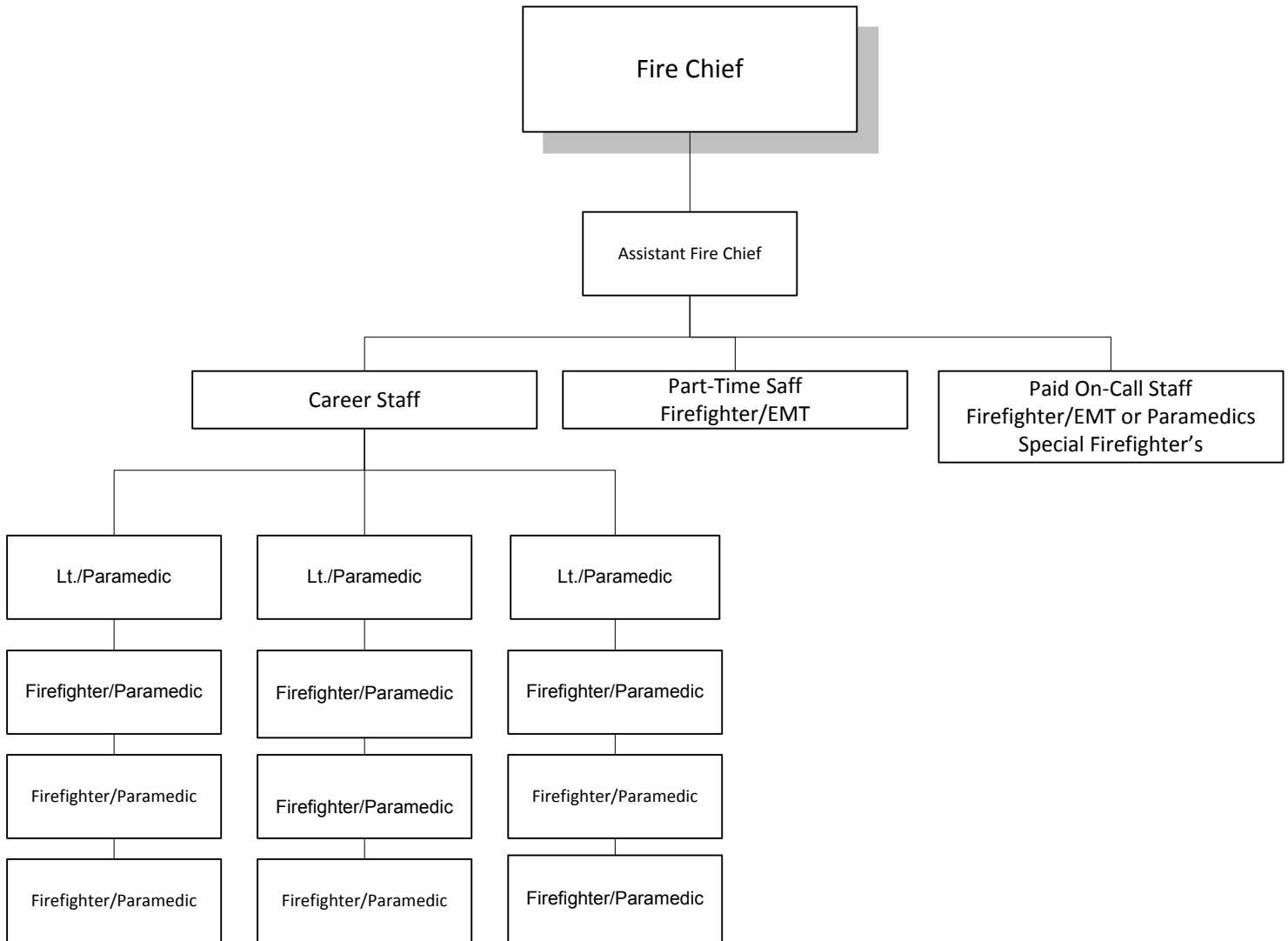
CHAIN OF COMMAND

The organizational chart of the department clearly shows a chain of command structure, which should be adhered to as much as possible. While top management of the Department maintains an "open door" policy, the opportunity to speak directly to the Chief of the Department on issues and concerns should be reserved for situations of a unique nature or when confidentiality needs to be observed. For most routine situations, members are encouraged to offer their ideas, concerns and issued to a Shift Officer, Committee Member, or Project Leader before addressing the situation with The Fire Chief. Conflict resolution must be attempted at a lower level before being brought up to the top.

However, when attempts to bring ideas and suggestions up or resolve conflicts at a lower level fail, then the Chief encourages membership to address their concerns with him. When this is done, the Chief will want to know what attempts were made at resolution on a lower level prior to his involvement.

City of Reading Fire Department

March 1, 2008



SUBJECT: MISSION, VISION, & CORE VALUES STATEMENT	SECTION: 101.02
REVISED: MARCH 1, 2008	PAGE(S): 1

MISSION

The mission of the Reading Fire Department is to protect life, property and the environment.

We will accomplish this with professional, knowledgeable, and dedicated personnel, using the allocated resources efficiently.

We pledge to deliver the highest quality of emergency medical services, fire suppression, public education, and fire prevention to meet the needs of our community.

VISION

To reduce death, injury and property loss from fire and to reduce morbidity and mortality from sudden illness or injury.

CORE VALUES

How we accomplish our mission is as important as the mission itself -- fundamental to success for the department are these basic values:

HONOR: The honor to serve the community. Earning and maintaining the respect of the community- to be held in high regard; integrity; virtue; completeness; wholeness; honesty and sincerity.

PRIDE: The satisfaction of being the best we can be; quality work and performance; customer satisfaction.

TEAMWORK: Working together toward common goals; sharing responsibility; looking out for each other; respect; trust and cooperation. Developing ourselves individually for the benefit of the team.

SUBJECT: DEPARTMENT GOALS AND OBJECTIVES**SECTION:** 101.03**REVISED:** JANUARY 1, 2011**PAGE(S):** 4

PURPOSE

- A. To promote efficient and effective Fire Department operations through realistic goals and objectives.
- B. To inform all Fire Department members of current departmental goals and objectives.
- C. To establish organizational direction and measurable accomplishment through well defined goals and objectives.

POLICY

- A. To annually review and establish goals and objectives for all subdivisions of the Reading Fire Department in accordance with the department's general organizational goals and mission.
- B. To keep Fire Department members informed as to current goals and objectives of the Fire Department and its sub-units.
- C. To actively pursue, insofar as possible, the accomplishment of established objectives and the regulation of departmental goals.

GENERAL ORGANIZATIONAL GOALS

- A. To provide cost effective, high levels of service in the protection of life and property from fire, panic, and related hazards, and also provide highly skilled services in the fire prevention, building inspection, arson investigation, and educational programs.
- B. To work together with other departments to achieve proper design in planning of new developments so as to insure effective fire-related requirements that will provide reasonable protection against fire and panic.

ADMINISTRATION

- A. Goals
 - 1. Effectively manage departmental resources by establishing reasonable and effective policies and procedures to meet organizational goals.
 - 2. Provide adequate staff and equipment to an alarm location with acceptable response times.
 - 3. Provide public education in fire prevention, rescue, and other city services.
 - 4. Continue to evaluate the department's standards, policies, and procedures.

B. Objectives

1. Total fire costs for Reading (expenditures per \$10,000 of property value plus loss per \$1,000 of property value) shall be below that of other comparable Ohio municipalities.
2. Sick leave for the department shall not exceed an average usage of more than five (5) days per member per year.

FIRE SUPPRESSION AND RESCUE

A. Goals

1. Provide a cost efficient fire fighting force.
2. Serve the public through public safety education, business inspections, pre-fire planning and information referral.

B. Objectives

1. To complete ninety (90) percent of the emergency responses within the City in six (6) minutes or less.
2. Continue to evaluate ways to reduce response times.

TRAINING

A. Goals

1. To administer the departmental training program within the guidelines adopted by the Fire Chief.
2. To establish on-going training programs for the fire department.
3. To maintain training records of all employees on departmental computer system and to maintain a hard copy back-up record for each employee.
4. To provide a structured training program with skill assessment evaluations for all employees.

B. Objectives

1. To periodically evaluate training programs of this department to ensure they are current and relevant.
2. To evaluate basic skills level of personnel through company evolutions and to provide teaching opportunities for non-instructors.
3. To assist departmental personnel in their individual career development and professional certifications, keeping re-certifications current and up-to-date for all department personnel.
4. To provide, through the in-house training program, at least 20 hours of training per month for career personnel.

FIRE PREVENTION

A. Goals

1. To provide public education as it relates to fire safety and protection.
2. To provide high level business and residential inspections to maintain them in a condition meeting current codes and ordinances.
3. To improve the current level of fire protection related to control of hazardous occupancies, processes, and required fire protection systems.
4. To reduce the possibility for fire in all buildings in the community through fire prevention inspections.
5. To reduce the incident of arson and establish cause and origin of fire.
6. To ensure all construction projects meet fire/safety standards.
7. To provide quality enforcement of City Codes.
8. To improve the working relationship of other code enforcement departments (i.e., health, building, property maintenance) and conduct regular joint inspections of properties and targeted concerns.

B. Objectives

1. To conduct annual inspections at the company level of all commercial properties.
2. To conduct semi-annual inspections of all schools.
3. To conduct all required inspections of special occupancies and equipment.
4. To conduct pre-fire planning of target hazards.
5. To investigate origin and cause of all fires.
6. To prevent fires occurring within inspectable properties from exceeding more than ten (10) percent of the total building fires occurring within the City.
7. To conduct regular meetings with other code enforcement agencies (i.e. health, building, property maintenance) and coordinated inspection and educational programs to continually improve the health and safety of the Reading community.

APPARATUS AND EQUIPMENT MAINTENANCE

A. Goals

1. To maintain the Reading Fire Department's assigned vehicles and apparatus at a safe, reliable, and operational level.

B. Objectives

1. To limit failure of motorized apparatus to less than one (1) percent of company runs.
2. To thoroughly service each engine and truck at least every six (6) months and as required by statute and manufacturers recommendations.
3. To service the department's light vehicles at least every 3,000 to 5,000 miles used and/or as suggested by manufacturers recommendations.

PAID-ON-CALL PERSONNEL

A. Goals

1. To maintain a trained group of unclassified personnel who can provide assistance to shift firefighters on fire and medical responses.

B. Objectives

1. To provide strategies for recruiting and retention of paid-on-call members.
2. To provide standard guidelines for protective clothing, behavior, and procedures.
3. To provide training to paid-on-call members and establish the Fire Fighter I level as the minimum qualification for paid-on-call members.
4. To encourage better communication, cooperation, and coordination of efforts among the full-time, part-time and paid-on-call members of the department.
5. To establish a minimum paid-on-call response at ten (10) qualified members.

STRATEGIC PLANS

To integrate the City's Strategic plans into the fire department goals and objectives.

RESPONSIBILITY

It is the responsibility of all Fire Department members to strive for and meet the established departmental goals and objectives.

SUBJECT: UNIFORM DRESS CODE	SECTION: 102.01
REVISED: APRIL 28, 2008	PAGE(S): 4

PURPOSE

The purpose of this policy is to establish a guideline for a standard uniform and to set forth responsibilities governing the use and wear of these uniforms.

POLICY

UNIFORM CLASSIFICATIONS

Class A Uniforms

This uniform shall be worn at all formal events or as directed by the Chief or officer-in-charge. Officers will wear Class A uniforms as deemed necessary for daily activities.

Consists of a navy dress uniform jacket, navy dress uniform pants/skirt (females), black belt, long-sleeve white dress shirt with all issued insignia, dress hat, black tie, black uniform shoes, black or navy shocks (“skin toned” pantyhose without design for females in skirts). Any undergarments worn under the dress shirt shall be white, without logos or print that can be seen through the shirt and do not protrude from under the shirt sleeve.

Insignia placement on Class A uniforms shall be as follows:

- Issued badge will be placed in the provided area over the left pocket.
- The issued name tag shall be placed on the right shirt pocket flap, just below the top stitching of the pocket flap (within 1/2”). No nametags will be displayed on the dress jacket.
- Approved collar insignias (gold) shall be worn on the lapels by officers only.
- Department patches shall be worn on only the left sleeve of the jacket and uniform shirts, spaced 2” from the shoulder.
- The Flag shall be displayed on the right sleeve of the dress jacket, 2” from the shoulder.
- Appropriate/approved years of service designation shall be affixed to the left sleeve of the dress jacket, four inches from the end of the sleeve. Officers can affix years of service designation above the rank striping of the left sleeve.
- Officers may affix rank striping on both sleeves of the dress jacket. Stripes shall be gold, with single stripe indicating rank of Lieutenant, four stripes for Assistant Chief, and five stripes for Fire Chief.
- Dress hats shall be navy “bell” type with black band and silver strap and issued badge. Officers will wear white “bell” type with black band and gold strap and issued badge.

- Commendation pins will be worn over the right shirt pocket, along the top stitching of the pocket. Ribbons shall be worn around the neck or pinned 2" below the badge. No commendation pins shall appear on the dress jacket.
- Appropriate fire related tie tacs/clasps may be worn with the tie and should not be visible when wearing the dress jacket.

The Chief or officer-in-charge may direct Class A "summer" uniforms for special use from May 1ST through September 30TH. Summer dress allows for short-sleeve white shirts, no jacket, and no tie. All front buttons, excluding the collar button, must be fastened. Otherwise, the uniform and insignias follow established Class A descriptions.

Class B Uniforms

This uniform shall be worn during fire inspections/preplanning, public education activities, public demonstrations, and any other informal public event as directed by the Chief or officer-in-charge. All members participating shall be dressed in similar fashion, as determined by the Chief or officer-in-charge.

Consist of navy buttoned down uniform shirt, navy uniform pants (non-BDU), black belt, white, navy or black socks, and station boots or footwear. Insignia placement is similar to Class A placement, as applicable. Approved/issued jackets may be worn with Class B uniforms as needed.

The approved station or plain white T-shirt can be worn under the Class B uniform shirt. Uniform shirt sleeves may not be turned up or under. Each member may elect whether to wear short sleeve v. long sleeve uniform shirt under Class B. All front buttons, excluding the collar button, must be fastened.

Class C Uniforms

This uniform shall be the used for the daily duties performed by personnel assigned for duty. Used as an everyday all-purpose uniform, personnel are reminded to keep this uniform clean and free of major defects.

Some duties include, but are not limited to:

- Station duties.
- EMS response.
- Inspections/preplanning of sites or facilities that present other than clean environments (i.e. body shops, material handling, reclaiming, etc.)
- Training

Consists of approved polo shirt or sweatshirt, navy uniform/BDU pants, black belt, and station boots or footwear. The approved station or plain white T-shirt can be worn under the Class C uniform shirt. Approved /issued jackets may be worn with Class C uniforms as needed. No additional pins or emblems will be permitted on the Class C shirts, with the exception of a United States flag pin.

Class D Uniforms

This uniform is allowed to be worn during normal station activities.

Such activities include, but are not limited to:

- Hands-on training sessions.
- While in full PPE or emergency operations deemed appropriate by the officer-in-charge.
- During daily apparatus/equipment inspections, servicing, or testing.
- After normal business hours and not in the public eye.
- Response by off-duty members from home, for EMS incidents or recall.

Consist of the approved duty T-shirt, navy uniform/BDU pants, black belt, and station boots or footwear. Coveralls can be worn to protect and maintain cleanliness of any uniform while performing station/apparatus/equipment maintenance duties. Issued coveralls may also be worn by off-duty members recalled for incidents/standby.

Class E Uniforms

This uniform may be worn during physical fitness activities and while sleeping in the station dormitory. If leaving the station for any reason while dressed in Class E uniform, personnel are required to wear a minimum of bunker pants.

Consist of the approved duty T-shirt, navy or black shorts, navy or black sweat pants, athletic socks and appropriate personal footwear for fitness training. Duty sweatshirts are also permitted with Class E uniforms. Any clothing issued during a fire department fitness promotion may also be worn as part of the Class E uniform, while the promotion is in effect (or otherwise instructed).

Shorts must be no longer than the knees and at least mid thigh. Shirts sleeves or necklines cannot be altered.

Hats

Approved ball caps bearing department name/logo may be worn during normal station activities. During colder seasons, navy or black stocking caps may also be worn. Stocking caps may not be imprinted with anything other than department name/logo.

Uniform Cleanliness

All uniform components shall be clean and in good repair whenever worn. Apparel deemed not suitable for use shall be replaced/repared as soon as possible. When any uniform becomes soiled, the member will change to a clean uniform as soon as possible.

Additional Personal Items

In addition to issued items, the following may be allowed:

- Sunglasses will not be worn inside the station, living area, or inside any structure while operating on any calls or while addressing the general public (lanyards are approved).

- Approved knife or multi-tool (i.e. Gerber or Leatherman).
- Medical gloves and/or shears accessory pouch.

Alterations and Unapproved Apparel

Items purchased for use as part of any uniform shall meet the specifications as set forth by the department in all respects. Unauthorized equipment, alterations or additions to the designated uniform will not be allowed unless approved by the Fire Chief.

Non-uniform attire may be worn by on-duty personnel who are authorized by the Fire Chief to wear such items. Members of specific assignments may wear special uniforms or equipment as authorized by the Fire Chief.

No other insignia is to be applied to the uniform unless approved by the Fire Chief.

RESPONSIBILITY

The Fire Chief shall have the authority to establish or change fire department uniform standards and policies.

Shift supervisors shall see that members adhere to the uniform policy.

During times of extreme heat, the officer-in-charge may consider personnel safety and dress personnel down to a Class D uniform.

All members shall see that they are in compliance with the uniform dress code.

Members assigned to station shift, shall maintain a Class B uniform at station at all times while on duty.

Members assigned to a station shift, shall maintain no less than one complete change of clothing, including underwear and socks, on station.

Career members in need of uniform replacement shall follow outlined purchasing procedures established by the City of Reading.

Part-time and POC members who are in need of uniform replacement shall notify the Fire Chief for replacement, as appropriate.

No member shall wear any aspect of the uniform identified in this policy while not engaged in official fire department business.

SUBJECT: CITIZEN ACCIDENTS ON CITY PROPERTY**SECTION:** 102.02**REVISED:** MARCH 1, 2008**PAGE(S):** 1

PURPOSE

To provide Fire Department members with guidelines concerning accidents and injuries of individuals not employed by the City, which occur on City property.

POLICY

- A. Those who are injured in accidents which occur on City property and are not employed by the City of Reading shall receive immediate medical attention.
- B. The Reading Police Department shall be notified in those cases requiring any action by law enforcement or requested otherwise by individual(s) involved.
- C. The Fire Chief shall be promptly notified of any such accidents occurring on Fire Department property.
- D. No Fire Department employee shall sign or make any statement admitting City liability.
- E. The incident and permissible reports shall be promptly referred to the Safety Service Director.

PROCEDURE

- A. Administer emergency medical care as is necessary and available.
- B. Call for medical assistance as needed.
- C. Make proper notifications in accordance with policy (see policy).
- D. Do not sign or make any statement which admits City liability.
- E. Cooperate with the investigation.

RESPONSIBILITY

- A. All Fire Department members who observe or are involved with such accidents and/or injuries falling within the scope of this policy shall take initiative action and act within the guidelines of this policy.
- B. The Fire Chief shall contact the Safety Service Director.

SUBJECT: CITIZEN COMPLAINTS	SECTION: 102.03
REVISED: MARCH 1, 2008	PAGE(S): 1

PURPOSE

All Reading Fire Department members will respond to the public in a courteous, caring and appropriate manner. All citizen concerns and/or complaints regarding Fire Department members, services, or other city departments will be addressed in a prompt, courteous, and positive manner.

GENERAL INFORMATION

Citizen complaints and/or concerns range from individual performance or nonperformance to the overall level of service delivery provided. Management and supervisory personnel will attempt to service and resolve complaints at the lowest appropriate level in the Department.

All complaints, including those from citizens wishing to remain anonymous, will be documented on a Citizen Complaint Form. The form will be filled out as completely as possible. The completed form will be forwarded to the appropriate Department for investigation.

PROCEDURE

Citizen complaints will be documented by the person receiving the complaint on a Citizen Complaint Record Form. If a complaint pertains to serious misconduct, the Fire Chief will be notified immediately. The completed Citizen Complaint Record Form will be forwarded immediately to the Fire Chief so it can be assigned to the appropriate department for investigation.

RESPONSIBILITY

Requests/complaints received by the fire department will be processed and forwarded to the appropriate department.

SUBJECT: RIDE ALONG POLICY	SECTION: 102.04
REVISED: MARCH 1, 2008	PAGE(S): 2

GUIDELINE

The Ride Along Program permits interested citizens to observe Reading Fire Department operations by riding with Command Officers or fire companies. The program is open to family members of Fire Department personnel, City officials, members of the press, visiting fire personnel from other cities, qualified Reading Fire Cadets, and on a limited basis, to the general public. Qualified medical personnel (i.e. base hospital coordinators and physicians) will be scheduled through the Emergency Medical Services to ride with ALS companies. Riders will not be scheduled on any Fire Department ambulance, utility or support vehicles. Observers must be at least 18 years; family members may participate as observers if they are at least 14 years old.

The Fire Chief will schedule citizen observers and official visitors to ride with fire companies. Observers should be scheduled at least one shift ahead of the planned date. The Fire Chief will notify the appropriate company as soon as the rider has been scheduled. This information will be entered on the company activity calendar.

Normally, citizen observers will be scheduled to ride between 1800 to 2300 hours. Exceptions to these hours will be at the discretion of the appropriate Fire Chief. Members of the general public will be scheduled to ride a maximum of only once annually. Observers will be advised that emergency activity may delay their return to quarters later than 2300 hours.

Company Officers are responsible for insuring that observers are appropriately attired and have observed good hygiene practices. Shorts, dresses, cutoffs and sandals are some of the items considered as inappropriate dress. Any observer failing to meet the appropriate dress and hygiene requirements, or failing to conduct themselves appropriately will be asked to leave the station by the Company Officer and be excluded from any future observer programs. The Company Officer will notify the observer of a no-smoking policy at the station. Observers must conform to all no smoking policies.

All citizen observers must sign a release form before being permitted to ride. The signature will be witnessed by the Company Officer, who will then sign his/her name on the line indicated. Completed forms will be filed in the alarm room. Citizen observers will then be issued a "Citizen Observer" I.D. badge which will be prominently displayed for the duration of the riding period. The badge will be retrieved by the Company Officer at the completion of the observer's stay. A safety vest will be assigned to the observer to be worn when required by Department procedures.

The Company Officer will brief the observer on the Fire Department's expectations for the riding period and assure that the observer is aware of all safety requirements (seat belts, vests, etc.). The Company Officer will explain to the observer the appropriate action to follow should the entire crew be away from the apparatus during a major incident, or an incident in which the observer is prohibited from being in the immediate area (hazardous or potentially hazardous areas).

Due to the sensitive nature of some EMS calls, the observer may be required to stay with the apparatus. It is the Company Officer's responsibility to insure that the observer has the opportunity to observe the incident where possible, but must not allow the observer access to a sensitive EMS situation that could embarrass the observer, the patient, or the patient's family.

Under no circumstance will fire personnel (or anyone else) ride in an unsafe position on any apparatus to accommodate an observer or for any other reason.

RESPONSIBILITY

It is the Company Officer's responsibility to assure that all requirements of this management procedure are strictly followed.

SUBJECT: Public Information Releases**SECTION:** 102.05**REVISED:** MARCH 1, 2008**PAGE(S):** 3

PURPOSE

To insure proper and timely release of information concerning the fire department and its activities to the news media and other interested parties.

POLICY

- A. All members shall exhibit an attitude of helpfulness and concern toward interested persons making inquiries into fire department or City activities. All members who receive inquiries as to the activities of the fire department or the city shall use discretion and good judgment when answering such inquiries, taking into consideration the necessity for release of such information and the needs of the department and/ or the city.
- B. All members shall consider applicable laws when considering the release of information, ie. HIPPA, Sunshine, etc.
- C. During emergency operations, the Incident Commander (I.C.) or (if the position has been activated) the Public Information Officer (P.I.O.) will answer questions and issue statements concerning the incident to the news media. Other members at the scene who receive questions and inquiries concerning the incident shall direct those interested persons to either the IC or (if activated) the PIO.
- D. On a daily basis, the Fire Chief shall provide the news media (upon request) with pertinent information regarding fire department activities.
- E. Members who receive inquiries which may seem to be controversial or of a sensitive nature, regarding the activities of the fire department or the City shall refer those interested persons to the Fire Chief or Safety Director.
- E. Officers who have had questions directed to them shall endeavor to answer those questions with factual information only. If the correct answer to a question is unknown, the said officer shall endeavor to either obtain the correct answer or direct the interested party to someone who can provide the proper information.
- F. The Fire Chief and the Safety Director shall be apprised (through channels) of controversial inquiries or complaints concerning fire department activities.

- G. No photographs or other obtained images taken while assigned on an incident can be released for public information or use otherwise, without the permission of the Fire Chief, regardless of whose equipment was used to obtain the image (departments or personal).

GUIDELINES

The P.I.O. should be guided by the following:

- Try to avoid making statements until specific information can be obtained. However, preliminary or tentative statements can be made while still in the process of gathering information if needed.
 - Media could be encouraged to obtain photographs and film footage while preliminary information is being gathered. The media should be monitored to ensure their safety and to avoid interference with emergency operations.
 - When making statements to the media, the P.I.O. should use a Media Information Worksheet (see Exhibit A) which will ensure that the release of information will follow a clear and consistent format. The worksheet will include:
 - Time of alarm and time of arrival on scene
 - Number of emergency personnel on scene
 - Type and number of apparatus on scene
 - Situation found upon arrival and actions taken or currently being taken by emergency personnel
 - Special or unusual actions taken by personnel (hazardous situations, rescues, outstanding performances)
 - Specifics about injuries and deaths (age, sex, extent of injuries and hospitals to which transported only)
 - Suspected cause if known (Investigation team should always be consulted)
 - Type of damage and estimated dollar loss
 - Fire Prevention lessons learned, with particular emphasis on the value of smoke detection and automatic sprinkler systems
 - P.I.O. must be dressed appropriately for emergency scene or situation. Turnout gear and helmet is preferred at incident scenes.
 - Allow for personal interviews with key response personnel if appropriate.

- **Do not release names of persons injured or deceased.** This information can be obtained from the Police Department, the hospital or the County Coroner.
- When approved by Command, the P.I.O. may wish to escort the media on a briefing tour of the emergency scene. In this situation, the P.I.O. must ensure that media personnel are wearing appropriate protective clothing and equipment.
- It may be helpful for the P.I.O. to have a pre-arranged briefing with media personnel prior to any public education, community service or special training event.

TERMINOLOGY

The following terminology should be used to ensure consistency when providing information to the media:

- **Fire Cause** - will be listed according to one of the following:
 - **Natural**
 - **Accidental**
 - **Electrical/Chemical/Mechanical**
 - **Suspicious/Incendiary** - In the event arson is suspected or involved, the investigator shall make this determination. Until the Investigation team makes a final determination, the cause will be listed as "**Under Investigation.**"
- **Fire Damage and Estimated Dollar Loss** - the following will be used to define the "range" of fire loss by percentage:
 - **Light** - a fire loss of 1-10% of the value of the vehicle or structure
 - **Moderate** - a fire loss of 11-25% of the value of the vehicle or structure
 - **Heavy** - a fire loss of more than 25% of the value of the vehicle/structure

Damage estimates for large businesses, industrial/ commercial structures and major complexes will not be released until the insurance companies release that information. Damage estimates should differentiate between damage sustained by the structure, the contents and any exposures.

SUBJECT: TRAINING POLICY	SECTION: 102.06
REVISED: MARCH 1, 2008	PAGE(S): 2

PURPOSE

To provide a continuous and progressive training program which will enable Fire Department personnel to provide the highest possible level of service to the community.

To facilitate the acquisition and development of knowledge and skills necessary for Fire Department personnel to professionally fulfill their duty to the public.

To provide continuous reinforcement and monitoring of the necessary skill and knowledge levels of Fire Department personnel.

POLICY

The Fire Department shall provide a regular and continuous standardized training program to its members.

The Fire Department shall provide standardized training references and materials made available for the use of its members in conjunction with the Fire Department training program.

All Fire Department members shall participate in the Fire Department training program relative to their position and classification within the Department.

TRAINING RECORDS AND CODES

Training records shall be processed and maintained by the Assistant Chief.

DEPARTMENT DRILLS

Department Training Drills are conducted on Monday nights from 19:00 to 22:00. The Training Division will designate the topic and the designated instructor(s). The instructor(s) will be required to have as a minimum a State of Ohio, Instructor I or Ohio EMS Instructor certification or specialized expertise in a subject area. In the event of an outside speaker, this requirement will not apply.

Department Drills will usually be conducted at Station 83. The Drill will be documented using the "drill sheet".

RESPONSIBILITY

The authority and responsibility for the adoption and approval of various training requirements shall be vested in the Fire Chief.

- A. The Assistant Fire Chief, in collaboration with the Fire Chief, shall be responsible for:
 - 1. Evaluation of training program content.
 - 2. Evaluate continuity of training between shifts.
 - 3. Development of yearly training schedule.
 - 4. Continuity of training between City of Reading Fire Department and other agencies.
 - 5. Work in close conjunction with the Shift Officers in matters relating to training.
 - 6. Providing all necessary support and assistance to the Shift Officers relative to training matters.
 - 7. Arranging for and scheduling special training sessions.

- B. Shift Officers are responsible for the following:
 - 1. Evaluate the training needs of their respective personnel.
 - 2. Coordinate with the Training Officer in matters related to training.
 - 3. Provide overall management and guidance to their respective shifts in matters relating to training.
 - 4. Monitoring training needs of their respective personnel and other personnel who may be assigned to their company.
 - 5. Scheduling routine monthly training sessions and drills for their respective company.
 - 6. Conducting and/or assigning routine training sessions and drills for their respective company.

- C. All Fire Department members are responsible for participating in Fire Department training activities and for maintaining personal and professional competence relative to the skill and knowledge levels required of their respective classification and position within the department.

SUBJECT: SECURITY OF FIRE STATIONS**SECTION:** 102.07**REVISED:** MARCH 2, 2009**PAGE(S):** 2

PURPOSE

To provide guidelines to ensure and emphasize an alert attitude concerning fire station security.

POLICY

All fire department personnel are required to provide and maintain security while on or off duty. This shall mean physical security for the apparatus, equipment, fire station and premises, personal belongings, and one's self. The general security of the station shall be the responsibility of the on-duty shift supervisor.

PROCEDURE

It is incumbent upon all department members to make security a priority at all times.

It shall be the responsibility of all company officers to maintain, or cause to be maintained, all reasonable security measures throughout the shift.

Examples:

- Assure all doors are secured prior to leaving the station (emergency calls, company training, occupancy inspections, etc.).
- Assure all doors and windows are secured by 2100 hours.

Suggestions:

- Change-out batteries in overhead door remote control devices at least semi-annually.
- Check on exterior lighting operation weekly.

Additionally, the Valley fire station is equipped with a security key pad door lock that is programmed with individual entry codes. This four digit code will allow access through the door when it is locked. This code will be removed as soon as possible when the member leaves the department.

All keys for building and facilities, which are held in trust by the fire department members, shall be used only for fire department activities and /or operations.

At no time shall fire department assigned keys be loaned out or duplicated by any person for any reason without a written request and direct written permission from the Fire Chief. Lost and/or stolen keys will be reported immediately.

SUBJECT: COMPUTER USE**SECTION:** 102.09**REVISED:** MARCH 1, 2008**PAGE(S):** 5

PURPOSE

The Reading Fire Department network, hardware and software, are provided conducting fire department business and that while incidental personal use is permitted in accordance with the terms of this policy, the user has no personal privacy interests in the use which is subject to inspection and review by the Fire Chief or his/her designees without notice to or consultation with the user.

The Department is also committed to protecting staff members, the patients we serve, and the Department from illegal or damaging actions by individuals and the improper release of protected health information and other confidential or proprietary information.

The Reading Fire Department will take all steps necessary to secure the privacy of all protected health information in accordance with all applicable laws.

RESTRCTIONS AND PROHIBITIONS

A. Computer Hardware

1. No person is permitted to access to any computer hardware or software under the control of the Fire Chief unless that person is providing service support pursuant to contract or is a member of the department, who is familiarized with these rules and has signed an user agreement.
2. No computer housing, chassis, monitor, keyboard or accessory will be opened or otherwise accessed without direction or supervision of the Systems Manager(s) or Fire Chief.
3. No member will knowingly cause physical harm, to any component of any computer equipment under the control of the Fire Chief.
4. No member will connect any external or peripheral computer hardware to any computer equipment under the control of the Fire Chief without the consent of the Systems Manager(s).
5. The computer hardware and software are to be used only for the purpose of conducting official fire department business. This prohibition extends to any games or to any programs that are accessible to the user but which have not been installed by the Systems Manager(s), with approval by the Fire Chief.

B. Laptop Computers

1. Portable or “laptop” computers/MDCs/notebooks are to be used solely for the purpose of providing flexible, portable support to personnel in the conduct of official business.
2. Unless required by the circumstances of official business, laptop computers are to be retained in the assigned apparatus.
3. Laptop computers may be used to transfer data in relation to the system network but only under the supervision of the System Manager(s) or Fire Chief.
4. The use of laptop computers fall under the same restrictions for use and understanding of privacy as stated for other system computers.
5. Devices containing confidential or patient information must not be left unintended.
6. If confidential or patient information is stored on device, access controls must be employed to protect improper access. This includes, where possible, the use of passwords and other security mechanisms.
7. Any loss of Laptop or remote devices must be reported immediately to the Fire Chief (Privacy Officer).

C. Software

1. No member will trade or transfer any item of computer hardware or software on any premise controlled by the Fire Chief.
2. No member, with exception of persons under the supervision of the Fire Chief, will use any department owned computer except to gain access to his/her own assigned files, permitted programs or directories through his/her own login password.
3. Unless expressly permitted by the Fire Chief, only the System Manager(s) are authorized to gain access to any computer resource (drives, servers, modems) that was not made available at machine setup.
4. No member is permitted to copy any licensed software which has been procured by the department. The System Manager(s) will copy any copies that are permitted and required.
5. No member shall allow any software licensed to the fire department, or any copy of such software, to be used in conjunction with any computer that is not under the control of the Fire Chief.
6. Each member of the department will protect access to his/her files, programs and directories by creating a password to be used at the time of logging on to the system and no member of the staff will reveal his/her password to anyone. Care shall be taken to “log-off” of the system when your work is completed.
7. No member shall obtain, provide information about, or lists of Reading Fire Department members or patients to parties outside the Reading Fire Department.

D. E-Mail

1. The Reading Fire Department respects the individual privacy of its employees. However, employee privacy does not extend to the employee's work-related conduct or to the use of fire department equipment and supplies.
2. E-mail systems are available to facilitate business communications among participating users.
3. While each employee has an individual mailbox and password on the system, the system in its entirety will belong to the City of Reading. Therefore, the contents of all e-mail messages will be considered City property.
4. The City of Reading reserves the right to review contents of employee's e-mail communications at any time, for any reason, without prior notification. Members should also be aware that e-mail messages may be considered public record and thus subject to disclosure to the general public. For these reasons, members cannot assume that e-mail messages are confidential.
5. Members should note that if the member deletes an e-mail message, this does not ensure that the message has been deleted throughout the system.
6. E-mail systems are designed to assist in the performance of your assigned work, for official business only, similar to the telephone. Incidental and occasional personal use of e-mail is permitted. However, keep in mind that **all** messages are subject to management review. You should not use e-mail to transmit any message you would not want read by a third party.
7. Content of e-mail messages should be written in a business-like manner. You may not use the e-mail system in any way that may be seen as insulting, disruptive or offensive by other persons, or harmful to morale. Forbidden e-mail transmissions include, but are not limited to:
 - a. Profane or vulgar language;
 - b. Discriminatory, insulting or defamatory remarks or any messages that can be construed to be harassment;
 - c. Sexually-explicit messages, cartoons or jokes;
 - d. Personal propositions, letters or chain letters;
 - e. Solicitation of funds, commercial interests, personal or religious causes, political opinions, campaigns or endorsements;
 - f. Any message that encourages violation of employer policies, procedures, rules/regulations or any message that expresses knowledge or allegations of such violation.
8. Members may not intentionally intercept, eavesdrop, record, read, alter or receive another person's e-mail messages without proper authorization. Members are prohibited from the unauthorized use of passwords of other members.
9. Any suspected violations of this policy should be reported to your supervisor.

E. Internet Access

The Internet provides a powerful medium for sharing a wide range of information globally. Through group communications, sharing of ideas and information can be accomplished with many other users. Fire department business can be research, communications, data and information requests to other users of the Internet.

1. Occasional and incidental personal use may be permitted, subject to the limitations of this policy and subject to the operational needs of the department, as determined by the supervisor.
2. During the course of any communication, members are strongly cautioned not to express any viewpoint, which may be perceived to be an official departmental position or opinion.
3. Restraint should be exercised regarding the time of day and the amount of time spent accessing the Internet.
4. Accessing or downloading materials which are considered adult or sexually oriented, or in any way obscene, salacious or pornographic, is strictly prohibited.
5. The downloading of any programs, including but not limited to, screen savers, is prohibited unless authorization prior by the System Manager(s) or Fire Chief.
6. Internet use is subject to monitoring under the supervision of the Fire Chief. The purpose of this monitoring will be to determine compliance with department policy. Although policy will be that information collected through monitoring is to be used for supervisory purposes and not disseminated generally, users are cautioned that such information is not deemed confidential or private, and that there should be no expectation of privacy in use of the Internet.
7. Accessing a web site or location on the Internet where a fee is charged is prohibited.
8. Participating in chat rooms is prohibited.
9. Interfering with or disrupting network users, services and/or equipment is prohibited.
10. Internet access may be limited or eliminated at the discretion of the Fire Chief.

RESPONSIBILITY

- A. It shall be the responsibility of each member to keep confidential information protected at all times, regardless of the medium of which it is stored. Examples of confidential information include, but not limited to, individually identifiable health information concerning patients, patient lists and reports, and research data. Staff members should take all necessary steps to prevent unauthorized access to this information. All inquiries shall be referred to the Fire Chief (Privacy Officer).
- B. It shall be the responsibility of each member to comply with the provisions of this standard and the executed computer user agreement.

- C. It shall be the Officers' responsibilities for enforcing the provisions of this standard and reporting any violations to the Fire Chief immediately.

SUBJECT: DEPARTMENT JOURNAL (DAY LOG)**SECTION:** 102.10**REVISED:** MARCH 19, 2011**PAGE(S):** 2

PURPOSE

To provide a permanent, concise, and comprehensive daily history of pertinent information relative to the activities of the fire department that are not documented elsewhere.

POLICY

- A. A Journal shall be maintained at the valley fire station.
- B. The Officer-In-Charge shall be responsible for maintaining the Journal during his/her respective tour of duty.
- C. The Officer-In-Charge may delegate the responsibility of Journal entries to other individuals.
- D. All entries shall be neat, clear, legible, and made in such a manner that they may be understood.
- E. Eradication's and/or erasures are prohibited. In the event that a correction must be made, a single line shall be drawn through the incorrect entry and a correct entry made. Corrections shall be initiated by the individual making the correction.

PROCEDURE

Journals shall be entered and maintained in Firehouse Software under the Journal section. The On-duty crew shall be entered under Staff Activity Records. Entries with remarks using the department event records include:

- Housework
- Maintenance of Equipment
- Supplies & Equipment Received
- Additional Remarks

Completed Station Journals shall be printed and kept in the journal book in the alarm room.

All entries from 0800 hours to 0800 hours of the following day shall be entered under the same date heading.

RESPONSIBILITY

Officers-In-Charge are responsible for insuring that those members of their respective commands who are charged with maintaining Station Journals do so in accordance with department policy.

Individuals who are charged with maintaining Station Journals shall do so in accordance with the guidelines and procedures contained within this policy.

SUBJECT: TRAVEL POLICY	SECTION: 102.11
REVISED: JANUARY 22, 2007	PAGE(S): 2

PURPOSE

The purpose of this policy is to provide guidelines and procedures for reimbursement of allowable expenditures for employees conducting business on behalf of the City of Reading. The list of allowable expenditures is intended to cover all reasonable and necessary travel costs, while providing the lowest and best cost of travel to the City.

REFERENCE

City of Reading, Code of Ordinances: §244.04 Travel Expenses.

POLICY

- A. Receipts must be kept and submitted for reimbursement of expenses. The following is a list of allowable expenditures for travel.

TRANSPORTATION

Common Carrier (bus, railroad, airline, etc): May be reimbursed at the lowest available rate to and from the designation location.

Mileage: Use of private vehicles will be allowed and reimbursement computed on the basis of the current standard allowance accepted by the Internal Revenue Service. Reimbursement will be made upon reporting of date, beginning/ending mileage, and the area covered. If more than one City employee travels in the same vehicle, mileage will be paid only to the owner of the vehicle. When travel is by a City owned vehicle, the cost of gasoline and oil will be allowed. Other expenditures related to transportation will also be allowed when justified (i.e. parking and tolls). It is the employee's responsibility to ensure that they have a current and valid driving license for the type of vehicle they are using and ensure that their insurance coverage includes use of the vehicle for business purposes.

Rental Cars: There may be situations where it is necessary to provide a rental car when local mass transportation is not available and the cost for taxi service exceeds the car rental fees. Car rentals must be authorized in advance by the Department Head. Economy or compact cars must be used unless multiple employees are traveling together, in which case, a full size car is permitted. Rentals for luxury vehicles will not be reimbursed. Car rental, insurance, parking and fuel expenses (supported by receipts) will be reimbursed.

Miscellaneous: Receipts are required for reimbursable miscellaneous transportation expenses such as parking, taxis, car rental, etc.

MEALS

Individuals needing to eat meals away from the city while on city business may be reimbursed for expenses judged to be reasonable. Gratuities of 15% shall be reimbursable with presentation of a proper receipt.

LODGING

Lodging will be paid for the nights the person is on City business, including "travel days". An itemized check-out receipt is required for reimbursement. Check out times must be adhered to.

Travel accommodation will be based on single occupancy in a standard room and be booked at the lowest rate (preferred, government, special conference) available. Upgrades will not be reimbursed.

As a general rule, travel accommodation should be booked at the hotel or motel where the business or educational endeavor is taking place, if applicable.

A copy of the City's sales tax exemption form should be obtained prior to travel to ensure that the City will not be charged for State of Ohio sales and use tax.

Detailed hotel bills must be submitted to support claim. The following items will not be reimbursed:

- a) entertainment expenses
- b) room service and mini bar charges
- c) movies or game rentals
- d) laundry/ cleaning expenses
- e) personal telephone calls (with exception of a single ten-minute call to inform home of a safe arrival and home emergencies upon approval).
- f) other incidental expenses not explicitly covered in this travel policy

RESPONSIBILITY

This section assigns responsibility to specific individuals and groups for complying with the provisions of the Standard and establishes a mechanism for holding members accountable for complying with the Standard.

SUBJECT: Jury Duty**SECTION:** 103.01**REVISED:** MARCH 1, 2008**PAGE(S):** 1

PURPOSE

- A. To provide a means of keeping the fire department informed as to the status concerning any member who may be required to serve as a juror.
- B. To avoid confusion and unnecessary potential problems as a result from misunderstandings or lack of knowledge of fire department policy concerning jury duty.

PROCEDURE

- A. Members receiving notice to serve jury duty shall notify the Fire Chief and submit to same a copy of said notice.
- B. An effort will be made by the Fire Chief to determine if it is absolutely necessary that said member serve at specified time.
- C. Once the date to serve is confirmed, the member shall submit a request for leave form to be processed.
- D. The Fire Chief shall coordinate with the unit commander to provide the necessary coverage. The involved member shall keep his direct supervisor and Fire Chief informed as to any information or changes which may affect fire department scheduling.

SUBJECT: VACATIONS**SECTION:** 103.02**REVISED:** MARCH 1, 2008**PAGE(S):** 1

PURPOSE

To familiarize all members with procedures that applies to vacations.

AUTHORITY AND RESPONSIBILITY

- A. It is the responsibility of the City of Reading Council to establish the vacation period for all full-paid members.
- B. The Fire Chief shall have the power to make changes in the vacation schedule, in the event of unforeseen circumstances that require him/her to do so, to maintain an efficient operation within the fire department.
- C. The Fire Chief must grant approval of all vacation time to full-time members.
- D. Full-time members shall complete a City of Reading *Request for Leave* form and submit it to the Fire Chief for approval, seven (7) days before taking a vacation day from his banked hours.
- E. Members shall not change any vacation time after approval by the Fire Chief.
- F. All members shall be responsible for obtaining coverage for any scheduled EMS time while on vacation.
- G. All members shall notify the Fire Chief if said vacation will cause them to miss all call fires or drills for more than two weeks.

PROCEDURE

- A. All full-time members' vacations shall be taken in full work periods unless approved by the Fire Chief.
- B. Selection for vacation for full-time members shall be as follows:
 - 1. First selection will be made by Lieutenants, before March 1ST.
 - 2. Seniority (date full-time employment started) will determine choices once the shift Lieutenant has selected.
 - 3. After March 1ST, selections shall be first come-first served basis.
 - 4. When two (2) or more members of the same unit request the same date, the Fire Chief will determine who will receive the vacation day, based on these rules.
- C. If for some reason a full-time member cannot make a selection on or before March 1ST, then the member's remaining days not chosen will be automatically banked up to the number allotted.

SUBJECT: PAYROLL**SECTION:** 103.03**REVISED:** MARCH 1, 2008**PAGE(S):** 2

PURPOSE

To familiarize all members with the procedures that applies to payroll.

POLICY

- A. It is the City of Reading Council's responsibility to establish the rate of pay for all Fire Department personnel (full-time/ part-time/ paid-on-call).
- B. The Fire Chief is responsible for checking and submitting payroll.
- C. Full-time members entering incident reports will record in Firehouse Software off-duty personnel response for Fire and EMS incidents for pay-roll purposes.
- D. Shift supervisors will record crew on-duty, trade, sick, or other vacation and holiday status of all appropriate members for payroll.
- E. The Assistant Chief is responsible for recording training payroll in Firehouse Software.
- F. No member may amend, or otherwise change any payroll record within the Firehouse Software without the approval of the Fire Chief.
- G. Members are responsible for filling out proper overtime slips for miscellaneous overtime and signing attendance reports.

PAYROLL: FULL-TIME

- A. Pay period, work hours, wages, overtime, and bonuses shall be as defined in the current payroll contract (see ordinance).
- B. Any discrepancy in payroll shall be brought to the attention of the Fire Chief.

PAYROLL: PART-TIME

- A. Pay period, work hours, wages, overtime, and bonuses shall be as defined in the current payroll contract (see ordinance).

- B. Any discrepancy in payroll shall be brought to the attention of the Fire Chief.

PAYROLL: PAID-ON-CALL

- A. Payroll will normally cover a 30 day period, the dates to be determined by the City of Reading Payroll Clerk (generally around the 16TH of month).
- B. Members shall be paid for attendance and participation in drills. If a member misses any part of a drill for any reason he shall receive pay for only the part he was in attendance. If the officer in charge of the drill determines that the member did not satisfactorily participate in the drill, the officer will so inform the member and indicate on the attendance record that pay will not be earned.
- C. If a member responds to an emergency during a drill he will receive pay for responding to the emergency and not for the concurrent (missed) drill time.
- D. If a squad run is received while on a fire run, the squad person shall sign the fire report and sign the squad report "no pay". Only an officer may add a member's name to fire report.
- E. Pay can only be earned by responding to an emergency or scheduled drill and signing the appropriate attendance sheet. Pay will not be earned while participating in other department meetings or schools unless specifically authorized by the Fire Chief.
- F. Any discrepancy in payroll shall be brought to the attention of the Fire Chief.

Payroll

SUBJECT: ILLNESS**SECTION:** 103.04**REVISED:** MARCH 1, 2008**PAGE(S):** 2

PURPOSE

To familiarize all members with the procedure applying to reporting illness or off-duty injury.

REFERENCES

City of Reading Sick Leave Policy (2003)

AUTHORITY AND RESPONSIBILITY

- A. It is the responsibility of the City of Reading Council to set the number of sick hours accumulated and the payment of unused sick days for the full-time members of the Reading Fire Department.
- B. It shall be the responsibility of the Fire Chief to inquire into a member's illness and to require said member to be examined by a physician if deemed necessary.
- C. The department has the right to place members on continuous sick leave when the frequency of absences or pattern of absenteeism impairs the efficiency of operations. This right will be exercised in a manner consistent with the Family Medical Leave Act.
- D. It shall be the full-time and part-time member's responsibility to notify the unit supervisor on duty of any illness or reasons preventing him/her from reporting for duty, at least one hour prior the start of the scheduled shift.
- E. Unit supervisors shall have the responsibility, upon notification of a member's illness, to start a City of Reading *Request for Leave* form and to log the absence on the day log.
- F. It shall be the full-time and part-time member's responsibility to complete the *Request for Leave* form anytime sick time is used and forward it to the Fire Chief.
- G. A member who has been off duty three consecutive days or two consecutive tours of duty, must furnish a doctor's excuse to the Fire Chief.
- H. It is the responsibility of any paid-on-call member to notify the Fire Chief of any illness/injury that may keep him/her from answering alarms or attending drills for one (1) week or more.
- I. Requesting to use or using sick leave for any reason for which it is not available under the City of Reading's Sick Leave Policy is a serious violation, subject to severe discipline (up to and including termination).

- J. A member who has exhausted his/her sick leave balance shall be subject to termination after forty (40) hours of absence without pay, in a twelve-month period, irrespective of the number of incidents used in the calendar year.

POLICY

- A. Full-time members of the Reading Fire Department shall follow the sick leave policy adopted for the City of Reading.
- B. Sick leave usage shall be measured in terms of number of incidents per calendar year.
- C. The City of Reading Sick Leave Policy defines an incident as a total time period of four or more hours.
- D. Each period of consecutive days absent shall constitute one incident regardless of the duration of the period of consecutive absence.
- E. A no-fault disciplinary action will be imposed when an employee, who has a sick leave balance, has accumulated an excessive number of sick leave incidents within a calendar year. Corrective disciplinary action will be administered according to the schedule in the City policy.
- F. Incidents when a member is absent due to a job-related injury shall not be counted as an incident under the schedule.
- G. The schedule provided is in addition to disciplinary action that may be taken if a member repeatedly uses sick leave for short periods of time which do not constitute incidents. This provision is intended to cover members whose absences are so frequent as to significantly impact the operations of the City.

PROCEDURE

Members shall notify the proper authority of any illness or off-duty injury that keeps them from duty, using the guidelines contained herein.

SUBJECT: Trading Tours of Duty**SECTION:** 103.05**REVISED:** MARCH 1, 2008**PAGE(S):** 1

PURPOSE

To familiarize all members with the procedures applying to trading tours of duty.

AUTHORITY AND RESPONSIBILITY

- A. The Fire Chief has the authority to approve or deny any full time or part-time member's request for a trade.
- B. The unit Lieutenant has the authority to approve or deny any member of his unit request for trade.
- C. It is the responsibility of full time and part-time members who wish to trade to fill out and submit a Reading Fire Department Trade Request form to unit Lieutenants and the Fire Chief, 48 hours in advance of any such trade, for their approval. Under exigent circumstances, a trade may be made less than 48 hours in advance, please note reason on form.
- D. It is the responsibility of EMS members to find their own replacement when trading scheduled squad time.
- E. Members may not trade overtime days.
- F. When a member has traded with another member and agreed to work and the member who agreed to work fails to report and is not otherwise on approved leave, that member is absent without leave.
- G. When a member agrees to work for another member and for any reason fails to do so, the member who agreed to work will owe the City the time. Such owed time may supplant overtime, especially if missed shift caused overtime to be paid

PROCEDURE

Full time and part-time members shall fill out and submit a Reading Fire Department Trade Request form for approval before any time is traded, following the guidelines established herein. EMS personnel shall secure a replacement if they are not able to cover scheduled times.

SUBJECT: Request for Transfer**SECTION:** 103.06**REVISED:** MARCH 1, 2008**PAGE(S):** 1

PURPOSE

To familiarize all members with the procedures to request a member's transfer from assigned unit or duty status.

PROCEDURE

- A. Members shall submit a written request to the Fire Chief stating the reason for and formally requesting a transfer.
- B. The Fire Chief shall review the request, giving considerations to: number of personnel on the shift the member is requesting transfer from, needs of the fire department, availability of eligibility list, any ordinance effecting man power assignments, etc., and inform the member of his decision as to transfer.

AUTHORITY

The Fire Chief shall have the sole discretion to grant or deny any transfer request.

SUBJECT: OVERTIME**SECTION:** 103.07**REVISED:** MARCH 1, 2008**PAGE(S):** 2

PURPOSE

To provide a system to maintain minimum staffing (see ordinance) of full time and part-time members and to familiarize all members with the procedure applying to overtime.

POLICY

- A. The Fire Chief shall determine the number of men needed during special emergencies such as winter storms, riots, etc.
- B. The Lieutenant or Acting Lieutenant on duty shall insure that no less than three (3) full-time members and one (1) part-time member is on duty, and at least two (2) of the full-time members are certified paramedics and that this level of manpower is maintained during his tour of duty.
- C. Members working overtime are responsible for filling out a Reading Fire Department Overtime Sheet, and submitting it to the shift supervisor to facilitate update of the overtime list.
- D. Members are responsible for reporting to work promptly and being in proper uniform.

PROCEDURE

An overtime master list shall be used for determining overtime in the following manner:

- A. Vacancies in the shift, special details or work details, the member having the least overtime hours shall be called first.
- B. The Fire Chief shall be called in the event no members are available for overtime.
- C. Charges for overtime shall be made in the following manner:
 - 1. A member working overtime hours shall be charged for the number of hours they were paid for.

2. Persons refusing overtime shall be charged with the total number of hours he would have been paid for.
- D. No member shall be charged for refusing overtime two (2) days before or two (2) days after a scheduled vacation day.
- E. Members shall not be charged for refusing overtime if he has been scheduled to work a 48 hour tour of duty immediately before or after overtime is offered.
1. Members may not trade overtime days without the prior approval of the Fire Chief (7 days).
 2. Members shall not be charged for overtime 48 hours after reporting sick for their scheduled work shift.
 3. If a person is called from the master overtime list for whatever reason under this section, the hours of overtime paid or charged for refusing overtime shall be posted on the master overtime list for rotation purpose.
 4. The master OT list shall be used to fill positions for periods of three hours or greater.
- F. Special Overtime Situations
1. Prescheduled special events (ie. fireworks display) that generate overtime manpower demands, may be filled by posting a list of scheduled time slots available and may be filled by qualified full-time, part-time, or paid-on-call members electively, prior to the overtime master list for staffing the event.
 2. To cover small incremental overtime situations such as are caused by sending on-duty personnel to the hospital for improved patient care, a rotating call-in list is maintained. List use procedures are intended to fairly distribute overtime and responsibility and will be used to maintain minimum staffing.

REFERENCE

8-23-94 memo: RCFA on OT policy

SUBJECT: Leave of Absence**SECTION:** 103.08**REVISED:** MARCH 1, 2008**PAGE(S):** 1

PURPOSE

To familiarize all members with the procedure that applies to request for leave of absence.

AUTHORITY AND RESPONSIBILITY

Ohio Civil Service Procedure and these rules and regulations provide for review of requests for leaves of absence of not to exceed one (1 year). It is the member's responsibility to request a leave of absence as detailed below. Any leaves granted to classified members (excludes Paid-On-Call) under this section shall be filed with the Reading Civil Service Commission in order that the civil service status of such absentees may be protected.

PROCEDURE

- A. Members requesting leave of absence shall submit a written request to the the Fire Chief.
- B. The request for leave of absence shall contain the following:
 - 1. The reason that the member would like leave.
 - 2. The date that the member would like the leave to take effect.
 - 3. The date that the member would like to return to normal duty.
- C. To return to duty at the conclusion of the authorized leave, member shall submit letter to Chief stating intent to return to active duty for filing in personnel file and with Civil Service Commission (if applicable). If the member is on leave of absence and would like to return to normal duty before his leave is up, he shall submit the request in writing to the Chief of the department.
- D. If a member is granted a leave of absence, he shall turn in all department issued equipment.

SUBJECT: INJURY	SECTION: 103.09
REVISED: MARCH 1, 2008	PAGE(S): 1

PURPOSE

To familiarize all members with the procedures necessary to report injuries while involved in fire department activities.

PROCEDURE

- A. All members injured while on duty shall be cared for in the best possible manner and transported to the hospital or doctor's office if necessary.
- B. Members who use their own physician shall be subject to an examination by the fire department medical provider if the Fire Chief deems such examination necessary to determine if the member may return to work.

RESPONSIBILITY

- A. All members are responsible for notifying the officer in charge of any injury they sustain while engaged in a fire department activity as soon as possible and completing a City of Reading Incident Report form.
- B. All members are responsible to complete and submit a Workmen's Compensation claim when necessary.
- C. Members are responsible to report any injury incurred off duty that will keep members from fulfilling their duties as a member of the Reading Fire Department to the Fire Chief as soon as possible.
- D. Unit commanders are responsible for entering incidents occurring into day log and for filling out state casualty reports if necessary and to report members injured to the Fire Chief.
- E. The Fire Chief is responsible for assisting members to obtain necessary claim forms and having the injured member examined by the fire department medical officer before returning to duty if necessary.

SUBJECT: Physical Examinations**SECTION:** 103.10**REVISED:** MARCH 1, 2008**PAGE(S):** 1

PURPOSE

To inform all members of the procedures that applies to physical examinations.

AUTHORITY AND RESPONSIBILITY

- A. The Fire Chief has the responsibility to have members examined by the fire department medical provider as required under statute or as deemed necessary.
- B. The Fire Chief has the right to have members examined by the fire department Medical provider if he deems necessary.
- C. The members' responsibility is to report to the fire department medical provider as scheduled and forward truthful information about their illness or disability and to conform to instructions given them by the attending physician.
- D. Physical examination results obtained under this section of the Rules and Regulations are property of the Reading Fire Department.

PROCEDURE

- A. Regular physical examination shall be scheduled by the Fire Chief with the individual members according to contract agreement, ordinance(s), statute otherwise and fire department specifications for physical exam.
- B. Before any member can be appointed, he/she must have first passed the physical examination given by the fire department medical provider, as required for that position.

SUBJECT: Subpoena Policy**SECTION:** 103.11**REVISED:** MARCH 1, 2008**PAGE(S):** 2

PURPOSE

To properly manage those situations affecting the fire department where its members have been subpoenaed for court appearance, either in the course of their employment or as a private individual.

POLICY

- A. Members who are served a subpoena involving a matter directly relating to the course of their employment, shall notify their direct supervisor and submit to same a copy of the subpoena.
- B. Members who are served a subpoena, as a private individual, which will require them to be absent from work in order to appear shall notify their direct supervisor and submit to same a copy of the subpoena.
- C. Members shall be entitled to pay involving a matter directly relating to the course of their employment, while serving as a subpoenaed witness provided that said members pay over to the city any amount received for their service exclusive of travel and subsistence allowance.
- D. Members who are required to appear in court, on a city related matter, during periods in which they would normally be off duty, shall receive pay according to the amount of time involved at a rate equal to normal overtime rate, or as provided under any contract or agreement.
- E. The Fire Chief shall be notified when any member has been served a subpoena, which is employment related or which will affect the work schedule.
- F. Fire department members appearing in court where the city is a party to a proceeding shall wear the uniform specified by the Fire Chief.

PROCEDURE

- A. Members who are served a subpoena involving a matter directly related to the course of their employment, or an individual matter which will affect fire

department scheduling, shall notify the Fire Chief and submit to same a copy of the subpoena.

- B. The Fire Chief shall coordinate and provide the necessary on duty coverage for members who must appear in court.
- C. Members subpoenaed on city related matter shall appear in court wearing the uniform specified by the Fire Chief.
- D. A request for vacation time, personal time or unpaid leave shall be processed whenever members are subpoenaed to appear as private individuals during their regularly scheduled work hours.
- E. The involved member shall keep the Fire Chief informed as to any information or changes which may affect fire department scheduling.
- F. The involved member shall pay over to the city, any monies received as payment for court appearances on city related matters during on duty time, at the end of the required service period.

RESPONSIBILITY

All members who are subpoenaed are responsible to make the proper notifications and act in accordance with fire department policy and procedures.

SUBJECT: Use of Approved Educational Expenses**SECTION:** 103.12**REVISED:** MARCH 1, 2008**PAGE(S):** 1

PURPOSE

To define a procedure for obtaining approval for use of educational allowance and reimbursement for funds expended.

PROCEDURE

- A. Full-time members intending to pursue a course leading to an employment related or germane accredited college course shall prepare a requisition identifying the course, its' dates, its' cost and statement of how it fits into degree pursuit and submit same for approval prior to enrollment.
- B. Upon successful course completion (obtaining a grade of "C" or better) member shall present a copy of receipt for expenditure of funds and a copy of grade report to the Fire Chief, attaching it to the copy of requisition for payment.

REFERENCE

Agreement Between The City of Reading, Ohio and The Reading Career Firefighters Association, IAFF, Local 3717

SUBJECT: RECORDS OF EXCEPTIONAL PERFORMANCE**SECTION:** 103.13**REVISED:** MARCH 1, 2008**PAGE(S):** 1

PURPOSE

To establish an additional method for Fire Department members to be recognized for exceptional performance.

POLICY

It is the policy of the Reading Fire Department to appropriately recognize members of the department for exceptional performance.

The Record of Exceptional Performance sheets may be presented to any member of the Fire Department, including Explorer cadets.

There is no limit on the number of commendations any individual may be awarded.

RECOMMENDATIONS

Any officer or acting officer working in a higher classification may initiate a Record of Exceptional Performance for a member of the department. Any recommendations otherwise can be made to the immediate supervisor of any member for consideration of the commendation.

PROCESSING/PRESENTATION OF COMMENDATIONS

The completed Record of Exceptional Performance will be forwarded to the Fire Chief for review. The original will be awarded to the recipient, while the additional copies are forwarded to the immediate supervisor and the member's personnel file.

SUBJECT: PERSONNEL EVALUATIONS**SECTION:** 103.14**REVISED:** JANUARY 25, 2010**PAGE(S):** 7

PURPOSE

To set parameters, criteria and procedures for evaluating department member's job performance. The personal evaluation should accomplish a minimum of three things:

- Review the member's job performance within a set time period;
- Provide an opportunity for the member and superior officer to set individual goals and achievement objectives;
- Receive input from the member on concerns, ideas and other issues that may affect that member.

POLICY

All members shall have a performance review after six months of employment with the Reading Fire Department. After the initial review, all personnel shall be evaluated on an annual basis.

Supervisors who are charged with preparing a formal evaluation shall maintain a running real-time journal on members they are rating. These journals should be used for specific notations regarding the performance of assigned personnel.

Problems and/or deficiencies in performance should be addressed prior to any formal evaluations; there should be no surprises on the formal evaluation.

PROCEDURE

The shift supervisors will complete employee performance evaluations on the full-time and part-time members assigned to their shift.

The Assistant Fire Chief and assigned shift supervisor will conduct joint performance evaluations for each paid-on-call member of the department.

The Fire Chief will conduct performance evaluations for each of the shift supervisors and the Assistant Fire Chief.

Rating supervisors should keep a running real-time journal on members they are rating. These journals should be used for specific notations when a member performs a critical task associated with their position/responsibility.

The performance evaluation ratings will be subjective with the member receiving a numerical score for performance in a wide variety of rating characteristics. Each characteristic being rated will include narrative for examples to justify the assigned value. Any score given below "Satisfactory" (less than 3) requires a written explanation. There will also be a summary narrative of the employee's performance.

The assigned evaluator(s) will conduct a performance review with each member under his supervision. The review should include discussion of the strengths and weaknesses described within the evaluation, as well as, setting goals and objectives for the member to accomplish during the upcoming twelve-month period.

Upon completion of the written evaluations, these forms will be submitted to the Fire Chief by the established deadline. The Fire Chief will review these evaluations with each supervisor for any clarification in any of the characteristics evaluated. The Fire Chief shall schedule an additional performance review meeting with each member who has received a rating below "Satisfactory" (less than 3) in any category. The fire chief will provide additional comments based upon his personal observations and feedback from the evaluating supervisor. The additional comments may include feedback about attitude, general job performance and proficiency for the position assigned.

Upon completion of the Fire Chief's review, the performance evaluations will be forwarded to the Safety/Service Director for review.

The fire chief will complete the process by providing the individual with a completed evaluation report, containing all summaries identified above and signed off by each evaluator. The Fire Chief may schedule additional follow up reviews with any member to review and/or discuss the completed evaluation.

The member will also be able to enter comments in writing. The member signing and dating the evaluation will conclude the performance evaluation. The original will be maintained in the member's permanent file. Copies of the evaluation will be forwarded to the Safety/Service Director.

RATINGS

For the performance evaluation rating categories, 5 is best and 1 is least desirable. The numbering scheme can be correlated with the following:

- 5 **"Clearly Outstanding"** – Extraordinary performance: exceeds job requirements
- 4 **"Exceptional"** – Superior performance; performs at a level above expected
- 3 **"Satisfactory"** - Meets standards and major job requirements; achieves results expected
- 2 **"Some Deficiencies Evident"** – Needs improvement to meet major job requirements
- 1 **"Unsatisfactory"** – Performance is unacceptable

RATING CRITERIA FOR FIREFIGHTER/EMTs

JOB KNOWLEDGE AND SKILLS

Standard – Demonstrates general firefighting knowledge level expected for the rank of the individual member per department policies and procedures and the State of Ohio Fire Service certification level (FF I/II); performs all general skills for the certification level.. Follows appropriate standards of care for the member's EMT certification. Demonstrates knowledge of specialty and rescue work at the knowledge level expected for the rank and experience of the individual member per department policies and procedures and level of specialty training level, follows R.F.D. protocols, training and testing procedures.

TRAINING AND DEVELOPMENT

Standard – Complies with training and drill schedules and initiates own self-study on a routine basis. The member meets annual training and recertification requirements. Successfully passes any exams, quizzes, reviews, and/or skill evaluations following proper training sequences. Expresses interest and participates in further education both within and outside the department.

DRIVING AND APPARATUS OPERATIONS

Standard – Demonstrates knowledge and skill for driving and operation of assigned apparatus. Driving and apparatus operations are in accordance with established policies and procedures and appropriate State of Ohio laws.

KNOWLEDGE OF CITY AND RESPONSE AREAS

Standard – Can find street and addresses within the city with minimal assistance of mapping books/software. Maintains the ability to use resources provided for response to details outside of city limits. Maintains knowledge of resources available from pre-fire/pre-incident planning information.

SAFETY RELATED BEHAVIORS

Standard – Demonstrates safe practices in consideration of member's own safety, the safety of co-workers and the safety of the general public. Complies with safety rules and procedures. Makes use of safety or protective equipment on a regular basis.

ATTITUDE AND PERFORMANCE

Standard – Enjoys work to the extent that a positive attitude is evident. The employee is not a disruptive or negative factor in the organization. Supports and defends the department and its operations.

DEPENDABILITY AND DISCIPLINE

Standard – Demonstrates a level of reliability in completing assignments, tasks and orders. Complies with work schedule requirements and associated documentation. Properly notifies Department of absences. Arrives at work on time, fully prepared. Reliably completes all necessary documentation and data entry required for the position assigned. Does not present disciplinary problems. Accepts constructive criticism about job performance in a positive manner.

PUNCTUALITY AND ATTENDANCE

Standard – Can be counted on to report for duty shifts and other assignments on time and on a regular basis.

COMMUNICATION AND LEADERSHIP

Standard – Cooperates and works effectively with others, is approachable and demonstrates the ability to listen. Carries self in a manner, which develops and maintains respect among members. Maintains good communication skills when dealing with superior officers and subordinate members.

INITIATIVE AND MOTIVATION

Standard – Routine work schedule does not require supervision to get started or completed if interrupted. In addition, when an obvious task needs to be accomplished, the member initiates the work on own. On the emergency scene, when the member recognizes a need, will readily communicate that need or task by self. Finishes jobs that are started and follows through on assignments.

PARTICIPATION ON SPECIALY TEAMS, COMMITTEES, AND PROJECTS

Standard – Is involved with or otherwise supports or contributes to department/regional teams, committees, or special projects.

FITNESS FOR DUTY

Standard – Possesses the physical capabilities to perform, or learn to perform, essential job functions. Maintains a level of strength and cardiovascular conditioning to the extent that the member can meet essential firefighting and EMS response functions.

REACTION TO STRESS AND PRESSURE

Standard – Maintains composure in stressful, dangerous, or emotional situations.

INTERPERSONAL SKILLS

Standard – Cooperates and works well with others; is approachable and demonstrates the ability to listen to others.

APPEARANCE AND GROOMING

Standard – Arrives at work with the standard uniform. Always looks neat and clean. Grooming and appearance is acceptable.

RATING CRITERIA FOR LIEUTENANTS/ ASSISTANT CHIEF**JOB KNOWLEDGE AND SKILLS**

Standard – Demonstrates firefighting knowledge level expected for the rank of the individual member per department policies and procedures and the State of Ohio Fire Service certification level (FF I/II); performs all general skills for the certification level.. Follows appropriate standards of care for the member's EMT certification. Demonstrates knowledge of specialty and rescue work at the knowledge level expected for the rank and experience of the individual member per department policies and procedures and level of specialty training level, follows R.F.D. protocols, training and testing procedures.

TRAINING AND DEVELOPMENT

Standard – Complies with training and drill schedules and initiates own self-study on a routine basis. The member meets annual training and recertification requirements. Expresses interest and participates in further education both within and outside the department. Is skillful and resourceful in providing resources and encourages training for subordinates. Completes daily drill requirements when on shift.

POLICIES AND PROCEDURES

Standard - Administrative policies, personnel policies and S.O.G's are understood, communicated and administered consistently and fairly. S.O.G's and general orders are followed when responding to calls and other emergencies.

DECISION MAKING

Standard- Makes appropriate decisions and assesses alternative courses of action.

EMERGENCY SCENE MANAGEMENT

Standard- Competently determines key aspects of emergency situations. Is generally calm and level headed. Controls self and provides effective direction and leadership to crew members under emotional, threatening, stressful or dangerous situations. Reacts appropriately and maintains safety and well being of subordinates. Shows good command of the department's incident command/incident management protocols and uses it on a regular basis.

SAFETY RELATED BEHAVIORS

Standard- Is familiar with and follows the safety rules and regulations; reports unsafe conditions.

COMMITMENT TO DEPARTMENT'S MISSION, VISION AND COREVALUES

Standard- Committed to the department's mission, vision and core values. Is supportive and a leader in the department's strategic planning process. Is committed to exceeding customer expectations at all times.

DISCIPLINARY PROCEDURES

Standard - Violations of administrative policy directives, personnel policies and work rules are discussed, documented and appropriate action is taken. Unsatisfactory performance of a subordinate member is brought to the attention of that member and corrective action is taken.

INITIATIVE AND MOTIVATION

Standard - Routine work schedule does not require supervision to get started or completed if interrupted. In addition, when an obvious task needs to be accomplished, the member initiates the work on own. On the emergency scene, when the member recognizes a need, will readily communicate that need or task by self. The employee finishes jobs that are started.

ASSIGNMENTS AND WORK COMPLETION

Standard - Assignments are made in a fair and impartial manner, considering the needs of the department and the capabilities of the member. Desired results (quantity and quality of work expected from group) are accomplished through subordinate personnel.

COMMUNICATION AND LEADERSHIP

Standard - Cooperates and works effectively with others; is approachable. Carries self in a manner, which develops and maintains respect among members. Maintains good communication skills when dealing with superior officers and subordinate members.

INTERPERSONAL SKILLS

Standard - Cooperates and works well with others; is approachable and demonstrates the ability to listen.

PARTICIPATION ON SPECIALTY TEAMS, COMMITTEES AND PROJECTS

Standard – Is involved with or otherwise supports or contributes to department/regional teams, committees, or special projects.

FITNESS FOR DUTY

Standard- Possesses the physical capabilities to perform, or learn to perform, essential job functions. Maintains a level of strength and cardiovascular conditioning to

the extent that the member can meet the essential firefighting, E.M.S. and other emergency response functions.

APPEARANCE AND GROOMING

Standard - Arrives at work with the standard uniform. Always looks neat and clean. Grooming and appearance is acceptable.

SUBJECT: FAMILY AND MEDICAL LEAVE
REVISED: MARCH 1, 2008

SECTION: 103.16
PAGE(S): 3

PURPOSE

The purpose of this policy statement is to set forth the conditions under which employees may apply for and be granted leaves of absence for family and medical reasons under the Family and Medical Leave Act of 1993. It does not apply to leaves for any other purposes.

REFERENCES

City of Reading - Family and Medical Leave Policy

DEFINITIONS

A ***“serious health condition”*** is defined as a condition which requires in-patient care in a hospital, hospice, or other residential medical facility, or which requires continuing care by a licensed health provider such as a physician, podiatrist, dentist, psychologist, chiropractor, nurse-practitioner, or nurse-midwife.

POLICY

The City of Reading will grant requests for leaves of absence of up to 12 weeks for family and medical requirements when such leave requests qualify under the terms of this policy.

This policy applies only to those employees who:

- a) Have worked for the City of Reading for a minimum of twelve (12) months; and
- b) Have worked a minimum of 1250 hours during the twelve (12) month period immediately before the date when a requested leave would begin.
- c) The required twelve (12) month period need not be consecutive.

For purposes of this policy, a husband and wife both working for the City of Reading are considered one person and may therefore take a total of twelve (12) weeks of leave between them.

Family and medical leave may be taken for the following purposes:

- a) In case of the birth of a child, the adoption or foster care of a child; or

- b) To care for a child, spouse or parent (including a person who raised the employee during the employee's childhood) who has a serious health condition; or
- c) In case of a serious health condition of the employee which makes it impossible for the employee to perform the essential functions of his or her job.

There shall be no exceptions to this policy. The Safety/Service Director may make interpretations of this policy.

PROCEDURE

- A. Pay during leave. The employee must use whatever paid leave time (i.e. vacation and sick leave) they have accrued before going on a non-pay status. This paid time is included in calculating the twelve (12)-week limit on family and medical leave.
- B. Calculation of available leave time. The City of Reading calculates available leave time for any employee requesting family or medical leave by first determining how much family and medical leave the employee has taken in the immediate preceding twelve (12) months, then subtracting that time from the maximum allowable twelve (12) weeks. Thus, for example, if an employee takes four weeks of family or medical leave in September, 1993, and then seeks for another leave in June, 1994, the maximum leave possible for beginning in June, 1994 would be eight (8) weeks.
- C. Status of employee benefits during unpaid leave. During any leave for which paid is allowed, benefits continue as usual. During any unpaid portion of family and medical leave, health benefits and life insurance continue. The City of Reading will temporarily cover the entire premium; upon return to work, the employee must reimburse the City of Reading for what would have been the employee share of these premiums. At the expiration of a leave, the employee will be billed for the insurance premiums the City of Reading paid on his/her behalf during the leave. Reimbursement may be made through payroll deductions.

No additional sick leave or vacation credits will accrue during an unpaid family and medical leave. No additional seniority accrues during an unpaid absence, but the employee retains whatever seniority credit held prior to the leave.

Membership in the health or life insurance plan ends with a failure to return at expiration of leave, subject, of course, to the requirements of COBRA.

- D. Return to duty. The City of Reading will make every reasonable effort to return an employee to the same position occupied before the leave. When this is not feasible, in the opinion of the City, a returning employee will be assigned to an equivalent position at the same pay. If the employee returns with a serious health problem, the City of Reading will make reasonable accommodations, if possible, to the employee's physical condition.
- E. Intermittent leave or reduced work schedule. If an employee can take care of family or medical obligation without complete absence from work (i.e. needing two afternoons a week for therapy or for transporting a parent or child for therapy), the employee should talk first with his/her supervisor, then with the Safety/Service Director to discuss suitable arrangement. ****The Act permits leave for such purposes, but also recognizes that the employer may have to transfer the employee to a different assignment in order to make such intermittent leaves possible; such schedules, if needed, must be evolved on an individual basis.* The maximum amount of time off under these circumstances is the equivalent of twelve (12) weeks, full-time, or in the case of a part-time employee, prorated to the appropriate full-time equivalent.
- F. Requesting family or medical leave. When possible, an employee requesting family or medical leave should request such leave thirty (30) days in advance of the start of the leave. When this is not possible, the City will waive this requirement for good reason.

Any employee needing family or medical leave must first discuss this need with his/her supervisor, then with the Safety/Service Director. The latter will provide the employee with a form on which to apply for leave, and a certification form to be completed in part by the employee and in part by the employee's health care provider. This form must be returned to the Safety/Service Director. The employee may also be required to furnish additional relevant information.

In case of an extended (i.e., four weeks or more) leave, the employee must maintain regular contact with his/her supervisor and advise of any changes in the conditions requiring leave. Not less than thirty (30) days before the leave expires, the employee must also advise the supervisor of his/her intention to return to work, and the expected date of return. Any employee who decides not to return to work should see the Safety-Service Director.

SUBJECT: PERSONAL INFORMATION PACKET	SECTION: 103.16A
REVISED: MARCH 19, 2011	PAGE(S): 1

PURPOSE

The Fire Department's response to a firefighter's death or serious injury will greatly affect how surviving family members, co-workers, and the community copes with the unexpected tragedy. Part of the pre-planning for such a tragedy is collecting information on each and every member. In the event of such a tragedy, this information is vital for a quick and compassionate response to the family, friends and co-workers. The Personal Information Packet (PIP) will help the Department be prepared with current data on each employee.

POLICY

It is the responsibility of each member of the Department to maintain current information in the member's Personal Information Packet. Information in the PIP is considered CONFIDENTIAL and is to be utilized ONLY in the event of the death or serious injury of the member.

PROCEDURE

Each member of the Department will receive a Personal Information Packet upon implementation of this SOP or upon hire.

The completed Personal Information Packet shall be returned to the Department within seven days. The PIP will be sealed and filed in the member's personnel folder.

Each year, during the member's performance appraisal, the member will have an opportunity to update the PIP. If NO CHANGE TO THE EMERGENCY CONTACT INFORMATION is necessary, a member will be required to initial, date and note that there are no changes. If changes need to be made, a member may update the PIP as needed.

Since the information in the Personal Information Packet is essential for the department to provide family assistance in the event of death or serious injury, a member may request to update their PIP at anytime.

REFERENCE

Firefighter Line-of-Duty Death Guidelines, State of Ohio Fire Marshal, April 2010.

SUBJECT: LINE OF DEATH OR SERIOUS INJURY NOTIFICATION	SECTION: 103.16B
REVISED: MARCH 19, 2011	PAGE(S): 3

PURPOSE

To establish standard guidelines and procedures that will serve the purpose of notifying family members of personnel who are either severely injured or have deceased while in the line of duty.

POLICY

It shall be the responsibility of the Fire Chief, or the Chief's designee to properly notify the next of kin of a firefighter who has suffered severe injuries or has died in the line of duty. The Fire Chief may designate a Family Liaison Officer to assist in making the notification and/or to inform the survivors.

All information given to the media will be by the Fire Chief or designated Public Information Officer.

PROCEDURE

The Fire Chief or designee will personally make the notification. The Fire Chief may also appoint a Family Liaison Officer to assist in informing the survivors. The notification team **MUST** familiarize themselves with the circumstances of the death and the personal data concerning the death, **BEFORE** making the notification. By having a second person in attendance, the Fire Chief will be able to leave shortly after to return to the scene if necessary. The second person shall remain to see what they can do for the surviving family, getting additional medical help for the survivors if needed, being a compassionate listener.

The name of the injured or deceased **MUST NEVER** be released by the Department before the immediate family is notified. **DO NOT** inform neighbor(s) of the death before telling the family. If asked, inform them you need to find the family regarding a medical emergency and ask if they know where the family can be found.

If there is knowledge of a medical problem with an immediate survivor, medical personnel should be available at the residence to coincide with the death notification.

Notification **MUST ALWAYS** be made in person and **NEVER ALONE**. Notification to the family will be done in dress uniform, if possible, and in a marked Fire Department vehicle. The Chief and the Family Liaison Officer should conduct the **OFFICIAL NOTIFICATION**. However, if the aforementioned persons are not readily accessible, notification should not be delayed until these people can be gathered. If there is an

opportunity to get to the hospital prior to the death of the personnel, DO NOT WAIT for the delegation to assemble. Attempt to bring the spouse to the hospital. The family should learn from the Department FIRST and not from the press or other sources.

NEVER make a death notification on the doorstep of the personnel's home. Ask to be admitted to the home. Ask the survivor if he/she would like to sit down. Inform family member slowly and clearly of the information that the Department has. If specifics of the incident are known, the Family Liaison Officer should relay as much information as possible to the family. Answer all questions honestly. Be sure to use the firefighter's first name during notification. If the firefighter has died, relay that information. NEVER give the family a false sense of hope. Use words such as "died" and "dead" rather than "gone away" or "passes away". Offer to make phone calls, if the survivor wishes.

DO NOT take any personal clothing, jewelry, billfold, purse, etc., to the notification.

If the member of the Department has been seriously injured and transported to the hospital, a Hospital Liaison should be established to coordinate activities between the Department, the family and the hospital.

If the family requests to visit the hospital, they should be transported in a marked Fire Department vehicle. It is highly recommended that the family NOT drive themselves to the hospital. If the family insists on driving, a uniformed firefighter should accompany them in the family vehicle.

If young children are at home, the Family Liaison Officer should arrange for babysitting needs. This may involve co-worker's spouses or friends known to the family, or other family members. Transportation of the children to a relative's home, or a similar arrangement, should be done in a Fire Department vehicle.

Prior to departing for the hospital, the Family Liaison Officer should notify the hospital staff and the Hospital Liaison (by telephone if possible) that a member(s) of the family is enroute to the hospital.

The deceased or severely injured firefighter's parents should also be afforded the courtesy of a personal notification if possible. Use a uniformed firefighter with a Department vehicle, if possible.

If immediate survivors live beyond the local area, the Family Liaison Officer will ensure that the appropriate jurisdiction is contacted requesting a personal notification.

The Chief or designee (and union official, if appropriate) should respond to the residence or the hospital to meet the family, as quick as possible.

In the event of an on-duty death, the external monitoring of fire frequencies may be extensive. Communications regarding notifications should be restricted to the telephone whenever possible. If the media has obtained the firefighter's name, they

must be instructed to withhold the firefighter's name pending notification of the next of kin. Personnel shall NOT give out any information of the incident. This will be done by the Chief or his designee.

In the event of a line-of-duty death, the Dispatcher will transmit a message prepared and/or approved by the Fire Chief similar to the following: ***"It is with deep regret that announcement is made of the death of (Rank, Name, Company) who lost his life in the line of duty while participating in operations on fire call (Number, Location, Date and Time)"***. Record it in the Department logbook.

If family members arrive on the scene during on-going operations it is IMPORTANT to IDENTIFY them and keep them out of the direct flow of operations, particularly if the body is still trapped or on the scene. (Control conversations in the area of the family). An Investigation Team should be assigned the scene of the area where the incident occurred should be secured. Secure all gear, equipment involved in the area. Photograph the total area and equipment.

Provide a debriefing and critique for personnel involved in the incident.

Assure notification of ALL off-duty and vacationing personnel.

REFERENCE

Firefighter Line-of-Duty Death Guidelines, State of Ohio Fire Marshal, April 2010.

SUBJECT:	LINE OF DUTY DEATH OR SERIOUS INJURY CEREMONY/STAFF ASSIGNMENTS	SECTION:	103.16C
REVISED:	MARCH 19, 2011	PAGE(S):	6

PURPOSE

It is the intent of this polity to ensure that every member of this Department both active and retired who passes away will have the option of a Departmental funeral and assistance.

When it is learned that one of our active or retired members has passed away, it will be the responsibility of the Fire Chief, or designated Family Liaison Officer, to contact the family. If a responsible family member requests the Department's assistance, the Chief will appoint a Funeral Coordinator.

The Funeral Coordinator, with approval of the Chief, will determine the highest level of participation the Department can provide, depending upon the cause of death.

DEFINITIONS

Line of duty death: When an active member of the Department passes away while performing emergency activities, that member shall be given the highest honors.
Level 1

Active member of Department: When any member who is in good standing with the Department passes away for any reason other than Line of Duty death, that member shall be eligible for a Level 2 or below participation by the Department.

Retired member of Department: Any time a retired member's (in good standing) family requests the Department to participate, the highest level is 3.

LEVELS OF DEPARTMENT PARTICIPATION

The Funeral Coordinator (with the Family Liaison Officer, when assigned) will meet with the family to determine the highest level of participation the Department can perform. After the level of participation has been agreed upon with the family, the Funeral Coordinator will meet with the Fire Chief for final approval.

The funeral detail should be operated like an incident. The Funeral Coordinator will act as the Incident Commander. Additional Officers will be assigned by the Funeral Coordinator as required.

FUNERAL SERVICE OPTIONS

OPTION	LEVEL I	LEVEL II	LEVEL III
American Flag Presentation*	X	X	X
Badge Shrouds	X	X	X
Bagpipers/Drum Corps	X	Opt	Opt
Bell Service	X	X	X
Bugler	X		
Color Guard	X		
Crossed Ladders	X		
Eulogies	X	X	X
Fire Engine Caisson	X		
Fire Service Flags	X	X	X
Flower Unit	X	X	
Honor Guards	X	X	X
Honor Detail	X	X	
Active Member Pallbearers	X	X	X
Station Bunting	X		
Vehicle Bunting	X	X	
Walk Through	X	X	X

Used only if deceased was a veteran.

STAFF ASSIGNMENTS

Funeral Coordinator

The Funeral Coordinator will be the overall uniformed officer in charge. This officer may have additional Section Officers that will report directly to his/her position.

The Funeral Coordinator is the liaison between the Department and the Funeral Director, religious representative of the family and any other organization that the family has designated to perform the final ceremony.

It is the Funeral Coordinator's responsibility to meet with a family member to select if desired, the pallbearers and escort personnel to ensure they understand what will happen both at the church and if needed, at graveside. This meeting should include the Funeral Director and any other organization that might be involved in the ceremony.

If the fallen member has been in the Armed Services, a flag may be draped over the coffin. This requires the pallbearers and the Funeral Coordinator to fold it and present it to the highest ranking chief officer who will in turn present it to the designated family member.

At all times the Funeral Coordinator must keep the wants and wishes of the family in mind.

Church Coordinator

The Church Coordinator reports to the Funeral Coordinator and acts as Funeral Coordinator in his/her absence. The Church Coordinator will work with the Family Liaison Officer and the Funeral Home Director to ensure that the needs and desires of the family are being met.

The Church Coordinator will formulate a plan for seating/standing and apparatus parking at both the church/funeral home and graveside.

The Church Coordinator will recruit necessary personnel to assist in the parking and seating of all personnel and persons attending the ceremony, both at the church/funeral home and graveside.

Procession Coordinator

The Procession Coordinator reports to the Funeral Coordinator and coordinates activities with the Family Liaison Officer. He/she is responsible for coordinating the funeral procession from the funeral service to the cemetery, including staging, route selection, traffic control, and vehicle/personnel placement.

The Procession Coordinator is responsible for all transportation of family members, pallbearers, and escort detail from a predetermined location to the funeral home/church; from the church to the graveside; and from graveside back to a predetermined location (e.g., family home, church, headquarters, etc.).

The Procession Coordinator has the authority to procure sedans, vans or any equipment that will be needed for the ceremony. He/she will recruit qualified drivers, ensure they are dressed in a Class "A" uniform, and provide the drivers with a route (map) to the family pick-up point and back to the funeral home/church.

The Procession Coordinator will ensure that if an accident or incident should happen the proper paperwork is filled out and the Funeral Coordinator notified.

The Procession Coordinator will be responsible to ensure that all equipment is returned and that all keys are returned to the assigned person.

Cemetery Coordinator

The Cemetery Coordinator reports to the Funeral Coordinator and coordinates activities with the Family Liaison Officer.

The Cemetery Coordinator is responsible for events at the cemetery from the time the processional arrives until the end of the service and everyone has left the cemetery.

The Cemetery Coordinator will ensure that any details or instructions regarding post-funeral gatherings are disseminated.

Family Liaison Officer

The Family Liaison Officer (FLO) is the primary Fire Department connection with the family. The FLO should assist and counsel the family in all parameters of the funeral process and ceremonies.

The Family Liaison Officer should also assist the family in obtaining available benefits.

The FLO should be assigned a Department vehicle for the entire funeral process and should be available to the family 24-hours a day by phone or pager.

Public Information Officer

The Public Information Officer (PIO) should coordinate and disseminate, with the approval of the Chief, all information regarding the line-of-duty death.

The PIO is responsible for preparing, conducting and/or coordinating all news releases. This includes media information packets and printed service programs for viewing and burial.

The PIO will coordinate and manage VIP arrangements as needed.

Honor Guard

The Honor Guard, when requested by the family, will be a detail of the Department in dress uniform, with white gloves, that will be positioned at the head and foot of the casket. They may also escort the casket to the funeral and cemetery. They can also act as pallbearers.

Color Guard

The Color Guard, when required, will be a detail assigned as bearer of the American and State flags.

Pallbearers

The pallbearers, approved by the family, shall follow the instructions of the Funeral Coordinator.

CONDUCT OF MEMBERS IN UNIFORM

Members of the Funeral Escort - in full uniform - shall assemble quietly and in an orderly manner in the immediate vicinity of the place designated, at least fifteen minutes prior to the time of the service. They shall conduct themselves in such a manner which does not detract from the solemnity of the occasion.

Members attending funeral services in uniform will be expected to consider themselves members of the detail, and be governed by the officer in charge.

Members in uniform should place black tape horizontally over the uniform badge covering the seal.

When all other guests have been seated, the Escort shall file in, with ranking officers preceding. They shall stand before their seats until the Escort is wholly in position and on a signal from the Funeral Coordinator shall seat themselves simultaneously.

AFTER SERVICE INSTRUCTIONS - ESCORT

Upon conclusion of services, the Escort shall file past the casket either preceding or following other guests according to instructions from the Funeral Coordinator. The Escort shall then form ranks facing each other near the funeral coach, at the parade rest, and on either side of the procession, being sure to leave room for pallbearers to complete the ranks adjacent to the funeral coach.

The Funeral Coordinator shall, upon seeing the procession leave the door of the Chapel, bring his men to attention with the order, "Detail, Attention!" When the procession reaches the Funeral Coordinator, he shall render the order, "Hand Salute!" The hand salute shall be held until the procession has reached the funeral car and the doors are closed, at which time on the count of "Two" the salute will be completed. The Detail will then be dismissed to go to their transportation and proceed to the gravesite, or to follow other instructions given by the Funeral Coordinator.

PROCESSION ORDER - VEHICULAR

Procession order for funeral components shall be: Colors; clergy; vehicle used to transport coffin; pallbearers, if riding inside apparatus, otherwise following immediate family; immediate family; Fire Chief; Dignitary cars; Home Department apparatus, visiting department apparatus, Department personnel in personal vehicles; visiting department personnel in private vehicles; and other vehicles.

Emergency vehicles in the procession shall not use red lights. During the passage of the procession, personnel positioned with apparatus along the route shall turn on red lights and stand at attention.

PROCESSION ORDER - MARCHING

Procession order for funeral components shall be: Piper/Drummer; Colors; clergy; vehicle used to transport coffin; pallbearers, if riding inside apparatus, otherwise following immediate family; immediate family; Fire Chief; Department Officers; Dignitaries; Department uniformed personnel, visiting department personnel, Department apparatus; visiting department apparatus; and other vehicles.

FIREFIGHTER'S FUNERAL AND GRAVESIDE SERVICES

If the family so requests, this service may be given by a Chief Officer.

AT GRAVESITE

Immediately upon arrival at the gravesite, the Escort shall form in ranks at the funeral car, where the Funeral Coordinator shall bring them to attention. When the pallbearers have placed the casket in position and have formed ranks, the Funeral Coordinator shall give the command "Hand Salute!" The salute shall be held until the casket passes him, and at the count of "Two" the salute shall be completed. At this time the Escort shall form ranks behind the pallbearers, or at some other location designated by the Funeral Coordinator or Funeral Director. At the conclusion of the graveside service, the Funeral Coordinator shall dismiss the Escort.

WHEN FLAG IS USED ON CASKET

In situations where the Flag is used to cover the casket, (stars are draped over the left breast, and nothing is placed on top of the Flag) upon completion of the graveside service, two members of the Department shall be assigned to fold the Flag in a military manner and the ranking officer in attendance shall present it to the family or next of kin.

CONCLUSION OF GRAVESIDE SERVICES

Upon completion of the graveside services, a Department representative will be assigned to stay with the family until guests have departed. The representative should utilize judgment as to the proper time to excuse himself. It would be appropriate for the representative to be someone who might be a friend or good acquaintance of the family.

RECEPTION

At the conclusion of the service, the Department may host a reception for attendees. The Funeral Coordinator will assign personnel to the detail.

APPARATUS PARTICIPATION FOR OTHER FIRE AGENCIES

If requested and travel distance permits, the Fire Chief may approve sending a contingent of personnel and apparatus to represent the Department at funerals for a line of duty death for active members of another fire agency.

REFERENCE

Firefighter Line-of-Duty Death Guidelines, State of Ohio Fire Marshal, April 2010.

SUBJECT: LINE OF DUTY DEATH OR SERIOUS INJURY SURVIVOR BENEFITS	SECTION: 103.16D
REVISED: MARCH 19, 2011	PAGE(S): 3

PURPOSE

To establish standard guidelines and procedures that will serve the purpose of assisting family members, of personnel who are either severely injured or have deceased while in the line of duty, receive the benefits entitled to them.

POLICY

It shall be the responsibility of the Fire Chief, or the Chief's designee to properly notify State and Federal agencies of a firefighter who has suffered severe injuries or has died in the line of duty. The Fire Chief may designate a Benefits Officer to assist the survivors in obtaining benefits.

PROCEDURE

The Fire Chief or designee (Benefits Officer) will personally make the notifications. The Fire Chief may also appoint a Family Liaison Officer to coordinate the efforts between the survivors and the Department.

Twelve copies of the Death Certificate should be ordered through the Funeral Director for processing benefit claims.

NOTIFICATION LIST - FEDERAL

U.S. DEPARTMENT OF JUSTICE

Public Safety Officers' Benefit Program
Bureau of Justice Assistance
Washington, D.C. 20531
1-888-744-6513

Call with the following information:

1. Deceased name, occupation and title/rank
2. Widow/widower's name
3. Names and DOB of children
4. Widow/widower's mailing address

5. Fire Department Name
6. Name, phone number and address of Contact Person
7. Description of incident

Upon receipt of the above information by the Department of Justice, forms will be forwarded to the Fire Department for completion.

In order for a firefighter's surviving dependents to receive the Federal Public Safety Officer's Benefit, certain tests must be made before death, or at the time of death.

1. It is necessary to obtain a complete blood toxicology report primarily concerning blood alcohol and Carbon Monoxide levels.
2. In cases involving a non-traumatic injury, such as a heart attack, it is also necessary to obtain a complete blood toxicology report as stated above. It is imperative that they receive an accurate toxicology report to complete benefit payments. If local labs are unable to get accurate Carbon Monoxide levels below 10%, contact the Department of Justice and they will be able to run the test.
3. A certified copy of the autopsy must be provided and if no autopsy was performed, an affidavit stating one was not performed must be provided.

If a firefighter is injured to the point of permanent disability, he/she is eligible for a one-time lump sum payment equal to the current benefit listed above provided they meet the following criteria:

1. They are totally disabled and will never be able to hold another job.
2. They receive the maximum benefit from their primary workmen's compensation claim.
3. They are released from the Fire Department.

UNITED STATES FIRE ADMINISTRATION

Notify the U. S. Fire Administration (USFA), National Fallen Firefighters Foundation by telephone in the event of a firefighter line-of-duty death so they can provide assistance and also lower the flags over the Fallen Firefighters' Memorial in respect.

National Fallen Firefighters Foundation
Emmitsburg, MD
301-447-1365

NOTIFICATION LIST - STATE

State Fire Marshal

Fire Prevention Bureau
Reynoldsburg, OH
1-888-243-0305

NOTIFICATION LIST - MISCELLANEOUS

Depending on individual situations, additional benefits available to survivors may be available from:

- Social security Administration
- US Department of Veteran Affairs
- Ohio Police & Fire Pension Fund or Ohio Public Employees Retirement System
- Ohio Bureau of Workers' Compensation
- Ohio Victims of Crime Compensation Program
- Ohio Board of Regents, Student Aid Commission
- International Association of Fire Fighters

REFERENCE

Firefighter Line-of-Duty Death Guidelines, State of Ohio Fire Marshal, April 2010.

SUBJECT: LINE OF DUTY DEATH OR SERIOUS INJURY INVESTIGATION	SECTION: 103.16E
REVISED: MARCH 19, 2011	PAGE(S): 4

PURPOSE

This procedure describes the activities, roles and responsibilities that are required in the event an employee is seriously injured or killed in the line-of-duty. It establishes the need for, and membership of, an Investigation Team. This policy details the procedures the Investigation Team should follow in conducting its investigation.

DEFINITIONS

Serious Injury — any injury sustained in the line-of-duty which is, or may become life-threatening or will disable the employee for a substantial period of time.

Line-of-duty Death - The death of any member of the Fire Department while on duty, or while undergoing medical treatment for any injury or disease resulting from such duty is considered a line-of-duty death. This also includes the death of a Fire Department member while traveling in connection with such duty.

PROCEDURE

As soon as possible after a line-of-duty death has occurred, the Fire Chief shall assign an Investigation Team to conduct an investigation of the circumstances of the event. The objective of this team shall be to thoroughly analyze and document the events leading to the death and to make recommendations aimed at preventing similar occurrences in the future. This procedure may also be utilized in the event of a serious accident involving Fire Department personnel that may or may not have resulted in death or injuries.

The principal goal of the Investigation Team shall be to identify the causal factors pertaining to the event and to recommend actions that would prevent or reduce the risk of a similar event. A secondary objective shall be to obtain, document and secure evidence that may be a factor in any regulatory actions or litigation resulting from the incident.

If the death occurred at a fire scene, the Investigation Team report shall be separate and distinct from any fire cause investigation. A copy of the fire investigator's report shall be included in the final report package. The Investigation Team report and all related documentation shall be an internal Fire Department administrative report.

The investigation of incidents involving death or serious injury to Fire Department members shall be directed by an officer designated by the Fire Chief. The Investigation Team shall report through the designated Team Leader, who shall be responsible for the management of the investigative process.

The Investigation Team shall include a Chief Officer, Fire Department Safety Officer, a Fire Investigator and such additional personnel as may be required by the specific circumstances of the event. All members of the Department shall give their full and complete cooperation to the Investigation Team.

Duties and Responsibilities of the Investigation Team:

1. Gathering and analysis of all physical evidence relating to the event.
2. Interview of all witnesses with direct or indirect knowledge of the circumstances.
3. Documentation of radio traffic, telephone conversations, photographs, film, videotape and related information.
4. Consultation with persons having special knowledge of the factors involved in the incident, including experts and consultants from the private sector.
5. Liaison with other agencies involved in investigation of the incident.
6. Development of a comprehensive written report of the incident, including conclusions and recommendations.

The Investigation Team Leader shall establish and maintain an ongoing liaison with the Department's legal office relating to the investigation.

It is the policy of the Fire Department to cooperate fully with all other governmental agencies having legal cause to be involved in the investigation of a Line-of-duty death incident, and to cooperate voluntarily, when appropriate, with organizations working in the areas of fire service occupational safety and health education and training.

Other governmental agencies that may be involved in an investigation include:

United States Fire Administration

National Institute for Occupational Safety and Health

Law Enforcement Agencies

State Fire Marshal

The participation of these agencies shall be at their own discretion, depending on the circumstances of the particular incident. These agencies may or may not produce their own reports of the incident with recommendations or corrective actions. These reports do not supercede the Investigation Team Report.

The Investigation Team shall utilize the resources of individuals and agencies outside the Fire Department to assist in the investigation and/or provide technical consultation when necessary.

These resources may include:

National Fire Protection Association

International Association of Fire Chiefs

Ohio Fire Chiefs Association

International Association of Fire Fighters

Consultants

Testing Laboratories

American Petroleum Institute

DOCUMENTATION

The Investigation Team shall ensure that the scene of the incident is fully documented, including diagrams, photographs and observations.

When feasible, all witness interviews shall be recorded and/or transcribed. When recording and/or transcription is not feasible, the investigator's notes of the interview shall be filed.

1. Employees shall have the right to have legal or a union representative present during an interview.
2. The Investigation Team shall coordinate its activities with the Police Department to avoid interference in any criminal investigation relating to the incident.

The Investigation Team shall:

1. Obtain and secure tapes and printouts of telephone and radio conversations and CAD transactions relating to the incident. The pertinent aspects of the radio and telephone tapes shall be transcribed.

2. Gather and document any physical evidence relating to the incident. Physical evidence shall be secured and labeled, and the chain of custody procedures maintained.
3. Obtain, examine and secure all protective clothing, breathing apparatus and equipment used by the personnel involved in the incident as soon as is feasible. A complete physical description of the protective clothing, breathing apparatus and equipment shall be included in the report of the incident. (A performance status report shall be conducted by a qualified professional on all safety equipment).
4. Review and comment on the application of policies and procedures to the incident, the observance of procedures, their effect on the situation and recommendation for changes, additions or deletions.
5. Attempt to obtain any photographs, videotape or other information relating to the incident from news media or other sources. Such evidence shall be obtained with the written agreement that it is to be used only for investigative and educational purposes.
6. Interact and cooperate with Fire Investigator and Law Enforcement personnel in their activities related to the incident.
7. When feasible, the Investigation Team shall obtain copies of autopsy reports, medical treatment records, injury reports and other information relating to members involved in the incident.

The Fire Chief shall determine the schedule and method of presentation for the final report of the Investigation Team.

In cases involving a Line-of-duty death it is not recommended that a formal post-incident analysis be held.

REFERENCE

Firefighter Line-of-Duty Death Guidelines, State of Ohio Fire Marshal, April 2010.

SUBJECT: FITNESS AND WELLNESS**SECTION:** 103.17**REVISED:** APRIL 3, 2011**PAGE(S):** 4

PURPOSE

The tasks that firefighters are faced with on the fireground are extremely demanding physically. These tasks are usually performed without any warm-up and under environmentally hostile conditions. This set of circumstances is conducive to a higher risk of injury. If injuries are to be reduced, the capacity to endure the physical demands of firefighting must be increased.

Regular physical fitness activities are very important to the total well-being of the firefighters. Participation in a fitness program not only helps to reduce injuries; it also increases strength and stamina, keeps our minds alert, releases various forms of personal stress, and can be a key factor in building cohesiveness among the firefighters.

This policy establishes guidelines for physical fitness and wellness activities among all members of the Reading Fire Department.

REFERENCES

1. *IAFF/ IAFC Wellness and Fitness Initiative, Second Edition*
2. *NFPA 1583: Standard on Health Related Fitness Programs for Firefighters, 2008 Edition.*
3. *NFPA 1582: Standard on Comprehensive Occupational Medical Program for Fire Departments, 2007 Edition.*
4. *Ohio Administrative Code – Chapter 4123:1-21-07 Fire Department Occupational Safety and Health.*

POLICY

- A. It shall be the responsibility of all employees to actively participate in the fitness and wellness program.
- B. All personnel assigned to paid-on-call positions shall be afforded the opportunity to participate in the fitness/wellness program. Participation in the program is strongly encouraged but not mandatory.
- C. Class E uniforms (102.01) shall be worn when participating on-duty.
- D. Those part-time and career members assigned to a shift shall be allotted at least 60 minutes per shift for physical fitness training and exercise between the hours of 9AM and 9PM (unless otherwise approved by shift supervisor prior). Adequate time shall also be allowed for the member to shower and change clothing appropriate for regular duty.

- E. All career members assigned to a shift shall accomplish a minimum of two (2) hours of prescribed physical training/exercise per calendar week, unless otherwise on granted leave. Off-duty fitness activities are also encouraged.
- F. All part-time members assigned to a shift shall accomplish a minimum of 60 minutes per calendar week, unless otherwise on granted leave. Off-duty fitness activities are also encouraged.
- G. Personnel participating in physical training should restrict non-emergent disruptions during this time, such as visitors and telephone calls.
- H. Those members assigned to 40-hour work week are encouraged to engage in fitness activities during lunch and after business hours. They may participate with the members assigned to shift if workload permits.
- I. Those members mandated to participate, once approved to participate, shall participate unless a physician issues limitations when the member returns to work following an injury, illness or assigned to light duty.
- J. Any individual excused to participate, as outlined previously, shall in no way inhibit others from participating. Non-participants will continue with their normal duties, or as otherwise directed by their supervisor.
- K. When planning for physical training/exercise, consider other activities being conducted within the building that might be interrupted (i.e. court or council meeting).
- L. All fitness activities shall be conducted within the first-due response area, with apparatus close to the activity, ensuring a timely response.
- M. If any fitness activity is missed or interrupted due to a response, the period may be continued or rescheduled at the discretion of the supervisor.
- N. Members that take advantage of other facilities on their days off may substitute on-shift physical training/exercise, with approval of the Lead Peer Fitness Trainer. The shift supervisor must be advised of this exception and may require periodic verification of this training/exercising.
- O. Members shall be professional, dignified and courteous in the presence of the public.
 - a. Avoid the use of violent, abusive or immoderate language at all times.
 - b. All activities must project a positive, high-fitness appearance that enhances the Fire Department's public image.
 - c. Aggressiveness and competitiveness must be controlled.

ALLOWABLE FITNESS ACTIVITIES

- A. All fitness and recreational activities are subject to the approval of the Fire Chief and should include activities that improve:
 - a. Cardiovascular fitness
 - b. Muscular strength and endurance
 - c. Body composition
 - d. Flexibility
- B. Members may engage in non-recreational activities prior to 4PM weekdays and noon on weekends when their work schedule allows and with the approval of the shift supervisor.

- C. Recreational activities are permitted after 4PM weekdays and after noon on weekends.
- D. The shift supervisor is responsible for ensuring that fitness activities are safe and free of citizen complaints. Activity must be a non-contact activity pursued in a safe manner.
- E. Recreational activities cannot involve non-fire department personnel without prior approval of the Fire Chief.
- F. Always warm up thoroughly with ample stretching.

EXERCISE FACILITIES AND EQUIPMENT

- A. To encourage and facilitate exercise, the department will provide for space and equipment to support the physical fitness and wellness programs as the fitness committee recommends and the department's budget allows.
- B. Any members who utilize fitness equipment are expected to clean up after themselves and abide by any rules that have been established.
- C. In addition to using fire department facilities, units are encouraged to use public recreational facilities at parks, community centers, and gyms within the first-due response area.
 - a. Use only facilities with good lighting and non-slippery surfaces.
 - b. Never utilize a facility if people are waiting.
 - c. Maintain a low profile by parking apparatus inconspicuously; keeping radios low; being courteous, quiet and professional.

TRAINING RECORDS

- A. Any physical fitness training activity conducted while on-duty shall be recorded by each member, on the posted fitness log for the month.
- B. No physical fitness training completed while off-duty will be recorded on the fitness log, unless approved prior by the Lead Peer Fitness Trainer.
- C. The Lead Peer Fitness Trainer will maintain all participation records and submit quarterly reports to the Fire Chief.

PEER FITNESS ADVISORS AND TRAINERS

- A. Through the IAFF, the IAFC and the American Council on Exercise (ACE), the department will provide training to maintain a minimum of two fitness instructors.
 - a. Those members who received certification as a result of this training hold the designation of Peer Fitness Trainer (PFT).
 - b. Those who did not certify, but have completed the training, hold the designation of Peer Fitness Advisor (PFA).
- B. Peer Fitness Advisors/Trainers will be available upon request to assist personnel with their fitness goals, which may include:
 - a. A written performance program.
 - b. Demonstration of exercise techniques and equipment use.

- c. Provision of general health and nutrition information.
- C. If a PFA develops a workout program, it will need to be reviewed and signed off by a PFT.

ANNUAL MEDICAL/FITNESS ASSESSMENTS

- A. Personnel shall receive a mandatory annual medical examination as required within these written guidelines and as a component of the wellness-fitness program.
- B. Personnel required to participate (following medical clearance) will attend a confidential annual fitness assessment administered by a PFA or PFT, as outlined in the Wellness-Fitness Initiative.
 - a. The primary purpose of the fitness assessment is to provide a “fitness report card” to the individual for their benefit.
 - b. These annual fitness assessments are non-punitive.
 - c. Members can seek additional assessments throughout the course of the year, through the PFA or PFT (also confidential).
- C. Once the assessment is completed, the PFT will provide feedback to the individual regarding his/her current level of fitness, level of improvement since past assessments, and a suggested exercise program.
- D. Generic information from the assessments may also be used to populate Reading Fire Department and/or IAFF data bases for the purposes of identifying fitness related trends of fire service members.

SUBJECT: STAFFING**SECTION:** 103.18**REVISED:** AUGUST 14, 2009; JULY 9, 2007**PAGE(S):** 2

PURPOSE

To assure appropriate (fiscal efficiency) and consistent (certification, rank, training levels) staffing guidelines for the Reading Fire Department. To provide a method for fair and equitable distribution of available backfill shifts to qualified employees including routine coverage, emergency, and/or augmented staffing during critical periods.

POLICY

The minimum number of on-duty personnel shall not be less than 5 (3 full-time, 1 part-time and assigned squad person).

Only one full-time person shall be scheduled off at any given time during a shift.

A minimum of three (3) full-time paramedics shall be scheduled on at all times.

When staffing levels are not maintained at shift change, off-going personnel shall hold over to maintain the minimum staffing levels.

METHOD OF FILLING VACANCIES

Whenever a vacancy exists, the appropriate position(s) shall be filled from the overtime roster. Personnel shall be filled as follows:

- Full-time personnel shall be replaced with full-time personnel using the master overtime list. In the event no full-time personnel are available, contact the Fire Chief or his designee.
- Part-time personnel shall be replaced with part-time personnel using the part-time overtime list. In the event no part-time personnel are available, a full-time person shall be contacted using the master overtime list. If no full-time personnel are available then a paid on-call person shall be contacted.
- Reasonable attempts shall be made to fill assigned squad vacancy by the paging system and phone calls. Shift supervisor shall attempt to fill the vacancy at least one shift prior to the vacancy. In the event no personnel are available to cover the squad vacancy and shift is full (4 full-time and 1 part-time) no further action is necessary. If the manning is at 4 with a squad vacancy, contact the Fire Chief or his designee.
- Staffing for critical periods will be at the discretion of the Fire Chief or his designee.

RESPONSIBILITY

It shall be the responsibility of the shift supervisor to insure, before leaving a tour of duty, that the minimum numbers of members are present for duty on the following shift.

The Fire Chief has overall responsibility for insuring that departmental policy is followed concerning minimum staffing levels of the on-duty forces.

SUBJECT: Conformance to Law: General**SECTION:** 104.01**REVISED:** MARCH 1, 2008**PAGE(S):** 1

PURPOSE

To assure that all members of the fire department conduct themselves in a proper manner and with appropriate demeanor, they shall not engage in conduct unbecoming of a public employee and member of the department.

RULES

- A. Employees shall obey all laws of the United States, of this state, and of this jurisdiction.
- B. Employees shall neither take action nor refuse nor neglect to act under circumstances wherein such action or inaction would induce, impinge, or border on illegal activity.
- C. An indictment filed against an employee or a conviction of the violation of any law may be cause for disciplinary action.
- D. Each section of City ordinance and the statutes of the State of Ohio pertaining to the fire department are hereby adopted as part of these rules and regulations and shall be of the same force and extent as written.
- E. No employee shall join or be member of any organization or society designed to interfere with the orderly process of government by illegal means.

SUBJECT: Conformance to Law: Influence of Official Action	SECTION: 104.02
REVISED: MARCH 1, 2008	PAGE(S): 2

PURPOSE

To assure the continuance of professional, lawful and objective conduct by all employees associated with this department.

RULES

- A. No employee shall:
1. Interfere with the service of lawful process.
 2. Interfere with the attendance or testimony of witnesses or defendants through coercion, bribery, or other means.
- B. Except as authorized below, no employee shall communicate information which might assist persons suspected or charged with an offense.
1. Employees may communicate information to the Fire Chief or the prosecutor that would exonerate individuals suspected or charged with criminal acts.
- C. No employee shall solicit or accept from any person, business, or organization any valuable gift (including money, tangible or intangible personal property, loans, promise of service, or entertainment) for the benefit of the individual employee or others if it may reasonably be inferred that the person, business, or organization:
1. Seeks to influence action of an official nature or seeks to affect the performance or non-performance of any official duty.
 2. Has an interest which may be substantially affected directly or indirectly by the performance or non performance of an official duty.
- D. The following are permissible actions by a department employee if it may reasonably be inferred that the person, business, or organization offering such items for free, or at a reduced price, does not seek to influence

- action of an official nature or seeks to affect the performance, of an official duty.
1. An employee may accept an unsolicited serving of a non-alcoholic beverage for free or at a reduced price.
 2. An employee may accept unsolicited food items from a local restaurant or business for free or at a reduced price.
 3. An employee may accept an unsolicited advertising or giveaway material such as pens, pads, calendars, diaries or similar items of little or nominal value.
- E. No employee shall recommend or tout the services of any business, company, person, or organization in return for any gift of value solicited, offered, received, or expected for self or another for personal gain.
- F. No employee shall solicit the aid of any outside individual or group for assistance in procurement of transfer, duty assignment, or promotion.
- G. No employee shall accept any gift, gratuity, reward, or other consideration for services rendered in the line of-duty, except lawful salary and that which may be otherwise authorized by law.
- H. No employee shall utilize a departmental business card except in conjunction with departmental activities.
- I. No employee shall issue or cause to be issued any courtesy card, such being any written communication bearing the employees name which implies that the bearer is or should be entitled to any special favor or consideration from other employees of this department or personnel of any fire department agency.
- J. No employee shall attempt to influence the decisions of governmental officials in matters related to fire department role, function and operations for relating to purely personal advantage, outside the scope of collective bargaining.

SUBJECT: Conformance to Law: Vehicle Operation**SECTION:** 104.03**REVISED:** MARCH 1, 2008**PAGE(S):** 1

PURPOSE

To assure the continuance of lawful, safe vehicle operation by all employees associated with this department.

RULES

- A. All employees shall maintain a valid State of Ohio driver's license.
- B. All employees of this department shall adhere to the procedures applicable to emergency vehicle operation and driving which have been promulgated by this department.
- C. No employee shall operate any city vehicle either negligently or in willful or wanton disregard for the safety of persons or property.
- D. Except under conditions which would permit the use of emergency warning devices (red lights and siren) every employee driving a departmental vehicle shall drive in compliance with the statutes contained in the vehicle codes of this City and State.
- E. Drivers of fire department vehicles shall be directly responsible for safe and prudent operation under all conditions. When the driver is under the direct supervision of an officer, or acting officer, that officer shall also share responsibility for the actions of the driver.
- F. Drivers shall not move fire department vehicles until all persons on the vehicle are seated and secured with seat belts or safety harness in approved riding positions.
- G. All persons riding on fire department apparatus shall be seated and secured to the vehicle by seat belts or safety harness at any time the vehicle is in motion. Riding on tail steps or in any other exposed position shall be specifically prohibited. Standing while riding shall be specifically prohibited.

SUBJECT: Conformance to Law: Misappropriation of Property	SECTION: 104.04
REVISED: MARCH 1, 2008	PAGE(S): 1

PURPOSE

To assure the continuance of lawful and professional conduct and prohibit misappropriation of property by all employees of this department.

POLICY

- A. No employee shall commit theft.
- B. No employee shall take possession of abandoned or lost property and convert it to his own use or otherwise dispose of the property to his own or another's benefit when his awareness or possession of such property is in any way related to his duties as an employee or his connection with the department.
- C. Any employee coming into possession of abandoned or lost property shall deliver it without delay to the individual charged with the responsibility to receive, retain and hold secure abandoned or lost property (officer in charge, proper hospital authority or coroner, etc.) and describe such property in the appropriate report to be made out concerning the incident involved.
- D. No employee shall contract excessive debt or refuse to make payment of a just claim for which they are liable.

SUBJECT: Conformance to Law: Political Activity**SECTION:** 104.05**REVISED:** MARCH 1, 2008**PAGE(S):** 3

PURPOSE

To assure the continuance of professional, lawful and objective conduct by all employees associated with this department, with respect to political process.

POLICY

- A. While off duty, employees shall be permitted to:
1. Register to vote; attend political rallies.
 2. Express opinions as individuals privately and publicly on political issues and candidates.
 3. Make voluntary financial contributions to political candidates or organizations.
 4. Circulate nonpartisan petitions or petitions stating views on legislation.
 5. Sign nominating petitions in support of individuals.
 6. Display political materials in the employee's home or on the employee's property.
 7. Otherwise participate fully in public affairs except as provided by law, to the extent that such endeavors do not impair the neutral and efficient performance of official duties or create real or apparent conflicts of interest.
- B. Employees are prohibited from engaging in the following political activities:
1. Candidacy for public office in a partisan election.
 2. Candidacy for public office in a nonpartisan general election if the nomination to candidacy was obtained in a partisan primary or through the circulation of nominating petition identified with a political party.

3. Filing of petitions meeting statutory requirement for partisan candidacy to elective office.
4. Circulation of official nominating petitions for any candidate participating in a partisan election.
5. Service in an elected or appointed office in any partisan political organization.
6. Acceptance of a party sponsored appointment to any office normally filled by partisan election.
7. Campaigning by writing for publications, by distributing political material, or by writing or making speeches on behalf of a candidate for partisan elective office, when such activities are directed toward party success.
8. Solicitation either directly or indirectly of any assessment, contribution or subscription, either monetary or in kind, for any political party or political candidate.
9. Solicitation of the sale, or actual sale, of political party tickets.
10. Partisan activities at the election polls, such as the solicitation of votes for other than nonpartisan candidates and nonpartisan issues.
11. Service as a recorder, checker, watcher, challenger, judge or board of election poll worker for any party or partisan committee.
12. Participation in political caucuses of a partisan nature.
13. Participation in a political action committee which supports partisan activity.
14. Using their official capacity to influence, interfere with or affect the results of a partisan election.
15. Otherwise engaging in prohibited partisan activities on the federal, state, county, or municipal level.

REFERENCE

124.57 ORC; ADMIN 123:1-46-02

SUBJECT: Performance of Duty: General**SECTION:** 105.01**REVISED:** MARCH 1, 2008**PAGE(S):** 1

PURPOSE

To assure professional and dedicated public service by all employees through effective and efficient departmental operations.

RULES

- A. Every employee shall perform his duties as required or directed by:
1. Law
 2. Departmental policy, procedure, or rules
 3. Any lawful order of a supervisor
- B. Every employee shall respond promptly to calls for service or assistance or take the initiative to supply such without a request whenever the need is apparent. Employees assigned to special details are not relieved of the responsibility from being in a state of readiness and responding to calls for assistance.
- C. On-duty employees shall not engage in personal matters, social activities, personal business or any other activities which would cause them neglect or to be inattentive to their duties.

SUBJECT: PERFORMANCE OF DUTY: PROHIBITED ACTIVITIES**SECTION:** 105.02**REVISED:** MARCH 1, 2008**PAGE(S):** 1

PURPOSE

To assure efficient and appropriate attention to duty and responsibility by defining activities which are destructive to effective performance by personnel.

RULES

- A. Except as noted employees shall not engage in the following activities during duty hours:
1. Sleeping (unless authorized), loafing, idling, and/or loitering at garages or other facilities of government services such as fire houses and police departments.
 2. Conduct private business or personal transactions outside the City of Reading limits.
 3. The habitual and/or excessive use of duty time conducting private business or personal transactions within the City of Reading corporate limits.
- B. It is understandable that occasionally there is a need to make personal transactions on duty time; however this should be a remote exception rather than the rule and with the approval of the shift supervisor.

SUBJECT: Performance of Duty: Attendance**SECTION:** 105.03**REVISED:** MARCH 1, 2008**PAGE(S):** 1

PURPOSE

To assure attendance of employees at the place and during the times assigned for duty.

RULES

- A. Every employee shall report for duty at the time and place designated by his superior, and failure to report shall be deemed neglect of duty.
- B. No employee shall be absent when leave has not been granted.
- C. An employee who is unable to report for scheduled duty will notify, or cause to be notified, the concerned supervisor stating the reason and the expected date and time of return. Notification shall be accomplished if possible within one hour of scheduled duty time.
- D. An employee shall not fake illness or injury. If convalescence is to be at a location other than his residence, he will notify the Fire Chief.
- E. An employee shall not leave a post or other assignment without having been properly relieved. An employee who is caused to leave his post or other assignment because of an emergency without being relieved shall notify or cause notification to his supervisor as soon as possible of the absence, the reason for it, and the employees' present whereabouts and activity.

SUBJECT: Performance of Duty: Notification to Superiors**SECTION:** 105.04**REVISED:** MARCH 1, 2008**PAGE(S):** 1

PURPOSE

To assure prompt and effective communication by employees of information important to departmental operations.

RULES

- A. Employees shall advise their supervisors of any unusual activity, situation, or problem in which the department would logically be concerned.
- B. Employees shall report any conviction of a misdemeanor to the Fire Chief within 5 days of such conviction.
- C. Employees shall advise the Fire Chief of their arrest for any felony within 5 days of such arrest.
- D. Employees shall report any moving violation conviction to the Fire Chief within 5 days of such conviction.
- E. Notification required by this section under B, C, and D above does not automatically imply department disciplinary action will be taken.

SUBJECT: Performance of Duty: Labor Activity**SECTION:** 105.05**REVISED:** MARCH 1, 2008**PAGE(S):** 1

PURPOSE

To assure the continuance of professional, lawful and objective conduct by all employees associated with this department and to maintain the professional image of the fire department.

POLICY

- A. Employees shall have the right to join labor organizations.
- B. Employees shall not engage in any strike. "Strike" includes the concerted failure to report for duty, willful absence from one's position, unauthorized holidays, sickness unsubstantiated by a physician's statement, the stoppage of work, or the abstinence in whole or part from the full, faithful and proper performance of the duties of employment for the purpose of inducing, influencing, or coercing a change in conditions, compensation, rights, privileges or obligations of employment.

These rules are to be used in conjunction with all relevant existing departmental policies, procedures, and rules.

SUBJECT: Performance of Duty: Preparation and Submission of Reports	SECTION: 105.06
REVISED: MARCH 1, 2008	PAGE(S): 2

PURPOSE

To assure prompt and efficient reporting of department services and activities and to manage information and reports.

RULES

- A. Any required departmental report or form shall:
1. Be appropriate to the type of activity performed, service provided, or information received.
 2. Cover the subject as completely as possible and contain all pertinent information reasonably available at the time.
 3. Be completed promptly, accurately, comprehensively and legibly by either the employee responsible for its preparation or an employee under his direction when such is appropriate.
- B. Whenever it is reasonably possible, all required reports or forms relating to daily activities, such as day logs, EMS reports, fire hydrants out of service, etc.. shall be completed and submitted by the end of the tour of duty during which activities were performed by the employee responsible for such reports. When such completion and submission is not possible, reports shall be submitted in preliminary form and shall be completed during the employee's next tour of duty unless a supervisor directs otherwise.
- C. Reports submitted by employees shall be truthful and complete. No employee shall knowingly enter or cause to be entered on such reports any inaccurate, false, or improper information.
- D. No EMS squad run reports may be given or sent to anyone without official permission from the Fire Chief. Any reports containing private health information can only be given or sent under the provisions of Federal Law (HIPAA).

- E. Fire run reports are to be given or sent to anyone without official permission from the Fire Chief or Assistant Chief, except as provided in Book 2 and in Codified Ordinances.
- F. Employees shall not remove or destroy any official record or report, nor take any official record from the office where it is kept unless such removal is in the performance of their duty in accordance with due process of law, and only then after having obtained the express permission of the Fire Chief.
- G. Employees shall not copy or otherwise disseminate any official record, report or the data contained therein for unauthorized use or purpose. All distribution to sources outside the department must be by authorization.

SUBJECT: Performance of Duty: Unsatisfactory Performance	SECTION: 105.07
REVISED: MARCH 1, 2008	PAGE(S): 1

PURPOSE

To assure efficient and effective response to duties and responsibilities by department personnel. To assure professional fire service efforts by employees of this department to the community needs. To assure the public respect and cooperation from the community for our department.

RULES

- A. Employees shall maintain sufficient competency to properly perform their duties and assume the responsibilities of their positions. Employees shall perform their duties in a manner which will maintain the high standards of efficiency in carrying out the functions and objectives of the department.

- B. Unsatisfactory performance may be demonstrated by an unwillingness or inability to perform assigned tasks; the failure to take appropriate action on the occasion of an emergency or other condition deserving fire department attention; or absence without leave. In addition to other indications of unsatisfactory performance, the following will be considered prima facie evidence of unsatisfactory performance: Repeated poor evaluations or a written record of repeated infractions of rules, regulations, directives or orders of the department.

SUBJECT: Performance of Duty: Knowledge of Department Publications	SECTION: 105.08
REVISED: MARCH 1, 2008	PAGE(S): 1

PURPOSE

To assure that employees remain aware of the current orders and information disseminated by departmental directives and publications.

RULES

- A. Employees shall read all departmental orders, directives, policies, rules, information and training bulletins, day logs and other official publications or notices which in any way reasonable affect their units, assignments, responsibilities, or general or specifically designed duties. Any employee who is in doubt as to the meaning of any information contained in any official publication shall seek clarification through the chain of command.

SUBJECT: Performance of Duty: Meals**SECTION:** 105.09**REVISED:** MARCH 1, 2008**PAGE(S):** 1

PURPOSE

To assure efficient and appropriate response to duties and responsibilities by departmental personnel.

RULES

- A. Members shall be permitted to suspend assigned activity, subject to immediate call at all times, for the purpose of having meals during their tours of duty, but only for such period of time, and at such time and place, as established herein.
- B. Generally no more than one (1) hour will be taken for meal time.
- C. While on duty, meals shall be eaten at the fire station unless special permission is given by the Fire Chief to allow on-duty members to eat elsewhere.
- D. While on duty, meals and food supplies shall be purchased and picked up within the City or contiguous jurisdictions, assuring circumstances do not present cause for any delay in response. In either case, the shift supervisor must be aware of all personnel's whereabouts.

SUBJECT: Professional Conduct: General**SECTION:** 106.01**REVISED:** MARCH 1, 2008**PAGE(S):** 2

PURPOSE

To assure professional efforts of this department and cooperative efforts between this department and the community.

RULES

- A. Employees shall not commit any acts or omit any acts which constitute a violation of any of the rules, regulations, procedures, directives, or orders of the department.
- B. Employees shall conduct themselves at all times, both on and off duty, in such a manner as to reflect favorably on the department. Conduct unbecoming an employee shall include that which brings the department into dispute or reflects discredit upon the employee as a member of the department, or that which impairs the operation or efficiency of the department or its employees, such offenses need not be specifically defined or set forth in this manual.
- C. Employees shall maintain a level of moral conduct in their personal and business affairs which is in keeping with the standards of the fire service profession. Employees shall not participate in any incident involving moral turpitude which impairs their ability to perform as a member of this department or causes the department to be brought into disrepute.
- D. Employees shall not permit unauthorized persons on official business.
- E. Employees shall not make any purchase or incur any liabilities in the name of the fire department except by direction of the Fire Chief.
- F. An employee shall not authorize the use of their name, photograph, etc., which identifies them as being affiliated with the City of Reading Fire Department or their official title in connection with testimonial or advertisement of any commodity or commercial enterprise, without official approval of the Fire Chief and Safety Director.
- G. No employee will use or attempt to use his official position, badge or credentials for personal or financial gain or to gain entrance to any event.

- H. No employee will use any city discount or tax exempt status for personal gain.
- I. Employees shall not conduct social or personal associations or relationships with another person, while on duty, where such would be subject to be considered as illicit, immoral, improper, or impairing the operation, efficiency or professional image of the department. This does not preclude associations which are required to be performed in connection with the performance of duty.
- J. No employee shall engage in argument regarding politics or religion which would be detrimental to the department.

SUBJECT: Professional Conduct: Court and Hearing Demeanor	SECTION: 106.02
REVISED: MARCH 1, 2008	PAGE(S): 1

PURPOSE

To assure professional, objective appearance and demeanor while in attendance at court, tribunal and administrative hearings.

RULES

- A. An employee shall be attentive and respectful during court, tribunal and administrative hearings.
 - B. An employee shall testify only to the truth as he or she knows it and with accuracy, confining his testimony to the case being heard, the evidence properly before the court, tribunal, or administrative hearings, and a reasonable response to questions asked.
 - C. An employee shall not exhibit malice, bias, prejudice, animosity or favor toward any party involved in a matter before the court, tribunal or administrative hearing.
 - D. An employee attending or in the immediate vicinity of any court, tribunal, or administrative hearing shall not exhibit in any way his displeasure or favor, animosity, or disbelief upon hearing the decision of the court, tribunal, or hearing officer, or presentation of evidence, argument or statement of counsel.
 - E. A member assigned to duty in civilian clothing, or attending court, grand jury, coroners' inquest, administrative hearings, or any other tribunal, in civilian clothing, shall wear acceptable civilian attire of conservative color and design, including coat, collar, and tie.
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SUBJECT: Professional Conduct: With the Public**SECTION:** 106.03**REVISED:** MARCH 1, 2008**PAGE(S):** 2

PURPOSE

To assure the public respect and cooperation from the community which is essential to the efforts of our department.

RULES

- A. Employees shall be courteous in their relations with the public, avoiding harsh, violent, profane, or insolent language or manner; employees shall maintain objective attitudes regardless of provocation.
- B. An employee shall give his name and badge number upon request, unless extenuating circumstances dictate otherwise.
- C. An employee shall report for duty, free from the influence and odor of intoxicants and shall not consume any intoxicant while in uniform and on duty, or on-call for immediate response to duty.
- D. Employees while off-duty, shall refrain from consuming intoxicants to the extent that it results in obnoxious or offensive behavior which discredits them or the department, or renders the employee unfit to report for their next regular tour of duty.
- E. An employee shall neither ingest nor possess any controlled substance except as prescribed by his physician; and upon reporting for duty an employee shall advise his supervisor of any drugs or medications being used which might in any way affect his actions, inactions, or the performance of his duty.
- F. An employee shall remain neutral in a conflict situation and emphasize his position on arrival by endeavoring to restore calm and attempting to resolve differences.
- G. An employee shall not speak in a manner which may be perceived as downgrading nor use words or gestures which may be considered derogatory. Contacts with the public shall be conducted in a manner which will formulate a favorable attitude toward the department.
- H. An employee shall not act in a manner which exhibits bias, prejudice, discrimination or harassment.

- I. An employee shall be receptive to citizens who seek advise, guidance or assistance.
- J. An employee shall not affiliate with any organization if such will interfere with the performance of his duty.
- K. Employees shall avoid regular or continuous associations or dealings with persons whom they know/should know, are persons under criminal investigation or indictment, or have a reputation in the community or the department for involvement in felonious or criminal behavior, except as necessary in the performance of official duties, or where unavoidable because of other personal relationships of the employee.
- L. Employees shall not knowingly, enter or frequent a house of prostitution, gambling house, or establishment wherein the laws of the United States, this state or the jurisdiction are regularly violated except in the performance of duty or while acting under proper and specific orders from a superior officer.
- M. Employees shall not directly or indirectly in any manner or for any purpose, invite, solicit, or request contributions, subscriptions or donations for any cause pertaining to the fire department without the permission of the Fire Chief.

SUBJECT: Professional Conduct: With Other Agencies**SECTION:** 106.04**REVISED:** MARCH 1, 2008**PAGE(S):** 2

PURPOSE

To assure cooperation and effective relationships among employees of this department and other agencies.

RULES

- A. Employees shall treat superiors, subordinates, and associates with respect, courtesy and civility.
- B. When on duty, particularly in the presence of others, employees shall address or refer to superiors by rank or title.
- C. Employees shall be courteous to and cooperative with all fire service agencies, other departments of this jurisdiction, and public service organizations and shall give aid and information to such organizations as may be so consistent with departmental policies and procedures.
- D. Employees shall not publicly criticize the department, its policies, its operations, or other employees by any communication which is defamatory, obscene, unlawful, or tends to interfere with the operations of the department.
- E. Except as required by law, a public communication of any kind that criticizes or condemns any person or organization shall be issued only by the Chief or under his approval when such is issued in the name of the department or in the name of a person as an employee of the department.
- F. An employee who has information concerning illegal actions, dereliction of duty, malfeasance, misfeasance, or unprofessional conduct by any employee shall report such to an immediate supervisor, Fire Chief, and Safety Director, as appropriate.
- G. Upon the order of a superior officer, Fire Chief, or appointing authority, employees shall truthfully answer all questions, specifically directed and narrowly related to the scope of employment and operation of the department, which may be asked of them.

- H. Members shall not spread gossip, either concerning personal character or conduct, to the discredit or detriment of any member of the fire department or other business of the department.



SUBJECT: Professional Conduct: Informed Participation**SECTION:** 106.05**REVISED:** MARCH 1, 2008**PAGE(S):** 1

PURPOSE

To assure that employees acquire information relating to the laws of this state and jurisdiction and the orders and directives of this department sufficient to carry out their duties and responsibilities effectively.

To assure that communications and dissemination of information, both internal and external to the department, is directed to achieve the goals and objectives of the department and to comply with law.

RULES

- A. An employee shall acquire and maintain a working knowledge of those laws and those departmental orders, rules, policies, procedures, and directives necessary to the effective performance of his duties.
- B. An employee shall communicate truthful information of which he is aware in compliance with law, directives of the department, lawful orders of his superiors, and the needs of the department.

SUBJECT: TOBACCO USE
REVISED: MARCH 1, 2008

SECTION: 106.06
PAGE(S): 1

PURPOSE

To establish a department wide policy identifying when and where tobacco products can be used, hoping to promote wellness among the membership and to maintain a positive image within the community.

REFERENCE

Chapter 3794 of the Ohio Revised Code

POLICY

- A. All areas in which smoking is not permitted shall be designated as a "tobacco-free area", with the exception of the apparatus floor bay areas.
- B. Personnel affected shall include all members of the department.
- C. Smoking is prohibited in the following areas:
 - 1. Inside any city building, including fire department offices, restrooms, kitchen/dorm areas, apparatus floor and storage areas.
 - 2. Any room or area posted as "NO SMOKING".
 - 3. Inside any fire department vehicle/ apparatus.
- D. The general public, when visiting fire department facilities, will be required to adhere to the provisions of this policy.
- E. The department shall make available, smoking cessation programs through the Public Employee Assistance Program (PEAP).
- F. In outdoor areas where the use of tobacco products is permitted, members shall take care to maintain the area free of any debris resulting from the use of tobacco (ie: ashes, butts, etc.).
- G. All members should try to maintain a positive image within the community by refraining from using tobacco products while visible to the general public, especially minors.

SUBJECT: Administrative Requirements: Obedience to Orders	SECTION: 107.01
REVISED: MARCH 1, 2008	PAGE(S): 2

PURPOSE

To assure that all reasonable orders are understood, non-conflicting and followed to achieve the objectives of the department.

RULES

- A. Standards of conduct established by departmental rules and regulations shall apply to all employees.
- B. Specific rules of conduct cannot be established that will govern every employee action or behavior. Any act or omission contrary to good order, discipline, or accepted social practice may subject an employee to disciplinary action.
- C. Employees shall obey all lawful orders and instructions issued by a superior.
- D. Orders posted on a bulletin board or distributed through any other official channel shall have the same effect as these rules.
- E. Written or oral orders shall be in clear, understandable language, civil in tone, and issued in pursuit of departmental business, policies, goals, and objectives.
- F. A command or supervisory employee shall not knowingly issue any order which is in violation of any law, ordinance or departmental rule.
- G. No employee shall knowingly obey any order which is contrary to law or ordinance. Responsibility for refusal to obey an order rests with the subordinate and requires justification.
- H. An employee, who receives a lawful order which he feels to be contrary to departmental rules, must first obey the order and then may proceed to appeal.
- I. An employee who receives an order which he feels to be improper or unlawful shall report in writing to the Fire Chief through channels. The report shall contain the facts of the incident and any action taken.

- J. Orders will be countermanded when necessary for the good of the department.
- K. Upon receipt of a conflicting order or instruction, the employee shall advise the person issuing the order of the conflict. Responsibility for countermanding the original order or instruction then rests with the individual that issued the conflicting command. If so directed, the latter command shall be obeyed first.
- L. All general orders and rules and regulations will be signed and approved by the Fire Chief and when possible, Safety-Service Director.

SUBJECT: Administrative Requirements: Residence and Phone	SECTION: 107.02
REVISED: MARCH 1, 2008	PAGE(S): 1

PURPOSE

To assure prompt and efficient response to duties and responsibilities by departmental personnel.

RULES

- A. All employees of the fire department shall reside within the State of Ohio, within Hamilton County or any contiguous county, unless provided for otherwise under contract/agreement.
- B. Paid-On-Call members of the department must reside within the City of Reading, Hamilton County, Ohio or within a reasonable distance from one of the two fire stations approved by the Fire Chief. Consideration for approval will include distance, as well as, traffic patterns, railroad crossings, etc.
- C. Probationary members shall have six (6) months to establish residency within the restricted residency requirements for that position.
- D. Each employee of the fire department shall have a telephone listing for his/her place of residence, and shall submit his address and telephone number to the Fire Chief. Any change in address or telephone number shall be reported within twenty-four (24) hours to the Fire Chief.
- E. Each employee of the fire department shall be responsible for providing the name and contact information for emergency notifications in the event of sudden illness or injury. Each employee shall update this information with any changes in contact information for such sudden illness or injuries.

SUBJECT: Administrative Requirements: Security of Department Business	SECTION: 107.03
REVISED: MARCH 1, 2008	PAGE(S): 2

PURPOSE

To assure the security, privacy, and appropriate use of departmental records and information.

RULES

- A. An employee shall not reveal the contents of any official fire record, report, or document except as authorized by the Chief, established by departmental procedures, or required by law.
- B. An employee shall not alter, forge, or tamper with any fire record, report, citation, accident report, or other departmental document.
- C. An employee shall not communicate any information of an internal nature that concerns the department, departmental activities, or members to persons outside the organization without authorization of the Fire Chief.
- D. An employee shall conduct official business through channels as indicated in the organizational structure of the department.
- E. An employee shall not speak before any group on City of Reading Fire Department topics, nor prepare for publication any article dealing with the activities of the Reading Fire Department without prior official sanction of the Fire Chief or Safety Director.
- F. Employees shall not publicly criticize or ridicule the Reading Fire Department, its policies or members, by talking, writing or expressing themselves in any manner, when such expression is:
 - 1. Directed towards a person with whom the employee has a working relationship.
 - 2. Stated or inferred as the official position of the department without obtaining the prior approval of the Fire Chief.
 - 3. Improperly disclosed investigative or confidential information.

4. Tending to impair the operation of the department by interfering with its efficiency, interfering with the ability of supervisors to maintain discipline or having been made with reckless disregard for truth or falsity.
- G. Employees shall not make news media releases unless reviewed or authorized by the Fire Chief.

SUBJECT: Administrative Requirements: Outside Employment	SECTION: 107.04
REVISED: MARCH 1, 2008	PAGE(S): 2

PURPOSE

- A. To assure efficient and appropriate attention to duties and responsibilities by full-time departmental personnel.
- B. To alleviate possibility of any conflicts of interest involving departmental personnel in conjunction with outside employment.
- C. To monitor occupational exposure potential.
- D. To track availability of personnel for manning and staffing level planning.

POLICY

- A. Nothing in these policies shall prohibit outside employment for full-time members, subject to the following limitations:
 - 1. City of Reading Fire Department employment shall be considered primary. As a member of an emergency service agency charged with 24 hour per day, year long responsibility, employees must reasonably be available for special duty or change in assignments as directed.
 - 2. Outside employment must not create a conflict of interest.
 - 3. Employees shall submit written notification of off-duty employment to the Chief at the time of such employment and annually thereafter, for review as to compliance with intent of these rules and regulations.
 - 4. The Reading Fire Department and the City of Reading will assume neither responsibilities nor liability for outside employment.
- B. All members, paid-on-call, part-time or full-time, who wish to become members of another fire department or E.M.S. agency for whom they may have call back obligations or with whom they may sustain an injury in the line of duty that would preclude them from covering assigned or call back duty with the Reading Fire Department, must submit a letter to the Fire Chief naming the department

or agency for whom they wish to be employed and the approximate hours per month involved in outside employment.

- C. Approval may be denied where it appears that outside employment might:
1. Physically or mentally exhaust the employee to the point that their performance may be affected.
 2. Requires that any special consideration be given to scheduling of the employee's regular duty hours.
 3. Bring the department into disrepute, create a conflict of interest or impair the operation or efficiency of the department or employee.

SUBJECT: Administrative Requirements: Civil Action**SECTION:** 107.05**REVISED:** MARCH 1, 2008**PAGE(S):** 1

PURPOSE

To assure prompt and effective communication by employees of information important to departmental operations.

RULES

- A. An employee of the department shall not institute civil action arising out of his official duties without first notifying the Fire Chief. He shall not accept or agree to accept anything as payment for personal injury or property damage incurred in line of duty without first notifying the Fire Chief.
- B. An officer or employee of the department who has a damage suit filed against him, by reason of an act performed by him in the line of duty shall immediately consult with his supervisor and the Fire Chief. He shall furnish the Fire Chief a copy of the complaint together with an accurate and complete report of the incident in question so that the Fire Chief may notify the Safety Service Director and the City Law Director of the pending suit.
- C. An employee of the department shall not involve himself in the civil action or dispute of other persons nor shall he testify in civil cases unless he is legally summoned.

SUBJECT: Departmental Property: Vehicles**SECTION:** 108.01**REVISED:** MARCH 1, 2008**PAGE(S):** 2

PURPOSE

To assure proper care, custody, and control of departmental vehicles.

POLICY

- A. Except in an emergency, all on-duty employees at the beginning of a tour of duty and prior to use of an assigned vehicle, shall inspect and report any damage, mechanical malfunction or missing equipment to his immediate supervisor.
- B. An employee / driver of a departmental vehicle shall be licensed in this state, have his/her driver's license in his immediate possession at all times, and comply with any restriction required by such license.
- C. Except in an emergency, an employee shall not alter or attempt any repairs to a departmental vehicle without the prior authorization of his unit supervisor.
- D. An employee shall take reasonable care to avoid damaging, misusing, or destroying a departmental vehicle.
- E. An employee shall not use a departmental vehicle except in furtherance of departmental goals and objectives and in the performance of his duty. Departmental vehicles shall not be used by employees engaged in off-duty work unless specifically authorized by the Fire Chief.
- F. Employees assigned departmental vehicles and permitted to take the assigned vehicle home during off-duty hours is restricted in use of the vehicle unless immediately available to respond for off-duty response dispatches or on related departmental business otherwise.
- G. No person, other than a member of the department, or persons accompanying victims to hospital, or persons being aided, or other persons on official business, shall be transported by any departmental vehicle unless authorized by the Fire Chief.
- H. An employee shall not allow anyone else to drive a departmental vehicle, unless on official business or in the event of repairs.

- I. No member shall place any decoration or advertisement on department vehicles without obtaining permission from the Fire Chief.



SUBJECT: Departmental Property: Other Than Vehicles**SECTION:** 108.02**REVISED:** MARCH 1, 2008**PAGE(S):** 2

PURPOSE

To assure proper care, custody, and control of departmental property other than vehicles.

RULES

- A. An employee, who becomes aware of any departmental property which has become lost, damaged, stolen, or inoperative, shall report such to their unit supervisor.
- B. When departmental property shows damage which has not been previously reported, the employee finding damage, shall be deemed responsible for making a City of Reading Incident Report of such damage.
- C. Upon any approved leave of absence, resignation, retirement, or termination of employment, an employee shall return all departmental property possessed by or issued to him/her.
- D. An employee shall take reasonable care to avoid damaging, wasting, misusing, or destroying departmental property regardless of the unit or person to whom it has been assigned.
- E. Except in an emergency, an employee shall not alter or attempt repair to departmental property without the prior authorization of a supervisor.
- F. Employees shall not permit any other person to use their badge or credentials.
- G. Employees shall maintain all issued equipment in proper condition and shall be responsible for accountability of said equipment.
- H. Employees while utilizing department radios shall conduct themselves in a professional manner at all times and will adhere to proper radio discipline.
- I. Red lights, sirens or pa systems on personal vehicles are not to be used unless responding to an emergency within the City of Reading and then under provisions of applicable law(s). Good judgment should be used as to the distance to be traveled with emergency equipment in operation.

RESPONSIBILITY

- A. Employees exercising responsibility for department equipment under 26.02 shall not be liable for damage to said equipment, when damage occurs in the line of duty.
- B. Liability for damage to department pagers shall not attach when pager is being worn in an "able to respond" mode and is lost or damaged.
- C. Loss or damage to borrowed city equipment is always the employee's responsibility.

SUBJECT: Departmental Property: Uniforms**SECTION:** 108.03**REVISED:** MARCH 1, 2008**PAGE(S):** 1

PURPOSE

To assure proper care, custody, and control of departmental uniforms.

RULES

- A. Employees assigned to uniformed service will wear prescribed uniform of the day when reporting for duty except when granted specific permission by the shift supervisor or Fire Chief.
- B. No portion of uniform shall be worn in conjunction with civilian attire.
- C. Employees shall only wear authorized insignias, badges, and patches on their uniforms and equipment.
- D. All uniforms or clothing worn by department personnel on duty will be in good repair, cleaned, and pressed.

SUBJECT: SEXUAL HARASSMENT**SECTION:** 109.01**REVISED:** MARCH 1, 2008**PAGE(S):** 3

PURPOSE

To define a policy that prohibits sexual harassment, provides information relative to understanding forms of sexual harassment, defines supervisory and member responsibility to make this policy effective and to detail investigation of complaints of sexual harassment.

REFERENCES

City of Reading – Policy on Sexual Harassment

POLICY

It is the policy of the City of Reading to create an atmosphere for our mission that is free of behavior that unfairly introduces sexual harassment or discrimination into work relationships.

Any type of sexual harassment of one City employee against another that interferes with good working conditions or job opportunities is a violation of city policy and employees responsible will be subject to severe disciplinary action.

Employees who are subjected to sexual harassment of any type are required to report to any member of management any violations of the policy, in a timely fashion.

Sexual harassment of any employee by non-employees (i.e. clients, contractors, vendors, etc.) should also be reported under this policy for proper investigation.

Telling someone that their behavior is unwanted or offensive is an important first step in stopping sexual harassment. It puts the person on notice and gives them the opportunity to change.

Failure to report any type of harassment will be considered by management to indicate an acceptable relationship or that the incidents do not create unreasonable working conditions.

The City of Reading also recognizes that false accusation of harassment can have serious effects upon the accused; therefore, false accusations will result in the same severe disciplinary action applicable to one found guilty of harassment.

DEFINITIONS

Sexual harassment can be found as offering or threatening positive or negative work related sanctions as a reward or punishment for sexual favors; as the creation of a hostile environment where behaviors, verbal, visual or other actions of a sexual nature serve to create an intimidating hostile or abusive environment interfering with an individual's work performance or take the form of potentially criminal sexual battery.

Sexual harassment may occur by a man against a woman, a woman against a man, a man against a man, or woman against a woman.

Hostile environment is defined as an environment containing sexual advances, innuendos, vulgar statements, and so on that the employee considers hostile or to which he or she objects.

Quid pro quo is defined as "give something to get something".

PROCEDURE FOR REPORTING SEXUAL HARASSMENT

1. Complaints of sexual harassment can be reported to any member of management and must be filed in a timely manner. The name of the person(s) involved **must** be disclosed.
2. Separate interviews will be held, expeditiously, with both the person(s) involved and the complainant.
3. Any additional information required such as witness statements will be collected as soon as possible.
4. If the complaint is valid under the facts, quick action will be taken. Disciplinary action will depend on the severity of the harassment.
5. All information will be confidential and there will be absolutely no retaliation for reporting.
6. Any management personnel who receive a complaint of harassment must notify the Safety/Service Director immediately. The Safety/Service Director will ensure proper procedures are followed in regards to investigation and disciplinary action if appropriate.

INVESTIGATION PROCEDURE

Complaints of sexual harassment shall be investigated under the following guidelines:

1. Both complainant and person(s) involved shall be interviewed separately.
2. The interview will take place as quickly as possible after management has knowledge of the unwelcome incident or condition.
3. If facts are in dispute, no action will take place until the investigator is of the opinion that the facts have been established.
4. Both the complainant and the person(s) involved will be told of the results of the investigation.
5. Discipline will be given accordingly to the facts of each case, but the matter will immediately be corrected where necessary.

RESPONSIBILITY

All employees, without exception, must strictly adhere to his policy.

SUBJECT: Grooming**SECTION:** 109.02**REVISED:** MARCH 1, 2008**PAGE(S):** 2

PURPOSE

To assure personnel appearance and to provide for safety.

POLICY

- A. Haircuts or hair coloring of a faddish nature will not be permitted.
- B. Fire department employees, when reporting for duty, must maintain their personal appearance as neatly as possible, and with the following minimum specific standards adhered to by both male and female personnel.

MALE PERSONNEL:

1. Haircuts shall be neat and tapered on the side and rear so as not to appear uncombed (with or without a hat).
2. Hair shall not extend over the ears or collar.
3. Sideburns shall not be any greater in length than a point at a right angle to the midpoint of the ear, and shall be squared at the bottom and trimmed so as not to appear bushy or interfere with the normal wearing of personal protective equipment.
4. Mustaches/beards - mustaches shall be neat and trimmed with the ends of the mustache not exceeding one-quarter (1/4) inch below the corner of the lip and/or interfering with the normal wearing of personal protective equipment (including any interface with respiratory face pieces). Beards, goatees or other variations of facial hair are prohibited.

FEMALE PERSONNEL:

1. Hair shall be cut and/or worn in a style which appears neat when the personnel are uniformed, such style shall be off the collar and ears, and the bulk or length of the hair shall not interfere with the normal wearing of personnel protective equipment.

C. All uniformed personnel, while on duty, will be permitted to wear only the following exposed jewelry: Watch, rings, or medical alert identification jewelry.