

# OELWEIN FIRE DEPARTMENT

*Proudly Serving Since 1893*



## POLICY AND PROCEDURES MANUAL

Date Year



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<b>MISSION – VISION - VALUES</b>		

## Mission Statement

Our Mission is to provide a safe, professional, and courteous team that strives to exceed the expectations of the community and our organization. We are dedicated to protecting life and property by providing emergency response and community education. We do this through the involvement of members, volunteers, and the community. This mission requires our members to be part of a capable and selfless fire department that focuses on *“Preserving the Past and Protecting the Future”* of those we serve.

## Vision Statement

Our accomplishments are based on our commitment to protect the lives and property of all persons within our community, and to convey this commitment in a professional manner. We support education, training, and skill development, while utilizing these opportunities to further enhance the quality of life of our community members and visitors.


## Value Statement

We are prepared for duty, serving with integrity, responding with compassion, and committed to professional excellence. We encourage and support excellence in leadership, innovation, and service. We value teamwork and open communication as the foundation for all that we do. We honor our families and the deep traditions of the Fire Service.

## Risk Management Statement

We will risk ourselves a lot, within a structured plan to save a savable life.  
 We will risk ourselves a little within a structured plan to save savable property.  
 We will not risk ourselves at all to save lives or properties that are already lost.

*National Fallen Firefighters Foundation  
(NFFF)*

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<b>CODE OF ETHICS</b>		

## FIREFIGHTER CODE OF ETHICS


### Background

The Fire Service is a noble calling, one which is founded on mutual respect and trust between firefighters and the citizens they serve. To ensure the continuing integrity of the Fire Service, the highest standards of ethical conduct must be maintained at all times. The Oelwein Fire Department (OFD) has adopted the model and content of the National Firefighter Code of Ethics to the extent of application that best fits the type, size, and structure of the Oelwein Fire Department.

The purpose of this National Firefighter Code of Ethics is to establish criteria that encourage fire service personnel to promote a culture of ethical integrity and high standards of professionalism in our field. The broad scope of this recommended Code of Ethics is intended to mitigate and negate situations that may result in embarrassment and waning of public support for what has historically been a highly respected profession.

Character is not necessarily defined by how a person behaves when conditions are optimal and life is good. It is easy to take the high road when the path is paved and obstacles are few or non-existent. Character is also defined by decisions made under pressure, when no one is looking, when the road contains land mines, and the way is obscured.


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

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<b>CODE OF ETHICS</b>		

## Oelwein Fire Department Code of Ethics

I understand that I have the responsibility to conduct myself in a manner that reflects proper ethical behavior and integrity. In so doing, I will help foster a continuing positive public perception of the fire service. Therefore, I pledge the following...

- Always conduct myself, on and off-duty, in a manner that reflects positively on me, my department, and the fire service in general.
- Accept responsibility for my actions and for the consequences of my actions.
- Support the concept of fairness and the value of diverse thoughts and opinions.
- Avoid situations that would adversely affect the credibility or public perception of the fire service profession.
- Be truthful and honest at all times and report instances of cheating or other dishonest acts that compromise the integrity of the fire service.
- Conduct my personal affairs in a manner that does not improperly influence the performance of my duties, or bring discredit to my organization.
- Be respectful and conscious of each member's safety and welfare.
- Recognize that I serve in a position of public trust that requires stewardship in the honest and efficient use of publicly owned resources, including uniforms, facilities, vehicles and equipment; and that these are protected from misuse and theft.
- Exercise professionalism, competence, respect and loyalty in the performance of my duties and use information, confidential or otherwise, gained by virtue of my position, only to benefit those I am entrusted to serve.
- Avoid financial investments, outside employment, outside business interests or activities that conflict with, or are enhanced by, my official position or have the potential to create the perception of impropriety.

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<b>CODE OF ETHICS</b>		

- Never propose or accept personal rewards, special privileges, benefits, advancement, honors or gifts that may create a conflict of interest, or the appearance thereof.
- Never engage in activities, while on-duty, involving alcohol or other substance use or abuse that can impair my mental state or the performance of my duties and compromise safety.
- Never discriminate on the basis of race, religion, color, creed, age, marital status, national origin, ancestry, gender, sexual preference, medical condition or handicap.
- Never harass, intimidate or threaten fellow members of the service or the public and always stop or report the actions of other firefighters who engage in such behaviors.
- Responsibly use social networking, electronic communications, or other media technology opportunities in a manner that does not discredit, dishonor or embarrass my organization, the fire service and the public. I also understand that failure to resolve or report inappropriate use of this media equates to condoning this behavior.

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<b>FIRE SERVICE AUTHORITY</b>		

## Fire Service Authority

### 100.1 PURPOSE AND SCOPE

The purpose of this policy is to affirm the legal authority of the Oelwein Fire Department and the individual members.

### 100.2 ORGANIZATIONAL POWERS

This department is authorized by Iowa law and local ordinance to perform fire suppression and related services including, but not limited to:

- (a) Fire prevention and fire code enforcement, in coordination with the Oelwein Community Development Department.
- (b) Fire suppression services.
- (c) Fire cause and origin investigation – in coordination with the Oelwein Police Department
- (d) Firefighting training.
- (e) Public education.

### 100.3 FIREFIGHTER POWERS

Firefighters are members of this department and are authorized to exercise the following authority pursuant to applicable Iowa law and local ordinance:

- (a) Participate in a wide range of emergency and rescue activities, including EMS, extrication and heavy rescue
- (b) Perform fire suppression duties, including the suppression of structural, aircraft, marine, wildland and other types of fires
- (c) Investigate the cause and origin of fires
- (d) Collect and preserve evidence when a fire is of a suspicious origin
- (e) Participate in firefighter training
- (f) Perform specialty services, where trained, including hazardous materials response, technical rescue, water rescue and additional services as authorized by the Public Safety Chief
- (g) Provide public education and fire prevention activities and services

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<b>FIRE SERVICE AUTHORITY</b>		

#### **100.4 CONSTITUTIONAL REQUIREMENTS**

When exercising their authority, members shall observe and comply with every person's clearly established rights under the United States and Iowa Constitutions.

#### **100.5 SUPERVISORY AUTHORITY**

Any chief officer may relieve a member under his/her command from duty when, in his/ her judgment, an offense committed is sufficiently serious to warrant immediate action. A report of such action shall be made immediately through the appropriate channels and chain-of-command, followed by written documentation of the charges, in accordance with department procedures. All such processes shall comply with established rules and regulations.

#### **100.6 POLICY**

It is the policy of the Oelwein Fire Department to limit its members to only exercise the authority granted to them by law.

While the Oelwein Fire Department recognizes the authority of members granted to them, members are encouraged to use sound discretion in the exercise of their authority, and this department does not tolerate abuse of authority.

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<b>POLICY MANUAL</b>		

## Policy Manual

### 101.1 PURPOSE AND SCOPE

The Policy Manual of the Oelwein Fire Department is hereby established and shall be referred to as the Policy Manual or the manual. The manual is a statement of the current policies, rules and guidelines of this department. All members are expected to conform to the provisions of this manual.

All prior and existing policies, manuals, orders and regulations that are in conflict with this manual are revoked, except to the extent that portions of the existing manuals, procedures, orders and other regulations that have not been included herein shall remain in effect where they do not conflict with the provisions of this manual.

### 101.2 POLICY

Except where otherwise expressly stated, the provisions of this manual shall be considered as guidelines. It is recognized that fire and rescue work is not always predictable and circumstances may arise that warrant departure from these guidelines. It is the intent of this manual to be viewed using an objective standard, taking into consideration the sound discretion entrusted to the members of this department under the circumstances reasonably available at the time of any incident.

#### 101.2.1 DISCLAIMER

The provisions contained in the Policy Manual are not intended to create an employment contract nor any employment rights or entitlements. The policies contained within this manual are for the internal use of the Oelwein Fire Department and shall not be construed to create a higher standard or duty of care for civil or criminal liability against the City, its officials or members. Violations of any provision of any policy contained within this manual shall only form the basis for department administrative action, training or discipline. The Oelwein Fire Department reserves the right to revise any policy content, in whole or in part.

#### 101.2.2 SEVERABILITY

In the event that any term or provision of this Policy Manual is declared illegal, invalid or unenforceable by any court or any federal or state government agency, the remaining terms and provisions that are not affected shall remain in full force and effect. If any provision of the Policy Manual is found to be in conflict with a local, state or federal law, City policy or collective bargaining agreement, such law, City policy or collective bargaining agreement shall take precedence over that provision of the Policy Manual.

In the event that any of the terms or provisions of the Policy Manual are determined to conflict with any portion of a collective bargaining agreement, the Department will seek to resolve the conflict.

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<b>POLICY MANUAL</b>		

### 101.3 AUTHORITY

The Public Safety Chief shall be considered the ultimate authority for the content and adoption of the provisions of this manual and shall ensure compliance with all applicable federal, state and local laws. The Public Safety Chief, the Fire Chief, or the authorized designee is authorized to issue Interim Directives, which shall modify those provisions of the manual to which they pertain. Interim Directives shall remain in effect until such time as they may be permanently incorporated into the manual.

### 101.4 DEFINITIONS

The following words and terms shall have these assigned meanings throughout the Policy Manual, unless it is apparent from the content that they have a different meaning:

**Adult** - Any person 18 years of age or older.

**City** - The City of Oelwein.

**Civilian** - Members and volunteers who are not engaged in fire suppression as part of their primary duties.

**Department/OFD** - The Oelwein Fire Department.

**Firefighter** - Those members, regardless of rank, who perform fire suppression duties as part of their primary duties as members of the Oelwein Fire Department.

**Safety Officer** - Members designated by the Fire Chief as responsible for the administration of health and safety-related programs and policies for the Oelwein Fire Department. The Fire Chief shall assume responsibility for health and safety-related policy and program administration if there is no designee.

**Manual** - The Oelwein Fire Department Policy Manual.

**May** - Indicates a permissive, discretionary or conditional action.

**Member** - Any person who is employed or appointed by the Oelwein Fire Department, including firefighters, Civilian members, and volunteers.

**On-duty** - Member status during the period when he/she is actually engaged in the performance of his/her assigned duties.

**Order** - A written or verbal instruction issued by a superior.

**Rank** - The title of the classification held by a firefighter.

**Shall or will** - Indicates a mandatory action.

**Should** - Indicates a generally required or expected action, absent a rational basis for failing to conform.

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<b>POLICY MANUAL</b>			

**Supervisor** - A person in a position of authority regarding hiring, transfer, suspension, promotion, discharge, assignment, reward or discipline of other department members, directing the work of other members or having the authority to adjust grievances. The supervisory exercise of authority may not be merely routine or clerical in nature, but requires the use of independent judgment.

The term "supervisor" may also include any person (e.g., firefighter-in-charge, lead or senior worker) given responsibility for the direction of the work of others without regard to a formal job title, rank or compensation.

#### **101.5 DISTRIBUTION OF THE POLICY MANUAL**

An electronic version of the Policy Manual will be made available to all members on the Department network for viewing and printing. No changes shall be made to the manual without authorization from the Fire Chief or the authorized designee.

Each member shall acknowledge that he/she has been provided access to, and has had the opportunity to review, the Policy Manual and Interim directives. Members shall seek clarification as needed from an appropriate supervisor for any provisions that they do not fully understand.

#### **101.6 PERIODIC REVIEW OF THE POLICY MANUAL**

The Public Safety Chief will ensure that the Policy Manual is periodically reviewed and updated as necessary.

#### **101.7 REVISIONS TO POLICIES**

All revisions to the Policy Manual will be provided to each member on or before the date the policy becomes effective. Each member will be required to acknowledge that he/she has reviewed the revisions and shall seek clarification from an appropriate supervisor as needed.

Members are responsible for keeping informed of all Policy Manual revisions.

Each Division Chief will ensure that members under his/her command are aware of any Policy Manual revision.

All department members suggesting revision of the contents of the Policy Manual shall forward their written suggestions to their supervisors, who will consider the recommendations and forward them to the command staff as appropriate.



**OELWEIN FIRE DEPARTMENT**  
**Policy and Procedure Manual**

\_\_\_\_\_  
Public Safety Chief Signature

\_\_\_\_\_  
Date

Effective:  
Revised:

**POLICY MANUAL**

**Public Safety Chief**

Police Administrative  
Assistant

**Fire Chief**

**Assistant Fire Chief**

**Deputy Chief - Safety Officer**

**Operations  
Captain**

**Recruitment  
& Marketing  
Captain**

**Facilities  
Captain**

**Training  
Captain**

**Firefighter**

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<b>ORGANIZATIONAL STRUCTURE &amp; RESPONSIBILITY</b>		

## Organizational Structure

### 200.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the organizational structure of the Oelwein Fire Department. This policy also provides guidance regarding the Department's reporting process through the chain-of-command.

### 200.2 POLICY

It is the policy of the Oelwein Fire Department to organize its resources in a manner that allows for effective and efficient service delivery to the public. To ensure effective organizational communication, members should generally adhere to the established chain-of-command unless there is a good faith and reasonable basis for utilizing an alternate channel of communication.

### 200.3 PUBLIC SAFETY CHIEF

The police chief will serve as the Public Safety Chief. The Public Safety Chief will serve as the department head of the fire department. The purpose of this classification is to assume overall administrative and operational responsibility for the direction of personnel and activities of the Fire Department. The Public Safety Chief shall plan, organize, and direct the administration and operations of the department; including managing staff and officers who oversee applicable departmental projects and issues. Additionally, this position adjusts departmental methods and to address new situations and to improve existing operations and functionality.

### ESSENTIAL FUNCTIONS

**The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.**

Represents the City of Oelwein and the Oelwein Fire Department with pride and respect, and be willing to devote the time necessary to provide quality service.

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<b>ORGANIZATIONAL STRUCTURE &amp; RESPONSIBILITY</b>		

Directs the administrative functions of the entire department; takes responsibility for personnel, property, and the operation of the department; reviews policies and procedures and standard operating guidelines; takes necessary action to improve departmental operations and administrative functions.

Provides oversight and guidance at fires and other emergency situations; serves as Command Officer at major events, as applicable.

Directs and monitors departmental budget preparation/facilitation; exercises control over expenditures; reviews revenue sources, and approves purchases.

Supervises, directs, and evaluates personnel, processing member concerns and problems, directing work, counseling, disciplining as needed; provides overall supervision, management and leadership of all personnel; oversees recruitment and orientation processes; oversees departmental training.

Ensures compliance with city, county, state, and national mandates and guidelines.

Evaluates and recommends the need for additional personnel, materials, apparatus, and supplies.

Based on project needs, determines the need for committees and selects committee members.

Attends department-related meetings; oversees regular staff meetings; participates in county fire organizations; participates in state and national organizations; in conjunction with the Fire Chief.

Determines department needs / objectives and develops the process for strategies and assignments that will meet these needs.

Serves as department liaison to the community; serves as City liaison, along with the Fire Chief, to other fire/rescue agencies; represents the City at various functions; maintains effective relationships with the media, public, and City staff.

Oversees the process for development and monitoring of fire codes and ordinances.

### **ADDITIONAL FUNCTIONS**

Promotes good internal and external relationships and quality of service. Performs other duties as assigned.

### **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to synthesize, hypothesize, and/or theorize concerning data involving modification of existing policies, strategies and/or methods to meet unique or unusual conditions. Requires the ability to do so within the context of existing organizational theories and management principles.

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### **Human Interaction:**

Requires the ability to function in a director capacity for a major organizational unit requiring significant internal and external interaction.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

**Functional Reasoning:** Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in critical and/or unexpected situations involving moderate risk to the organization.

### **ADA COMPLIANCE**

**Physical Ability:** Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Performance of essential functions may require exposure to adverse environmental conditions, such as odors, fumes, noise extremes, electric currents, toxic agents, violence, disease, or pathogenic substances.

## **200.4 FIRE CHIEF**

The Volunteer Fire Chief shall be appointed by the city administrator, subject to the approval of the city council and after consideration of a recommendation from the volunteer fire personnel. The Fire Chief is selected based on his/her skills, knowledge and abilities that demonstrate proficiency as the leader of the department consistent with the responsibilities as noted above. The Fire Chief shall respond and serve as the incident commander at fires and other emergencies, supervise all members of the department, assign duties, prescribe regulations and be responsible for all property connected with the department. The purpose of this classification is to assume overall responsibility for the direction of personnel on fire related emergency calls.

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<b>ORGANIZATIONAL STRUCTURE &amp; RESPONSIBILITY</b>		

## ESSENTIAL FUNCTIONS

**The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.**

Represents the City of Oelwein and the Oelwein Fire Department with pride and respect, and be willing to devote the time necessary to provide quality service.

Directs the operational functions of the entire department; takes responsibility for personnel, property, and the operation of the department; assists with the review of policies and procedures and standard operating guidelines; takes necessary action to improve departmental operations and administrative functions. Serves as the Incident Commander at fires and other emergency situations; serves as Command Officer at major events, as applicable.

Serves as the chief steward of fire department buildings, apparatus, and equipment, and be accountable to the public.

Provides input in reference to the departmental budget preparation/facilitation.

Supervises, directs, and evaluates personnel, processing member concerns and problems, directing work, counseling, and recommending discipline as needed; provides overall supervision, management and leadership of all personnel; oversees recruitment and orientation processes; oversees departmental training.

Ensures compliance with city, county, state, and national mandates and guidelines.

Reviews all electronic and written documentation and correspondence directed to Chief's Office.

Serves on department, city, and county committees as applicable.

Attends department-related meetings; oversees regular staff meetings, except foundation meetings; participates in county fire organizations; participates in state and national organizations.

Determines department needs / objectives and develops the process for strategies and assignments that will meet these needs.

Serves as department liaison to other fire/rescue agencies; represents the City at various functions; maintains effective relationships with the media, public, and City staff.

Assist with the process for development and monitoring of fire codes and ordinances.

## ADDITIONAL FUNCTIONS

Promotes good internal and external relationships and quality of service. Performs other duties as assigned.

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## MINIMUM QUALIFICATIONS

Be 21 years of age.

High school diploma or GED.

Valid and current Iowa driver's license.

## PERFORMANCE APTITUDES

**Data Utilization:** Requires the ability to synthesize, hypothesize, and/or theorize concerning data involving modification of existing policies, strategies and/or methods to meet unique or unusual conditions. Requires the ability to do so within the context of existing organizational theories and management principles.

### Human Interaction:

Requires the ability to function in a director capacity for a major organizational unit requiring significant internal and external interaction.

### Equipment, Machinery, Tools, and Materials Utilization:

Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

**Functional Reasoning:** Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in critical and/or unexpected situations involving moderate risk to the organization.

## ADA COMPLIANCE

**Physical Ability:** Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Performance of essential functions may require exposure to adverse environmental conditions, such as odors, fumes, noise extremes, electric currents, toxic agents, violence, disease, or pathogenic substances.

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**200.5 ASSISTANT FIRE CHIEF**

The position of Assistant Fire Chief is appointed by the Fire Chief, in consultation with the Public Safety Chief. The purpose of this classification is to provide upper-level line supervision and oversee training and response activities associated with the fire services, to include emergency rescue, hazardous materials response, and mitigating all hazardous situations; protecting life and preserving property; managing and organizing personnel, and procuring supplies as necessary; conducting training; and providing documentation as requested. This position shall perform such duties as assigned by the Public Safety Chief and Fire Chief. The Assistant Fire Chief shall assist in the oversight of all fire and rescue emergency and routine operations, to include the management and direction of the administration and operations of the department; and working with the staff and line officers who oversee departmental projects and issues.

**ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.**

- Represents the City of Oelwein and the Oelwein Fire Department with pride and respect, and be willing to devote the time necessary to provide quality service.
- At the direction of the Public Safety Chief and the Fire Chief, coordinates routine and administrative operations, and directs the emergency operations of department personnel.
- Responds to alarms and assumes the role of Incident Commander until relieved by the Fire Chief or until command is appropriately transferred; assists as needed in the investigation of fire incidents.
- Assists in the preparation and development of the operations budget.
- Responds to inquiries and questions from the public; enforces fire and life safety codes and laws.
- Supervises, directs, and evaluates personnel, processing member concerns and problems, directing work, counseling, and recommending discipline as necessary; coordinates probation activities; trains officers and line personnel.
- Assigns vehicles to calls; supervises maintenance of all vehicles; schedules testing of all emergency apparatus.
- Coordinates operations with mutual aid partners and other public safety agencies.
- Oversees the development of standard operational guidelines and other department policies; assists with the review and updates of personnel policy and procedure.

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Attends meetings and chairs committees as directed; coordinates special assignment and ad hoc committees; represents the department at city events.

Performs the duties of the Fire Chief in his/her absence.

### **ADDITIONAL FUNCTIONS**

Promotes good internal and external relationships and quality of service.

Performs other duties as assigned.

### **SUPERVISION**

The chain-of-command is to be utilized by all members. The Fire Chief is the direct supervisor of the Assistant Fire Chief.

### **MINIMUM QUALIFICATIONS**

Be 21 years of age.

High school diploma or GED.

Valid and current Iowa driver's license.

The Assistant Chief is selected by the Fire Chief, in consultation with the Public Safety Chief, on his/her skills, knowledge and abilities that demonstrate proficiency as the second-in-command member of the department consistent with the responsibilities as noted above.

### **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

**Human Interaction:** Requires the ability to perform in a supervisory capacity over subordinate supervisors.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

**Functional Reasoning:** Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in critical and/or unexpected situations involving high risk to the organization.

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## ADA COMPLIANCE

**Physical Ability:** Tasks require the regular and, at times, sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that may involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds).

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Performance of essential functions may require exposure to adverse environmental conditions, such as fumes, noise extremes, electric currents, traffic hazards, toxic agents, violence, or pathogenic substances.

## 200.6 DEPUTY CHIEF – SAFETY OFFICER

The position of Deputy Chief is appointed by the Fire Chief. The purpose of this classification is to provide upper-level line supervision, oversee training and response activities associated with the fire services, and to include emergency rescue, hazardous materials response, and mitigating all hazardous situations; protecting life and preserving property; managing and organizing personnel, and procuring supplies as necessary; conducting training; and providing documentation as requested. This position shall perform such duties as assigned by the Public Safety Chief and Fire Chief.

## ESSENTIAL FUNCTIONS

**The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.**

Represents the City of Oelwein and the Oelwein Fire Department with pride and respect, and be willing to devote the time necessary to provide quality service.

The Deputy Chief will be considered the department safety officer (See 800.3 – Safety Officer).

The Deputy Chief will select up to three (3) other members to train in safety protocols. These members will be the scene safety officer in the absence of the Deputy Chief.

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The Deputy Chief shall be responsible for developing and implementing scene safety procedures. The Deputy Chief will be tasked with ensuring safety measures are followed during all training and active incident management.

At the direction of the Public Safety Chief and the Fire Chief, coordinates routine and administrative operations, and directs the emergency operations of department personnel.

Responds to alarms and assumes the role of Incident Commander until relieved by a ranking officer or until command is appropriately transferred; assists as needed in the investigation of fire incidents.

Supervises, directs, and evaluates personnel, processing member concerns and problems, directing work, counseling, and recommending discipline as necessary; coordinates probation activities; trains officers and line personnel.

Assigns vehicles to calls; supervises maintenance of all vehicles; schedules testing of all emergency apparatus. Coordinates operations with mutual aid partners and other public safety agencies.

Oversees the development of standard operational guidelines and other department policies; assists with the review and updates of personnel policy and procedure.

Attends meetings and chairs committees as directed; coordinates special assignment and ad hoc committees; represents the department at city events.

Performs the duties of the Assistant Fire Chief in his/her absence.

### **ADDITIONAL FUNCTIONS**

Promotes good internal and external relationships and quality of service.

Performs other duties as assigned.

### **SUPERVISION**

The chain-of-command is to be utilized by all members. The Assistant Fire Chief is the direct supervisor of the Deputy Chief.

### **MINIMUM QUALIFICATIONS**

Be 21 years of age.

High school diploma or GED.

Valid and current Iowa driver's license.

The Deputy Chief is selected by the Fire Chief, in consultation with the Public Safety Chief, on his/her skills, knowledge and abilities that demonstrate proficiency as the second-in-command member of the department consistent with the responsibilities as noted above.

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## PERFORMANCE APTITUDES

**Data Utilization:** Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

**Human Interaction:** Requires the ability to perform in a supervisory capacity over subordinate supervisors.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

**Functional Reasoning:** Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in critical and/or unexpected situations involving high risk to the organization.

## ADA COMPLIANCE

**Physical Ability:** Tasks require the regular and, at times, sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that may involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds).

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Performance of essential functions may require exposure to adverse environmental conditions, such as fumes, noise extremes, electric currents, traffic hazards, toxic agents, violence, or pathogenic substances.

## 200.7 CAPTAIN

A Captain is selected by the Fire Chief based on his/her skills, knowledge, and abilities that demonstrate proficiency as a first-line supervisor consistent with the responsibilities as noted above. The purpose of this classification is to provide mid-level line supervision and oversee training and response activities associated with the fire services, to include emergency rescue, hazardous materials response, and mitigating all hazardous situations; protecting life and preserving property; managing and organizing personnel, and procuring supplies

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as necessary; conducting training; and providing documentation as requested.

## ESSENTIAL FUNCTIONS

**The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.**

Represents the City of Oelwein and the Oelwein Fire Department with pride and respect, and be willing to devote the time necessary to provide quality service.

Establishes initial command at an emergency scene, including making decisions about the best methods to gain entry, attack fires, search area, and ventilate; identifies hydrant locations, and routes fire apparatus to emergency responses; communicates by radio; communicates with other fire units enroute to calls; communicates arrival report; establishes a safe zone for firefighters, directs traffic at emergency scenes to avoid further incidents. Supervises and participates in fire apparatus placement, including the laying of hose lines, directing water streams, placing ladders, salvaging property, and ventilating fire structures.

Supervises and participates in the search and rescue of potential victims.

Assists with fire investigations as needed; preserves evidence in the event of a potential crime scene; coordinates with law enforcement agencies.

Coordinates with other emergency responders to establish priorities and tactical objectives.

Appropriately transfers command to an arriving ranking officer, if applicable.

Conducts or assists in training firefighters in firefighting and rescue techniques and procedures; conducts training on new equipment; researches new methods in firefighting; attends seminars.

Supervises, directs, and evaluates assigned personnel, processing member concerns and problems, directing work, counseling, and disciplining as needed; transmits orders and information to personnel; recommends firefighters for commendations.

Ensures completion of run reports; prepares, maintains, and files reports as needed.

Oversees maintenance/cleanliness of the fire station, fire apparatus, equipment, inspects emergency response apparatus and equipment to ensure efficient operating condition and readiness; ensures supplies are restocked.

Oversees marketing and recruitment for the Oelwein Fire Department.

Oversees supply needs and recommendations.

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### **ADDITIONAL FUNCTIONS**

- Serves as an educator in formal and informal community member fire safety.
- Participates in the research and selection of apparatus and equipment, as assigned.
- Promotes good internal and external relationships and quality of service.
- May serve on committees as determined by the Public Safety Chief or the Fire Chief.
- Performs other duties as assigned.

### **DESIGNATED CAPTAIN ROLES**

The Captain positions will share authority responsibilities, but the position will also have designated roles within those positions. The varying Captain roles will be:

#### **Operations Captain**

Provides recommendations and monitors department operations for efficiencies and areas of improvement.

#### **Recruitment & Marketing Captain**

Develops recruitment and marketing campaigns for the department.

#### **Facilities Captain**

Monitors building and truck supplies and provides the Fire Chief and Public Safety Chief with lists of needs. Monitors apparatus maintenance schedule.

#### **Training Captain**

Oversee training requirements, training calendar, and formulates/chairs training committee.

### **TEAM**

Each Captain will be assigned a firefighter team of five (5) to seven (7) firefighters. The Captain position will have authority equally over all firefighters, however, the team assigned to a specific Captain will utilize their assigned Captain as their direct supervisor for routine questions, recommendations, and other areas as assigned.

### **SUPERVISION**

The chain-of-command is to be utilized by all members. The Deputy Chief and Assistant Fire Chief are the direct supervisors of a Captain.

### **MINIMUM QUALIFICATIONS**

- Be 21 years of age.
- High school diploma or GED.
- Valid and current Iowa driver's license.

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## PERFORMANCE APTITUDES

**Data Utilization:** Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

**Human Interaction:** Requires the ability to perform in a supervisory capacity over subordinate supervisors.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and rapid adjustments.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference and descriptive data and information.

**Functional Reasoning:** Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

## ADA COMPLIANCE

**Physical Ability:** Tasks require the ability to exert heavy physical effort in heavy work, with greater emphasis on climbing and balancing, but typically also involving some combination of stooping, kneeling, crouching, and crawling, and the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds); may occasionally involve heavier objects and materials (100 pounds and over).

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, toxic agents, violence, disease, or pathogenic substances.

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**200.8 DRIVER OPERATOR**

The purpose of this non-rank-specific classification is to identify the functions of members serving in the capacity of Pump Operator, regardless of rank. The prevailing Classification Specification is that which corresponds to a member’s rank within the department (Firefighter, Captain, etc.).

A Driver Operator is responsible for the safe and efficient operation of fire engines, tanker, aerial apparatus, rescue truck, and other emergency vehicles while responding to calls and upon arrival on scene, ensuring the timely and safe delivery of apparatus and personnel, and operating this equipment to ensure that water supply is sufficient for fire suppression activities, and that the maximum safety is afforded to firefighters engaged in firefighting activities, ventilation, ladder work, or other duties as assigned.

**ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.**

Represents the City of Oelwein and the Oelwein Fire Department with pride and respect, and be willing to devote the time necessary to provide quality service.

Possess a working knowledge of the address system and other geographical locations within the department response area.

Possess a working knowledge of the placement of equipment, tools, appliances, hose lines, ladders, intakes, and discharges, extinguishers, safety equipment, emergency warning devices, and radio location/operation for all apparatus.

Possess a working knowledge of Oelwein Fire Department SOG’s regarding vehicle placement, hydrant connections, supply lines, drafting techniques, placement of apparatus, and the establishment of a safety perimeter around working fire apparatus.

Respond with a company of firefighters to incidents requiring firefighting, emergency rescue or hazardous material response.

Safely drive the fire truck, tanker, aerial truck, rescue truck, or other apparatus to the emergency response scene, ensuring that warning devices are in operation when necessary.

Make initial determination of necessary personnel, equipment and suppression or containment tactics until relieved by a ranking officer.

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Operates and monitors equipment and apparatus, such as pumps, hoses, master streams, gauges, air compressors, ladders, aerial platforms, etc., at emergency response scenes.

Assists in advancing hose lines as necessary; selects hose and nozzle, depending on type of fire.

Operates aerial ladder and controls water supply for elevated hose streams, as necessary.

Possess a working knowledge of the location and proper use of necessary tools, equipment and appliances.

Possess a working knowledge of the hydraulic principles and mathematical calculations necessary to effectively and efficiently provide water and/or foam to various hose lines.

Maintain contact with the Incident Commander regarding personnel accountability, Personnel Accountability Report (PAR), Rapid Intervention Team (RIT), Mayday situations and staging resources.

Anticipate worst case scenario situations and be mentally and physically prepared to effectively deal with these issues as they may become necessary.

Assists with the routine maintenance of apparatus and equipment to ensure efficient operating condition and readiness; cleans and maintains equipment, as necessary, after completion of emergency response operations.

Identifies hazardous materials and type of container or carrier at spill scene; uses a variety of equipment to contain spills and mitigate runoff; as necessary; assists in evacuation operations, as necessary.

Attends and participates in training sessions on such topics as hydraulics and water supply, aerial operations, fire suppression techniques, equipment techniques, emergency medical care, hazardous material containment, street layout and building and hydrant location, etc.

Attends and participates in meetings, drills, and other training activities, as well as with department sanctioned events and activities; meet all required training requirements.

Respects the department chain-of command; receive and carry out directives and orders as required to fulfill the mission of the department; read, understand, and apply the department Constitution, by-laws, policies, and Standard Operating Guidelines.

Assist other public safety agencies as needed and as assigned.

### **ADDITIONAL FUNCTIONS**

See 'Firefighter' Classification Specification

Performs other duties as assigned

### **MINIMUM QUALIFICATIONS**

See 'Firefighter' Classification Specification

Must complete all Oelwein Fire Department requirements for approval to function as a Driver Operator

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## PERFORMANCE APTITUDES

**Data Utilization:** Requires the ability to calculate and/or tabulate data, including performing subsequent actions in relation to these computational operations.

**Human Interaction:** Requires the ability to exchange information for the purpose of clarifying details within well-established policies, procedures and standards.

**Equipment, Machinery, Tools, and Materials Utilization:**

Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference and descriptive data and information.

**Functional Reasoning:** Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

## ADA COMPLIANCE

**Physical Ability:** Tasks require the ability to exert heavy physical effort in heavy work, with greater emphasis on climbing and balancing, but typically also involving some combination of stooping, kneeling, crouching, and crawling, and the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds); may occasionally involve heavier objects and materials (100 pounds or more).

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, toxic agents, violence, disease, or pathogenic substances.

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## 200.9 FIREFIGHTER

A Firefighter is appointed by the Fire Chief with the majority consent of the command staff. The purpose of this classification is to perform emergency services work in firefighting, emergency rescue, and hazardous material response to protect the lives and properties of the citizens of the Oelwein. This position is responsible for performing fire suppression, emergency rescue, and/or hazardous material containment or cleanup work in response to alarms and motor vehicle accidents, and operating associated equipment and apparatus; inspecting and maintaining equipment; and performing various maintenance and custodial duties at the fire station.

### ESSENTIAL FUNCTIONS

**The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.**

Represents the City of Oelwein and the Oelwein Fire Department with pride and respect, and be willing to devote the time necessary to provide quality service.

Responds to incidents requiring firefighting, emergency rescue or hazardous material response; may make initial determination of necessary personnel, equipment and suppression or containment tactics until relieved by a ranking officer.

Advances hose lines into fire area; selects hose nozzle, depending on type of fire; lays and connects hoses; holds nozzle and directs stream of water onto fire; raises and climbs ladders; creates openings in buildings for ventilation or entrance using various hand, power and hydraulic tools; enters premises for firefighting, rescue, and salvage operations; uses fire extinguishers, tools, appliances, ropes and other necessary equipment.

Possess a working knowledge of Oelwein Fire Department emergency response apparatus and equipment to ensure efficient operating condition and readiness; cleans and maintains equipment, as necessary, after completion of emergency response operations.

Identifies hazardous materials and type of container or carrier at spill scene; uses a variety of equipment to contain spills and mitigate runoff; as necessary; assists in evacuation operations, as necessary.

Attends and participates in training sessions on such topics as fire suppression techniques, equipment techniques, emergency medical care, hazardous material containment, street layout and building and hydrant location, etc.

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Attends and participates in meetings, drills, and other training activities, as well as with department sanctioned events and activities; meet all required training requirements.

Respects the department chain-of command; receive and carry out directives and orders as required to fulfill the mission of the department; read, understand, and apply the department Constitution, by-laws, policies, and Standard Operating Guidelines.

Assists other public safety agencies as needed and as assigned.

### **ADDITIONAL FUNCTIONS**

Participates in formal and informal citizen fire safety.

Maintains the cleanliness of the fire station and the fire apparatus and associated equipment.

Promotes good internal and external relationships and quality of service.

Performs other duties as assigned.

### **SUPERVISION**

The chain-of-command is to be utilized by all members. The Captain is the direct supervisor of a Firefighter.

### **MINIMUM QUALIFICATIONS**

Be 18 years of age.

High school diploma or GED.

Valid and current Iowa driver's license.

Be in good physical condition, subject to a medical examination.

Successfully pass the Physical Ability Test as set forth by Department.

A statement of successful completion of the medical examination and urinalysis drug screen will be submitted to the Fire Chief.

### **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to calculate and/or tabulate data, including performing subsequent actions in relation to these computational operations.

**Human Interaction:** Requires the ability to exchange information for the purpose of clarifying details within well-established policies, procedures and standards.

### **Equipment, Machinery, Tools, and Materials Utilization:**

Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

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**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference and descriptive data and information.

**Functional Reasoning:** Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

#### **ADA COMPLIANCE**

**Physical Ability:** Tasks require the ability to exert heavy physical effort in heavy work, with greater emphasis on climbing and balancing, but typically also involving some combination of stooping, kneeling, crouching, and crawling, and the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds); may occasionally involve heavier objects and materials (100 pounds or more).

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, toxic agents, violence, disease, or pathogenic substances.

#### **200.10 DEPARTMENT SCRIBE**

The Department Scribe will be appointed by the Fire Chief. The purpose of this classification is to provide effective and accurate documentation of scene events, incident circumstances, department actions, member actions, and information pertinent to record-keeping. The department will often be called upon for information related to investigations, an insurance claim, or an inquiry. Members may later be required to testify in court with this information. Ensuring proper documentation techniques and to professionally provide accurate information is a critical function of this department. In the absence of designated scribe, the on-scene commander will appoint an acting scribe.

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## ATTIRE

This position historically does not actively engage in firefighting activities. Therefore, the provided gear for this position will be rain gear, winter gear, and a reflective vest that provides clear identification.

## ESSENTIAL FUNCTIONS

**The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.**

Represents the City of Oelwein and the Oelwein Fire Department with pride and respect, and be willing to devote the time necessary to provide quality service.

Responds to incidents requiring firefighting, emergency rescue or hazardous material response; in order to effectively document those in attendance, the activities and location of members, event logs, insurance company information, property owner information, resident or vehicle operator information, information pertinent to the operation, and all information as requested by command officers.

Possess a working knowledge of Oelwein Fire Department emergency response apparatus and equipment to assist with efficient operating condition and readiness; cleans and maintains equipment, as necessary, after completion of emergency response operations.

While this position will not actively participate in fire suppression, it is important for this person to have a proficient working knowledge of all facets of firefighting. Therefore, the Scribe shall:

Attend and participate in training sessions on such topics as fire suppression techniques, equipment techniques, emergency medical care, hazardous material containment, street layout and building and hydrant location, etc.

Attend and participate in meetings, drills, and other training activities, as well as with department sanctioned events and activities; meet all required training requirements.

Respects the department chain-of-command; receive and carry out directives and orders as required to fulfill the mission of the department; read, understand, and apply the department Constitution, by-laws, policies, and Standard Operating Guidelines.

Assists other public safety agencies as needed and as assigned.

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### ADDITIONAL FUNCTIONS

Participates in formal and informal citizen fire safety.

Maintains the cleanliness of the fire station and the fire apparatus and associated equipment.

Promotes good internal and external relationships and quality of service.

Performs other duties as assigned.

### SUPERVISION

The chain of command is to be utilized by all members. The Deputy Chief – Safety Officer is the direct supervisor of the Scribe.

### MINIMUM QUALIFICATIONS

Be 18 years of age.

High school diploma or GED.

Valid and current Iowa driver's license.

Be in good physical condition, subject to a medical examination.

Successfully pass the Physical Ability Test as set forth by Department.

A statement of successful completion of the medical examination and urinalysis drug screen will be submitted to the Fire Chief.

### PERFORMANCE APTITUDES

**Data Utilization:** Requires the ability to calculate and/or tabulate data, including performing subsequent actions in relation to these computational operations.

**Human Interaction:** Requires the ability to exchange information for the purpose of clarifying details within well-established policies, procedures and standards.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference and descriptive data and information.

**Functional Reasoning:** Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

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## ADA COMPLIANCE

**Physical Ability:** Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, temperature and noise extremes, or traffic hazards.

## 200.11 DEPARTMENT HISTORIAN

The Department Historian is appointed by the Fire Chief. The purpose of this classification is to provide effective methods in bridging the gap between historical processes and decisions to current day processes and decisions. The person selected for this position will generally be a senior member of the department that has the experience and knowledge to provide detailed insight about past department incidents and practices. The member appointed to this position will hold their previous rank, when active with the department, in an titular capacity.

## ESSENTIAL FUNCTIONS

**The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.**

Represents the City of Oelwein and the Oelwein Fire Department with pride and respect, and be willing to devote the time necessary to provide quality service.

Performs in a consultative role to members in order to provide an understanding an input in reference to “How did we get here?” “Why is this here?” “How did we use to...?” Etc...

Possess a working knowledge of Oelwein Fire Department emergency response apparatus and equipment.

While this position will not actively participate in fire suppression, it is important for this person to have a proficient working knowledge of all facets of firefighting.

Attend and observe training sessions on such topics as fire suppression techniques, equipment techniques, emergency medical care, hazardous material containment, street layout and building and hydrant location, etc.

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Attend and observe at meetings, drills, and other training activities, as well as with department sanctioned events and activities.

Respects the department chain-of-command; receive and carry out directives and orders as required to fulfill the mission of the department; read, understand, and apply the department Constitution, by-laws, policies, and Standard Operating Guidelines.

Assists other public safety agencies as needed and as assigned.

#### **ADDITIONAL FUNCTIONS**

Participates in formal and informal citizen fire safety.

Promotes good internal and external relationships and quality of service.

Performs other duties as assigned.

#### **SUPERVISION**

The chain of command is to be utilized by all members.

#### **MINIMUM QUALIFICATIONS**

Be senior member, in good standing, of the Oelwein Fire Department.

### **200.12 UNITY OF COMMAND**

The principles of unity of command ensure efficient supervision and control within the Department. Generally, each member is accountable to a single supervisor at any time for a given assignment or responsibility. Except where specifically delegated or where authority exists by virtue of policy or a special assignment (e.g., emergency incidents), any supervisor may temporarily direct the subordinate of another supervisor if an operational need exists.

### **200.13 CHAIN OF COMMAND**

Respect for rank is essential for administrative and operational efficiency. All members of the Oelwein Fire Department shall adhere to the chain-of-command. All members shall be thoroughly familiar with the National Incident Management System (NIMS) and the Incident Command System (ICS) and operate within their parameters throughout the duration of all emergency incidents.

A supervising or commanding officer will be identified for each department member. This supervisor/commanding officer is the first step in the organizational chain-of-command, followed by the

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next level of commanding officer as set forth in the Department's organizational structure. In the event that no supervisory officer is available, rank will be determined by seniority in rank.

Members of the Oelwein Fire Department shall generally conduct department business through the established chain-of-command. Members shall consult with and report to their commanding officer/supervisor when making recommendations for changes, alterations or improvements concerning department matters. Members shall forward all reports and recommendations through the chain-of-command. The submission should include written comments from the member's immediate supervisor to indicate whether he/she approves of the recommendation. No memo or recommendation should be stopped in the chain-of-command before it reaches its intended destination/officer.

Other than the exceptions set forth below, no member of the Oelwein Fire Department shall initiate contact with any member of the governing board or with any other local, regional, state or federal official regarding any matter affecting the Oelwein Fire Department without having first informed the Public Safety Chief through the chain-of-command.

## **200.14 DIRECTIVES AND ORDERS**

Members shall comply with lawful directives and orders from any department supervisor or person in a position of authority, absent a reasonable and bona fide justification.

A member who believes any written or verbal order to be unlawful or in conflict with another order shall:

- (a) Immediately inform the supervisor issuing the order, and also the member's immediate supervisor or the Fire Chief of the conflict or error of the order.
- (b) Provide details explaining the grounds for believing there is a conflict or error.
- (c) Request clarification, guidance and direction regarding following the order.
- (d) Request the order in writing, absent exigent circumstances, should the conflict or perceived error be unresolved.
- (e) Respectfully inform the supervisor that he/she intends to disobey what he/she reasonably believes to be a conflicting or unlawful order.

A member's decision to disobey an order that he/she believes to be unlawful is not a bar to discipline should the order be determined as lawful.

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**200.13 ALTERNATE CHANNELS OF COMMUNICATION**

All members shall endeavor to keep their supervisors informed of any matters that may affect the safety, welfare or operations of the Department.

As a general matter, any concern about a workplace situation should first be raised with the member’s immediate supervisor. It is recognized, however, that there may be occasions where the use of the established chain-of-command may not be appropriate. If an issue is of a personal nature, involves a sensitive matter, is of significant importance to the Department or involves other members or supervisors, the member may consult directly with the Public Safety Chief or the Fire Chief.

All members are free to make or prepare to make, in good faith, any complaint that identifies ethical or legal violations, including fraud, waste, abuse of authority, gross mismanagement, violations of the law or practices that may pose a threat to the health, safety and security of the public or members without fear of actual or threatened discrimination, retaliation or reprisal. Such complaints are not subject to the chain-of-command and may be made to any supervisor. Nothing in this policy shall diminish the rights or remedies of a member pursuant to any applicable federal law, provision of the U.S. Constitution, applicable state law, or ordinance. Any form of reprisal or retaliation against any member for making or filing a complaint in good faith or for participating in the investigation of a complaint is prohibited.

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<b>EMERGENCY OPERATIONS PLAN</b>		

## Emergency Operations Plan

### 201.1 PURPOSE AND SCOPE

This policy clarifies the role of the Oelwein Fire Department and responsibilities of its members pertaining to large-scale emergencies and the Iowa Department of Homeland Security and Emergency Management (HSEMD).

### 201.2 POLICY

The Oelwein Fire Department will prepare for large-scale emergencies within and outside its jurisdiction through planning and mutual cooperation with other agencies.

The City Emergency Operations Plan complies with the Iowa Homeland Security and Emergency Management Plan. This plan provides guidance for City emergency operations within and outside its borders as may be required (605 IAC 7.3(29C); Iowa Code § 29C.8).

#### 201.2.1 OELWEIN CODES/ORDINANCES

An emergency management organization has been established by the City of Oelwein. This ordinance has been approved by the City (Iowa Code § 29C.9).

### 201.3 ACTIVATING THE EMERGENCY OPERATIONS PLAN

The Emergency Operations Plan can be activated in a number of ways. For the Oelwein Fire Department, the Public Safety Chief, the Fire Chief, or the highest ranking on-duty supervisor may activate the Emergency Operations Plan in response to a major emergency.

Upon activation of the plan, the Public Safety Chief, the Fire Chief, or the authorized designee may contact the IHSEM to assist with mutual aid response from local, state and federal agencies.

#### 201.3.1 RECALL OF PERSONNEL

In the event that the Emergency Operations Plan is activated, all members of the Oelwein Fire Department are subject to immediate call to service. Member may also be subject to call during extraordinary circumstances as deemed necessary by the Public Safety Chief, the Fire Chief, or the highest ranking on-duty supervisor.

### 201.4 LOCATION OF EMERGENCY OPERATIONS PLAN

Copies of the Emergency Operations Plan are available electronically. All supervisors should familiarize themselves with the Emergency Operations Plan and the roles members will play when the plan is

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<b>EMERGENCY OPERATIONS PLAN</b>		

implemented. The Training Captain shall ensure that department members are familiar with the roles they will play when the plan is implemented.

### **201.5 EMERGENCY OPERATIONS PLAN REVIEW**

The Public Safety Chief, the Fire Chief, or the authorized designee shall review the Emergency Operations Plan at least once every two years and ensure that the plan conforms to any revisions made by the National Incident Management System (NIMS). The Public Safety Chief, the Fire Chief, or the authorized designee should appropriately address any needed revisions.

### **201.6 TRAINING**

The Department should provide periodic training on the Emergency Operations Plan for all supervisors and other appropriate personnel. All supervisors should familiarize themselves with the Emergency Operations Plan and personnel responsibilities when the plan is implemented. Training should incorporate a full or partial exercise, tabletop or command discussion.

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<b>DEPARTMENTAL DIRECTIVES</b>			

## Departmental Directives

### 202.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a process to make immediate changes to department policy. The Oelwein Fire Department will, as necessary, issue Interim Directives that will immediately modify or change and supersede the sections of this manual to which they pertain.

### 202.2 POLICY

Departmental directives will be used to modify policies of the Oelwein Fire Department when an immediate need to adapt a policy or procedure exists, in order to best meet the mission of the Department.

### 202.3 PROTOCOL

Departmental directives will be incorporated into the Policy Manual, as required, upon approval. Departmental directives will modify existing policies or create a new policy as appropriate and will be rescinded if incorporated into the manual.

The Fire Chief or the authorized designee should ensure that all Departmental directives are disseminated appropriately. All members will be notified when a Departmental Directive is rescinded or has been formally adopted into the Policy Manual.

### 202.4 RESPONSIBILITIES

#### 202.4.1 COMMAND STAFF

Command staff shall periodically review Departmental directives to determine whether they should be formally incorporated into the Policy Manual and, as appropriate, will recommend necessary modifications to the Public Safety Chief.

#### 202.4.2 PUBLIC SAFETY CHIEF

Only the Public Safety Chief or the authorized designee may approve and issue Departmental Directives.

### 202.5 ACCEPTANCE OF DIRECTIVES

All members shall be provided access to the Departmental directives. Members shall seek clarification as needed from an appropriate supervisor for any provisions they do not fully understand.



## OELWEIN FIRE DEPARTMENT

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## TRAINING – DRILL - MEETINGS

## Training Policy

### 203.1 PURPOSE AND SCOPE

It is the policy of this department to administer a training program that will meet the requirements of Iowa law and provide for the initial training, professional growth, and continued development of its members. By doing so, the Department will ensure its members possess the knowledge and skills necessary to provide a professional level of service that meets the needs of the community. This policy will also address attendance to training, drill, and meeting events.

## 203.2 POLICY

The Department seeks to provide initial and ongoing training and encourages all members to participate in advanced training and formal education on a continual basis. Training is provided within the confines of funding, the requirements of a given assignment, staffing levels, and legal mandates.

The Department shall administer a training program that will meet the standards of federal, state, local and the Iowa Fire Service Training Bureau training requirements. It is a priority of this department to provide continuing education and training for the professional growth and development of our members.

### 203.3 OBJECTIVES

The objectives of the training program are to:

- (a) Enhance the level of emergency services to the public.
- (b) Increase the technical expertise and overall effectiveness of department members.
- (c) Provide for continued professional development of department members.
- (d) Reduce risk and enhance safety.

## 203.4 TRAINING PLAN

The training plan should include the anticipated costs associated with each type of training. The plan should include a systematic and detailed method for recording all training for all members. Training records will be provided to the Police Administrative Assistant for detailed data entry and tracking.

Updates and revisions may be made to any portion of the training plan at any time it is deemed necessary. The plan will address all required training.

## 203.5 TRAINING OFFICER

The Fire Chief shall designate a Training Officer who is responsible for developing, reviewing, updating and maintaining the department training plan so that required training is completed. The Training Officer should review the training plan annually. The Training Officer will hold the rank of Captain.

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### **203.5.1 TRAINING OFFICER RESPONSIBILITIES**

The Training Officer shall ensure that all regular firefighters receive the required minimum training hours of in-service training.

### **203.6 TRAINING PLAN**

The training plan should include the anticipated costs associated with each type of training. The plan should include a systematic and detailed method for recording all training for all members. Training records will be provided to the Police Administrative Assistant for detailed data entry and tracking.

Updates and revisions may be made to any portion of the training plan at any time it is deemed necessary. The plan will address all required training.

### **203.7 GOVERNMENT-MANDATED TRAINING**

The following lists, while not all inclusive, identify training that is required under state and federal laws and regulations. Additional required training may be identified in individual policies.

- (a) Federally mandated training:
  1. National Incident Management System (NIMS) training
- (b) State-mandated training:
  1. Firefighters must have, at minimum, a Firefighter I training classification (Iowa Code § 661-251.101).
  2. Annual in-service training (Iowa Code § 661-251.103(100B)): Fire department members shall participate in at least 24 hours of continuing training annually, which shall be selected from the following subject areas:
    - Personal protective equipment and respiratory protection
    - Structural firefighting techniques including standard operating policies or standard operating guidelines
    - Ground ladders
    - Hose and hose appliances
    - Ventilation
    - Forcible entry
    - Search and rescue techniques
    - Fire fighter safety
    - Incident management system or incident command system
    - Emergency vehicle driver–operator
    - Hazardous materials first responder—operations level
    - Emergency medical service (EMS) training
    - Additional training based on standard operating procedures or standard operating guidelines
    - Other Occupational Safety and Health Administration (OSHA)–related training, such

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as blood–borne pathogen protection

- Specialty training such as confined space entry, vehicle extrication, rescue techniques, wildland or agricultural firefighting techniques
- Emergency response to terrorism
- Any other mandated training as determined by the Oelwein Fire Department.

### **203.8 TRAINING ATTENDANCE**

All members assigned to attend training shall attend as scheduled unless previously excused by the Fire Chief. Excused absences should be limited to:

1. Illness or medical leave.
2. Previously planned vacation or time off.
3. Physical limitations preventing the member's participation.
4. Employment schedule conflicts.
5. Emergency situations or department necessity.

(a) Any member who is unable to attend training as scheduled shall notify the Fire Chief as soon as practical, but no later than one hour prior to the start of training.

Members that miss more than 3 consecutive training, drill, or meeting dates, shall be considered absent from duty. A member that is considered absent from duty will be required to meet with the Fire Chief to develop a plan to improve attendance, or will be subject to removal from the department.

### **203.9 TRAINING RECORDS**

The Training Captain is responsible for the documentation of all training. Training records will be provided to the Police Administrative Assistant for detailed data entry and tracking. These training records shall identify, for all training completed by the individual fire fighter, the person or persons who provided the training, the dates during which the training was completed, the location or locations where the training was delivered, and a description of the content of the training (Iowa Code § 661-251.104).

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<b>ELECTRONIC MAIL</b>		

## Electronic Mail

### 204.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the proper use and application of the electronic mail (email) system provided by the Department.

### 204.2 POLICY

Oelwein Fire Department members shall use email in a professional manner in accordance with this policy and current Iowa Public Records Law.

### 204.3 PRIVACY EXPECTATION

Members forfeit any expectation of privacy with regard to emails or anything published, shared, transmitted or maintained through file-sharing software or any Internet site that is accessed, transmitted, received or reviewed on any department technology system.

The Department reserves the right to access, audit and disclose, for whatever reason, any message, including attachments, and any information accessed, transmitted, received or reviewed over any technology that is issued or maintained by the Department, including the Department email system, computer network or any information placed into storage on any department system or device. This includes records of all key strokes or Web-browsing history made at any department computer or over any department network. The fact that access to a database, service or website requires a user name or password will not create an expectation of privacy if it is accessed through department computers, electronic devices or networks.

### 204.4 RESTRICTED USE

Messages transmitted over the email system are restricted to official business activities, or shall only contain information that is essential for the accomplishment of business-related tasks or for communications that are directly related to the business, administration or practices of the Department.

Sending derogatory, defamatory, obscene, disrespectful, sexually suggestive, harassing or any other inappropriate messages on the email system is prohibited and may result in discipline.

Email messages addressed to the entire department are only to be used for official business- related items that are of particular interest to all users. In the event that a member has questions about sending a particular email communication, the member should seek prior approval from his/ her supervisor.

It is a violation of this policy to transmit a message under another member's name or email address or to use the password of another to log into the system unless directed to do so by a supervisor. Members are required to log off the network or secure the workstation when the computer is unattended. This added security measure will minimize the potential misuse of a member's email, name or password.

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#### **204.5 EMAIL RECORD MANAGEMENT**

Email may, depending upon the individual content, be a public record under Iowa Public Records Law and must be managed in accordance with the established records retention schedule and in compliance with state law.

The Custodian of Records shall ensure that email messages are retained and recoverable as outlined in the Records Management Policy.

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<b>ADMINISTRATIVE COMMUNICATIONS</b>		

## Administrative Communications

### 205.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines, format and authority levels for the various types of administrative communication documents in existence within the Department.

### 205.2 POLICY

It shall be the policy of the Oelwein Fire Department to control the use of the name of the Department, or an entity of the Department, and the use of letterhead, and to ensure that official administrative communications follow a specific format and are released only by persons with the authority to do so.

### 205.3 PERSONNEL ORDERS

Personnel orders may be issued periodically by the Public Safety Chief to announce and document promotions, transfers, hiring of new personnel, separations, personnel and group commendations, or other changes in status.

### 205.4 CORRESPONDENCE

In order to ensure that the letterhead and name of the Department, or an entity of the Department, are not misused, all external correspondence shall be on department letterhead.

All department letterhead shall bear the signature element of the Oelwein Fire Department logo in addition to the actual signature of an authorized signer. Members of the Department, or an entity of the Department, may use letterhead only for official business and with approval of their supervisor.

### 205.5 MEMORANDUMS

Memorandums are a necessary and important component of effective operations at all levels of the Department. For the purposes of clarity and to ensure appropriate distribution of written communications, all memorandums between department members shall utilize a standardized format.

Memorandums typically are used to memorialize and/or summarize communication and facts. Memorandums can be generated by a supervisor and sent to subordinates or a group of subordinates to give direction, clarify a policy decision or request an action. A memorandum also may be written by line-level members to communicate information. If the recipient is of higher rank than the member's immediate supervisor or is outside the Department, the information should be approved by the proper chain-of-command before being forwarded to the recipient.

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<b>ADMINISTRATIVE COMMUNICATIONS</b>		

Recommendations for a standardized department memorandum format include:

- A standard heading, including the name of the Department.
- The date of the memorandum.
- The intended recipient of the memorandum.
- The name and rank of the Department member creating the memorandum.
- A brief statement of the subject of the memorandum.

#### **205.6 SURVEYS**

All surveys made in the name of the Department, or representing any entity of the department, shall be authorized by the Public Safety Chief or the authorized designee.

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<b>POST-INCIDENT ANALYSIS</b>		

## Post-Incident Analysis

### 206.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a uniform Post-Incident Analysis (PIA) to identify strengths and weakness within the Department. This policy describes the various types of PIA that can be used in the evaluation of department performance. A PIA may also be used to identify equipment needs, staffing deficiencies and training needs. The information collected during the PIA process also may be useful in justifying future funding requests for equipment, personnel and/or training.

### 206.2 POLICY

The PIA is a valuable tool to improve the overall operations of the fire service. It is the policy of this department to use the PIA as a tool for the Public Safety Chief, the Fire Chief, Incident Commanders (IC), and command staff to identify areas of strength and weakness within the Department on an incident-by-incident basis, for the purpose of continuous improvement.

The PIA may additionally be utilized in department-wide training to communicate continuous improvement of emergency scene operations and fireground safety.

### 206.3 RESPONSIBILITIES

The Public Safety Chief, the Fire Chief, Incident Commanders (IC), and command staff have shared responsibility for the overall effectiveness of the PIA process.

The IC should informally analyze every incident to improve personnel, unit and system performance. After every major incident or special event, the IC should develop a PIA to determine strengths, weaknesses and lessons learned about the incident operation.

Anyone may request a PIA of a particular incident. Any PIA requests must be made through the chain-of-command.

Any significant safety issue that is identified in the PIA should be addressed immediately, if it was not already resolved prior to the PIA being completed.

### 206.4 POST-INCIDENT ANALYSIS

A PIA should be completed within 30 days of an incident and may result in recommendations for changes to procedures, staffing, equipment use, policy and/or training to better enable the Department to serve the community.

A PIA should include lessons learned from the observation of effective and efficient methods of mitigating a major incident. These include all strategic decisions, operational issues, built-in fire protection devices and anything else that assisted in mitigating the incident.

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- (a) A PIA may include:
1. Evaluation of the overall operational effectiveness.
  2. Evaluation of safety procedures.
  3. Evaluation of the success or failure of tactical objectives.
  4. Evaluation of the application and effectiveness of policies and/or procedures.
  5. Specific knowledge that might be beneficial.
- (b) The information gained from a PIA should be used by the Command Staff to:
1. Reinforce the incident management system.
  2. Evaluate current training programs and/or identify training needs.
  3. Evaluate current policies and procedures.
  4. Identify and prioritize planning needs for the future.
  5. Identify equipment problems/concerns.
  6. Evaluate fire prevention inspection and public education effectiveness.

## **206.5 TYPES OF POST-INCIDENT ANALYSIS**

### **206.5.1 INFORMAL PIA**

An informal PIA is used following smaller incidents, such as structure fires, medical incidents, or special operations incidents. The IC or a designated representative should arrange for and conduct the informal analysis.

### **206.5.2 UNIT-LEVEL PIA**

A unit-level PIA is highly encouraged and should be a standard communication tool for all Officers. Unit-level analysis promotes unity and teamwork, enhances communication, improves unit performance and is a useful tool for evaluating the health and welfare of crew members following certain traumatic incidents. A unit-level PIA can take place while at the fire station or any location that provides privacy.

### **206.5.3 FORMAL PIA**

- (a) A formal PIA should be considered following all:
1. Multiple-alarm structure or brush fires.
  2. Multiple-alarm special operations incidents.

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3. Any fire resulting in a fatality.
  4. Any fire resulting in injury to firefighters that is serious enough to require transport to a medical facility.
  5. Major disaster drills.
  6. Any unusual incident identified by the Public Safety Chief, the Fire Chief, or other Officers.
- (b) A formal PIA may be considered for:
1. A building fire in which three or more rooms are severely damaged by fire, or where unusual extinguishment problems existed.
  2. Any incident in which an unusual event occurs (e.g., explosion, collapse).
  3. Any “close call” incident where firefighters could have been injured.
  4. Any incident, at the Public Safety Chief’s or Fire Chief’s discretion.

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<b>SOLICITATION OF FUNDS</b>			

## Solicitation of Funds

### 207.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that fundraising activities associated with the Department are consistent with its mission, values, and legal status. This policy applies to all fundraising activities involving the Department or the use of the Department name, insignias, equipment, or facilities. This policy applies to all entities associated with the Department.

#### 207.1.1 DEFINITIONS

Definitions related to this policy include:

**Fundraising** - The collection of money through donations, sales, or event programming for the purpose of charitable donation or organizational budget enhancement.

### 207.2 POLICY

It shall be the policy of this department that all fundraising activities involving members or use of department equipment for the financial benefit of the Department, must be authorized by the Public Safety Chief or the authorized designee prior to initiating solicitations.

Authorized fundraising activities should not indicate or imply that a donation will influence services provided by the Department. Members engaged in fundraising activities are expected to act ethically regarding the solicitation of funds, the interaction with donors or potential donors and the maintenance of fundraising records.

### 207.3 GUIDELINES

Fundraising activities or events involving the Department should incorporate:

- (a) Compliance with applicable federal, state, and local laws and regulations.
- (b) Compliance with department and governing-body policies.
- (c) A benefit to the Department that is consistent with the Department mission.
- (d) An accurate description of the purpose for which funds are requested.
- (e) A limitation on the frequency of solicitations to avoid placing undue pressure on donors.
- (f) Identification of the individual soliciting funds as a volunteer, a member of this department, or a hired solicitor.
- (g) The assurance that donor requests to limit the frequency of contacts, to prohibit solicitation by telephone or other technology and to reduce or cease sending printed or electronically transmitted material concerning the Department will be honored.

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#### **207.4 DEPARTMENT-SPONSORED EVENTS**

The following also apply to department-sponsored fundraising events:

- (a) Fundraising events should be clearly identified by a sign indicating the name, product, service, price and purpose of the event.
- (b) At least one member should be present during the entire event.
- (c) Individuals participating in the event should be briefed and supervised to ensure their activities are consistent with this policy.
- (d) Individuals participating in the event should not be compensated by a commission or a percentage of the amount collected.
- (e) Funds raised should be deposited no later than the next business day.
- (f) All donors should be provided a receipt upon request.
- (g) Fundraising activities should not delay emergency response or otherwise compromise the mission of the organization.
- (h) Fundraising that takes place on public-owned or private property will be done with the knowledge and approval of the property custodian or owner.
- (i) Fundraising that occurs on public ways or near roadways will be coordinated with the responsible law enforcement agency for the protection of pedestrians, motorists, and event participants. Proper safety apparel shall be worn when in roadways or traffic areas.

#### **207.5 FUNDRAISING ON BEHALF OF OTHERS**

Fundraising for the benefit of a nonprofit charitable third party (e.g., blood drive, burn victims, surviving families) having no direct affiliation with the Department is permissible provided that the fundraising standards and event prerequisites listed above are followed.

Any materials associated with a third-party fundraising activity shall be approved by the Public Safety or the authorized designee prior to the activity.

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<b>INCIDENT MANAGEMENT</b>		

## Incident Management

### 300.1 PURPOSE AND SCOPE

The purpose of this policy is to establish operational guidelines for members of the Department to use in the management and mitigation of all-hazards emergency incidents.

#### 300.1.1 DEFINITIONS

Definitions related to this policy include:

**All-hazards** - An incident, natural or manmade, that warrants action to protect life, property, the environment, and public health or safety, and to minimize disruptions of government, social or economic activities.

**Incident Command System (ICS)** - An organized system of roles, responsibilities and suggested operating guidelines used to manage and direct emergency operations.

### 300.2 POLICY

It is the policy of the Oelwein Fire Department to utilize the Incident Command System (ICS) or other National Incident Management System (NIMS)-compliant incident management system for managing all emergency incidents. All incident-related activities shall be managed in accordance with established ICS/NIMS methods and procedures.

### 300.3 INCIDENT MANAGEMENT

Emergency incidents shall be managed utilizing trained and qualified personnel for the specific tactical, supervisory or command level assignments.

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<b>EMERGENCY RESPONSE</b>		

## Emergency Response

### 301.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure a safe and appropriate response to emergencies while maintaining the safety of department members and the public by requiring operators of department vehicles to conform to applicable Iowa laws and regulations during an emergency response.

#### 301.1.1 DEFINITIONS

Definitions related to this policy include:

**Emergency response** - Any call for service or assistance involving fire, explosion or violent rupture; human rescue; human entrapment; illness or injury; hazardous materials release or threat of contamination; flooding; threatened or actual acts of violence; any explosive, bomb or threatened bombing; any act of terrorism; any natural disaster; or any other circumstance that presents a threat to life-safety or to property.

**Emergency vehicle** - Any vehicle designated and properly equipped for emergency response by the Oelwein Fire Department.

### 301.2 POLICY

It is the policy of the Oelwein Fire Department to appropriately respond to all emergency calls.

### 301.3 EMERGENCY CALLS

Fire personnel dispatched to an emergency shall proceed immediately, shall continuously operate emergency lighting equipment, and shall sound the siren as reasonably necessary.

Responding with emergency lights and siren does not relieve personnel of the duty to continue to drive with due regard for the safety of all persons. The exemptions from certain motor vehicle regulations granted to the operator of an authorized emergency vehicle by Iowa law do not relieve the operator from the duty to drive or ride with due regard under the circumstances for the safety of all persons, nor do they protect the operator from the consequences of his/her reckless disregard for the safety of others. The use of any other warning equipment without a red/blue light and siren does not provide any exemption from the Iowa law.

Personnel should only respond with emergency lights and siren when dispatched to an emergency or when circumstances reasonably indicate an emergency response is required. Recognized emergency responses include when responding to an emergency call, when responding to, but not upon returning from, a fire alarm.

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<b>EMERGENCY RESPONSE</b>		

Personnel not authorized to respond with emergency lights and siren, shall observe all traffic laws and proceed without the use of emergency lights and siren.

### **301.4 MULTIPLE EMERGENCY VEHICLE RESPONSES**

When more than one apparatus responds to an emergency, emergency vehicle operators should remain alert to the presence of other emergency vehicles and exercise due caution. Personnel must further exercise due caution in recognizing that traffic yielding to one emergency vehicle may not expect other emergency vehicles to follow.

### **301.5 INITIATING AN EMERGENCY RESPONSE**

If an Officer believes an emergency response to any call is appropriate, the Officer shall ensure Dispatch is immediately notified.

### **301.6 RESPONSIBILITIES OF RESPONDING PERSONNEL**

Emergency vehicle operators shall exercise sound judgment and care, with due regard for life and property, while operating a vehicle enroute to an emergency response.

In addition, emergency vehicle operators should reduce speed at all intersections and should come to a complete stop at all blind street intersections or intersections where there is either a red light, a flashing red light or a stop sign. Emergency vehicle operators should also come to a complete stop at intersections whenever they reasonably believe they cannot account for traffic in approaching lanes or when vehicles have not yielded the right-of-way. After coming to a complete stop, emergency vehicle operators should only proceed when it is safe to do so.

During a call involving an emergency response, with lights and audible signals activated, operators of emergency vehicles may:

- (a) Disregard regulations regarding stopping, standing or parking the emergency vehicle.
- (b) Proceed past a red or stop signal or stop sign, but only after slowing down as may be necessary for safe operation.
- (c) Exceed any speed limits provided this does not endanger life or property.
- (d) Disregard regulations governing direction of movement or turning in specified directions.

The decision to continue an emergency response is at the discretion of the emergency vehicle operator or Ranking Officer. If, in the judgment of either individual, the roadway conditions or traffic congestion do not permit such a response without unreasonable risk, the response may be continued without the use of red/blue lights and siren at the legal speed limit. In such an event, the Ranking Officer should ensure Dispatch is promptly notified. Personnel shall also discontinue the emergency response when directed by any supervisor.

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### **301.7 FAILURE OF EMERGENCY EQUIPMENT**

If the emergency equipment on the vehicle should fail to operate, the vehicle operator must terminate the emergency response and respond accordingly. In all cases, the vehicle operator shall notify Dispatch of the equipment failure so that another apparatus may be assigned to the emergency response.

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<b>FIREGROUND ACCOUNTABILITY</b>		

## Fireground Accountability

### 302.1 PURPOSE AND SCOPE

The purpose of this policy is to increase firefighter safety by establishing accountability systems for keeping track of all personnel operating at the scene of an emergency incident pursuant to Iowa law.

#### 302.1.1 DEFINITIONS

Definitions related to this policy include:

**Personnel Accountability Report (PAR)** - A roll call of all operations members assigned to an incident at specified times; a PAR is designed to account for each member's location and activity and to verify his/her safety.

### 302.2 POLICY

It is the policy of this department that supervisors periodically account for members working under their direction at emergency incidents and that all members participate in accountability systems.

### 302.3 RESPONSIBILITIES

A personnel accountability system shall be established and implemented using thorough training procedures. This system should constantly monitor the status of all emergency personnel, both of department members and personnel from assisting agencies, during emergency incidents from their arrival until their official release from the incident.

A personnel accountability system should be used primarily to track personnel, not resources. However, on small incidents one individual may be responsible for tracking both personnel and resources.

A written personnel accountability system, such as the Incident Command System (ICS) Form I-201 for Incident Commanders (ICs) or some similar process, and a status board should be maintained.

Supervisors are responsible for participation in the accountability system by tracking all personnel under their direction on emergency incidents. Personnel should be accounted for from the time of dispatch to the time of demobilization.

Supervisors should implement sufficient tracking methods for personnel at the individual and group levels to account for personnel during all phases and at all locations of an incident, including travel between locations and assignments.

The Safety Officer should designate an accountability officer to monitor who is in charge of each area; what crews are assigned to each area; where each area is located; and the area assignment.

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<b>FIREGROUND ACCOUNTABILITY</b>		

Supervisors should keep track of all crews under their supervision and should know the location and assignment of each firefighter in their crew.

All members are responsible for participating in the accountability system, including checking in at approved locations. This includes members who arrive on-scene individually or in privately owned vehicles.

### **302.4 REPORTING**

Ongoing, routine strategic, and tactical accountability at all emergency incidents, including wildland fires, should be accomplished through periodic reporting or visual observation. This can be accomplished through concise reports that include conditions, actions and needs, also called a CAN report. Members should also make the following reports:

- Emergency situations
- Inability to meet objective with revised timeline and/or resource requests
- Notification of completed actions
- Change in strategy
- Change in fire conditions, such as crossing planned control lines

#### **302.4.1 PERSONNEL ACCOUNTABILITY REPORT (PAR)**

For structure fires, a PAR should be conducted within the first 10 minutes of an incident and every 20 minutes thereafter for personnel at the scene. In addition, PARs should be conducted after any change in conditions that may alter or affect firefighter safety, such as an increase in fire conditions, fire crossing planned control lines or trigger points or after ordering an emergency evacuation of an area.

A PAR should be conducted for each group and organizational element where operations personnel are working. If any person involved in the operation is unaccounted for, emergency procedures, including notification to the IC, should be initiated.

The IC may discontinue regular PARs when incident stabilization is achieved and hazards are sufficiently reduced.

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RAPID INTERVENTION			

## Rapid Intervention/Two-In Two-Out

### 303.1 PURPOSE AND SCOPE

The purpose of this policy is to increase firefighter safety by implementing procedures for safeguarding and rescuing firefighters who are operating in environments that are immediately dangerous to life and health (IDLH).

This policy applies to all members assigned to an incident and is designed to ensure immediate assistance for members who become lost, trapped, or injured by adhering to the two-in/two-out standard and designating Rapid Intervention Teams (RITs).

#### 303.1.1 DEFINITIONS

Definitions related to this policy include:

**Immediately dangerous to life and health (IDLH)** - Any atmosphere that poses an immediate threat to life, would cause irreversible adverse health effects or would impair an individual’s ability to escape from a dangerous atmosphere. Interior atmospheric conditions at structure fires beyond the incipient stage are considered IDLH, as are a variety of rescue types.

**Initial rapid intervention team (IRIT)** - A group of at least two members located outside the IDLH atmosphere to initially monitor and provide emergency rescue for responders until a larger, more formalized rapid intervention team (RIT) is created. One of the two members may be assigned to an additional role, as long as the individual is able to perform assistance or rescue activities without jeopardizing the safety or health of any firefighter at the incident. An IRIT is also known as two-in/two-out.

**Mayday** - The nationally adopted “call for help” term used to indicate that an emergency responder is in a situation of imminent peril where he/she is in need of immediate help.

**Rapid intervention team (RIT)** - A formalized designated group of individuals or companies whose sole function is to prepare, monitor and provide for effective emergency rescue of responders in IDLH atmospheres.

### 303.2 POLICY

It is the policy of the Oelwein Fire Department to ensure that adequate personnel are on scene before interior operations begin in any IDLH environment. However, nothing in this policy is meant to preclude firefighters from performing emergency rescue activities before an entire team has assembled.

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### 303.3 PRE-DEPLOYMENT

Prior to initiating any fire attack in any IDLH environment with no confirmed rescue in progress, members should ensure that there are sufficient resources on-scene to establish two-in/two-out procedures.

- (a) Members should ensure that at least two firefighters using self-contained breathing apparatus (SCBA) enter the IDLH environment and remain in voice or visual contact with one another at all times.
- (b) At least two additional firefighters should be located outside the IDLH environment.
  - 1. One of the two outside firefighters may be assigned to an additional role so long as the individual is able to perform assistance or rescue activities without jeopardizing the safety or health of any firefighter working at the incident.

### 303.4 INITIAL DEPLOYMENT

During the initial phase of an incident, confirmed rescues should take priority. When a confirmed rescue is identified during the initial phase of an incident, emergency rescue activities may be performed before a designated IRIT has assembled.

All members operating in IDLH environments should be tracked and accounted for at all times, except when it would preclude firefighters from performing emergency rescue activities during the initial phase of the incident.

### 303.5 RIT DUTIES

The RIT should be assembled from resources at the scene, whose sole function is to prepare for, monitor and provide effective emergency rescue for responders.

- (a) To the extent possible, visual and voice communication should be maintained between those working in the IDLH environment and the RIT outside the IDLH environment.
- (b) RIT members should not be involved in any other duties that divert attention or resources away from their primary mission of responder rescue.

### 303.6 EMERGENCY DEPLOYMENT OF A RIT

When a Mayday firefighter-down or firefighter-missing broadcast is transmitted, all nonemergency radio traffic should be cleared from the radio channels that the missing or trapped firefighter is using. Non-affected personnel should switch to other tactical frequencies. At least two individuals should be dedicated solely to monitoring the tactical channel. One person should be responsible for gathering information on the identity, location and condition of the trapped or missing firefighter, while the second person should communicate with the trapped or missing firefighter and offer support on the tactical channel.

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For an emergency deployment of a RIT, a Rescue Group Supervisor position should be activated to coordinate the rescue as well as any fire activities in support of the rescue effort. Other divisions and groups may support the Rescue Group Supervisor’s efforts by diverting fire spread through horizontal or vertical ventilation to draw fire away from the affected rescue areas and by placing hose streams to check fire spread and protect rescue efforts.

The RIT supervisor should notify the Rescue Group Supervisor before making entry for emergency rescue. The Rescue Group Supervisor should provide any assistance that is appropriate to the situation. Additional resources should be ordered as needed, including additional RITs, medical treatment and transportation groups or other organizational elements.

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<b>URBAN SEARCH AND RESCUE</b>			

## Urban Search and Rescue (USAR)

### 304.1 PURPOSE AND SCOPE

The purpose of this policy is to describe the Federal Emergency Management Agency (FEMA) Urban Search and Rescue (USAR) Response System and Iowa Task Force 1 (IA- TF1) as resources for disaster response.

### 304.2 POLICY

It is the policy of the Oelwein Fire Department to utilize the FEMA USAR resources and/or IA-TF1 in the event of an urban disaster, as appropriate.

### 304.3 RESOURCES

USAR is a multi-hazard discipline and may be used for a variety of disasters, including earthquakes, storms, tornadoes, floods, dam failures, technological accidents, terrorist activities, and hazardous material releases.

USAR task forces have four areas of specialization:

- (a) Searches - Finding victims who are trapped after a disaster
- (b) Rescues - Freeing victims, including safely digging victims out of collapsed concrete or metal
- (c) Technical - Applying specialized structural knowledge to help make rescues safe for the rescuers
- (d) Medical - Caring for victims before and after a rescue

#### 304.3.1 FEDERAL RESOURCES

If a disaster warrants national USAR support, FEMA may deploy task forces within six hours of notification and can provide additional teams as necessary to support the Oelwein Fire Department's efforts to locate victims and manage recovery operations.

The following resources are generally available from the FEMA USAR Response System:

- Air Search Team (fixed-wing)
- Airborne Reconnaissance (fixed-wing)
- Canine - Disaster Response
- Canine - Land/Cadaver
- Canine - Water
- Canine - Wilderness
- Canine - Wilderness Tracking and Trailing

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<b>URBAN SEARCH AND RESCUE</b>		

- Collapse Search and Rescue Team
- Radio Direction Finding Team
- Swift water and Flood Search, and Dive Rescue Teams
- USAR Incident Support Team
- USAR Task Force
- Wilderness Search and Rescue Team

More information about the specific capabilities and sustainability of USAR resources may be obtained on the FEMA website.

### **304.3.2 IOWA RESOURCES**

IA-TF1 is a USAR response task force designed to provide a coordinated response to disasters in urban environments. IA-TF1 responds to communities or regions affected by earthquakes, hurricanes, tornadoes and human-caused disasters to provide hazard mitigation, search and rescue, and incident stabilization for responder activities. The task force can provide both quick strike capabilities and the ability to sustain operations for a minimum of 72 hours to ensure maximum survivability of trapped victims.

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<b>TACTICAL WITHDRAWAL</b>		

## Tactical Withdrawal

### 305.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for tactical withdrawals from any scene or location when confronted by violent individuals or threatening situations, circumstances, or events. The violence or threat need not be specifically directed at department members to justify the application of this policy.

### 305.2 POLICY

The Oelwein Fire Department is committed to the safety of its members. It is the policy of the Oelwein Fire Department to allow members to withdraw from the scene or general location of an emergency call for service when they are confronted by violent individuals, violent or potentially violent situations, or any other circumstance presenting a real or perceived imminent threat to member safety.

### 305.3 THREAT ASSESSMENT

All members of the Department are expected to continually evaluate their surroundings while responding to incidents or participating in the mitigation of emergency or non-emergency events. The actions and conduct of persons at an event should be a primary element of the ongoing scene- safety evaluation. Certain types of events, certain actions taken by individuals involved in events and a variety of other circumstances should trigger a heightened awareness and consideration of personnel safety. Situations or circumstances that should initiate such consideration include:

- (a) Any situation involving shots fired, or on any scene where shooting occurs or is heard in the immediate vicinity.
- (b) Any time a subject chooses to challenge or threaten members of the Department with violence or harm.
- (c) Any scene where members of the Department are attacked in any way. Examples include: rocks, bottles or other projectiles thrown or launched at members or department vehicles or apparatus; individuals attempting to gain access to department vehicles or apparatus; or any direct act of violence committed against members of this department.
- (d) Any event involving civil disturbance, large-scale demonstrations or protests. This includes any event involving a large gathering of people where the nature of the activity appears to include violent confrontation or the perceived threat of violent confrontation between opposing groups, or between the protesters and law enforcement personnel or other government representatives.

Any member who believes that there is a threat of violence to personnel at any incident should promptly relay that information to the appropriate supervisor as quickly as possible.

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<b>TACTICAL WITHDRAWAL</b>		

The Incident Commander (IC), scene supervisor or senior ranking member has the authority to initiate a tactical withdrawal and the responsibility for ensuring that all members on-scene or at risk due to the threat are notified of the action. Authority for the decision resides primarily with on- scene personnel and should not be delayed while seeking approval or confirmation from a higher authority, who may not be at the incident scene.

In the event that a credible threat to personnel is discovered at a level of the incident command structure above an on-scene supervisor, a tactical withdrawal may be ordered and relayed down the chain-of-command to the on-scene supervisor. In that event, the supervisor has the responsibility for ensuring that all members on-scene or at risk due to the threat are notified of the initiation of a tactical withdrawal.

### **305.4 CONDUCTING TACTICAL WITHDRAWALS**

#### **305.4.1 WITHDRAWAL OPTIONS**

The following guidelines should be applied when the decision has been made to initiate a tactical withdrawal:

(a) During the response to an incident:

1. If a tactical withdrawal occurs during the response phase of an incident, the Department member responsible for initiating the withdrawal is responsible for notifying all responding units and Dispatch of the withdrawal action. The relay of the withdrawal decision to individual units may be conducted by the member, or he/she may choose to have Dispatch notify all responding units to cancel their response or to respond to a defined staging area.

(b) After arrival at an incident:

1. When units are on-scene at an incident and a decision is made to initiate a tactical withdrawal, the IC or ranking supervisor is responsible for notifying all involved units (including those assigned to the incident but that have not yet arrived) of the withdrawal action. The IC should also notify Dispatch of the tactical withdrawal, and if time and circumstances allow, the situation and reason for the withdrawal. Individual unit supervisors are responsible for notifying all of their assigned personnel of the withdrawal.

#### **305.4.2 WITHDRAWAL GUIDELINES**

The following guidelines should be applied when the decision has been made to initiate a tactical withdrawal:

Whenever a tactical withdrawal is initiated, a defined staging area will be established at a safe location away from the incident scene and all involved units and personnel should withdraw to that staging area. Whenever practical, all involved units should withdraw from the incident scene as a

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single group. If that is not practical, individual units should attempt to congregate together, forming the fewest and largest groups practical, and withdraw in those groups.

- (a) After all units have been initially notified of a tactical withdrawal, supervisors are responsible for personnel accountability, ensuring all members of their crew are accounted for and withdrawing as directed. The on-scene supervisor is responsible for accounting for all units assigned to the call and ensuring that all units are withdrawing as directed.
- (b) Whenever a tactical withdrawal is initiated, Dispatch should immediately notify and request an immediate response by the appropriate law enforcement agency to provide security for the withdrawing units.
- (c) Once the IC or scene supervisor believes that all units and personnel have withdrawn from an incident, he/she should conduct a Personnel Accountability Report (PAR) of all units assigned to the incident to confirm they have safely withdrawn. Individual unit supervisors shall confirm that all members of their crew are accounted for and safe.
- (d) Once all involved units have gathered at the staging area, the IC or scene supervisor should again conduct a PAR to confirm that all personnel are safe. If any person involved in the operation is unaccounted for, emergency procedures should be initiated.

### **305.5 NOTIFICATIONS**

Whenever a tactical withdrawal is initiated, the circumstances of the incident, including the incident location, will be relayed up the chain-of-command to the Fire Chief and the Public Safety Chief.

The Fire Chief should coordinate with Dispatch and law enforcement to ensure additional calls for service to the affected area are screened and determined safe for entry.

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<b>ATMOSPHERIC MONITORING FOR CARBON MONOXIDE</b>			

## Atmospheric Monitoring for Carbon Monoxide

### 306.1 PURPOSE AND SCOPE

This policy establishes procedures for measuring atmospheric concentrations of carbon monoxide (CO) at an incident for the safety of members working in potentially hazardous conditions.

#### 308.1.1 DEFINITIONS

Definitions related to this policy include:

**Calibration** - The process of resetting the values for each sensor in the instrument.

**Spanning** - The process of using the calibration gasses to check the calibration of the instrument, also known as bump testing.

### 306.2 POLICY

Exposure to CO can be hazardous to the health of those exposed. It is the policy of the Oelwein Fire Department to mitigate the health risks associated with exposure to CO by its members and the public.

### 306.3 RESPONSIBILITIES

Command Staff should ensure that atmospheric monitoring instruments are spanned or calibrated to manufacturer's specifications on a monthly basis, if they have not been used, and prior to use.

The instruments should be stored in operating condition.

The Incident Commander or the authorized designee is responsible for measuring atmospheric concentrations of CO at any location containing or suspected of containing elevated levels of CO.

### 306.4 PROCEDURES

Carbon monoxide may be present as a by-product of combustion, an emission from internal combustion engines, a chemical reaction or a leak from an industrial process. Carbon monoxide has approximately the same vapor density as air. When measuring for atmospheric concentrations of CO at an incident, instruments do not have to be placed near the floor or ceiling to obtain accurate readings.

Positive pressure ventilation may be used to reduce the CO concentration, as well as the presence of other toxic gases in the atmosphere.

All members shall use self-contained breathing apparatus (SCBA) in any atmosphere containing 35 parts per million or greater of CO (National Institute for Occupational Safety and Health (NIOSH)). An atmospheric concentration of CO that is below the threshold limit value (TLV) does not necessarily indicate an adequate level of oxygen or eliminate the possibility of other toxic gases or products of combustion being present.

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Members shall also use an SCBA in any atmospheric concentration of CO that is below the TLV where there is also the presence of visible smoke, and in any atmosphere containing less than 19.5 percent oxygen (29 CFR 1910.134).

### **306.5 EMERGENCY MEDICAL TREATMENT**


A person with acute CO exposure may exhibit the signs and symptoms of headache, flushing, nausea, vertigo, weakness, irritability, unconsciousness, and in persons with pre-existing heart disease and atherosclerosis, chest pain and leg pain.

An affected or incapacitated person should be removed from further exposure and have appropriate emergency medical procedures implemented.

All personnel with the potential for becoming exposed to CO or being present during an exposure should be familiar with emergency procedures, the location and proper use of emergency equipment, and the methods of protecting themselves during rescue operations.

### **306.6 DOCUMENTATION**

Each time an atmospheric monitoring instrument is spanned or calibrated; the testing will be entered on a log. The log should be submitted to the Facilities Captain once a month and retained in accordance with the established records retention schedule. The log documents will serve as a history of an instrument's performance.

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<b>CARBON MONOXIDE DETECTOR ACTIVATIONS</b>			

# Carbon Monoxide Detector Activations

## 307.1 PURPOSE AND SCOPE

This policy establishes guidelines for the safe and efficient handling of calls associated with carbon monoxide (CO) detector activations.

## 307.2 POLICY

Exposure to CO can be hazardous to health. It is the policy of the Oelwein Fire Department to respond to all reports and alarms indicating the presence of CO and mitigate the health risks associated with exposure to CO by its members and the public.

## 307.3 RESPONSIBILITIES

### 317.3.1 ARRIVING UNITS

Arriving units should establish NIMS/ICS practices according to the Incident Management Policy. In addition, arriving units shall:

- (a) Evaluate the situation through interviews prior to entering the building.
- (b) Assess airflow ventilation conditions and general building conditions.
- (c) Wear structural turnouts and self-contained breathing apparatus (SCBA) to investigate the building using a CO detector, if available.
- (d) Have face pieces on and air flowing:
  - 1. If occupants are displaying symptoms of CO poisoning (and confirm EMS response).
  - 2. Whenever information is inadequate to rule out toxic levels of CO.

### 317.3.2 INVESTIGATING PERSONNEL

Personnel investigating a reported CO detector activation should take the following actions:

- (a) Remove occupants and unnecessary personnel from the affected area.
- (b) Examine the activated detector to ensure that it is a CO detector and is in good condition.
- (c) Determine if the activated detector is low-oxygen or CO-detecting, if possible.
- (d) Interview the occupant and/or reporting party to obtain background information on the activation, the past history of the activated detector and activities in the building at the time of the activation.
- (e) Check the premises and adjoining areas for CO sources, such as vehicles, open flame devices or closed fireplace dampers.

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- (f) Check appliances for improper use, poor maintenance or obvious faulty installation or operation.
- (g) If responding personnel carry a CO detector, it may be used to assist in determining a source of CO.
- (h) If the source of CO is identified, personnel should take the following actions:
  - 1. If the source is a vehicle, open flame device or other source not intended for interior use, remove the source from the building or shut off the device and ventilate the building thoroughly.
  - 2. If the source is an improperly operating appliance, shut off the appliance and the appliance's main line valve and ventilate the building thoroughly.
    - (a) Encourage the occupant to have the appliance serviced by a reputable service technician or a plumbing and heating contractor.
    - (b) Do not attempt to repair or alter an appliance or heating unit.
  - 3. Do not ventilate the building with gasoline-powered smoke ejectors.
  - 4. Do not shut off the building's main gas valve unless necessary to control the problem.
- (i) If the source of CO is not identified, personnel should take the following actions:
  - 5. Consider requesting a response by the gas/utility company. Personnel, unless a separate emergency dictates response, will remain on scene until the gas/utility company arrives.
  - 6. Complete any required property notification and provide a copy to the property owner or tenant.

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STAGING			

## Staging

### 308.1 PURPOSE AND SCOPE

An incident scene can quickly become congested with emergency equipment if the equipment is not managed effectively. The purpose of this policy is to provide guidelines for staging at emergency incidents.

### 308.2 POLICY

It is the policy of the Oelwein Fire Department to safely stage resources at emergency incidents.

### 308.3 RESOURCE STAGING

Staging areas are locations designated within the incident area to temporarily position resources that are available for assignment. Resource staging at emergency incidents will be conducted using the procedures, guidelines and positions consistent with the Department's Incident Command System (ICS).

As incident resources grow, the Incident Commander (IC) should identify a staging area manager to maintain the staging area resources so they are ready for assignment. At the conclusion of the incident, the staging area manager should demobilize units with the approval of the IC.

#### 309.3.1 PRIMARY AND SECONDARY STAGING

When establishing a staging location and conducting staging activities Oelwein Fire Department personnel should consider the following:

- (a) During initial attack operations or on smaller, short-term incidents, identifying and selecting a primary staging location for incoming units should be based primarily on placing incoming resources in a safe location while providing for their rapid deployment when needed. Generally, resources will stage one block from the incident until assigned by the IC.
- (b) During extended attack or multiple-alarm incidents, the IC should establish a secondary staging area location early and assign a staging area manager. Additional location factors should be considered when identifying and establishing staging areas:
  1. The secondary staging area should not affect incident operations and should be large enough for the incident resource needs. When possible, staging areas should be pre-planned and identified to cause minimal disruption to traffic flow, business activity and scheduled community activities.
  2. Public property should be utilized, if possible, as opposed to private property. Whenever private property, church property or commercial property is utilized, the IC or a designee should, when practical, contact the owner, administrator or property manager for permission to use the property prior to establishing a staging area. If any of these properties are utilized, the staging area should be configured to create the least possible disruption, including traffic

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flow in and around the property. The same applies to school property; however, in addition, the Press Information Officer should notify local media. The notification should emphasize that the school property is being used to support an incident occurring away from the school and that the school is not involved in the emergency.

### 308.4 STAGE-AWAY OPTION

The stage-away option should be used in any incident where there may be a violent encounter. A violent encounter should be anticipated in, but not limited to, the following categories of calls for service:

- Shootings or shots-fired calls
- Stabbings
- Civil disturbance calls
- Attempted suicide calls
- Domestic disputes, including family fights
- Unknown assault calls
- Bomb incidents

It is the policy of the Oelwein Fire Department to use a nonstandard and defensive response profile when responding to calls for service involving known or suspected violent subjects. When responding to calls involving known or suspected violent subjects, department members should take the following actions:

- (a) Whenever possible, Dispatch should determine if violent subjects are involved in any call for service, and if so, include that information in the initial dispatch. The responding units should be advised to stage away from the scene. Any time Dispatch or any of the responding crews receive additional information indicating that violent subjects are at the scene of a call, the response should be upgraded to a stage-away incident.
- (b) The officer of the first-in responding unit will normally identify a staging point for all responding units. The staging point should be located two or more blocks away from the incident scene, out of direct line of sight of the incident, and should not require that the responding units drive by the incident to reach the staging point. The officer should also confirm with Dispatch that law enforcement is responding to the incident.
- (c) All responding units should acknowledge the call to stage-away and confirm the staging location via radio while enroute to the incident. All units should avoid driving by or through the line of sight of the incident until it is determined to be safe to enter the scene.

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- (d) All units should report “on-scene staging” upon arrival at the staging point.
- (e) All units should remain staged away from the incident scene until notified that law enforcement has determined that the scene is safe to enter or until reliable information is received confirming that no violent subjects remain at the scene.

In the event that the first-in unit arrives at an incident scene and encounters unanticipated violence or violent subjects, the officer or senior member of that crew should immediately notify Dispatch of the circumstances and request law enforcement support. All other responding units should be directed to stage-away unless members of the first-in unit determine it is safe for additional personnel to respond directly to the scene.

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<b>ELEVATOR RESTRICTIONS DURING EMERGENCIES</b>			

## Elevator Restrictions During Emergencies

### 309.1 PURPOSE AND SCOPE

This policy provides guidelines for elevator use during emergency incidents.

### 309.2 POLICY

Extreme caution shall be used when determining whether to use an elevator during a response to a fire emergency. Only elevators that have been determined to be uninvolved and equipped with fire service operation controls shall be used.

### 309.3 USE OF STAIRWELLS

The operation of elevators under fire conditions can be erratic and dangerous. Elevators are subject to serious malfunction from the effects of heat, smoke and water on drive machinery and/ or control equipment.

At every emergency incident in a high-rise building, when there is a potential for elevators and/ or firefighters to be exposed to the effects of heat, smoke, flame, chemicals, explosion or water (e.g., reported fires, fire alarms, smoke investigations), stairwells will be used to gain access to above-ground locations.

The initial fire attack/investigation teams shall use stairwells to reach the reported emergency location and make a visual assessment of actual conditions that might affect elevator use.

These teams shall advise the Incident Commander (IC) which stairwell is being used and shall describe the stairwell by identification number and the geographical location in the building. Information regarding the safety of elevators and the floor conditions of the reported fire floor and all preceding floors shall be relayed immediately to the IC, who shall make the final determination of whether the elevators are safe to use.

### 309.4 USE OF ELEVATORS

Elevators may be used by the initial investigation team only when building personnel, such as engineering or security members, are on the reported fire floors and the following conditions are met:

- They have checked the floor where the report or alarm originated, as well as the floors immediately above and below that floor.
- They are in contact with lobby personnel via radio or phone.
- They are able to provide information that conditions are safe.

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<b>SWITFT WATER RESCUE AND FLOOD SEARCH AND RESCUE RESPONSES</b>			

## Swift water Rescue and Flood Search and Rescue Responses

### 310.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidance for operating at a swift water or flood search and rescue incident.

### 310.2 POLICY

It is the policy of the Oelwein Fire Department to utilize the Incident Command System (ICS) for managing swift water or flood search and rescue incidents.

### 310.3 PROCEDURE

Upon notification of a potential water rescue incident, department members and Dispatch personnel are authorized to order and should dispatch or request the appropriate specialized water rescue resources immediately. Ordering of resources should not be delayed pending the verification of a water rescue situation or the confirmation that a victim has been seen or located.

Rescuers conducting search and rescue operations around flood waters, and particularly around swiftly moving water, are confronted with a unique set of challenges and face risks not encountered in other types of rescue operations. Operating in a swift water environment requires specialized knowledge, training and equipment to ensure the safety of both rescuers and victims. Tools, equipment and procedures routinely used in other types of rescue situations may not be appropriate when confronting a swift water rescue and may even exacerbate the situation and increase risks to the safety of rescue personnel.

Responding personnel and specialized units should follow ICS methods and procedures upon arrival at the incident. This includes a safety briefing for all responders to ensure the development of situational awareness of the area, knowledge of potential hazards for rescuers and specific strategic objectives for the rescue, in addition to tactical objectives and assignments for each responder.

Department members should apply the following guidelines when responding to swift water or flood search and rescue incidents:

- (a) Members should not wear structural firefighting personal protective equipment (PPE) (e.g., turnouts, bunker gear, bunker boots) when responding to, or participating in, a swift water or flood search and rescue incident.
- (b) Only properly trained members currently certified for in-water rescues should approach or enter any body of water, whether still or moving, and only when sufficient equipment and trained personnel are available to safely conduct the operation. All members actively involved in any swift water rescue event should don a personal flotation device and head protection before commencing any rescue efforts.

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- (c) Surface support personnel who are not properly trained, certified and equipped for water entry may utilize ropes, throw-bag ropes, rescue rings, floatation devices or other appropriate equipment to attempt water rescues, as long as the attempt does not require the member to enter the water in any way.
- (d) Department members should use extreme caution when parking or positioning fire apparatus alongside swiftly moving water and should remain vigilant for any signs of erosion or changing conditions that could threaten apparatus or personnel at the incident. Whenever practical, vehicles should be backed into position and face away from any expanding incident in case egress becomes necessary.

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<b>TRENCH RESCUES</b>		

## Trench Rescues

### 311.1 PURPOSE AND SCOPE

Trench rescue operations involve a complex system of shoring, digging and special resources, and can be a critical danger to fire personnel. The purpose of this policy is to minimize member exposure to hazardous conditions during trench rescues through the safe and efficient management of operations (29 CFR 1910.132; 29 CFR 1926 Subpart P).

### 316.1.1 DEFINITIONS

Definitions related to this policy include:

**Excavation** - Any man-made cut, cavity, trench or depression in the ground.

**Trench** - A narrow (in relation to length) excavation made below the surface of the ground that is generally deeper than it is wide and is not wider than 15 feet (29 CFR 1926.650(b)).

### 311.2 POLICY

It is the policy of the Oelwein Fire Department to adopt and maintain a written response program with standardized procedures and relevant training to minimize the exposure to hazardous conditions to rescue personnel during trench or excavation rescues.

### 311.3 PROCEDURES

Secondary collapse must always be considered as a potential hazard during trench rescues. Suffocation, extreme pressure and trauma can all occur due to the weight of a cave-in. There may be times when it is necessary to place the safety of the firefighter above the rescue of a victim who clearly has no chance of survival.

(a) The first-in units shall attempt to determine the following:

1. Who is in charge at the site and what happened?
2. How many victims are trapped and where are they located?
3. Is a rescue possible or is this a body recovery?
4. What kind of material is covering the victims (e.g., dirt, sand, rock)?

(b) An extrication and safety officer should be assigned to:

1. Monitor the status of all personnel involved in the rescue.
2. Monitor the site for signs of potential secondary collapse (e.g., surface cracks, shoring with signs of bending, falling debris).

(c) A hazard zone should be established within a 50-foot perimeter around the incident site. Apparatus, equipment, traffic and staging distance should be set at a distance that will minimize vibrations at the site.



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- (d) Minimally, the equipment required to be available for rescue personnel to enter a trench or excavation should include the following (29 CFR 1926.651(g)(2)(i)):
1. A self-contained breathing apparatus (SCBA).
  2. A safety harness or line, or a basket stretcher.
  3. A helmet.
- (e) When determining whether the trench or excavation is safe for emergency responders to enter, the following will be considered:
1. Adequate ventilation has been established (29 CFR 1926.651(g)(1)(iii)).
  2. When ventilation is in place, the air quality is being periodically tested (29 CFR 1926.651(g)(1)(iv)).
  3. If water accumulation is a factor, protection from water hazards is in place (29 CFR 1926.651(h)).
  4. Adequate protection for people working in the trench or excavation, in the form of shields, supports or sloping, and benching systems have been established (29 CFR 1926.652(a); 29 CFR 1926.652(g)).
- (f) If the rescue effort is protracted, personnel may need to be rotated and/or additional alarms requested for appropriate relief.

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<b>HAZARDOUS MATERIALS RESPONSE</b>		

# Hazardous Materials Response

## 312.1 PURPOSE AND SCOPE

Hazardous materials (HAZMAT) may include toxic, flammable, corrosive, explosive, radioactive or reactive materials; materials that can cause health hazards; or a combination of these materials. The purpose of this policy is to provide a general framework for handling a HAZMAT incident.

## 312.2 POLICY

It is the policy of the Oelwein Fire Department to protect the safety of the public and responders to HAZMAT incidents and to comply with all applicable state and federal laws during the management and mitigation of all HAZMAT incidents (29 CFR 1910.120).

## 312.3 RESPONSIBILITIES

All HAZMAT responses should be managed using the National Incident Management System (NIMS) and the Incident Command System (ICS) in accordance with Iowa standards for emergency response and applicable federal laws.

### 319.3.1 INITIAL ACTIONS

If available, information should be provided by Dispatch to the units responding to a HAZMAT incident including the name and type of the material involved (e.g., hydrochloric acid, corrosive), the size and quantity of the containers involved, the nature of the problem (e.g., spill, leak) and any known dangerous properties of the materials.

The first-arriving unit approaching the incident should use caution, approach from upwind and updrift of the incident, establish Incident Command and begin a size-up of the situation. The purpose of the size-up by the first-in units is to determine the nature and severity of the HAZMAT incident and formulate an initial incident action plan. While it may be necessary to take immediate action to make a rescue or evacuate an area, any action should be taken with an awareness of the risk to department personnel and making appropriate use of available protective equipment. It is important to avoid the premature commitment of personnel to potentially hazardous locations. In some cases, isolating the incident and denying entry until more resources arrive may be the safest approach.

In assessing the incident, all available references should be used to determine the hazards that are or potentially could be present. These references may include, but are not limited to, the U.S. Department of Transportation (DOT) Emergency Response Guidebook, the National Institute for Occupational Safety and Health (NIOSH) Pocket Guide to Chemical Hazards, Safety Data Sheets (SDS), HAZMAT business plans, manifests or bills of lading, National Fire Protection Association (NFPA) placards, U.S. DOT placards and United Nations Substance Identification Numbers. Other sources of

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information may be available, such as the Chemical Transportation Emergency Center (CHEMTREC®), facility personnel, department specialists or manufacturers of the materials involved.

The hazards presented by a HAZMAT incident may change significantly as the materials interact with other materials, the surrounding environment and the actions taken by responders. Responders should consider site topography, surroundings, other potential hazards and prevailing weather conditions. The initial perimeter established for the incident may need to be expanded to establish the appropriate control zones for the response (e.g., exclusion zone, contamination reduction zone, support zone).

### **312.4 INCIDENT ACTION PLAN**

The primary goal of the Incident Action Plan (IAP) will be to protect the safety of the public and responders. The initial IAP should focus on identifying a safe approach for other arriving units, determining the type of hazard and the scope of the incident, isolating the area and denying entry to the public, determining incident-specific personal protective equipment (PPE) and initiating notifications. The initial IAP may be a written document or may be notes kept and controlled by the Incident Commander (IC). The initial IAP should include the following minimum information:

- (a) Incident name, agency or unified command and command post location.
- (b) Information for responding units on the best route of travel, staging locations and minimum isolation distances to maintain the safety of responding members.
- (c) The information available on the products involved or an indication that the products are not yet known.
- (d) The incident control objectives and goals.
- (e) A communications plan including radio frequencies and contact telephone numbers.

When a HAZMAT incident response will be prolonged and will extend beyond an initial operational period, a written IAP should be developed

### **312.5 RESOURCE CONSIDERATIONS**

Most HAZMAT incidents will require the IC to request additional resources in order to implement the IAP and safely mitigate the hazard.

The response to a HAZMAT incident may require a large number of specialized resources to achieve incident stabilization and return to normal operations. The IC should consider involving:

- (a) Specialized HAZMAT teams at the technician and/or specialist levels for assistance with mitigating the release of material. Teams may be operated by local or regional fire agencies, military or private industry.
- (b) Specialized operators or contractors to address post-response mitigation, removal, cleanup and required disposal of material.

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- (c) Local law enforcement for assistance with scene security and evacuation, if necessary.
- (d) Activation of local or regional Iowa HAZMAT emergency response teams for assistance.
- (e) City public works and road departments for diking, diversion or other activities.

Resources shall be coordinated as the response is reinforced. It is important that duties assigned to personnel are suitable for their level of training under federal regulations and Iowa law. It is also important to consider the limitations of available PPE and the limitations of chemical detection or monitoring equipment on hand when preparing to commit personnel to a potentially hazardous area.

### **312.6 NOTIFICATIONS**

Managing the response to a HAZMAT incident may involve required notifications to various local, regional, state or federal agencies. ICs should consider notifying the following agencies when applicable or required:

- (a) The public, media and other affected entities, such as schools and businesses
- (b) Adjoining jurisdictions that may be impacted by incident activities
- (c) Local and regional elected officials and emergency management personnel
- (d) Iowa Division of Emergency Management
- (e) Iowa Department of Health Services
- (f) Iowa Department of Natural Resources
- (g) Iowa Department of Transportation
- (h) Iowa State Patrol
- (i) United States Environmental Protection Agency
- (j) United States Department of Transportation

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<b>SCENE PRESERVATION</b>		

## Scene Preservation

### 313.1 PURPOSE AND SCOPE

The purpose of this policy is to provide department members with guidance on performing emergency mitigation tasks when working in and around scenes where evidence may be present. Members of the Department are often confronted with opposing priorities when performing duties at scenes containing potential evidence. They must balance the need to provide timely and effective life-saving and property-preserving services while minimizing the disturbance of any items of evidentiary value. In some instances, department members must evaluate whether to enter a scene or to initiate mitigation activities.

#### 321.1.1 DEFINITIONS

Definitions related to this policy include:

**Evidence** - Any item or arrangement of items that may provide relevant information to an investigation.

**Scene** - Any location where items of evidentiary value may be found. A scene need not be the location where a criminal act occurred, it need only be a location where items of evidentiary value are available for collection or documentation.

### 313.2 POLICY

It is the policy of the Oelwein Fire Department to minimize the disturbance of conditions and evidentiary items when providing emergency mitigation services in and around scenes.

### 313.3 SCENE IDENTIFICATION

Department members must be mindful of encountering potential evidence at a scene whenever they respond to calls for service. The potential for evidence at a scene may be identified in a number of ways, including but not limited to:

- (a) The location of any incident that involves a physical assault or results from an act of violence. Such a location should be assumed to be a crime scene. Examples include shooting incidents, stabbing incidents, any incident involving a medical patient injured by the act of another person, suicides, bomb incidents or any act of terrorism.
- (b) Any incident that law enforcement personnel have identified as a crime scene and have notified department members of that determination.
- (c) Any unattended death scene.
- (d) All fire incidents.
- (e) Any incident where department members believe or have a reasonable suspicion that a crime has taken place. The type of suspected criminal activity may be severe, as in the case of a robbery or burglary, or less severe, as in the case of vandalism.

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- (f) Transportation incidents, including traffic collisions and rail, aircraft, shipping and boating incidents.
- (g) Industrial accidents.

### **313.4 ENTERING SCENES**

When department members determine that a scene containing potential evidence is involved, they should promptly evaluate the need to enter the scene prior to approval of investigators. For the purposes of department members, scenes may be categorized into two distinct types: stable or unstable.

#### **321.4.1 STABLE SCENE**

A stable scene exists when there is no apparent immediate or ongoing threat to the safety, health or well-being of department members, the public or property. Examples of stable scenes include incidents where the victim or victims are obviously deceased, incidents involving obviously failed incendiary devices and fire incidents where the fire is clearly extinguished prior to the arrival of department members.

When department members encounter a stable scene and it is apparent that no threat to safety or property exists, they should remain outside the scene until cleared to enter by the appropriate investigator or law enforcement personnel. If there is a confirmed or suspected threat to life or public safety, department members should take whatever actions reasonably appear necessary to stabilize the scene and then withdraw pending approval from investigators or law enforcement personnel to re-enter.

#### **321.4.2 UNSTABLE SCENE**

An unstable scene exists whenever there appears to be an ongoing or imminent threat to the health, safety or well-being of department members, the public or property that necessitates immediate mitigation. Examples of unstable scenes include incidents involving injured or entrapped persons, active fire or a threat of imminent fire, imminent structural collapse endangering lives, the release or imminent threat of the release of hazardous materials or any incident where immediate mitigation is required to preserve life.

When department members encounter an unstable scene they are authorized to take appropriate corrective action to mitigate the threat.

### **313.5 PRESERVATION OF EVIDENCE AT CRIME SCENES**

Whenever practical, department members should avoid touching, moving, manipulating or otherwise altering anything located at a scene where the potential for evidence exists. In some circumstances, the need to move items may be unavoidable. In those instances, department members should note what items were moved, who moved them and the location from which they were moved. Members should not attempt to move displaced items back to their original location; rather, the items should be left in the place to which they were moved. The appropriate investigator or law enforcement personnel should be informed of any items that were moved and the location where the items originally were found.

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In instances where an obvious item of evidence must be moved, an investigator or law enforcement representative should be consulted prior to moving the item, if practical. For example, if a weapon is located beside or underneath a victim and an investigator is available, the investigator should be called to relocate the weapon. Life-preserving care should not be unreasonably delayed awaiting the arrival of an investigator or law enforcement personnel to move items of evidence.

### **313.6 MEDICAL SUPPLIES AND DEBRIS**

When department members provide medical care in or around a scene where evidence may be located, any discarded medical material, wrapping material, used bandaging, containers or other debris should be left at the scene when the crews depart. Reusable tools, medical equipment and other durable supplies may be collected, but care should be taken by department members to minimize any disturbance to other items or material at the scene. Hazardous items and other material, such as medical sharps, controlled substances or surplus medications, should be collected and handled appropriately. If investigators or law enforcement personnel direct that any hazardous materials be left in place, department members should clearly identify all such materials to the controlling authority at the scene.

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## Disposition of Valuables

### 314.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a process by which all valuables found at emergency incidents are inventoried and held securely by the Department until the items can be returned to the owner or otherwise legally released for disposition.

### 314.2 POLICY

The Oelwein Fire Department will take reasonable measures to safeguard valuables found at incident scenes. The Department does not have appropriate facilities for storing valuables for safekeeping. Therefore, alternatives to removing valuables from the scene of emergencies will be taken whenever practical.

### 314.3 PROCEDURE

Any member encountering unsecured valuables, such as cash or jewelry, should immediately report it to the Incident Commander, or the member’s commanding officer. If the property or valuables cannot be secured at the location or with a responsible person at the scene, the member should request any on-site law enforcement officer to take the valuables for safekeeping. The member should document the disposition of such valuables, including the identity of any receiving individual, and obtain a receipt from the law enforcement officer and include it in the report of the call.

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<b>WEAPON RESTRICTIONS</b>		

## Weapon Restrictions

### 315.1 PURPOSE AND SCOPE

The purpose of this policy is to promote the safety of all members by restricting the possession of weapons in the workplace.

### 315.2 POLICY

Members are prohibited from possessing weapons while on department property or while on-duty. This ban includes keeping or transporting a weapon in a department vehicle.

Weapons include guns, knives, explosives and other items with the potential to inflict harm.

This policy does not prohibit the possession of equipment provided or authorized by the Department and in compliance with state law (e.g., axes, knives) for use by members while performing official duties.

This policy does not apply to on-duty law enforcement officers.

### 315.3 CONCEALED WEAPONS PROHIBITED

Members who possess a valid concealed weapon permit are not allowed to carry weapons while on-duty or representing the Department in any capacity. The weapon should not be carried into any department facility.

A folding-style knife intended to aid in routine rescue duties is allowed. It should not be displayed or carried openly by members.

### 315.4 PERSONAL VEHICLES

Members with a valid concealed weapon permit are not prohibited from carrying or storing concealed weapons in their personal vehicles provided they are safely secured within the vehicle and the vehicle is locked.

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<b>PERFORMANCE OF DUTIES</b>		

## Performance of Duties

### 316.1 PURPOSE AND SCOPE

This policy establishes daily performance expectations.

### 316.2 POLICY

It is the policy of the Oelwein Fire Department to provide safe and appropriate responses to emergency calls and for its members to provide professional and competent services.

### 316.3 RESPONSIBILITIES

All members should be familiar with and in compliance with the policies, standard operating procedures, classification specifications, duties as assigned and any other lawful instruction or order from a superior officer.

### 316.4 EMERGENCY RESPONSE

All members, upon receipt of any emergency alarm, are expected to, without delay, respond immediately to the fire or other emergency dispatched, and exert reasonable effort to perform to the best of their ability, given the totality of circumstances.

### 316.5 COMPETENT PERFORMANCE

Members should perform their duties in a manner which will maintain the highest standards of efficiency in carrying out the functions and objectives of the Department. Unsatisfactory performance may include, but is not limited to:

- Excessive absence from response/calls
- Tardiness
- Demonstration of a lack of knowledge
- Failure to conform to the work standards established for the member's classification, grade or position
- Any other failure to demonstrate good conduct
- Insubordination
- Noncompliance with department policy, guidelines, rules, directives and orders

### 316.6 SAFETY

All members will exercise reasonable precautionary measures and good judgment to avoid injury to themselves or others while on-duty. Members who witness or are made aware of unsafe behavior should

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take appropriate steps to report or prevent such actions.

### **316.7 DRIVER'S LICENSE**

All members shall possess a valid state-issued driver's license.

All members should be familiar with the state vehicle code, any manuals specific to driving or operating department apparatus and all other applicable department policies and procedures.

All members shall report to their supervisor any change in their driver license status. Failure to maintain a valid driver license may result in disciplinary action.

### **316.8 PROPER COMPLETION OF WRITTEN COMMUNICATION**

All members shall complete and submit all necessary reports, forms and memos on time and in accordance with any other applicable department policy or procedure.

Reports, forms and memos submitted by members shall be truthful and complete. No member shall knowingly enter or cause to be entered any inaccurate, incomplete, false or improper information.

### **316.9 FIRE DEPARTMENT IDENTIFICATION**

Members shall furnish their names and department identification numbers to any person requesting that information, other than in situations in which the member's personal safety is at risk.

### **316.10 LOSS OF EQUIPMENT**

Members shall report to their supervisor the loss or recovery of any department badge, identification card, manual, key or equipment. In the case of an equipment loss, a police report should be filed in the jurisdiction where the loss occurred.

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<b>TRAFFIC ACCIDENTS</b>		

## Traffic Accidents

### 317.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the reporting and investigation of traffic accidents involving department vehicles and department personnel on official business. This policy applies to accidents involving any department-owned vehicle and to accidents any time department business is being conducted, regardless of who owns the vehicle involved.

### 317.2 POLICY

It is the policy of this department to investigate all department traffic accidents with the intent of learning the cause of the accident, identifying contributing factors and implementing corrective measures when appropriate.

### 317.3 REPORTING RESPONSIBILITIES

All department members involved in a traffic accident in a vehicle owned by the Department or while conducting department business, regardless of who owns the vehicle, shall immediately report the accident to the appropriate local law enforcement agency and notify a supervisor.

All department members involved in a traffic accident shall also complete and submit to the supervisor a report of the accident, in addition to any report taken by law enforcement. If the member is incapable, the immediate supervisor shall complete the form. Supervisors are responsible for notifying the Public Safety Chief of traffic accidents.

Once notified of a traffic accident, the Public Safety Chief is responsible for ensuring that the department investigation and review occurs in a timely manner.

### 317.4 TYPES OF REVIEWS

Traffic accidents subject to this policy will be classified, investigated and reviewed as follows:

#### 327.4.1 ACCIDENT LEVELS

(a) A Level I accident is any traffic accident involving:

1. Minor injury to any department member, a contract member or a member of another public agency when the injury does not result in treatment at an emergency treatment facility or in subsequent hospitalization.
2. Minor damage to department property or vehicles.
3. Minor damage to non-department property or vehicles while conducting department business.

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- (b) A Level II accident is any traffic accident involving:
1. Any injury to persons other than department members, except contract and other public agency members noted in Level I.
  2. Any injury requiring immediate transport and treatment of any department member, contract member or a member of another public agency at an emergency treatment facility.
  3. Major damage to a vehicle owned or operated by the Department or major damage to department property.
- (c) A Level III accident is any traffic accident involving:
1. The death or anticipated disabling injury of a member of this department.
  2. The death or anticipated disabling injury of anyone other than a member of this department, a contract member or other public agency member when the traffic accident involves any department member, vehicle or property.

#### 327.4.2 REVIEW TEAMS

Reviews shall be conducted by the Assistant Fire Chief or respective manager for Level I accidents.

Level II and Level III accidents will be reviewed by the Assistant Fire Chief and a Captain selected by the Fire Chief. The Assistant Chief is the team leader.

### 317.5 ACCIDENT REPORTS

The investigation team leader is responsible for the preparation and completion of a written report that describes the traffic accident, any contributing factors, all persons and equipment involved and recommendations for preventing a recurrence.

Reports involving all accidents will be submitted through the chain-of-command to the Public Safety Chief.

A completed report should include the following:

- (a) Investigation methods: Identify the members of the investigation team and the agencies involved in the investigation and describe the process of the investigation, including the names of any persons interviewed.
- (b) People, vehicles and equipment: List and identify all people, vehicles and equipment involved in the traffic accident.
- (c) Accident scene and environmental conditions: Describe the location, roadways, vehicle positioning, weather conditions, road/ground surface condition and/or visibility. Include diagrams, drawings, photographs and reports from any investigating law enforcement agencies.
- (d) Accident description: Describe the accident based on the facts gathered. Provide time frame sequence, movements, relative positioning, performance of vehicles and equipment and the actions

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of persons involved.

- (e) Policies and procedures assessments and recommendations: Identify any department policies and procedures that are relevant to the accident. Assess the effectiveness of such policies and procedures as applied to the accident and, with the intent of preventing future injury, property loss or liability, make recommendations regarding changes.

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<b>LINE-OF-DUTY DEATH AND SERIOUS INJURY INCIDENT REVIEW</b>		

## Line-of-Duty Death and Serious Injury Incident Review

### 318.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for investigating a serious injury or line-of-duty death, documenting the events leading to the injury or death and making recommendations directed toward preventing similar occurrences in the future.

### 318.2 POLICY

It is the policy of the Oelwein Fire Department to identify the causal factors pertaining to any event involving a serious injury or line-of-duty death, and to document and secure evidence which may be a factor in any regulatory actions or litigation resulting from the event. An incident review into the circumstances of the serious injury or line-of-duty death is separate and distinct from any investigation being conducted regarding the cause of a fire.

The Department may utilize external resources to assist or lead the investigation. These resources include:

- The Iowa State Fire Marshal
- Local law enforcement
- Area fire department Fire Officers

### 318.3 PROCEDURE

As soon as practical after a serious injury or line-of-duty death has occurred, the Public Safety Chief or the authorized designee shall assign an incident review team to conduct review into the circumstances of the event.

- (a) The Fire Chief should function as the team leader and direct the review of the line-of-duty death or serious injury. The incident review team should report to the team leader, who is responsible for the management of the review process.
- (b) All members of the Oelwein Fire Department shall give their full and complete cooperation to the incident review team.
- (c) The Oelwein Fire Department should cooperate with all other government agencies that have a legal cause to be involved in the investigation of a line-of-duty death or serious injury.
- (d) The incident review team report and all related documentation shall be an internal Oelwein Fire Department administrative report.
- (e) Any public release of the report requires the approval of the Public Safety Chief or the authorized designee. Such release will generally be processed in accordance with the provisions of the Iowa Public Records Law.

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<b>LINE-OF-DUTY DEATH AND SERIOUS INJURY INCIDENT REVIEW</b>		

### **318.4 INCIDENT REVIEW TEAM**

The incident review team shall consist, at a minimum, of the following team members:

- (a) Fire Chief
- (b) Asst. Fire Chief
- (c) Deputy Chief/Safety Officer

Additional personnel may be added as required by the specific circumstances of the incident, including an investigative representative from the appropriate law enforcement agency when there is reasonable cause to believe a crime may be connected with the investigation.

#### **328.4.1 DUTIES AND RESPONSIBILITIES**

The duties of the incident review team include, but are not limited to, the following:

- (a) Analyze all physical evidence related to the incident.
- (b) Interview all witnesses with direct or indirect knowledge of the circumstances.
- (c) Collect and preserve recordings and copies of radio traffic, telephone conversations, photographs, film, videotape, incident histories and other related information. The pertinent aspects of the radio and telephone recordings should be transcribed.
- (d) Consult with persons having special knowledge of the factors involved in the incident, including private sector experts and consultants.
- (e) Connect with other agencies involved in the investigation of the incident.
- (f) Establish and maintain ongoing communication between the team leader and the legal counsel for the Department.
- (g) Develop a written report of the incident, including conclusions and recommendations.
- (h) Coordinate activities with law enforcement to avoid interference with any criminal investigation.

### **318.5 FINAL REPORT**

The incident review team should present the final report to the Public Safety Chief. The Public Safety Chief should determine the schedule and method of presentation of the final report.

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<b>NATIONAL FIRE INCIDENT REPORTING SYSTEM</b>		

## National Fire Incident Reporting System (NFIRS)

### 319.1 PURPOSE AND SCOPE

The Federal Fire Prevention and Control Act of 1974 (P.L. 93-498) authorizes the National Fire Data Center in the U.S. Fire Administration (USFA) to gather and analyze information on the magnitude of the nation's fire problem, as well as its detailed characteristics and trends. To do so, the National Fire Data Center has established the National Fire Incident Reporting System (NFIRS). The purpose of this policy is to provide guidance regarding NFIRS reporting to ensure department response information is properly reported to NFIRS.

### 319.2 POLICY

The Oelwein Fire Department is committed to improving fire reporting and analysis capability both locally and on the national level. Therefore, it is the policy of the Oelwein Fire Department to participate in NFIRS. The Oelwein Fire Department will complete reporting requirement by utilizing the ImageTrend Elite Fire Reporting System provided by the Iowa Department of Public Safety.

### 319.3 RESPONSIBILITIES

The Public Safety Chief should designate a NFIRS coordinator, who should develop and maintain familiarity with NFIRS resources and reporting requirements and ensure department information is compliant with the NFIRS reporting.

The Police Administrative Assistant will be responsible for the data entry into the ImageTrend system. Information for this data entry will be provided by fire personnel at the scenes of each incident. The Oelwein Fire Department Command Staff will be responsible for ensuring that the necessary data is compiled and provided to the Police Administrative Assistant.

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<b>NEWS MEDIA AND COMMUNITY RELATIONS</b>		

## News Media and Community Relations

### 320.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for communicating with representatives of the media, community leaders, residents and businesses, and to establish procedures for interacting with media representatives at emergency scenes. Additionally, this policy establishes an operating framework for integration of the Press Information Officer (PIO) into the incident management system.

### 320.2 POLICY

It is the policy of the Oelwein Fire Department to establish and maintain a positive working relationship with the community and the media in order to effectively communicate timely and accurate information.

### 320.3 DISSEMINATION OF INFORMATION

The following information will be disseminated as deemed appropriate:

- (a) Incident response information, including the number of units and personnel on scene
- (b) Appropriate human interest or safety information
- (c) Nature of the incident and expertise of the fire personnel deployed (high-rise, technical rescue, etc.)
- (d) A description of any particular hazards present at the incident
- (e) Identification of life-saving or heroic acts that may have occurred, including any rescue scenarios
- (f) Projected duration of the incident
- (g) Approved evacuation notices and restricted areas

### 320.4 RESTRICTED INFORMATION

Legally protected information will not be released to the media.

Refer to the Line-of-Duty Death and Serious Injury Notification Policy for additional considerations regarding communication with the media concerning a line-of-duty death or serious injury.

### 320.5 MEDIA INQUIRIES

All media inquiries received by incident personnel shall be forwarded to the Public Safety Chief, the Fire Chief or their designee for response. The following communication strategies may be employed:

- (a) Reporters should be directed to assemble in a designated staging area to wait until additional information can be obtained.

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- (b) Media representatives may be allowed to take photographs and video, provided they do not interfere with incident operations or create a safety hazard.
- (c) Prior to releasing the names or identifying information of persons seriously injured or deceased, there will be confirmation that the next-of-kin has been notified. Next-of-kin notifications are generally handled by law enforcement and/or hospital personnel.
- (d) The names of deceased or seriously injured persons shall not be transmitted over the radio.

### **320.6 MEDIA ACCESS AND SPECIAL TOURS OR BRIEFINGS**

Authorized members of the media, local leaders, their representatives and other visiting dignitaries may be provided access or tours of scenes of floods, storms, fires, earthquakes, explosions or other emergency scenes when such access can be accomplished safely and when the Public Safety Chief has authorized such activities.

Access by the media is subject to the following conditions:

- (a) The media representative shall produce valid press credentials that shall be prominently displayed at all times while in areas otherwise closed to the public.
- (b) Media representatives shall be prevented from interfering with emergency operations and criminal investigations.
  - 1. Reasonable effort should be made to provide a safe staging area for the media that is near the incident and that will not interfere with emergency or criminal investigation operations. All information released to the media should be coordinated through the Public Safety Chief or other designated spokesperson.

#### **320.6.1 TEMPORARY FLIGHT RESTRICTIONS**

If the presence of media or other aircraft pose a threat to public or personnel safety or significantly hamper incident operations, the Fire Chief should consider requesting a Temporary Flight Restriction (TFR). All requests for a TFR should be routed through Dispatch. The TFR request, either for a pre-planned operation or an unplanned incident, should include specific information regarding the perimeter and altitude necessary for the incident. The TFR should be requested through the appropriate control tower. If the control tower is not known, the Federal Aviation Administration should be contacted (14 CFR 91.137).

### **320.7 NEWS RELEASES**

News releases should be approved by the Public Safety Chief, the Fire Chief, or the authorized designee prior to release. News releases should be structured to facilitate use by the print media, typically containing no more than two pages of concise information. News releases should be formatted in accordance with the approved department standard.

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FIRE INVESTIGATIONS			

## Fire Investigations

### 401.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that all fires and explosions occurring within the jurisdiction of the Oelwein Fire Department are investigated and properly documented in accordance with state and federal laws as well as national standards.

### 401.2 POLICY

It is the policy of the Oelwein Fire Department to promptly investigate the cause, origin and circumstances of fires or explosions occurring in the jurisdiction that involve the loss of life or injury to a person, or the destruction of or damage to property. If the origin of a fire or explosion appears to be suspicious, the Department will work with local law enforcement to take immediate charge of all physical evidence relating to the cause of the fire and pursue an investigation to its conclusion.

### 401.3 RESPONSIBILITY

The Fire Chief has overall responsibility for fire investigations and is responsible for ensuring that each fire is investigated for origin and cause.

Department first responders are responsible for recognizing or attempting to recognize the origin of a fire and preserving evidence for further investigation. The first-in Officer is responsible for conducting a first responder-level investigation for origin, cause and circumstances. The Fire Chief or his/her designee is responsible for determining when the Oelwein Fire Department and/or law enforcement investigators are needed to investigate an incident.

### 401.4 INCIDENT REPORTS

To ensure department incidents are documented in the National Fire Incident Reporting System (NFIRS), investigators should complete and submit a report to the Police Administrative Assistant for each investigation conducted. All areas of the report are to be filled out and when an item is not applicable, N/A is to be placed in the box. The Fire Chief is responsible for reviewing and approving the investigative reports.

If the cause of the fire is determined to be suspicious or criminal in nature, the Fire Chief shall immediately report the results to local law enforcement. If the fire involves fatalities or a large property loss, the Iowa State Fire Marshall shall also be advised.

### 401.5 PROCEDURE

The first-in Officer should conduct a preliminary investigation of every fire to determine the origin, cause and circumstances. If the Company Officer is unable to make a determination as to the origin and cause of a fire or suspects that a crime has been committed, and the magnitude of the fire would require thorough

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<b>FIRE INVESTIGATIONS</b>		

investigation and documentation, a fire investigator from the State Fire Marshall's Office may be requested in accordance with this policy.

The assistance of a fire investigator at an incident does not relieve the Officer of the responsibility to investigate the origin, cause and circumstances of a fire.

- (a) The immediate response of an investigator shall be requested when any of the following circumstances exist:
1. Major or unusual fires that exceed the investigative abilities this department
  2. Any fire resulting in a major injury
  3. Incidents involving special circumstances, such as an especially high dollar loss, extensive damage, political sensitivity or any other circumstance deemed appropriate by the Public Safety Chief
- (b) The immediate response of an investigator shall be requested, along with a law enforcement investigator, when any of the following circumstances exist:
1. Arson and/or incendiary devices are involved or the origin of the fire is otherwise suspicious
  2. Any explosion
  3. Evidence or suspicion of any crime having occurred in connection with a fire or explosion
  4. Death resulting from a fire or explosion
  5. Any fire or explosion related to a crime or a suspected crime

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<b>COMMUNITY FIRE STATION VISITATION PROGRAM</b>		

## Community Fire Station Visitation Program

### 402.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the methods the Department uses to interact with the community, share information about the workings of a fire station and demonstrate the capabilities of various apparatus and equipment through educational activities conducted by the members.

### 402.2 POLICY

The Oelwein Fire Department will promote fire safety and public awareness through a variety of public information and education activities, including a fire station visit program.

### 402.3 PROCEDURE

- (a) The fire station visit program is an educational activity intended to allow school groups, service clubs, youth organizations, church groups and other civic-minded organizations to schedule and participate in a tour of a working fire station. The types of groups and organizations appropriate for inclusion in the fire station visit program include, but are not limited to, the following:
1. Pre-school classes or groups (public or private).
  2. Kindergarten classes or groups (public or private).
  3. Primary and secondary school groups (public, church-based or private).
  4. Chaperoned, organized youth groups that generally include persons 17 years of age and under and are sponsored and accompanied by adult representatives of a formal organization (e.g., Girl Scouts, Boy Scouts, Cub Scouts, Brownies).
  5. Service clubs and organizations that are generally voluntary non-profit organizations, where members meet regularly to perform charitable work either by direct hands-on efforts or by raising money for other organizations (e.g., Rotary, Lions Club).
- (b) The fire station visit program is not intended, nor should it be used, as an entertainment opportunity or for a commercial or for-profit purpose. The following types of groups, entities and activities are not appropriate for inclusion in the fire station visit program:
1. Birthday party groups
  2. Social networking groups
  3. Any group, entity or activity that is part of a for-profit enterprise

Neither of the lists above is intended to be all-inclusive; rather, they are general representations of the types of groups that are either appropriate or inappropriate for inclusion in the fire station visit program.

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<b>COMMUNITY FIRE STATION VISITATION PROGRAM</b>		

Groups or organizations can request a fire station visit by through any Department Command Staff member

#### 402.3.1 ADDITIONAL CONSIDERATIONS

The fire station visit program will operate within the following parameters:

- (a) Participating group size will generally be limited to 30 persons, including chaperones and drivers.
- (b) The fire members should ensure that no confidential information or information protected by the Health Insurance Portability and Accountability Act (HIPAA) is visible or accessible to the station visit participants. Specific areas of the station may be closed to the visiting groups as needed to protect confidential and/or protected materials.

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<b>MAXIMUM OCCUPANCY - OVERCROWDING</b>		

## Maximum Occupancy - Overcrowding

### 403.1 PURPOSE AND SCOPE

The purpose of this policy is to establish standards for abating overcrowded conditions in places of assembly. This policy shall apply to all assembly occupancies and other occupancies which may be subject to overcrowding pursuant to the Iowa Fire Code.

### 403.2 POLICY

It is the policy of the Oelwein Fire Department to protect the safety of the public through enforcement of the Iowa Fire Code regarding occupancy overcrowding.

### 403.3 ENFORCEMENT

Any member of the Department, upon finding overcrowded conditions beyond the approved capacity of a building or portion thereof, or obstructions in aisles, passageways or other means of egress, or upon finding any condition which constitutes a life-safety hazard, is authorized to order the dangerous condition removed or remedied. The investigating member shall immediately notify the Fire Chief any time the decision is made to vacate an occupancy. Whenever practical, the investigating member should consult the Fire Chief prior to requiring that an occupancy be vacated.

#### 403.3.1 COMPLAINTS RECEIVED

All routine complaints of overcrowded conditions shall be forwarded to the Fire Chief for investigation and follow-up. The Fire Chief or his/her designee should promptly investigate the complaint. All overcrowding hazards should be mitigated as necessary, in accordance with this policy.

#### 403.3.2 FIRST DOCUMENTED OVERCROWDING OFFENSE

Routine overcrowding complaints that do not pose an immediate life-safety hazard should be investigated and abated as necessary, in accordance with established procedures. A warning letter should be issued to the business owner advising that any future overcrowding cases may result in a criminal citation being issued.

#### 403.3.3 SECOND DOCUMENTED OVERCROWDING OFFENSE

The second and all subsequent documented cases of overcrowding should result in a criminal citation being issued, in accordance with Oelwein Fire Department procedures.

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<b>JUVENILE FIRE INTERVENTION PROGRAM</b>		

## Juvenile Fire Intervention Program

### 404.1 PURPOSE AND SCOPE

The purpose of this policy is to provide department personnel with resources for helping juvenile fire-setters and their families receive the help they need through education, diversion, assessment and psychological services, in cooperation with local nonprofit organizations.

### 404.2 POLICY

It is the policy of the Oelwein Fire Department to participate in a coordinated effort with the Iowa Department of Public Safety to provide appropriate referral services to juveniles from this jurisdiction.

### 404.3 PROCEDURE

Entry into a juvenile fire-setter program may be recommended by department personnel following a request from parents, guardians or caregivers, or as a result of a fire incident. There are multiple types of referrals:

#### 404.3.1 CAREGIVER REFERRALS

Parents or guardians who call the Oelwein Fire Department for assistance will be directed to the Fire Chief. When possible, telephone contact should be made with the parents within 48 hours of the Department being contacted. Parents should be provided with information about the program options. A pre-interview form should be completed during the telephone contact.

#### 404.3.2 WALK-IN REFERRALS

If someone comes to a fire station with a child who may be involved with fire-setting, that person should be referred to the Fire Chief.

#### 404.3.3 FIRE DEPARTMENT REFERRALS

If a juvenile fire-setter is identified at a fire scene, the Incident Commander (IC) should complete a juvenile fire-setter referral form and provide that form to the Fire Chief.

If evidence at a fire scene indicates a juvenile started the fire, the IC must contact law enforcement and report this involvement in a fire incident report. The report should indicate that:

- The person involved in the ignition of the fire was a child or a person under the age of 17.
- The fire was arson.
- The information known about the juvenile (e.g., name, age, sex, address).
- The parent or guardian information, if known.

The IC should call the Fire Chief any time there is evidence of arson, when there are witnesses with information that could identify the juvenile fire-setter or when the suspect is still at the scene.

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<b>FIRE APPARATUS DRIVER/OPERATOR TRAINING</b>		

## Fire Apparatus Driver/Operator Training

### 500.1 PURPOSE AND SCOPE

The purpose of this policy is to enhance the safety of members and the public by ensuring that all Oelwein Fire Department members who operate firefighting apparatus as part of their duties, receive appropriate training.

#### 500.1.1 DEFINITIONS

Definitions related to this policy include:

**Aerial device** - Any extendable or articulating device that is designed to position firefighters and handle firefighting equipment.

**Firefighting apparatus** - A vehicle used for emergency operations.

### 500.2 POLICY

It is the policy of the Oelwein Fire Department that all members who operate firefighting apparatus shall successfully complete driver training that meets or exceeds the requirements of National Fire Protection Association (NFPA) 1002, (2009 edition) including approved in-house training programs.

New pump operators and new aerial operators shall obtain the specified training before being allowed to operate these devices.

Training should include oral and practical evaluations to demonstrate proficiency. The Training Captain shall periodically audit and update driver/operator training materials to ensure compliance with local, state and federal requirements.

### 500.3 PROCEDURES

All members who operate firefighting apparatus shall have certification and training validating competent operational and driving skills consistent with NFPA 1002, 2009 edition or one of the methods described above.

### 500.4 TRAINING CAPTAIN RESPONSIBILITIES

It shall be the responsibility of the Training Captain to ensure that any member required to drive fire apparatus as a part of his/her normal duties has received all training required for competent, safe operation of the apparatus. The Training Captain shall coordinate with the Department member appointed to monitor driver's license status to ensure members have valid driver's licenses, in accordance with the Driver's License Requirements Policy.

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<b>CPR AND AUTOMATED EXTERNAL DEFIBRILLATOR (AED) TRAINING</b>			

## CPR and Automated External Defibrillator (AED) Training

### 501.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the training requirements for members to maintain the current and valid certificate that is required to perform CPR and to utilize an automated external defibrillator (AED).

#### 501.1.1 DEFINITIONS

Definitions related to this policy include:

**Automated External Defibrillator (AED)** - A defibrillator device approved for commercial distribution by the U.S. Food and Drug Administration; capable of recognizing ventricular or rapid ventricular tachycardia and of determining without intervention by the user of the device whether defibrillation should be performed; and, having determined that defibrillation should be performed, capable either at the command of an operator or without intervention by the operator of delivering an electric shock to an individual.


### 501.2 POLICY

It is the policy of the Oelwein Fire Department that all members whose duties include the use of an AED or the performance of CPR shall receive initial and recertification training to maintain the current and valid certificate that is required to utilize such equipment and/ or skills. Initial training and recertification will be provided by qualified instructors.

### 501.3 REQUIREMENTS

CPR and AED training should include:

- Proper use, maintenance and periodic inspection of the AED.
- The importance of CPR, defibrillation, Advanced Life Support (ALS), adequate airway care and internal emergency response system, if applicable.
- Assessment of an unconscious patient to include evaluation of the airway, breathing and circulation to determine cardiac arrest.
- The administration of CPR, obstructed airway and other health care provider CPR curriculum skills.
- Information relating to AED safety precautions to enable the administration of a shock without jeopardizing the safety of the patient, rescuers or other nearby persons.
- Recognition that an electrical shock has been delivered to the patient and that the defibrillator is no longer charged.
- Rapid, accurate assessment of the patient's post-shock status.

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- The appropriate continuation of care following a successful defibrillation.

In order to be authorized to perform CPR and utilize the defibrillator, an individual shall pass a written and skills examination with a pre-established standard. The skills test measures the ability to evaluate and manage the conditions listed above.

#### **501.4 TRAINING RECORDS**

The Training Captain shall be responsible for maintaining records of all CPR and AED training provided to members and shall provide those records to the Police Administrative Assistant. Records should include, but are not limited to:

- (a) The dates of the training sessions.
- (b) A list of the topics or a summary of the content of the training sessions.
- (c) The names or other identifiers and job titles of the members who received the training.
- (d) The names and qualifications of the persons conducting the training.

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<b>HAZARD COMMUNICATION PROGRAM TRAINING</b>			

## Hazard Communication Program Training

### 502.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the required training regarding the Department's hazard communication program. This policy identifies who must receive training, training content requirements, when additional or supplemental training is required and what record keeping is necessary to comply with state and federal law and regulations (29 CFR 1910.1200).

#### 502.1.1 DEFINITIONS

Definitions related to this policy include:

**Hazardous substance** - Any substance that is a physical hazard, a health hazard or is included in the list of hazardous substances.

**Health hazard** - Any substance for which there is statistically significant evidence that acute or chronic health effects may occur in exposed members. Substances may include carcinogens, toxic or highly toxic agents, reproductive toxins, irritants, corrosives, sensitizers, hepatoxins, neurotoxins, agents which act on the hematopoietic system and agents which damage the lungs, skin, eyes or mucous membranes.

### 502.2 POLICY

It is the policy of the Oelwein Fire Department, in accordance with the Hazard Communication Policy, to provide members with effective information and training on hazardous substances in their work area at the time of their initial assignment and whenever a new hazard is introduced (29 CFR 1910.1200).

### 502.3 TRAINING REQUIREMENTS

The initial hazard communication program training shall include, but is not limited to, the following topics:

- (a) Members shall be informed of any operations in their work area where hazardous substances are present.
- (b) Members shall be informed of the location and availability of information regarding any hazardous substances and Safety Data Sheets (SDS), as required by the state.
- (c) Members shall be trained in the methods and observations that may be used to detect the presence or release of a hazardous substance in the work area.
- (d) Members shall be trained in the physical and health hazards of the substances in the work area and the measures they can take to protect themselves, including specific procedures the Department has implemented to protect them from exposure to hazardous substances. These include appropriate work practices, emergency procedures and personal protective equipment (PPE).

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- (e) Members shall be provided with an explanation of the labeling system and the SDS, and how they can obtain and use the appropriate hazard information.

#### **502.4 TRAINING RECORDS**

The Training Captain shall be responsible for maintaining records of all hazard communications program training provided to members. Records should include, but are not limited to:

- (a) The dates of the training sessions.
- (b) A list of the topics or a summary of the content of the training sessions.
- (c) The names or other identifiers and job titles of the members who received the training.
- (d) The names of persons conducting the training.

The Training Captain should maintain the training records in accordance with established records retention schedules.

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<b>HEARING CONSERATION AND NOISE CONTROL TRAINING</b>		

## Hearing Conservation and Noise Control Training

### 503.1 PURPOSE AND SCOPE

The purpose of this policy is to establish and maintain hearing conservation and noise control training for members exposed to noise above levels predetermined by Iowa law and federal regulation (29 CFR 1910.95(k)).

### 503.2 POLICY

It is the policy of the Oelwein Fire Department to promote member health and safety by establishing hearing conservation and noise control training and requiring member participation. The hearing conservation program shall include parameters for permissible noise exposure limits, monitoring guidelines, audiometric testing procedures, hearing protection equipment and training, and documentation of the Department's efforts in compliance with state and federal requirements.

### 503.3 RESPONSIBILITIES

The following procedures shall comprise the hearing conservation and noise control training for the Oelwein Fire Department. The Training Captain shall be responsible for ensuring that the appropriate members are enrolled in the training. Officers shall be responsible for ensuring that members attend scheduled testing and training.

#### 503.3.1 NOISE EXPOSURE LIMITS

The Oelwein Fire Department shall ensure that each member is provided with protection against the effects of noise exposure.

#### 503.3.2 HEARING PROTECTORS

If control measures fail to reduce sound levels to an acceptable level for the amount of exposure, the Department shall provide personal protective equipment to all members' subject to the noise exposure and require that it be used.

The Department shall ensure proper initial fit and correct use of hearing protectors and shall provide training in the use and care of the equipment.

#### 503.3.3 HEARING PROTECTOR ATTENUATION

The Oelwein Fire Department shall evaluate hearing protector attenuation for the specific noise environments in which the protector will be used. The Department will provide more effective hearing protectors where necessary.

#### 503.3.4 MONITORING

The Oelwein Fire Department shall monitor noise levels in the workplace by either area monitoring or personal monitoring that is representative of a member's exposure, to enable the proper selection of hearing

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protectors.

#### **503.4 TRAINING RECORDS**

The Training Captain shall be responsible for maintaining records of all hearing conservation program training provided to members. Records should include, but are not limited to:

- (a) The dates of the training sessions.
- (b) A list of topics or a summary of the content of the training sessions.
- (c) The names or other identifiers and job titles of the members who received the training.
- (d) The names of persons conducting the training.

The Training Captain shall maintain the training records in accordance with established records retention schedules.

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<b>NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS) TRAINING</b>			

## National Incident Management System (NIMS) Training

### 504.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the training requirements for members to successfully operate under the Incident Command System (ICS) and the National Incident Management System (NIMS).

### 504.2 POLICY

It is the policy of the Oelwein Fire Department to utilize NIMS/ICS in order to effectively manage personnel and resources when responding to a wide range of emergency incidents. All Oelwein Fire Department members whose job duties may include a role in emergency management or incident response shall be appropriately trained to the NIMS standards to improve all-hazards capabilities nationwide.

### 504.3 PROCEDURE

All department personnel with job duties that include a direct role in emergency management or incident response must complete the Federal Emergency Management Agency (FEMA) NIMS IS-700 course.

Additional training is available on an as-needed basis, depending on the regional role of the Department or the role of a member within the Department as follows:

- (a) Entry Level:
  - 1. FEMA IS-700: NIMS, An Introduction
  - 2. ICS-100: Introduction to ICS or equivalent
- (b) First Line, Single Resource, Field Supervisors:
  - 1. IS-700.A, ICS-100 and ICS-200: Basic ICS or its equivalent
- (c) Assistant Fire Chief, Deputy Chief, and Emergency Operations Center Staff:
  - 1. IS-700.A, IS-800.B NRF, ICS-100, ICS-200 and ICS-300
- (d) Chief:
  - 1. IS-700.A, IS-800.B NRF, ICS-100, ICS-200, ICS-300 and ICS-400

Refresher training will be offered on a regular basis to ensure that NIMS/ICS knowledge and skills are maintained, especially for personnel who are not regularly involved in complex multijurisdictional incidents.

### 504.4 TRAINING RECORDS

The Training Captain shall be responsible for maintaining records of all NIMS/ICS training provided to members. Records should include, but are not limited to:

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- (a) The dates of the training sessions.
- (b) A list of the topics or a summary of the content of the training sessions.
- (c) The names or other identifiers and job titles of the members who received the training.
- (d) The names of persons conducting the training.

The Training Captain should maintain the training records in accordance with established records retention schedules.

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<b>RESPIRATORY PROTECTION TRAINING</b>			

## Respiratory Protection Training

### 505.1 PURPOSE AND SCOPE

The purpose of this policy is to protect the health of members through appropriate training on the use of respirators to avoid breathing air that is contaminated with harmful dusts, fogs, fumes, mists, gases, smokes, sprays and vapors.

This policy identifies which members must receive respiratory protection training, the minimum training curriculum and the requirements for recurrent training (29 CFR 1910.134).

#### 505.1.1 DEFINITIONS

Definitions related to this policy include:

**Respirator or respiratory protection** - Personal protective equipment (PPE) designed to protect the wearer from airborne contaminants, oxygen deficiency or both.

### 505.2 POLICY

It is the policy of the Oelwein Fire Department to protect the health of members by providing respiratory protection training (29 CFR 1910.134).

### 505.3 TRAINING REQUIREMENTS

#### 505.3.1 IDENTIFICATION OF MEMBERS TO BE TRAINED

The Department shall provide effective respiratory protection training to all members who are required or expected to utilize respirators (29 CFR 1910.134).

Members shall be trained, based on their duties, if they:

- (a) Use respirators
- (b) Supervise respirator users
- (c) Issue, repair or adjust respirators

#### 505.3.2 MANNER OF TRAINING

The Department will present effective training using qualified instructors. Training may be provided using audiovisuals, slide presentations, formal classroom discussion, informal discussions during safety meetings, training programs conducted by outside sources or a combination of these methods.

Instructors should be available to provide responses to questions, evaluate the participants' understanding of the material and provide other instructional interaction.

Respirators used in training shall be cleaned and disinfected after each use (29 CFR 1910.134).

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### 505.3.3 FREQUENCY OF TRAINING

The Department will provide respiratory protection training (29 CFR 1910.134):

- (a) Initially, before worksite respirator use begins.
- (b) Periodically but within 12 months of the previous training.
- (c) Additionally, when the following occurs:
  - 1. The member has not retained knowledge or skills.
  - 2. Changes in the worksite or type of respirator make previous training incomplete or obsolete.

After completing initial training, each member shall practice, at least quarterly, for each type and manufacturer of respiratory equipment that is available for use, the step-by-step procedure for donning the respirator and checking it for proper function.

### 505.3.4 CONTENTS OF TRAINING

Members shall receive training for each type and manufacturer of respiratory equipment that is available for their use, including the step-by-step procedure for donning the respirator and checking it for proper function. Required training shall include (29 CFR 1910.134):

- (a) Recognizing hazards that may be encountered.
- (b) Understanding the components of the respirator.
- (c) Understanding the safety features and limitations of the respirator.
- (d) Donning and doffing the respirator.

Members shall be thoroughly trained in accordance with the manufacturer's instructions on emergency procedures, such as the use of the regulator bypass valve, corrective action to take for face piece and breathing tube damage, and breathing directly from the regulator (where applicable).

### 505.3.5 SUCCESSFUL COMPLETION

In order to successfully complete training, members must be able to demonstrate the following knowledge and skills, as required by their duties (29 CFR 1910.134):

- (a) Why the respirator is necessary, including identifying respiratory hazards, such as hazardous chemicals, the extent of the members' exposure and potential health effects and symptoms.
- (b) The respirator's capabilities and limitations, including how the respirator provides protection and why air-purifying respirators cannot be used in oxygen-deficient conditions.
- (c) How improper fit, use or maintenance can compromise the respirator's effectiveness and reliability.
- (d) How to properly inspect, put on, seal check, use and remove the respirator.
- (e) How to clean, disinfect, repair and store the respirator.

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- (f) How to use the respirator effectively in emergency situations, including what to do when a respirator fails and where emergency respirators are stored.
- (g) Medical signs and symptoms that may limit or prevent the effective use of respirators.

#### **505.4 TRAINING RECORDS**

The Training Captain should be responsible for maintaining records of all respiratory protection training that is provided to members. At a minimum, the Department should document:

- (a) The dates of the training sessions.
- (b) A list of the topics or a summary of the content of the training sessions.
- (c) The names or other identifiers and job titles of the members who received the training.
- (d) The names of persons conducting the training.
- (e) Documentation of each member's demonstrated performance in meeting the standards detailed in this policy.

The Training Captain should maintain the training records in accordance with established records retention schedules.

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TRAINING RECORDS			

## Training Records

### 506.1 PURPOSE AND SCOPE

The purpose of this policy is to establish procedures for accumulating and maintaining records of all training provided by the Department and all training received by individual department members. This policy shall apply to all training received, but particularly training that is mandated by an external force such as a law, statute, or regulation.

### 506.2 POLICY

It is the policy of the Oelwein Fire Department to maintain comprehensive records of all training provided by the Department and all training received by department members. The Training Captain or the authorized designee shall be responsible for creating and maintaining training records. All members of the Department are responsible for assisting the Training Captain in documenting training activities by signing course rosters, submitting certificates of completion from outside training or providing other means of training documentation.

Training records shall be documented utilizing electronic files. All electronic training records will be redundantly stored using department- approved secure electronic file storage systems.

### 506.3 MASTER TRAINING CALENDAR

The Training Captain will create and maintain an annual master training calendar for the Department. This calendar will document all department-provided, regularly scheduled training opportunities. The master training calendar should be a living document, reflecting any changes made in the actual training schedule or actual training opportunities provided throughout the year. The types of training opportunities that should be included in the master training calendar are:

- (a) All federal or state mandated training. Examples include courses that address sexual harassment prevention, heat illness prevention, medical records privacy, personal protective equipment, blood borne pathogens, CPR and hearing protection.
- (b) All federal or state mandated training drills, manipulative drills, skills or equipment testing, including fit testing for Occupational Safety and Health Administration/National Institute for Occupational Safety and Health (OSHA/NIOSH)- approved masks and respirators.
- (c) Specific training and certification for “all-hazards” positions, based on the Incident Command System (ICS), the National Incident Management System (NIMS) or other NIMS-compliant incident management system.
- (d) All NIMS, ICS and NIMS-compliant incident management system courses.



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- (e) Any training opportunity utilizing instruction from outside the Department.
- (f) Any interagency cooperative training program or activity.
- (g) Any regularly scheduled skills, drills or job performance training and testing evolutions.

Copies of each year's master training calendar will be maintained and retained by the Police Administrative Assistant in the training files based on department-established records retention schedules.

#### 506.4 INDIVIDUAL TRAINING RECORDS

The Police Administrative Assistant will create and maintain an individual training file for each member of the Department. The training files will be kept separate from the Department's personnel files. The member training files should be used to document a member's training courses and training- related programs and activities.

The training files shall not be used to store any work-performance records, member conduct records, member disciplinary records or any other documentation that is not specifically training- related. Information entered into the member training files will be a permanent part of that record. No training information or entries will be removed from the file unless the record is found to be factually incorrect or erroneously entered into that member's training file. Each member's training file will be part of that member's permanent record of activity while employed by the Department.

When a member separates from the Department, that member's training file will be archived and maintained in accordance with the Department's established records retention schedule.

Members of the Department shall be provided access to their individual training file upon request. A member may request to review his/her training file either verbally or in writing. The Training Captain should facilitate those requests as soon as practical, but in all cases within seven days of the member's request to review his/her file. Members may not remove any document or information from the training file without the express approval of the Training Captain. Members may not add any documents or entries to their training file without the approval of the Training Captain or the Public Safety Chief. Members shall be allowed to photocopy or otherwise reproduce images of any entries in their individual training file.

Member training files should be organized to readily allow for the retrieval of specific training subject documentation, particularly in regard to documentation of any mandated training subject compliance.

Member training files should contain documentation of all work- or job-related licensing and certification that the member earns, achieves or is awarded. Information regarding member progress toward or application for licensing and certification should also be stored in the member training files.

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<b>TRAINING RECORDS</b>		

### **506.5 RELEASE OF FORMER MEMBER TRAINING RECORDS**

Upon written request, the individual training file of any former Oelwein Fire Department member may be copied and released to either the former member or to a third party upon receipt of a signed written request from the former member of the Department. The written request should include the past member's full name, approximate dates of employment with the Department and date of separation from employment with the Department. In the event that the former member is requesting that copies of his/her file be sent directly to a third party, the written request should include a statement authorizing the Oelwein Fire Department to release copies to the named third party.

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<b>FIREFIGHTER HEALTH, SAFETY, AND SURVIVAL TRAINING</b>			

## Firefighter Health, Safety and Survival Training

### 507.1 PURPOSE AND SCOPE

The purpose of this policy is to encourage a culture of safety first in an effort to increase firefighter health, safety and survival, and reduce the number of preventable injuries and deaths.

### 507.2 POLICY

The Oelwein Fire Department is committed to providing leadership, accountability and training regarding firefighter health, safety and survival.

### 507.3 MEMBER RESPONSIBILITIES

Members are responsible for participating in health, safety and survival training required by the Department. Members are also responsible for their own actions and are expected to follow Oelwein Fire Department safety standards, practices and training.

Any member who observes another member engaging in unsafe behavior should report the behavior to his/her supervisor as soon as reasonably practical.

### 507.4 SUPERVISOR RESPONSIBILITIES

Officers are responsible for ensuring members attend required health, safety and survival training.

All supervisors are expected to model safe behaviors and take appropriate action when unsafe behaviors are observed or reported.

### 507.5 TRAINING RECORDS

The Training Captain is responsible for maintaining records of health, safety and survival training received by members. Records should include, but are not limited to:

- (a) The dates of the training sessions.
- (b) A list of the topics or a summary of the content of the training sessions.
- (c) The names or other identifiers and job titles of the members who received the training.
- (d) The names of persons conducting the training.

The Training Captain should maintain the training records in accordance with established records retention schedules.

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<b>USE OF DEPARTMENT-OWNED AND PERSONAL PROPERTY</b>		

## Use of Department-Owned and Personal Property

### 600.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the care and maintenance of department property entrusted to department members and the return of department property upon separation from affiliation with the Department. This policy also provides guidelines for members to claim damage to or loss of personal property used in an occupational capacity.

### 600.2 POLICY

It is the policy of the Oelwein Fire Department to issue equipment to members for the purpose of performing their assigned duties. Members shall be responsible for the safekeeping, serviceable condition, proper care, use and request for replacement of all department property issued or entrusted to their care. A member's intentional or negligent abuse or misuse of department property may lead to discipline, including, but not limited to, the cost of repair or replacement of the property, and up to and including termination.

### 600.3 PROCEDURE

The following procedures shall be in effect regarding department property issued to members:

- (a) Members shall promptly report, via the chain-of-command any loss, damage to, or unserviceable condition of department-issued property or equipment assigned for member use.
- (b) The use of damaged or unserviceable department property should be discontinued as soon as practical and a supervisor notified so that the item may be replaced.
- (c) No member should attempt to repair damaged or unserviceable department property without supervisory approval.
- (d) Use of department property should be limited to official purposes in the capacity for which it was designed. Except when otherwise directed and/or required by circumstances, department property shall only be used by the member to whom it was assigned.
- (e) Department property should not be discarded, sold, traded, donated, destroyed or otherwise disposed of without supervisory approval.
- (f) Unless approved by a supervisor, in writing, no member shall have more than one of each issued item. Any member that has more than one of each issued item, shall return them to a supervisor immediately. Exceptions would be items such as gloves and helmet liners. If a member has questions about having more than one item, it is the responsibility of the member to seek clarification from the Fire Chief.
- (g) The general practice is that members cannot borrow or use fire department equipment for personal

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use. However, under emergency circumstances, the Fire Chief may authorize a temporary utilization

of non-emergency equipment, other than vehicles. It is understood that this is a privilege and that the Member has a responsibility to be a good steward regarding any equipment borrowed.

- (h) The Member borrowing the equipment assumes full responsibility for equipment borrowed and will be assessed for the cost of repairing and/or replacing lost or damaged equipment.
- (i) At no time shall any member remove any emergency equipment, for personal use, from the fire station or from any vehicle unless explicit approval is given from the Fire Chief or, in his/her absence, the Assistant Fire Chief. If there is any question whether the equipment is considered an emergency or a non-emergency item, the members should seek clarification and permission from the Fire Chief or Assistant Fire Chief prior to borrowing the equipment. Utilization of this equipment can only be done in exigent circumstances.

#### **600.4 SURRENDERING DEPARTMENT PROPERTY UPON SEPARATION**

Members who separate from the Department shall return all department property, regardless of its condition. The following guidelines should apply:

- (a) All department property, including keys (keycards), identification cards, electronic devices and system access cards, shall be returned to the Department no later than the member's departure date or as directed by the Fire Chief or the authorized designee.
- (b) Badge surrender shall be consistent with the Badges Policy.
- (c) A member who fails to return all department property in his/her possession may be required to reimburse the Department for the value of the property or may be subject to legal action brought by the Department.

#### **600.5 PERSONAL VEHICLES**

The Department will not provide vehicle insurance coverage for members who use their personal vehicles for department business. All members must rely on their personal vehicle insurance carrier for replacement or cost reimbursement of damage to or loss of a personal vehicle.

#### **600.6 LOSS OR DAMAGE OF PROPERTY OF ANOTHER**

Members intentionally or unintentionally may cause damage to the real or personal property of another while performing their duties. Any member who damages or causes to be damaged any real or personal property of another while performing any department function, regardless of jurisdiction, shall report it as provided below:

- (a) A verbal report should be made to the member's immediate supervisor as soon as practical.

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- (b) A written report should be submitted before the member goes off-duty or within the time frame directed by the supervisor to whom the verbal report was made.

#### **600.6.1 DAMAGE BY PERSON OF ANOTHER AGENCY**

If members of another jurisdiction cause damage to real or personal property belonging to the City, it shall be the responsibility of the member present or the member responsible for the property to make a verbal report to his/her immediate supervisor as soon as practical. The member shall submit a written report before going off-duty or as otherwise directed by the supervisor.

All reports should be completed immediately after the incident or as soon as practical if extenuating circumstances delay the member's ability to complete the report.

All reports, including the supervisor's written report, shall promptly be forwarded to the appropriate Public Safety Chief.

#### **600.7 EMERGENCY VEHICLES**

The department recognizes the pride members have in their service and the department. Historically, members have sought to utilize a fire apparatus in personal, family, or wedding photos. Prior to such use, authorization must first be obtained from the Fire Chief or Assistant Fire Chief, with at least seven days' notice. The apparatus can only be utilized if the following conditions are met:

- 1) At no time will the apparatus leave city limits.
- 2) A non-involved fire member must drive the apparatus to and from the photo location and be prepared to respond for emergency services.
- 3) The photos will not include images or usage of alcohol, controlled substances, logos of such, or sexually explicit material.
- 4) Prior to publication or mass copying of images, proofs of the images must first be viewed and authorized by the Fire Chief or Assistant Fire Chief.

#### **600.8 FUNERAL USE**

A member that seeks to utilize a fire apparatus, gear, or equipment for the presence at the funeral services of a current or former member, or for funerals of special circumstance, shall first receive authorization from the Fire Chief or Assistant Fire Chief.

When authorization is granted for the utilization of a fire apparatus, notice will be provided to the Public Safety Chief, Command Staff, and all Operators. This notice allows for situational awareness in case an emergency call requires the use of fire services during these times.

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<b>VEHICLE AND APPARATUS INSPECTIONS, TESTING, REPAIR AND MAINTENANCE</b>		

## Vehicle and Apparatus Inspections, Testing, Repair and Maintenance

### 601.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the testing, inspection, repair and maintenance responsibilities of members with regard to department vehicles and apparatus. Vehicles and apparatus shall comply with all regulations specified in the Iowa Vehicle Code and/or by the National Fire Protection Association (NFPA). Inspections also ensure that vehicles and apparatus are properly equipped, maintained, refueled and present a professional appearance.

#### 601.1.1 DEFINITIONS

Definitions related to this policy include:

**Aerial device** - Any extendable or articulating device that is designed to position firefighters and handle firefighting equipment.

**Emergency operation** - The provision of firefighting, law enforcement, medical or other emergency service.

**Fire apparatus** - A vehicle used for emergency operations.

**In-reserve** - Any vehicle or apparatus that, while not currently staffed, is ready for service or deployment as needed, regardless of whether it is fully equipped with tools and equipment.

**In-service** - Any vehicle or apparatus that is either staffed by members or that is pre-positioned to be readily available for calls for service.

### 601.2 POLICY

It is the policy of the Oelwein Fire Department that all vehicles and apparatus comply with the applicable federal and state vehicle operating and safety criteria.

### 601.3 PROCEDURE

At a minimum, all fire apparatus of the Oelwein Fire Department shall be inspected at least monthly and within 24 hours after any use or repair as part of an established preventive maintenance program. All maintenance, inspections, testing and repair of vehicles shall follow the applicable NFPA standard and the instructions of the manufacturer.

### 601.4 APPARATUS INSPECTIONS

Operators should be responsible for conducting periodic inspection of all apparatus that has been established by the Department and includes all of the items and provisions identified to ensure safe operational status. The Facilities Captain shall be responsible for the monthly inspection of all apparatus. This inspection can be performed by the Facilities Captain or assigned to a member. The Facilities Captain will work with the

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Fire Chief in order to develop a standard checklist of items to be inspected.

When an apparatus becomes inoperative or in need of a repair that affects safe operation, the Fire Chief shall be immediately notified. Based on the determination of the Fire Chief, if the apparatus cannot be used in a safe manner, it shall be immediately removed from service.

An apparatus shall be considered unsafe and placed out of service if deficiencies are detected in one or more of the following areas:

- Brake system
- Cab and/or body mounting
- Steering
- Door latches
- Suspension
- Seat belts
- Wheels or tires
- Windshield, windshield wipers or defroster
- Throttle
- Transmission or driveline

Other deficiencies may or may not require an apparatus to be placed out of service. Any safety- related deficiency that does not require the apparatus to be taken out of service shall be repaired as quickly as possible.

#### **601.5 TESTING AND REPAIR**

Fire pumps on apparatus shall be tested as specified in NFPA 191. Aerial devices shall be inspected and service tested by a competent person as specified in NFPA 1914.

All repairs and preventive maintenance to apparatus shall be made by qualified personnel.

#### **601.6 RECORDS**

The Department shall maintain a written record of inspections, testing, repairs and maintenance for each vehicle or apparatus using the appropriate forms for the vehicle type. Completed forms should be forwarded to the Police Administrative Assistant for retention.

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<b>INFORMATION TECHNOLOGY USE</b>			

## Information Technology Use

### 602.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the proper use of department information technology resources, including computers, electronic devices, hardware, software and systems.

#### 602.1.1 DEFINITIONS

Definitions related to this policy include:

**Computer system** - All computers (on-site and portable), electronic devices, hardware, software, and resources owned, leased, rented or licensed by the Oelwein Fire Department that are provided for official use by its members. This includes all access to, and use of, Internet Service Providers (ISP) or other service providers provided by or through the Department or department funding.

**Hardware** - Includes, but is not limited to, computers, computer terminals, network equipment, electronic devices, telephones including cellular and satellite, pagers, modems or any other tangible computer device generally understood to comprise hardware.

**Software** - Includes, but is not limited to, all computer programs, systems and applications including "shareware." This does not include files created by the individual user.

**Temporary file, permanent file or file** - Any electronic document, information or data residing or located, in whole or in part, on the system, including, but not limited to, spreadsheets, calendar entries, appointments, tasks, notes, letters, reports, messages, photographs or videos.

### 602.2 POLICY

Oelwein Fire Department members shall use information technology resources, including computers, software and systems, that are issued or maintained by the Department in a professional manner and in accordance with this policy.

### 602.3 PRIVACY EXPECTATION

Members forfeit any expectation of privacy with regard to emails, texts or anything published, shared, transmitted or maintained through file-sharing software or any Internet site that is accessed, transmitted, received or reviewed on any department technology system.

The Department reserves the right to access, audit and disclose, for whatever reason, any message, including attachments, and any information accessed, transmitted, received or reviewed over any technology that is issued or maintained by the Department, including the Department email system, computer network or any information placed into storage on any department system or device. This includes records of all keystrokes or Web-browsing history made at any department computer or over any department network. The fact that

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access to a database, service or website requires a user name or password will not create an expectation of privacy if it is accessed through department computers, electronic devices or networks.

#### **602.4 RESTRICTED USE**

Members shall not access computers, devices, software or systems for which they have not received prior authorization or the required training. Members shall immediately report unauthorized access or use of computers, devices, software or systems by another member to their supervisor or Fire Chief.

Members shall not use another person's access password, logon information and other individual security data, protocols and procedures unless directed to do so by a supervisor.

##### **602.4.1 SOFTWARE**

Members shall not copy or duplicate any copyrighted or licensed software except for a single copy for backup purposes, in accordance with the software company's copyright and license agreement.

To reduce the risk of a computer virus or malicious software infection, members shall not install any unlicensed or unauthorized software on any department computer. Members shall not install personal copies of any software on any department computer. Any files or software that a member finds necessary to install on department computers or networks shall be installed only with the approval of department information systems technology (IT) staff and only after being properly scanned for malicious attachments.

No member shall knowingly make, acquire or use unauthorized copies of computer software that is not licensed to the Department while on department premises, computer systems or electronic devices. Such unauthorized use of software exposes the Department and involved members to severe civil and criminal penalties.

Introduction of software by members should only occur as a part of the automated maintenance or update process of department- or City-approved or installed programs by the original manufacturer, producer or developer of the software. Any other introduction of software requires prior authorization from IT staff.

##### **602.4.2 HARDWARE**

Access to technology resources provided by or through the Department shall be strictly limited to department-related activities. Data stored on or available through department computer systems shall only be accessed by authorized members who are engaged in an approved department- related project or program or who otherwise have a legitimate department-related purpose to access such data. Any exceptions to this policy must be approved by a supervisor.

##### **602.4.3 INTERNET USE**

Internet access provided by or through the Department shall be strictly limited to department- related activities. Internet sites containing information that is not appropriate or applicable to department use and

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which shall not be intentionally accessed include, but are not limited to, adult forums, pornography, gambling, chat rooms, and similar or related Internet sites. Certain exceptions may be permitted with the express approval of a supervisor as a function of a member's assignment.

Downloaded information from the Internet shall be limited to messages, mail and data files.

### **602.5 PROTECTION OF SYSTEMS AND FILES**

All members have a duty to protect the computer system and related systems and devices from physical and environmental damage and are responsible for the correct use, operation, care and maintenance of the computer system.

Members shall ensure department computers and access terminals are not viewable by persons who are not authorized users. Computers and terminals should be secured, users logged off and password protections enabled whenever the user is not present. Access passwords, logon information and other individual security data, protocols and procedures are confidential information and are not to be shared.

It is prohibited for a member to allow an unauthorized user to access the computer system at any time or for any reason. Members shall promptly report any unauthorized access to the computer system or suspected intrusion from outside sources (including the Internet) to a supervisor.

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<b>KNOX-BOX ACCESS</b>		

## Knox-Box Access

### 603.1 PURPOSE AND SCOPE

The purpose of this policy is to provide information about the Knox-Box® Rapid Entry System and the roles and responsibilities of department members with regard to Knox-key security, storage, access and accountability. This policy shall apply to all buildings or sites within the Oelwein Fire Department jurisdiction where it has been determined that a Knox-keyed device is needed or has been provided for accessibility for emergency responders.

#### 603.1.1 DEFINITIONS

Definitions related to this policy include:

**Computer-Aided Dispatch (CAD) premise information file** - A file entered in a CAD system to automatically notify responding units of certain information, including the presence of a Knox-Box, about a facility to which they have been dispatched.

**Key tag** - Attached to each key in a Knox-Box to identify its function.

**Knox-Box** - A locked box used for securely storing the keys to a gate, building or rooms within a building.

**Knox cabinet** - A locked data cabinet used for storing information pertinent to the operation of a building, such as hazardous materials (HAZMAT) data and plant shut-down procedures. Keys to the facility can also be located within the cabinet.

**Knox Company** - The manufacturer/vendor of Knox-Box, cabinets, key switches, padlocks and related accessories. This is the only company whose products can be accessed by the Oelwein Fire Department.

**Knox master key** - A key carried on fire apparatus which enables department members to access any Knox-keyed device within the jurisdiction.

### 603.2 POLICY

It is the policy of the Oelwein Fire Department to be registered with the Knox Company to participate in its rapid entry system, providing safe and secure nondestructive emergency access to commercial and residential properties. Participation minimizes potential budget impacts caused by forcible entry during an emergency and allows a building to be re-secured quickly and easily by members.

The Assistant Fire Chief shall act as the Knox program coordinator, and shall be responsible for ensuring that all aspects of the program are administered in accordance with state fire code, local ordinance and Knox Company requirements.

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<b>KNOX-BOX ACCESS</b>		

### **603.3 KNOX KEY ACCOUNTABILITY**

No individual member shall be issued a Knox master key. Appropriate fire apparatus shall be equipped with locking units that are accessed by an individual pin code. Once the Knox master key is released, it should be used to access the Knox-keyed device at the location of the emergency and be immediately returned to the secured unit.

Each secured unit shall have an audit trail showing all access.

The Fire Chief is ultimately accountable for Knox master keys issued to the Department. Any missing master key shall be immediately reported verbally to a supervisor and followed up with a written explanation to the Fire Chief or the authorized designee by the end of the applicable incident.

Maintenance and security of the Knox master keys is essential to the credibility of the program. Any loss of a master key shall be thoroughly investigated and appropriate action initiated. If the key cannot be recovered, all Knox master keys in the jurisdiction may have to be replaced at department expense.

### **603.4 SITE INSTALLATION AND TESTING**

It is a property owner's responsibility to order Knox-keyed devices and ensure that they are installed securely in a manner and location approved by the Department, in accordance with local building codes and ordinances. The reflective alert decal included with each Knox-Box should be mounted on the door or door frame adjacent to the Knox-Box. It is intended to alert fire companies to the presence of a Knox-Box.

Knox-Boxes should be installed near the main entrance to the building at a height not to exceed six feet. This height has proven ideal as it enables members to access the Knox-Box quickly without deploying a ladder, yet is high enough to discourage tampering.

Knox-key switches should be installed by a certified electrician familiar with these devices.

### **603.5 KEYS IN KNOX-BOXES**

Every access key placed in a Knox-Box shall be identified with a sturdy key tag. Each set of keys shall be grouped together on a key ring. Tags and key rings may be purchased from the Knox Company at the time the Knox-Box is ordered. The keys being installed will be at the discretion of the property owner but should be selected based on the access needs of emergency responders. Keys typically installed in a Knox-Box include:

- Main entrance
- Grand master
- Elevator control
- Mechanical room

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- Fire alarm panel
- Electrical room
- Roof access
- Other secured areas deemed appropriate by the owner and/or the Department

### **603.6 LOCK-UP OF KEYS IN KNOX-BOXES**

Knox-Boxes are shipped to the property owner in the open position. After the box has been installed, the property owner must contact the Oelwein Fire Department to request a lock-up of the box. Command staff will assist the property owner in arranging for a lock-up. All keys should be tagged and ready for placement in the Knox-Box upon the arrival of command staff.

Members receiving requests for lock-up shall refer the owner to the Assistant Fire Chief or get the owner's contact information.

### **603.7 TESTING KEY SWITCHES**

After a key switch has been installed, the property owner must contact the Department. The Assistant Fire Chief, or authorized designee, will test the key switch at its earliest convenience to ensure that it works properly. The property owner does not need to be present for the test. If the key switch fails to operate, the property owner will be contacted by the department to have the necessary repairs made.

Once it has been determined that the Knox-Box operates properly, the Knox-Box coordinator and Dispatch supervisor shall be notified so that the CAD premise information file can be updated to include the presence of a Knox-Box.

### **603.8 NUMBER OF KEY SETS REQUIRED**

More than one set of keys is often required to be placed in the Knox-Box, especially in larger buildings. The following guidelines have been established for the number of key sets required:

- Security gate only, or one- to two-story building: one set of keys
- Three to four stories: two sets of keys
- Five to eight stories: three sets of keys
- Nine stories and above: four sets of keys

### **603.9 ANNUAL KNOX-BOX TESTING**

The Assistant Fire Chief or the authorized designee shall ensure that an annual check is performed on each Knox-Box in the jurisdiction. This should consist of checking the operation of the box and the keys.

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<b>COMMUNICATIONS OPERATIONS</b>			

## Communications Operations

### 604.1 PURPOSE AND SCOPE

The purpose of this policy is to establish standards for two-way radio communications during routine, local emergency, regional emergency and mutual aid events. The basic function of the communications system is to satisfy the immediate information needs of the Department in the course of its activities. Standards of performance are necessary if the system is to remain functional during emergencies.

#### 604.1.1 FEDERAL COMMUNICATIONS COMMISSION (FCC) COMPLIANCE

All Oelwein Fire Department radio operations shall be conducted in accordance with FCC procedures and guidelines.

### 604.2 POLICY

The Oelwein Fire Department will provide access to a two-way radio communication system to facilitate a more efficient response to emergency situations. The communication system is intended for official job-related communications between fire apparatus and Dispatch. Fire apparatus and members shall be equipped with the appropriate types of two- way radios, personal communication devices and/or satellite paging system for the jurisdiction, type of work anticipated, and for local and regional interagency/multi-agency incidents.

### 604.3 COMMUNICATIONS LOG

It shall be the responsibility of the dispatchers in Dispatch to record all relevant information on an incident. Dispatchers shall attempt to elicit as much information as possible to enhance the safety of the personnel who are responding and assist in anticipating conditions that may be encountered at the scene. Desirable information includes, but is not limited to, the following:

- (a) Location of incident reported
- (b) Type of incident reported
- (c) Date and time the report was received
- (d) Name and address of the reporting party, if possible
- (e) Incident number
- (f) Time of dispatch
- (g) Apparatus dispatched to the incident, including member identification numbers
- (h) Time of apparatus arrival
- (i) Requests from members during the incident

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- (j) Time the apparatus returned to service
- (k) Disposition or status of the reported incident
- (l) The time of any Incident Commander (IC) requested or automatic timed Personnel Accountability Report (PAR) or building collapse clocks

#### **604.4 RADIO COMMUNICATIONS**

Operations are more efficient and member safety is enhanced when dispatchers, supervisors and members know the status of all parties involved, including their locations and the nature of the incidents to which they are assigned. Most critical incident communication should occur verbally, over the radio, for this reason.

##### **604.4.1 APPARATUS IDENTIFICATION**

Apparatus radio identification systems shall be based on the type of apparatus and the station responsibility/jurisdiction. Members should use the entire call sign when initiating communication with dispatch. The use of a call sign allows for a brief pause so that the dispatcher can acknowledge the appropriate jurisdiction. Members initiating communication with other agencies shall use their entire call sign. This requirement does not apply to continuing conversation between the mobile unit and dispatch once the mobile unit has been properly identified.

##### **604.4.2 RADIO TESTING**

Members shall periodically test the radios for proper operation.

Radios that are inoperable or malfunctioning shall be placed out-of-service, an appropriate repair tag completed and the Facilities Captain shall be notified.

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<b>PUBLIC ALERTS</b>		

## Public Alerts

### 605.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for notifying the public of vital fire safety information and/or emergency evacuation instructions.

### 605.2 POLICY

It is the policy of the Oelwein Fire Department to use Public Alerts to notify the public of critical fire prevention campaigns, fire hazard warnings and emergency evacuation instructions. A Public Alert shall require the authorization of a Public Safety Chief or authorized designee.

### 605.3 PROCEDURE

Public Alerts are intended to inform the public about incidents and recruit public assistance through proactive activities via a widespread media alert. In addition to any local radio, television and press affiliates, the public will be notified of the circumstances of an emergency affecting the health and safety of people in a geographic area, and what the public can do to assist emergency responders during the incident.

In the event of a widespread emergency, such as a hazardous material (HAZMAT) release, biological threat or a major fire, dispatch will likely be operating at or beyond capacity. Any Public Alert should include a telephone number outside dispatch for the public to call for additional information and explicit instructions not to call dispatch for additional information.

A Public Alert should include, but not be limited to, the following:

- (a) The Oelwein Fire Department has generated the alert
- (b) The nature of the alert
- (c) The location and scope of the incident/prevention campaign/fire hazard
- (d) What the listener should do to assist in the effort
- (e) Established routes and/or destinations, if applicable
- (f) Where the listener can call to get additional information, if applicable
- (g) Instructions regarding what the listener should not do, if applicable

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<b>PHOTOGRAPHY AND ELECTRONIC IMAGING</b>		

## Photography and Electronic Imaging

### 606.1 PURPOSE AND SCOPE

The purpose of this policy is to authorize department members to utilize photography and electronic imaging to document non-incidents and incidents while also protecting the privacy of citizens and ensuring department compliance with the mandates of the Health Insurance Portability and Accountability Act (HIPAA). Records management and HIPAA restrictions are covered in detail under separate sections in this Policy Manual.

This policy establishes legal ownership of all photographs and electronic images collected by department members; establishes the parameters for the types of incidents, subjects and activities that may be photographed or electronically imaged; and establishes restrictions on the use of such photographs and electronic images.

### 606.2 POLICY

It is the policy of the Oelwein Fire Department to authorize members to utilize photography and electronic imaging to document incidents and department activities that are subject to compliance with specific regulations, conditions, restrictions and guidelines.

The use of photography or electronic imaging of medical patients, injured victims or other people who are medically evaluated or treated by department members must also comply with the requirements of HIPAA.

The Oelwein Fire Department shall respect the privacy rights established in the state and federal constitutions.

### 606.3 OWNERSHIP AND COMMERCIAL USE OF PHOTOGRAPHS AND ELECTRONIC IMAGES

All photographs and electronic images taken by department members while on-duty or acting in an official capacity are the sole property of the Department and may not be sold, transferred for commercial use, bartered or otherwise distributed for profit by any member of the Department without the express prior approval of the Public Safety Chief (17 USC § 201).

### 606.4 AUTHORIZED USE OF PHOTOGRAPHY AND ELECTRONIC IMAGING

#### 606.4.1 NON-INCIDENT EVENTS

Photography and electronic imaging may be utilized by department members for non-incident events, including:

- (a) Documentation of department training events, exercises, lectures, classes, or activities.

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- (b) Documentation of internal department events and activities, such as promotional ceremonies, member recognition or award presentations, meetings, seminars, workshops and other activities involving department members.
- (c) Documentation of public events, such as safety seminars, fire station open house events, Fire Prevention education events and activities, school safety presentations and club or service organization events.
- (d) Documentation of all department vehicles, apparatus, tools and equipment, facilities and other department-owned property.
- (e) Creating and maintaining a photo/image bank depicting all department members.
- (f) Documentation of all buildings, structures, facilities, infrastructure components, landmarks and recreational areas within the Department's jurisdiction for later use in disaster mitigation, recovery and cost-recovery efforts.
- (g) Unless prohibited elsewhere in this policy, to document any department activity for future use in training.
- (h) For any other purpose authorized by the Public Safety Chief or the Fire Chief.

#### 606.4.2 INCIDENT-RELATED EVENTS

Photography and electronic imaging may be utilized by department members at incident scenes, including:

- (a) Documentation of the conditions on arrival and during suppression activities at any fire incident.
- (b) Documentation of fire, smoke, water, structural collapse or any other damage or conditions resulting from any fire or fire-related event.
- (c) Documentation of people at the scene of a fire or a fire-related incident for the purpose of future investigation.
- (d) Documentation of anything of evidentiary value found at a fire or incident scene where any type of investigation may be initiated.
- (e) Documentation of the location, position, trauma, injuries or any other factor of investigative interest related to deceased victims at a fire or fire-related incident or other incidents.
- (f) Documentation of the condition of vehicles, apparatus, bicycles or other items involved in collisions, accidents, entrapments or other rescue or medical events.
- (g) Documentation of the extrication of trapped individuals in any rescue situation.

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- (h) Documentation of all aspects of any incident involving hazardous materials.
- (i) Documentation of severe weather events, including any damage, injuries or fatalities caused by such events.
- (j) Documentation of any other event, situation or activity as deemed appropriate and necessary by the Incident Commander of any event.

#### **606.5 PROHIBITED USE OF PHOTOGRAPHY OR ELECTRONIC IMAGING**

Department members are prohibited from using photography or electronic imaging except as permitted in this policy.

Prohibited use of photography or electronic imaging shall include, but is not limited to:

- (a) Photographs and/or electronic images may not be taken, transmitted or used in violation of any HIPAA regulation.
- (b) Photographs and/or electronic images may not be taken, transmitted or used for personal purposes.

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<b>RECORDS MANAGEMENT</b>		

## Records Management

### 700.1 PURPOSE AND SCOPE

This policy provides guidelines for the management of all department documents, including those in fire stations, to ensure that department records are maintained and available as needed. This policy also provides guidance on the retention, disposition and security of records.

### 700.2 POLICY

It is the policy of the Oelwein Fire Department to promote the efficient and cost- effective conduct of department business by reducing the number of records in active file areas, eliminating unnecessary retention of duplicate or obsolete documents and providing for timely transfer of inactive files in compliance with legal requirements.

### 700.3 CUSTODIAN OF RECORDS

The Police Administrative Assistant will serve as the Custodian of Records and will oversee the records management program, including the records retention schedule. The Custodian of Records or the authorized designee should:

- (a) Remain familiar with any Iowa Public Records Law.
- (b) Identify what records the Department has, where the records are kept, the volume and how the records are used.
- (c) Coordinate the placement of inactive records in storage.
- (d) Manage the destruction of department records.
- (e) Ensure that confidential and other sensitive records are stored or maintained to protect the sensitive nature of the records.
- (f) Process subpoenas and requests for records as provided in the Subpoenas and Court Appearances and the Release of Records policies.
- (g) Manage a document imaging or other process for bulky or rarely accessed records with long retention periods.

### 700.4 MEMBERS' RESPONSIBILITY

All members are expected to handle department records in a responsible manner and as provided in this policy.

Members are responsible for ensuring that records in their control are maintained as provided in the records retention schedule.

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<b>RELEASE OF RECORDS</b>		

## Release of Records

### 701.1 PURPOSE AND SCOPE

This policy establishes guidelines for the public to inspect and obtain copies of public records.

### 701.2 POLICY

The Oelwein Fire Department is committed to providing public access to records consistent with the Iowa Public Records Law.

### 701.3 PROCESSING REQUESTS FOR PUBLIC RECORDS

Any member who receives a request for records shall route the request to the Custodian of Records or the authorized designee.

#### 701.3.1 REQUESTS FOR RECORDS

The processing of requests for records is subject to the following:

- (a) Requests shall be in writing and shall accurately describe the requested record or the information requested.
- (b) The Custodian of Records or authorized designee shall determine if the requested record is available and/or subject to any exemption from disclosure by law.
- (c) Requested records shall be produced or the request shall be denied in whole or part as soon as practical and without delay, but no later than ten days after the request.
  1. If a written request is denied in whole or part, the requestor shall be provided a written statement of the specific reasons for denying the request.
- (d) The Department is not required to create records which do not exist.
- (e) When a record contains material with release restrictions and material that is not subject to release restrictions, the restricted material shall be redacted and the unrestricted material.
  1. A copy of the redacted release should be maintained as evidence of what was actually released and should document the reasons for the redactions.
- (f) The requesting party should be required to pay in advance any established fees in excess of five dollars for each record sought and as authorized by law.
- (g) The requestor shall be provided copies of records that are substantially as readable as the original.
- (h) A requestor who requests a record that is an audio recording shall be provided a copy of the recording substantially as audible as the original or if requested, a transcript of the recording.
- (i) A requestor who requests a record that is a video recording shall be provided a copy of the recording substantially as good as the original.

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<b>RELEASE OF RECORDS</b>		

#### **701.4 RELEASE RESTRICTIONS**

Examples of records with release restrictions include:

- (a) Personal information contained in personnel or similar files, including but not limited to home address and telephone number, home electronic mail address and Social Security number, unless the member authorizes access to such information or release is authorized by law.
- (b) Records rendered confidential by the attorney-client privilege.
- (c) Legal advice as to pending or probable litigation.
- (d) Arson investigations as allowed by law.
- (e) Disciplinary investigations of a possible criminal offense or possible misconduct connected with members prior to the disposition of the investigation.
- (f) Information relating to one or more specific members that is used by the Department for staff management planning, including performance evaluations.
- (g) Records where disclosure is exempt or prohibited pursuant to provisions of federal or state law, including, but not limited to, provisions of the Evidence Code relating to privilege.
- (h) Any record which is specifically exempted from disclosure by state or federal law or authorized to be exempted from disclosure by state law is exempt from disclosure, except that any portion of that record which contains public information is open to public inspection.

##### **701.4.1 NOTIFICATION REQUIRMENTS FOR PERSONNEL RECORDS**

If a personnel record, or any portion thereof, containing personal information is released, the Department shall notify the affected member before access is granted and within three days after making the decision to grant access.

#### **701.5 RELEASED RECORDS TO BE MARKED**

Each page of any record released pursuant to this policy should be stamped in a colored ink or otherwise electronically marked to indicate the Department name and to whom the record was released.

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<b>SAFETY OFFICER</b>		

## Safety Officer

### 800.1 PURPOSE AND SCOPE

While the Incident Commander is responsible for overall incident scene safety, the Safety Officer's sole function is to develop and recommend measures for assuring personnel safety and to monitor and/or anticipate hazards and unsafe conditions, in direct communication with the Incident Commander during training activities and during operational emergencies, in accordance to the Oelwein Fire Department's operating procedures.

### 800.2 POLICY

Command will utilize all available resources to provide for the safety of firefighters operating at an incident. All firefighters, Officers, and Command Staff must maintain a constant awareness of safety when working at an incident.

### 800.3 UTILIZATION

The Safety Officer will function within the Incident Command structure in an advisory capacity. In cases of imminent danger, the Safety Officer has the authority to suspend, or terminate activities or evacuate personnel from a hazardous area. If these actions are taken, they must be immediately reported to Command.

#### 808.3.1 ACTIVATION

The Safety Officer, by assignment is the Deputy Chief. However, the Deputy Chief may not be at all incidents. The Deputy Chief shall select up to three (3) other members to train in safety protocols. These members will be the scene safety officer in the absence of the Deputy Chief. If all designated Safety Officers are absent, the Incident Commander shall designate a member to act as Safety Officer based on the circumstances and complexity of the training activities and during operational emergencies.

The Safety Officer will be in full PPE with a command designation as "Safety".

The safety Officer will function in this capacity until relieved by Command.

### 800.4 PROCEDURE

Upon activation, the Safety Officer shall obtain a briefing from the Incident Commander. Upon completion of the briefing, the Safety Officer will do a 360° walk-around of the incident.

The following are examples of typical unsafe conditions encountered on a fire scene:

- Back draft
- Flashover
- Collapse of structure
- Need for personnel rehabilitation

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- Opposing fire streams
- Inadequate lighting
- Utilities secured or unknown
- Barricading of dangerous areas
- Lock-out / Tag-out needed
- Decontamination issues
- Personnel not wearing turn-out gear and SCBA
- Fuel or other combustibles on site
- Unstable vehicles and equipment

The Safety Officer will ensure that the following are completed:

- The Rapid Intervention Team is available and ready.
- Safety zones, collapse zones, hot zones, and other hazard areas are established.
- A Rehabilitation Division/Group/Branch is established, if necessary.
- The Safety Officer will continuously monitor the following and report the information to IncidentCommand:
  - Fire status and egress routes for interior operations or into hot zones.
  - Radio traffic for missed, unclear, or incomplete information.
  - Recommendations relative to safety or concerning strategy and/or tactics may be made to the Incident Commander, as deemed appropriate.

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<b>ILLNESS AND INJURY PREVENTION PROGRAM</b>		

## Illness and Injury Prevention Program

### 801.1 PURPOSE AND SCOPE

The purpose of this policy is to establish an ongoing and effective plan to reduce the incidence of injury and illness for members of the Oelwein Fire Department.

Although this policy provides the essential guidelines for a plan that reduces injury and illness, it may be supplemented by department procedures outside the Policy Manual.

This policy does not supersede, but supplements any related City-wide safety efforts.

### 801.2 POLICY

The Oelwein Fire Department will adopt an Illness and Injury Prevention Program (IIPP) in order to increase the safety of its members.

### 801.3 ILLNESS AND INJURY PREVENTION PROGRAM PLAN

The Deputy Chief/Safety Officer shall monitor the IIPP to ensure compliance with and the formation of:

- (a) Workplace safety and health training programs.
- (b) Safety inspections.
- (c) Informing members of IIPP guidelines.
- (d) Recognizing members who perform safe work practices.
- (e) Member evaluation processes, including member safety performance.
- (f) A system ensuring that all safety and health policies and procedures are clearly communicated and understood by all members.
- (g) A communication system facilitating the continuous flow of safety and health information between supervisors and members. This system shall include:
  - 1. New member orientation, including a discussion of safety and health policies and procedures.
  - 2. Regularly scheduled safety meetings.
  - 3. Periodic member review of the IIPP.
- (h) Posting or distributing safety information.

#### 801.3.1 SAFETY COMMITTEE

The Deputy Chief/Safety Officer will be the chairperson of the safety committee. The committee shall advise the Public Safety Chief on issues related to the IIPP program, as well as conduct research and make recommendations for the program.

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The committee shall meet at least annually and may also hold special meetings, as it determines to be necessary. A written record of each meeting shall be made.

The committee members shall include department members as selected by the Deputy Chief in 200.6.

#### **801.4 HAZARDS**

All members should report and/or take reasonable steps to correct unsafe or unhealthy work conditions, practices or procedures in a timely manner. Members should make their reports to a supervisor (as a general rule, their own supervisors).

Supervisors should make reasonable efforts to correct unsafe or unhealthy work conditions in a timely manner, based on the severity of the hazard. These hazards should be corrected when observed or discovered, when it is reasonable to do so. When a hazard exists that cannot be immediately abated without endangering members or property, supervisors should protect or remove all exposed members from the area or item, except those necessary to correct the existing condition.

Members who are necessary to correct the hazardous condition shall be provided with the necessary protection.

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<b>HIGH-VISIBILITY SAFETY VESTS</b>		

## High-Visibility Safety Vests

### 802.1 PURPOSE AND SCOPE

The purpose of this policy is to describe the guidelines to protect members who may be exposed to hazards presented by passing traffic, construction vehicles, and disaster recovery equipment; and to comply with applicable safety regulations.

### 802.2 POLICY

It is the policy of the Oelwein Fire Department that all personnel shall wear class II high-visibility safety vests in addition to required personal protective equipment (PPE) whenever the emergency scene is located on or near a roadway where firefighters are subject to the hazards of moving traffic, construction vehicles, or disaster recovery equipment. Members who are working on roadways and are not directly exposed to fire, flame, excessive heat or hazardous materials are expected to wear a high-visibility vest. This includes pump operators, support personnel and command officers. When it is anticipated that the emergency scene will be located on a roadway, high-visibility safety vests should be donned along with other appropriate PPE at the time of dispatch.

High-visibility vests should also be worn any time a member or a supervisor believes increased visibility would improve safety or efficiency.

### 802.3 PROCEDURE

Although the high-visibility safety vests that are currently available are fire resistant, they do not meet the same fire-resistant standards set by the National Fire Protection Association (NFPA). Therefore, members who are directly engaged in fire suppression activities on or near roadways should not wear the vest over their PPE. Once the situation is under control, personnel can then don a vest for the remainder of the incident.

Should the need arise, other department personnel on-scene could easily remove (tear-away) the vest in reaction to unusual circumstances or to render assistance with direct firefighting.

#### 802.3.1 ASSIGNMENT OF HIGH-VISIBILITY SAFETY VESTS

High-visibility vests shall be assigned to members or apparatus as follows:

- (a) Vests will be assigned to each emergency response apparatus.
- (b) Vests will be assigned to each member.
- (c) An identifiable vest will be issued to the department Scribe.
- (d) One vest will be assigned to each support vehicle used by department members who may be required to work on or near roadways.

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802.3.2 STORAGE AND CARE

High-visibility safety vests are part of the standard issue PPE and should be stowed so they are readily available for immediate use. Should cleaning be necessary for routine soiling, follow the manufacturer’s care instructions or the guidelines in the Personal Protective Equipment Policy.

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<b>APPARATUS/VEHICLE BACKING</b>		

## Apparatus/Vehicle Backing

### 803.1 PURPOSE AND SCOPE

The purpose of this policy is to help members avoid the dangers inherent to vehicle backing operations and reduce the high incidence of firefighter injuries and fatalities.

#### 803.1.1 DEFINITIONS

Definitions related to this policy include:

**Apparatus** - Any department vehicle that is designed and equipped to support firefighting and rescue operations, including those equipped with an aerial ladder, elevating platform or water tower that may position members, handle materials, provide continuous egress or discharge water at positions elevated from the ground.

**Driver** - The member charged with driving the vehicle or apparatus. This member is in control of the vehicle or apparatus and therefore is responsible for its movement.

**Officer** - The member responsible for directing the operation of the vehicle or apparatus and its personnel.

**Spotter** - A member designated to direct the driver while backing up the vehicle or apparatus. This position may also be referred to as a backup person.

**Vehicle** - Any automobile, emergency vehicle, staff vehicle or light utility vehicle owned or leased by the Oelwein Fire Department and used for department business.

### 803.2 POLICY

To promote firefighter safety, it is the policy of the Oelwein Fire Department that drivers, when feasible, will drive around the block rather than backing an apparatus or vehicle. If backing the apparatus or vehicle is necessary, the driver shall utilize spotters to avoid any potential danger. Backing the apparatus or vehicle without the aid of a spotter should only take place in unique circumstances.

### 803.3 OFFICER AND DRIVER RESPONSIBILITIES

Firefighter safety is extremely important. Backing operations are the most common cause of fire service vehicle collisions. Training and awareness of the potential dangers of such operations should reduce the incidence of firefighter injuries and fatalities.

Before backing an apparatus or vehicle, all potential impediments should be evaluated to ensure that the area is clear of obstructions.

The officer, or the driver if there is no officer present, shall deploy spotters when backing up or as necessary to allow the safe movement of an apparatus or vehicle.

The driver should not move the vehicle or apparatus until the spotters are in place.

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If the driver loses sight of the spotter, the driver shall stop the apparatus or vehicle until the spotter is back in sight.

If more than one spotter is being used, the driver will need to maintain contact with both spotters. This means shifting attention from one spotter to another frequently so as to safely move the apparatus or vehicle, while maintaining the safety of the spotters. This will require the apparatus to be moving at a slower than normal rate.

In unique circumstances where a spotter is not available and the apparatus or vehicle must be moved, the driver shall perform a complete walk-around of the vehicle or apparatus to identify any potential hazards. The driver should back the apparatus or vehicle, attempting to use minimal reverse motion prior to being able to proceed forward. In the event that the apparatus or vehicle must be backed repeatedly or for more than a short distance, the driver should repeat the walk-around as many times as necessary.

If at any time the driver feels that the situation is not safe, he/she should stop the vehicle or apparatus until the situation is corrected. This may mean getting out and physically walking around the apparatus or vehicle or in the direction the apparatus or vehicle is headed.

#### **803.4 SPOTTER RESPONSIBILITIES**

Voice communication between the spotter and driver is good, but the driver may not hear the spotter over the noise of the vehicle or apparatus and other background noise. The use of portable radios to communicate between the spotter and driver may prove beneficial in certain circumstances. The spotters, the driver and the officer should maintain radio contact as well as eye contact. Universal hand signals may also be used to communicate between the driver and the spotter. Hand signals should be understood by all members to avoid confusion and to facilitate the process.


In congested or tight areas, one spotter may be needed at the rear and one at the front of the vehicle being moved either forward or backward. Spotters should also be used when going forward in tight areas.

Spotter responsibilities include, but are not limited to:

- (a) Be constantly aware of the surroundings while performing this function.
- (b) Look and listen for other vehicles and people that may enter the path of the vehicle or apparatus that is backing up.
- (c) Stop any oncoming hazard or stop the vehicle or apparatus being backed up.
- (d) Be aware of objects in the path of the vehicle or apparatus and direct the driver safely around them.
- (e) Be attentive to ground-level obstructions as well as overhead hazards (e.g., tree branches, wires, signs, canopies, ladders).

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- (f) Maintain visual contact with the driver at all times.
- (g) Be in the line-of-sight of the mirrors of the vehicle or apparatus at all times.
- (h) Illuminate him/herself at night with a rear spotlight or flashlight, to remain visible to the driver.
- (i) Use hand signals to direct the driver. Hand signals should be somewhat exaggerated for clear understanding by the driver.
- (j) Stand on the ground, never on the apparatus or vehicle.
- (k) Practice skills as time permits.

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<b>HEAT ILLNESS PREVENTION PROGRAM</b>		

## Heat Illness Prevention Program

### 804.1 PURPOSE AND SCOPE

The purpose of this policy is to promote member health and safety by establishing a heat illness prevention program requiring member participation.

The intent is to establish methods to lower the risk of illness or injury due to exposure to high-heat working conditions and to establish fireground rehabilitation guidelines to ensure that the physical and mental condition of members does not deteriorate to the point that it negatively affects their safety or emergency operations.

#### 804.1.1 DEFINITIONS

Definitions related to this policy include:

**Fireground rehabilitation** - A system for on-scene management of firefighter heat stress, dehydration and fatigue. The primary goals of rehabilitation are rehydration, rest and cooling, assessment of remaining work capacity and recognition and treatment of heat strain injuries.

**Heat exhaustion** - A condition caused by the loss of large amounts of fluid by sweating. A worker suffering from heat exhaustion still sweats, but experiences extreme weakness or fatigue, giddiness, nausea or headache. In more serious cases, the victim may vomit or lose consciousness. Skin may be clammy or moist, pale or flushed. Body temperature is normal to slightly elevated. Mild heat exhaustion will respond to copious water and a cool environment. Those with severe cases may require extended care for several days.

**Heat stress** - The aggregate of environmental and physical work factors that constitute the total heat load imposed on the body. Heat load is derived from two major sources:

- Internally generated metabolic heat, which is a by-product of chemical processes that occur within the cells, tissue and organs of firefighters exerting themselves in turnout clothing
- Externally imposed environmental heat, which influences the rate at which body heat can be exchanged with the environment and consequently the ease with which the body can regulate and maintain a normal temperature

**Heat strain** - The series of physiological responses to heat stress. These responses reflect the degree of heat stress. When the strain is excessive for the individual, a heat disorder (heat exhaustion or heat stroke) will follow.

**Heat stroke** - A condition where the body's temperature regulatory system fails, sweating becomes inadequate and the body's only effective means of removing excess heat is compromised. Early recognition

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and treatment of heat stroke is the only means of preventing permanent brain damage or death. Signs and symptoms of heat stroke may include mental confusion, convulsions, an altered level of consciousness and skin that is hot, usually dry and red or spotted. Body temperature is usually 104 degrees or higher.

## 804.2 POLICY

It is the policy of the Oelwein Fire Department to require member participation in the heat illness prevention program and the accompanying training.

## 804.3 REQUIREMENTS

This heat illness prevention program shall apply to all emergency operations and training exercises where personnel are exposed to heavy physical exertion and/or extreme heat conditions.

A rehabilitation group shall be established by the Incident Commander (IC) when conditions dictate that rest and rehabilitation are needed at an emergency scene. Rehabilitation considerations should include, but are not limited to:

- **Length of the operation** - The two-bottle rule should generally be observed. After the use of two self-contained breathing apparatus (SCBA) air bottles (or 30 to 60 minutes of strenuous activity), a firefighter should be evaluated in the rehabilitation area. Rehabilitation should generally be considered for second-alarm fires or greater. Prolonged motor vehicle incidents and heavy rescues in hot weather are other examples.
- **Amount of exertion** - Officers should maintain an awareness of the exertion/ exhaustion level of crews. The degree of exertion can vary greatly in each incident. Individuals who are under-hydrated or are on the first day back after any gastrointestinal illness are particularly susceptible to early onset of heat illness.
- **Adverse climatic conditions** - Temperatures in excess of 90 degrees have historically produced early onset of heat exhaustion and/or collapse. Rehabilitation efforts should generally be established when ambient air temperature is over 85 degrees and there is a potential for extended operations. High humidity also plays a role and should be considered.
- **Communication** - It may be difficult for the IC to assess the exertion or exhaustion level of the firefighters. If a firefighter needs rest, he/she is responsible for communicating his/her needs to a supervisor. If one individual is experiencing heat exhaustion, supervisors should be aware that there may be additional firefighters in need of rehabilitation.

It is the responsibility of the IC to make an early determination of situations that may require a rehabilitation group and institute the appropriate rehabilitation efforts accordingly.

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<p><b>HEAT ILLNESS PREVENTION PROGRAM</b></p>		

It is the responsibility of every Officer to monitor the condition of all firefighters for signs of heat stress or fatigue. When these conditions are noted, the officer shall advise the IC or assigned Incident Safety Officer and request assignment of the company to the rehabilitation group.

It is the responsibility of all personnel operating at an incident to report to their immediate supervisor if they are feeling the strain of overexertion. There is a point at which even the most physically fit individual becomes a liability rather than an asset due to intense physical exertion in turnout clothing. Taking 10 to 20 minutes in rehabilitation to cool down and rehydrate can prevent illness and injury.

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<b>RESPIRATORY PROTECTION PROGRAM</b>		

## Respiratory Protection Program

### 805.1 PURPOSE AND SCOPE

The purpose of this policy is to identify the different types of respiratory protection equipment provided by the Department, the requirements and guidelines for the use of respirators and the other mandates associated with their use.

This policy applies to all members whose job duties could require them to use respiratory protection, due to exposure to atmospheres where there is smoke, low levels of oxygen, high levels of carbon monoxide, or the presence of toxic gases or other respiratory hazards.

#### 805.1.1 DEFINITIONS

Definitions related to this policy include:

**Immediately dangerous to life or health (IDLH)** - Any atmosphere that poses an immediate threat to life, would cause irreversible adverse health effects or would impair an individual's ability to escape from a dangerous atmosphere. Interior atmospheric conditions at structure fires beyond the incipient stage are considered IDLH, as are a variety of rescue types.

**Respiratory protection** - Any device that is worn by the user to reduce or eliminate exposure to harmful contaminants through the inhalation of those contaminants.

### 805.2 POLICY

It is the policy of the Oelwein Fire Department to require members to use the proper level of respiratory protection, as described below, when working in hazardous conditions. The level of protection may be increased or decreased by a Company Officer or Incident Commander (IC) based upon his/her evaluation of the hazard. Members shall not be required, or allowed, to enter or work in hazardous conditions without proper respiratory protection, and shall be trained in the proper use and care of the devices.

### 805.3 RESPIRATORY PROTECTION PROGRAM ADMINISTRATOR

The Fire Chief will oversee the objectives of this policy and ensure that the Department meets any legal mandates related to respiratory protection.

The administrator shall:

- (a) Maintain, implement and administer a written respiratory protection program.
- (b) Ensure the written respiratory protection program and related procedures are followed and appropriate.
- (c) Ensure the procedures and written respiratory protection program address relevant mandates.

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- (d) Ensure selected respirators continue to effectively protect members.
- (e) Have supervisors periodically monitor member respirator use to make sure members are using them properly.
- (f) Regularly ask members who are required to use respirators for their input on program effectiveness and whether they have problems with the following:
  - 1. Respirator fit during use
  - 2. Any effects of respirator use on work performance
  - 3. Respirators being appropriate for the hazards encountered
  - 4. Proper use under current worksite conditions
  - 5. Proper maintenance
- (g) Ensure the Department covers the costs associated with respirators, medical evaluations, fit testing, training, maintenance, as applicable.
- (h) Provide direction for respirator selection.
- (i) Require medical evaluations for members who use respiratory protection as set forth in 29 CFR 1910.134.

#### **805.4 USE OF RESPIRATORY PROTECTION**

Members using respiratory protection shall ensure that they have no facial hair between the sealing surface of the facepiece and the face that could interfere with the seal or the valve function. Members also shall ensure that they have no other condition that will interfere with the face-to-facepiece seal or the valve function.

Members shall not wear corrective glasses, goggles or other personal protective equipment (PPE) that interferes with the seal of the facepiece to the face, or that has not been previously tested for use with that respiratory equipment (29 CFR 1910.134).

For all tight-fitting respirators, members shall perform a user seal check each time they put on the respirators, using the procedures in 29 CFR 1910.134, App. B-1 or other department-approved procedures recommended by the respirator manufacturer (29 CFR 1910.134).

Officers shall monitor members using respiratory protection and their degree of exposure or stress. When there is a change in work area conditions or when a member's degree of exposure or stress may affect respirator effectiveness, the Officer shall reevaluate the continued effectiveness of the respirator and shall direct the member to leave the respirator use area when (29 CFR 1910.134):

- (a) It is necessary for the member to wash his/her face and the respirator facepiece to prevent eye or skin irritation associated with respirator use.

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- (b) The member detects vapor or gas breakthrough, or when there is a change in breathing resistance or leakage of the facepiece.
- (c) The member needs to replace the respirator or the filter, cartridge or canister.

Members who detect vapor or gas breakthrough, changes in breathing resistance or leakage of the facepiece shall replace or repair the respirator before returning to the work area (29 CFR 1910.134).

#### 805.4.1 USE OF SELF-CONTAINED BREATHING APPARATUS

Self-contained breathing apparatus (SCBA) are atmosphere-supplying respirators for which the breathing air source is designed to be carried by the user 29 CFR 1910.134.

Members shall use SCBA when entering an atmosphere that may be IDLH. These situations may include, but are not limited to:

- Entering an area that may be oxygen deficient such as confined spaces, trenches, unventilated structures or septic tanks.
- Engaging in any firefighting operations, with the possible exception of a vegetation fire.
- Entering the hot zone of a hazardous materials incident.
- Entering any area where contaminant levels may become unsafe without warning, or any situation where exposures cannot be identified or reasonably estimated.
- Any time use is specified by an Officer or IC.

Facepieces shall be donned and regulators attached before entering any smoke-filled area or IDLH environment. Use of SCBA shall not cease until approved by the IC.

Members using SCBA shall operate in teams of two or more members who are in communication with each other through visual, audible, physical, safety guide rope, electronic or other means to coordinate their activities. The members shall be in close enough proximity to each other to be able to provide assistance in case of an emergency.

#### 805.4.2 USE OF N95 MEDICAL MASKS

N95 medical masks are a class of disposable respirators that are approved by the Food and Drug Administration (FDA) and the National Institute for Occupational Safety and Health (NIOSH) as suitable for use where fluid resistance is a priority. The masks protect against particulate contaminants that are 0.3 microns or larger, and meet the Centers for Disease Control and Prevention (CDC) guidelines for the prevention of tuberculosis (TB) exposure. Misuse of the N95 respirators may result in serious injury or death. N95 masks should only be used to protect the wearer from particulate contaminants and are not suitable in an oxygen-deficient atmosphere or where an unsafe level of carbon monoxide exists.

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#### 805.4.3 TRAINING

Members should not use respirators unless they have completed the mandatory training requirements for the selected device.

#### 805.5 RESPIRATOR FIT TESTING

Fit tests are used to qualitatively or quantitatively evaluate the fit of a respirator on an individual. Each new member shall be fit tested before being permitted to use SCBA in a hazardous atmosphere.

After initial testing, fit testing shall be repeated:

- (a) At least once every 12 months.
- (b) Whenever there are changes in the type of SCBA or facepiece used.
- (c) Whenever there are significant physical changes in the user (e.g., weight change of 10 percent or more, scarring of the face seal area, dental changes, cosmetic surgery or any other condition that may affect the fit of the facepiece seal).

##### 805.5.1 RESPIRATOR FIT TESTING PROCEDURES

Fit testing is to be done only in a negative-pressure mode. If the facepiece is modified for fit testing, the modification shall not affect the normal fit of the device. Such modified devices shall only be used for fit testing and not for field use (29 CFR 1910.134).

##### 805.5.2 FIT TESTING RECORDS

Current fit test records shall be retained as required by the Department records retention schedule, but in all cases at least until the next fit test is administered. Fit test records shall include (29 CFR 1910.134):

- (a) Name of person tested.
- (b) Test date.
- (c) Type of fit test performed.
- (d) Description (type, manufacturer, model, style and size) of the respirator tested.
- (e) Results of fit tests (e.g., quantitative fit tests should include the overall fit factor and a print out, or other recording of the test).
- (f) The written guidelines for the respirator fit testing program, including pass/fail criteria.
- (g) Instrumentation or equipment used for the test.
- (h) Name or identification of test operator.

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### **805.6 SCBA INSPECTION, MAINTENANCE AND STORAGE**

Members are required to physically inspect and operate all SCBA and respirators that are on frontline fire apparatus on a monthly basis. Inspection should also take place after each cleaning. Inspection should include, but is not limited to, the following (29 CFR 1910.134):

- (a) All alarm devices on the SCBA should be tested for proper operation.
- (b) Any SCBA or respirator which is not operating properly or is below department standard air volume shall be taken out of service immediately until the problem is remedied.
- (c) Rubber facepiece:
  - 1. Excessive dirt
  - 2. Cracks, tears, holes
  - 3. Distortion from improper storage
  - 4. Cracked, loose or scratched lenses (full facepiece)
  - 5. Broken or missing mounting clips
- (d) Head straps:
  - 1. Breaks or tears
  - 2. Loss of elasticity
  - 3. Broken or malfunctioning buckles or attachments
  - 4. Excessively worn serrations of the head harness which might allow the facepiece to slip
- (e) Inhalation and exhalation valves:
- (f) Detergent residue, dust particles or dirt on the valve seal
  - 1. Cracks, tears or distortion in the valve material or valve seal
  - 2. Missing or defective valve covers
- (g) Filter Elements:
  - 1. Proper filter for the hazard
  - 2. Approved designation (MSHA/NIOSH)
  - 3. Missing or worn gaskets
  - 4. Worn thread
  - 5. Cracks or dents in filter housing

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#### 805.6.1 MAINTENANCE AND ANNUAL SERVICE

Members should thoroughly clean and sanitize all SCBA and respirators after each use. Respirators may be washed with mild detergent and warm water using a brush, followed by a thorough rinsing with fresh water and drying in a contaminant-free location. Sanitizing of respirators is performed with cotton swabs and/or isopropyl alcohol pads.

All partially empty bottles should be replaced with full bottles. Members should perform the inspections noted above before placing an SCBA or respirator back in service.

#### 805.6.2 STORAGE

Respirators in storage shall be protected against:

- Dust
- Sunlight
- Heat
- Extreme cold
- Excessive moisture
- Damaging chemicals

Freshly cleaned respirators can be stored in reusable plastic bags or in a storage cabinet. Care must be taken so that distortion of the rubber or elastic parts does not occur. Respirators shall not be stored in lockers or vehicles unless the respirators are stored in individual containers and are protected from damage.

#### 805.7 EXPOSURES

Any member who is exposed to a hazardous atmosphere should immediately leave the room or area and move to an area containing fresh, uncontaminated air. Symptoms of hazardous atmosphere exposure may include, but not be limited to, the following:

- Difficulty breathing
- Dizziness, headache or other distress symptoms
- A sense of irritation
- A smell or taste of contaminants

If a member feels ill or impaired in any way, a supervisor should be notified, and emergency medical personnel summoned if not already available on-scene. Any time there is a doubt about the need for medical care, medical care shall be obtained. Any injury or exposure must be documented on an injury reporting form. Under most circumstances, the exposed member should not drive a vehicle.

An attempt should be made to identify the exposure agent by questioning the facility representative or by reviewing the hazardous materials inventory. A supervisor should attempt to make this determination. If possible, a Safety Data Sheet (SDS) for the exposure agent should be obtained.

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<b>PERSONAL ALARM DEVICES</b>		

## Personal Alarm Devices

### 806.1 PURPOSE AND SCOPE

The purpose of this policy is to safeguard members who are engaged in interior structural firefighting activities that require the use of a self-contained breathing apparatus (SCBA) by providing each member so engaged with a personal alarm device. Such devices may also be known as a Personal Alarm (or Alert) Safety System (PASS) device, an Automatic Distress Signal Unit (ADSU) or another telemetry system that is designed to monitor responder movement and alert others to a lack of movement.

### 806.2 POLICY

It is the policy of the Oelwein Fire Department to provide all members engaged in interior structural firefighting activities or other emergency operations that require use of an SCBA with a personal alarm device.

### 806.3 USE OF PERSONAL ALARM DEVICES

All personal alarm devices shall meet the requirements of the National Fire Protection Association (NFPA) 1982.

Members shall wear a personal alarm device any time they are in atmospheres that are immediately dangerous to life and health (IDLH).

The Safety Officer or Incident Commander (IC) shall apply personnel accountability measures to track the entry and exit of members from hazardous areas. A personal alarm device should be viewed as a last resort for members to summon help when they are unable to notify others that they are in distress.

### 806.4 MAINTENANCE OF PERSONAL ALARM DEVICES

All personal alarm devices shall be repaired and maintained by qualified members or service representatives in accordance with manufacturer recommendations.

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<b>VEHICLE SEAT BELTS</b>		

## Vehicle Seat Belts

### 807.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that all members of the Department wear seat belts or safety harnesses while operating or riding in department vehicles or privately owned vehicles while conducting department business. The use of seat belts and other safety restraints significantly reduces the chance of death or injury in case of a traffic collision.

### 807.2 POLICY

It is the policy of the Oelwein Fire Department that all members shall wear properly adjusted safety restraints when operating or positioned in any vehicle owned, leased or rented by this department, or in any privately owned vehicle while on-duty. The member driving such a vehicle shall ensure that all occupants, including any non-members, are properly restrained except for emergency medical specialists who are performing medical duties.

### 807.3 INOPERABLE SAFETY BELTS

No person shall operate department vehicles in which the seat belt in the driver's position is inoperable. No person shall be transported in a seating position in which the seat belt is inoperable.

No person shall modify, remove, deactivate or otherwise tamper with the vehicle seat belts or safety harnesses, except for vehicle maintenance and repair staff, who shall do so only with the express authorization of the Fire Chief.

Members who discover an inoperable restraint system shall report the defect to the appropriate supervisor. Prompt action will be taken to replace or repair the system.

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<b>GROUND LADDER TESTING</b>		

## Ground Ladder Testing

### 808.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that ground ladders are periodically inspected and tested for compliance with the standards set forth in Iowa law and by the National Fire Protection Association (NFPA). This is a safety measure designed to reduce or eliminate the risk of injury to department members when using ground ladders.

### 808.2 POLICY

It is the policy of the Oelwein Fire Department to perform testing, inspection and certification of all ground ladders for the safety of department members and to comply with applicable standards.

### 808.3 INSPECTION AND TESTING

All department-owned ground ladders should be tested and certified annually. The actual testing interval may exceed 12 months if that time is reasonably needed for scheduling and completion of the testing process.

Ground ladders should also be tested after repair and before being placed back in service. Ladders will be tested in accordance with applicable NFPA standards. Load testing minimums will vary based on ladder construction and type.

All ground ladders should be cleaned and inspected thoroughly after each use. Any defect noted in the inspection shall be repaired and the ground ladder tested prior to being returned to service.

Ground ladder testing and certification should be performed by a trained, qualified department member or a qualified vendor.

### 808.4 RECORDS

The Facilities Captain shall be responsible for maintaining comprehensive records of all ladder testing and certification for the service life of each ladder.

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<b>PERSONAL PROTECTIVE EQUIPMENT</b>		

## Personal Protective Equipment

### 809.1 PURPOSE AND SCOPE

The purpose of this policy is to reasonably protect Oelwein Fire Department members by providing and maintaining, at no cost to the member, personal protective equipment (PPE), safety devices and safeguards for workplace activities.

### 809.2 POLICY

It is the policy of the Oelwein Fire Department to provide PPE and safeguards of the proper type, design, strength and quality needed to reasonably eliminate, preclude or mitigate a hazard.

All PPE shall meet the applicable standard of the National Fire Protection Association (NFPA) for the particular PPE.

### 809.3 PPE STANDARDS AND REQUIREMENTS

The Department will provide approved PPE that is appropriate for the hazard to members who are located in a workplace where there is a risk of injury. Members shall be expected to wear the PPE any time there is a risk of exposure to a hazard. PPE shall include all of the following guidelines, requirements and standards (29 CFR 1910.132):

- (a) The PPE provided shall minimally meet the standards approved by the NFPA.
- (b) When no authoritative standard exists for PPE or a safety device, the use of such equipment shall be subject to inspection and acceptance or rejection by the Fire Chief.
- (c) PPE shall be distinctly marked so as to facilitate easy identification of the manufacturer.
- (d) The Training Captain shall ensure that the member is properly instructed and uses PPE in accordance with the manufacturer's instructions.
- (e) The Department shall ensure that all PPE, whether provided by the Department or the member, complies with the applicable state standards.
- (f) Members are responsible for maintaining their assigned PPE in a safe and sanitary condition.
- (g) Supervisors are responsible for ensuring that all PPE is maintained in a safe and sanitary condition.
- (h) PPE shall be of such design, fit and durability as to provide adequate protection against the hazards for which they are designed.
- (i) PPE shall be reasonably comfortable and shall not unduly encumber member movements that are necessary to perform work.

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### 809.3.1 HEAD PROTECTION

Members working in locations where there is a risk of head injuries from flying or falling objects and/or electric shock and burns shall wear an approved protective helmet. Each protective helmet shall bear the original marking required by the NFPA and the American National Standards Institute (ANSI) standard under which it was approved. At a minimum, the marking shall identify the manufacturer, the ANSI designated standard number and date, and the ANSI designated class of helmet and shall include a statement by the manufacturer that the helmet meets the applicable NFPA standard. Where there is a risk of injury from hair entanglements in moving parts of machinery, combustibles or toxic contaminants, members shall confine their hair to eliminate the hazard (29 CFR 1910.135).

### 809.3.2 FACE AND EYE PROTECTION

Members working in locations where there is a risk of eye injuries, such as punctures, abrasions, contusions or burns from contact with flying particles, hazardous substances, projectiles or injurious light rays that are inherent in the work or environment, shall be safeguarded by means of face or eye protection. Suitable screens or shields isolating the hazardous exposure may be considered adequate safeguarding for nearby members. The Department shall provide and require that members wear approved face and eye protection suitable for the hazard and in accordance with previously cited national standards (29 CFR 1910.133).

### 809.3.3 BODY PROTECTION

Body protection may be required for members whose work exposes parts of their bodies that are not otherwise protected from hazardous or flying substances or objects. Clothing appropriate for the work being done shall be worn. Loose sleeves, tails, ties, lapels, cuffs or other loose clothing that can be entangled in moving machinery shall not be worn. Clothing saturated with flammable liquids, corrosive substances, irritants or oxidizing agents shall either be removed and not worn until properly cleaned, or shall be destroyed (29 CFR 1910.132).

### 809.3.4 HAND PROTECTION

Hand protection shall be required for members whose work involves unusual and excessive exposure of hands to cuts, burns, harmful physical or chemical agents or radioactive materials that are encountered and capable of causing injury or impairment.

Hand protection (e.g., gloves) shall not be worn where there is a danger of the hand protection becoming entangled in moving machinery or materials. Use of hand protection around smooth- surfaced rotating equipment does not constitute an entanglement hazard if it is unlikely that the hand protection will be drawn into the danger zone.

Wristwatches, rings or other jewelry should not be worn while working with or around machinery with moving parts in which such objects may be caught or around electrical equipment (29 CFR 1910.138).

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### 809.3.5 FOOT PROTECTION

Appropriate foot protection shall be required for members who are exposed to foot injuries from electrical hazards; hot, corrosive or poisonous substances; falling objects; or crushing or penetrating actions, or who are required to work in abnormally wet locations. Footwear that is defective or inappropriate to the extent that its ordinary use creates the possibility of foot injuries shall not be worn. Footwear shall be appropriate for the hazard and shall comply with recognized national standards (29 CFR 1910.136).

### 809.4 SELECTION, CARE AND MAINTENANCE OF PPE

PPE exists to provide the member with an envelope of protection from multiple hazards and repeated exposures. For structural firefighting, PPE is a system of components designed to work as an ensemble. Typical firefighting PPE consists of a hood, helmet, jacket, trousers, gloves, wristlets and footwear. A program for selection, care and maintenance of PPE consists of the following.

#### 809.4.1 SELECTION

The PPE selection process should be conducted through a thorough process that considers the following:

- (a) PPE performance expectations, to include thermal and physiological effects
- (b) Style and design for user comfort and wear performance
- (c) Construction for quality, durability and garment life
- (d) Manufacturer ability to meet performance demand requirements, technical information, service, warranty and customer support needs

#### 809.4.2 INSPECTION

There are two primary types of PPE inspection:

**Routine inspection** - Each firefighter shall conduct a routine inspection of his/her issued PPE each time the elements are exposed or are suspected of having been exposed to damage or contamination.

- (a) Coat, trouser, gloves and hood should be checked for the following:
  - 1. Soiling
  - 2. Contamination from hazardous materials or biological agents
  - 3. Physical damage, such as:
    - (a) Rips, tears and cuts
    - (b) Damaged/missing hardware and closure systems
    - (c) Thermal damage, such as charring, burn holes and melting
    - (d) Damaged or missing reflective trim
    - (e) Shrinkage

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- (f) Loss of elasticity or flexibility at openings
- (b) Helmets should be checked for the following:
  - 1. Soiling
  - 2. Contamination from hazardous materials or biological agents
  - 3. Physical damage to the shell, such as:
    - (a) Cracks, crazing (small cracks), dents and abrasions
    - (b) Thermal damage to the shell, such as bubbling, soft spots, warping or discoloration
  - 4. Physical damage to ear flaps, such as:
    - (a) Rips, tears and cuts
    - (b) Thermal damage, such as charring, burn holes and melting
  - 5. Damaged or missing components of suspension and retention systems
  - 6. Damaged or missing components of the goggle system including:
    - (a) Discoloration
    - (b) Crazing (small cracks)
    - (c) Scratches to goggle lens, limiting visibility
  - 7. Damaged or missing reflective trim
- (c) Footwear should be checked for the following:
  - 1. Soiling
  - 2. Contamination from hazardous materials or biological agents
  - 3. Physical damage, such as:
    - (a) Cuts, tears and punctures
    - (b) Thermal damage, such as charring, burn holes and melting
    - (c) Exposed or deformed steel toe, steel midsole and shank
    - (d) Loss of water resistance

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**Advanced inspection** - Advanced inspection of PPE ensembles and elements shall be conducted a minimum of every 12 months or whenever routine inspections indicate a problem may exist.

All findings from advanced inspections shall be documented on an inspection form. Universal precautions shall be observed, as appropriate, when handling elements. Advanced inspections shall include, at a minimum, the inspection criteria outlined in the applicable NFPA standard.

#### 809.4.3 CLEANING AND DECONTAMINATION

The following rules and restrictions shall apply to the cleaning and decontamination of PPE:

- (a) Soiled and contaminated PPE elements shall not be taken home, washed in the home or washed in public laundries unless the business is dedicated to handling firefighting protective clothing.
- (b) Commercial dry cleaning shall not be used.
- (c) The Department will examine the manufacturer's label and user information for specific cleaning instructions.
- (d) Chlorine bleach or chlorinated solvents shall not be used to clean or decontaminate PPE elements.
- (e) Scrubbing or spraying with high-velocity water jets, such as a power washer, shall not be used.

#### 809.4.4 REPAIR OF PPE

The Operations Captain shall manage all PPE repairs utilizing a manufacturer-recognized repair facility. All elements shall be subject to an advanced or specialized cleaning before any repair work is done.

#### 809.4.5 STORAGE OF PPE

The parameters for the storage of all PPE ensembles or elements include the following:

- (a) PPE shall not be stored in direct sunlight or exposed to direct sunlight when it is not being worn.
- (b) PPE shall be clean, dry and well ventilated before storage.
- (c) PPE shall not be stored in airtight containers unless the container is new and unused.
- (d) PPE shall not be stored at temperatures below 40 degrees or above 180 degrees.
- (e) PPE shall be stored in a protective case or bag to prevent damage if stored in compartments or trunks.
- (f) PPE shall not be subjected to sharp objects, tools or other equipment that could damage the ensemble or elements.
- (g) PPE shall not be stored inside living quarters or with personal belongings, or taken or transported within the passenger compartment of personal vehicles unless it is stored in a protective case or bag.
- (h) PPE shall not be stored in contact with hydraulic fluids, solvents, hydrocarbons, hydrocarbon vapors or other contaminants.

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<b>PERSONAL PROTECTIVE EQUIPMENT</b>		

#### 809.4.6 PPE TRAINING

The Training Captain shall be responsible for the following:

- (a) New firefighters shall receive training in the care, use and maintenance of their PPE before participating in live fire training or operations. All other firefighters shall receive training as needed when PPE ensembles or elements are upgraded or changed.

#### 809.4.7 PPE RECORD KEEPING

The Department shall maintain or require contracted vendors to maintain records on all structural firefighting ensembles or elements to include:

- (a) The name of the member to whom the element is issued.
- (b) The date and condition of the element when issued.
- (c) The manufacturer, model name or design.
- (d) The manufacturer's identification number, lot number or serial number.
- (e) The month and year of manufacture.
- (f) The dates and findings of all advanced inspections.
- (g) The dates of advanced cleaning, specialized cleaning or decontamination, and by whom it was performed.
- (h) The date of any repairs, the person who repaired the PPE and a brief description of the repair.
- (i) The date the element was removed from service (retirement).
- (j) The date and method the element was disposed.

#### 809.4.8 PPE RETIREMENT

All PPE ensembles and elements that are worn or damaged to the extent that the Department deems that it is not possible or cost effective to repair shall be retired. All PPE ensembles and elements that are no longer useful for emergency operations but are not contaminated, defective or damaged shall be retired.

Retired PPE ensembles and elements shall be destroyed or disposed of by the Department in a manner ensuring that they will not be used in any firefighting or emergency activities, including training. Retired PPE may only be used for training when that training does not include live fire. Any PPE used for training shall be clearly marked: "Training only. No live fire."

#### 809.4.9 SPECIAL INCIDENT PROCEDURE

If any member of the Oelwein Fire Department suffers a serious injury or death while wearing PPE, the following procedure should be followed:

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- (a) The PPE will immediately be removed from service.
- (b) Custody of the PPE will be maintained by the Fire Chief or the authorized designee, and the PPE shall be kept in a secure location with controlled, documented access.
- (c) All PPE shall be non-destructively tagged and stored only in paper or cardboard containers to prevent further degradation or damage. Plastic airtight containers shall not be used.
- (d) The Fire Chief or the authorized designee shall determine the retention period for storage of the PPE.

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<b>RECRUITMENT AND SELECTION</b>		

## Recruitment and Selection

### 900.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the recruiting, selection, training and retention processes utilized by the Oelwein Fire Department. This policy supplements any rules that govern employment practices for the Oelwein Fire Department.

### 900.2 POLICY

In accordance with applicable federal, state and local law, the Oelwein Fire Department provides equal opportunities for applicants and department members regardless of race, gender expression, age, pregnancy, religion, creed, color, national origin, ancestry, physical or mental handicap, genetic information, veteran status, marital status, sex or any other protected class or status. The Department does not show partiality or grant any special status to any applicant, member or group of members, unless otherwise required by law.

### 900.3 RECRUITMENT

The Marketing and Recruitment Captain should employ a comprehensive recruitment and selection strategy to recruit and select members from a qualified and diverse pool of candidates.

The strategy should include:

- (a) Identification of racially and culturally diverse target markets.
- (b) Use of marketing strategies to target diverse applicant pools.
- (c) Expanded use of technology and maintenance of a strong internet presence. This may include an interactive department website and the use of department-managed social networking sites, if resources permit.
- (d) Member referral.

The Department should strive to facilitate and expedite the screening and testing process, and should periodically inform each candidate of his/her status in the recruiting process.

### 900.4 SELECTION PROCESS

The Department shall actively strive to identify a diverse group of candidates that have in some manner distinguished themselves as being outstanding prospects. Minimally, the Department should employ a comprehensive screening, background investigation and selection process that assesses cognitive and physical abilities and includes review and verification of the following:

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- A comprehensive application for employment (including previous employment, references, current and prior addresses, education, military record)
- Driving record
- Reference checks
- Employment eligibility, including U.S. Citizenship and Immigration Services (USCIS) Employment Eligibility Verification Form I-9 and acceptable identity and employment authorization documents (documentation may be requested upon hire)
- Information obtained from public internet sites
- Leadership Team review and assessment

#### **900.5 BACKGROUND INVESTIGATION**

Every candidate shall undergo a thorough background investigation to verify his/her personal integrity and high ethical standards, and to identify any past behavior that may be indicative of the candidate's unsuitability to perform duties relevant to the operation of the Oelwein Fire Department.

#### **900.6 DISQUALIFICATION GUIDELINES**

As a general rule, performance indicators and candidate information and records shall be evaluated by considering the candidate as a whole, and taking into consideration the following:

- Age at the time the behavior occurred
- Passage of time
- Patterns of past behavior
- Severity of behavior
- Probable consequences if past behavior is repeated or made public
- Likelihood of recurrence
- Relevance of past behavior to public safety employment
- Aggravating and mitigating factors
- Other relevant considerations

A candidate's qualifications will be assessed on a case-by-case basis, using a totality-of-the-circumstances framework.

#### **900.7 EMPLOYMENT STANDARDS**

Candidates will be evaluated based on merit, ability, competence and experience, in accordance with the high standards of integrity and ethics valued by the Department and the community.

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Validated, job-related and nondiscriminatory employment standards shall be established for each job classification and shall minimally identify the training, abilities, knowledge and skills required to perform the position's essential duties in a satisfactory manner.

### **900.8 TRAINING**

All entry-level firefighters should complete training in an accredited fire training program. Iowa law requires that before engaging in structural firefighting activities which require the individual to enter or be in close proximity to the building, enclosed structure, vehicle or vessel, all new firefighters shall meet the minimum requirements specified by one or more of the following (Wis. Admin. Code § SPS 330.08(1)(a);

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<b>PROBATION &amp; REQUIREMENTS</b>		

## Probation & Requirements

### 901.1 RECRUIT REQUIREMENTS

Any person eighteen (18) years of age or older desiring to become a member must complete a department membership application. In addition, the applicant must:

- Possess a High School Diploma or General Education Diploma (G.E.D.).
- Pass a background check.
- Be in good physical condition, subject to a medical examination, and successfully pass the physical ability test as set forth by department.
- Provide a statement of successful completion of the medical examination and urinalysis drug screen to the Captain of Recruitment & Marketing.
- Complete an Oelwein Fire Department entrance interview.

### 901.2 MEMBER ENDORSEMENT

Regular members of the department shall endorse a prospective applicant for membership. A member who endorses an applicant for membership has a duty to inform the proposed applicant of his/her duties, responsibilities, and the financial obligations that the applicant will assume upon becoming a member. These include, but are not limited to:

- Physical requirements and responsibilities.
- Physical examination and urinalysis drug screen.
- Required physical ability testing.
- Alarm, Drill, and Meeting Attendance Requirements.
- Financial obligations including fines and penalties.
- Professionalism, high performance standards, and good ethical conduct and reputation as a member of the Department and as a representative of the City of Oelwein.
- Ability to receive, understand and carry out orders.
- Completion of the Recruit Orientation Program.
- Completion of the Recruit Mentorship Program.
- Passing the OFD Post-Probation Written Test with a minimum score of 70%
- Completion of the Basics Operations Firefighter certification.

It shall be the duty and responsibility of the member who endorsed a probationary member to ensure that all department issued PPE, clothing, equipment, pager, key, and other items are returned to the department in the event that the probationary member does not complete their probationary membership.

### 901.3 APPLICATION AND PRE-APPOINTMENT CONDITIONS

A completed application is filed with the department and reviewed when a vacancy occurs. The application is then referred to the Investigating Committee for approval. If approved by the Investigating Committee, as well as successful completion of both a medical examination, urinalysis drug screen, and the physical ability test, the applicant will become an active probationary member of the department for a period of one (1) year.

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As such, he/she is subject to all department rules, policies, by-laws and standards.

The Recruit Member Investigating Committee shall consist of the Captain of Recruitment & Marketing and two (2) regular members appointed by the Public Safety Chief in consultation with the Fire Chief for a two-year term.

The Investigative Committee shall report its findings and recommendations, in writing, to the Fire Chief, who will then confer with the Public Safety Chief prior to referring the matter to the membership at the next regular meeting.

If the applicant is unable to pass the physical ability test, the applicant will be provided a second opportunity within a six-month period to retake the test. If the applicant is unable to pass the test a second time, the application will be placed in an inactive file. Following a six (6) month period, the applicant will be given one (1) additional opportunity, within the next three months, to pass the test. If the applicant fails the physical ability test on the third attempt, the applicant will be deemed ineligible for membership for a period of one (1) year and may reapply for membership at that time.

#### **901.4 MEMBER COMMITMENT**

Applicants must have the desire and ability to be a firefighter and commit to:

- Representing the City of Oelwein and the Oelwein Fire Department with pride and respect.
- Attending training drills and meetings.
- Responding to emergency calls.
- Attending non-emergency functions and activities.
- Respecting the officers of the department and the chain-of command.
- Completing a department sanctioned Recruitment Orientation Program.
- Completing in the Department's Recruit Mentorship Program.
- Devoting the time necessary to provide quality service.
- Meeting the required training requirements.
- Receiving and carrying out directives as required to accomplishing the mission of the department.
  
- Reading, understanding, accepting, and abiding by the department By-laws, Policies, Rules, and Standard Operating Guidelines.
- Successfully completing the OFD probation written exam with a minimum score of 70%.
- Serving a one-year probationary term prior to becoming an active member.
- Becoming an active long-term Oelwein Fire Department member.

#### **901.5 RESIDENCY**

All active members (Probationary and Regular) will reside within the city limits of Oelwein, or within the boundaries of the Rural Fire District served by the Oelwein Fire Department in order to remain an active member of the Department. Applicants employed within the City of Oelwein or employed within a two (2)

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mile radius of the City of Oelwein, will be allowed membership in the department, provided that the applicant can respond to alarms during his/her working hours and maintains employment as noted.

#### **901.6 PROBATIONARY MEMBER RESTRICTIONS AND CONDITIONS**

- The probationary period will be for a period of one (1) year and there will be no extensions granted.
- During the period of his/her probation, a member shall not hold elective office.
- During the period of his/her probation, a member shall not cast a ballot on matters pertaining to department business.
- A Probationary Member shall meet with the Fire Chief and sign pertinent documents and policies relating to probationary membership.
- Upon becoming a Probationary Member, a Probationary Member shall be issued Personal Protective Equipment (PPE), a pager or comparable communication device, and provided access to the fire station.
- A Probationary Member will complete the Recruit Orientation Program during the next program offering after joining the department.
- A Probationary Member will complete the Recruit Mentorship Program during the probationary period.

#### **901.7 RESPONDING TO THE FIRE STATION**

Members responding to alarms shall adhere to the OFD Alcohol and Drug Policy which states that no member shall respond to a call while under the influence of alcohol or drugs. Any member responding to the station who is under the influence of alcohol or illegal drugs shall do so at their own risk and will be subject to immediate suspension. OFD has a ZERO TOLERANCE alcohol and drug policy.

- The OFD Alcohol and Drug Policy as noted above, also applies to any department drill, meeting, special event, or any event that is organized, sanctioned or sponsored by the City of Oelwein Fire Department, regardless of the location. This alcohol policy does not apply to off-site events sponsored by the Oelwein Fire Fighter's Foundation, Inc.

#### **901.8 MEMBER SAFETY**

Members responding to the station shall obey all city, county and state traffic laws at all times, without exception.

Member responding to the station using a 'Blue Light' must realize that, while requesting the right-of-way, this offers no guarantee of right-of-way. Permits are authorized by the Fire Chief on the appropriate Iowa DOT form.

Members are solely responsible for their actions, and understand that all members are representing the Oelwein Fire Department at all times, and shall do so in a professional, ethical and safe manner.

#### **901.9 RESPONDING TO ALARMS – FIREFIGHTER SAFETY AND ACCOUNTABILITY**

Before responding on any OFD apparatus all members shall be trained to operate all appropriate equipment on the apparatus.

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All members, unless specifically assigned otherwise, must be capable of wearing an SCBA in accordance to OFD Respiratory Protection Plan. This includes Medical Evaluation, Respirator Fit Test, and documentation of SCBA training.

#### **901.10 RETURNING FROM ALARMS**

While this addresses responsibilities throughout the operational rank structure, it is important for probationary members to be keenly aware of the responsibilities that must be completed upon preparing to leave a scene and upon arrival back at the fire station. They are as follows:

- Ensure that all emergency warning devices and scene lights are turned off prior to leaving scene.
- Ensure all members are seated and wearing safety belts prior to leaving scene.
- It shall be the responsibility of the driver to secure all equipment of the apparatus (IE., hoses, doors, etc.), and all cabinets and doors secured before returning to the station.
- It shall be the responsibility of the officers, or designee, to survey the scene to ensure that all tools, equipment and appliances are accounted for.
- Upon returning to the station all members shall return equipment to pre-alarm status. Members shall notify the officer-in-charge of any lost or damaged equipment.
- No member shall leave an incident scene or the station without authorization of officer in charge. This measure is in place for safety and accountability of duties.
- Upon returning to the station, the driver is responsible to ensure that all equipment is returned to its proper location.
- It is the driver's responsibility to ensure that the interior of the cab is cleaned. However, this does not mean that the driver is the only member to take part in the cleaning of the cab.

#### **901.11 ATTAINING ACTIVE MEMBERSHIP**

Following a one-year probationary period, and having successfully passed all necessary probationary requirements, the Probationary Member shall be accepted as a regular member of the department within one (1) month after the completion of the probationary period.

#### **901.12 TERMINATION OF MEMBERSHIP**

If for any reason the applicant leaves the department during their probationary period and decides to reapply at a later date, all time accumulated during the probationary period is null and void and does not count toward his/her months or years of service.

If a probationary member leaves the department prior to completing the probationary period, they have a responsibility to ensure that all department issued PPE, uniform items, clothing, equipment, pager/communication device, key, and other items will be returned to the department in a working and acceptable condition. In the event that this equipment is not returned in a reasonable time period, as determined by the Fire Chief, the former member will be assessed a minimum of \$1000.00 or the total replacement cost, whichever is greater, and the matter will be turned over to the Oelwein Police Department and Oelwein City Attorney for further disposition, as per city guidelines.

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<b>DISCRIMINATORY HARASSMENT</b>		

## Discriminatory Harassment

### 902.1 POLICY

The Oelwein Fire Department is an equal opportunity employer and is committed to creating and maintaining a work environment that is free of all forms of discriminatory harassment, including sexual harassment and retaliation. The Department will not tolerate discrimination against a member in hiring, promotion, discharge, compensation, fringe benefits and other privileges of employment. The Department will take preventive and corrective action to address any behavior that violates this policy or the rights it is designed to protect.

The nondiscrimination policies of the Department may be more comprehensive than state or federal law. Conduct that violates this policy may not violate state or federal law, but still could subject a member to discipline.

### 902.2 DISCRIMINATION

The Department prohibits all forms of discrimination, including any employment-related action by a member that adversely affects an applicant or member and is based on race, color, religion, sex, age, national origin or ancestry, genetic information, disability, military service, sexual orientation and other classifications protected by law.

Discriminatory harassment, including sexual harassment, is verbal or physical conduct that demeans or shows hostility or aversion toward an individual based upon that individual's protected class. It has the effect of interfering with an individual's work performance or creating a hostile or abusive work environment.

Conduct that may, under certain circumstances, constitute discriminatory harassment can include: making derogatory comments, crude and offensive statements or remarks; making slurs or off-color jokes; stereotyping; engaging in threatening acts; making indecent gestures, pictures, cartoons, posters or material; making inappropriate physical contact; or using written material or department equipment and/or systems to transmit or receive offensive material, statements or pictures. Such conduct is contrary to department policy and to a work environment that is free of discrimination.

#### 902.2.1 DISCRIMINATION

The Department prohibits all forms of discrimination, including any employment-related action by a member that adversely affects an applicant or member and is based on race, color, religion, sex, age, national origin or ancestry, genetic information, disability, military service, sexual orientation and other classifications protected by law.

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making inappropriate physical contact; or using written material or department equipment and/or systems to transmit or receive offensive material, statements or pictures. Such conduct is contrary to department policy and to a work environment that is free of discrimination.

#### 902.2.2 RETALIATION

Retaliation is treating a person differently or engaging in acts of reprisal or intimidation against the person because he/she has engaged in protected activity, filed a charge of discrimination, participated in an investigation or opposed a discriminatory practice.

Retaliation will not be tolerated.

#### 902.2.3 SEXUAL HARASSMENT

The Department prohibits all forms of discrimination and discriminatory harassment, including sexual harassment. It is unlawful to harass an applicant or a member because of that person's sex.

Sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors or other verbal, visual or physical conduct of a sexual nature when:

- (a) Submission to such conduct is made either explicitly or implicitly a term or condition of employment, position or compensation.
- (b) Submission to, or rejection of, such conduct is used as the basis for any employment decisions affecting the member.
- (c) Such conduct has the purpose or effect of substantially interfering with a member's work performance or creating an intimidating, hostile or offensive work environment.

#### 902.2.4 ADDITIONAL CONSIDERATIONS

Discrimination and discriminatory harassment do not include actions that are in accordance with established rules, principles or standards, including:

- (a) Acts or omission of acts based solely upon bona fide occupational qualifications under the Equal Employment Opportunity Commission and the Iowa Department of Workforce Development, Equal Rights Division guidelines.
- (b) Bona fide requests or demands by a supervisor that a member improve his/her work quality or output, that the member report to the job site on time, that the member comply with City or department rules or regulations, or any other appropriate work-related communication between supervisor and member.



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### DISCRIMINATORY HARASSMENT

#### 902.2.5 STATE DISCRIMINATION LAW

Unlawful employment practices include discrimination against properly qualified individuals by reason of their age, race, creed, color, disability, marital status, sex, national origin, ancestry, sexual orientation, arrest record, conviction record, military service, use or nonuse of lawful products off the employer's premises during nonworking hours, or declining to attend a meeting or to participate in any communication about religious or political matters.

#### 902.3 RESPONSIBILITIES

This policy applies to all department members who shall follow the intent of these guidelines in a manner that reflects department policy and the best interest of the Oelwein Fire Department and its mission.

Members are encouraged to promptly report any discriminatory, retaliatory or harassing conduct or known violations of this policy to a supervisor. Any member who is not comfortable with reporting violations of this policy to his/her immediate supervisor may bypass the chain-of-command and make the report to a higher-ranking supervisor or manager. Complaints may also be filed with the Fire Chief, the Public Safety Chief, or the City Manager.

Any member who believes, in good faith, that he/she has been discriminated against, harassed or subjected to retaliation, or who has observed harassment or discrimination, is encouraged to promptly report such conduct in accordance with the procedures set forth in this policy.

Supervisors and managers receiving information regarding alleged violations of this policy shall determine if there is any basis for the allegation and shall proceed with resolution as stated below.

#### 902.3.1 QUESTIONS OR CLARIFICATION

Members with questions regarding discrimination or sexual harassment are encouraged to contact a supervisor, the Fire Chief, the Public Safety Chief, or the City Manager for further information, direction or clarification.

#### 902.3.2 SUPERVISOR'S RESPONSIBILITY

Each supervisor shall:

- (a) Continually monitor the work environment and strive to ensure that it is free from all types of unlawful discrimination, including harassment or retaliation.
- (b) Take prompt, appropriate action within their work units to avoid and minimize the incidence of any form of discrimination, harassment or retaliation.
- (c) Ensure that subordinates understand their responsibilities under this policy.
- (d) Ensure that members who make complaints or who oppose any unlawful employment practices are protected from retaliation and that such matters are kept confidential to the extent possible.

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- (e) Notify the Fire Chief or Public Safety Chief in writing of the circumstances surrounding any reported allegations or observed acts of discrimination, harassment or retaliation no later than the next business day.

### 902.3.3 SUPERVISOR'S ROLE

Because of differences in individual values, supervisors may find it difficult to recognize that their behavior or the behavior of others is discriminatory, harassing or retaliatory. Supervisors shall be aware of the following considerations:

- (a) Behavior of supervisors should represent the values of the Department.
- (b) False or mistaken accusations of discrimination, harassment or retaliation can have negative effects on the careers of innocent members.
- (c) Supervisors must act promptly and responsibly in the resolution of such situations.
- (d) Supervisors shall make a timely determination regarding the substance of any allegation based upon all available facts.

Nothing in this section shall be construed to prevent supervisors from discharging supervisory or management responsibilities, such as determining duty assignments, evaluating or counseling members or issuing discipline in a manner that is consistent with established procedures.

## 902.4 INVESTIGATION OF COMPLAINTS

Various methods of resolution exist. During the pendency of any such investigation, the supervisor of the involved member or members should take prompt and reasonable steps to mitigate or eliminate any continuing abusive or hostile work environment. It is the policy of the Oelwein Fire Department that all complaints of discrimination, retaliation or harassment shall be fully documented and promptly and thoroughly investigated. The participating or opposing member should be protected against retaliation, and the complaint and related investigation should be kept confidential to the extent possible.

### 902.4.1 SUPERVISORY RESOLUTION

Members who believe they are experiencing discrimination, harassment or retaliation should be encouraged to inform the individual that his/her behavior is unwelcome, offensive, unprofessional or inappropriate. However, if the member feels uncomfortable or threatened or has difficulty expressing his/her concern, or if this does not resolve the concern, assistance should be sought from a supervisor who is a rank higher than the alleged transgressor.

### 902.4.2 FORMAL INVESTIGATION

If the complaint cannot be satisfactorily resolved through the supervisory resolution process, a formal investigation will be conducted.

The person assigned to investigate the complaint will have full authority to investigate all aspects of the

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complaint. Investigative authority includes access to records and the cooperation of any members involved. No influence will be used to suppress any complaint and no member will be subject to retaliation or reprisal for filing a complaint, encouraging others to file a complaint, or for offering testimony or evidence in any investigation.

Formal investigation of the complaint will be confidential to the extent possible and will include, but is not limited to, details of the specific incident, frequency, dates of occurrences and names of any witnesses. Witnesses will be advised regarding the prohibition against retaliation, and that a disciplinary process, up to and including termination, may result if retaliation occurs.

Members who believe they have been discriminated against, harassed or retaliated against because of their protected status are encouraged to follow the chain-of-command but may also file a complaint directly with the Fire Chief, the Public Safety Chief, or the City Manager.

#### 902.4.3 ALTERNATIVE COMPLAINT PROCESS

No provision of this policy shall be construed to prevent any member from seeking legal redress outside the Department. Members who believe that they have been harassed, discriminated or retaliated against are entitled to bring complaints of employment discrimination to federal, state and/or local agencies responsible for investigating such allegations. Specific time limitations apply to the filing of such charges.

Members are advised that proceeding with complaints under the provisions of this policy does not in any way affect those filing requirements.

#### 902.5 DOCUMENTATION OF COMPLAINTS

All complaints or allegations shall be thoroughly documented on forms and in a manner designated by the Fire Chief. The outcome of all reports shall be:

- (a) Approved by the Fire Chief, the Public Safety Chief, or the City Manager, as deemed appropriate.
- (b) Maintained for the period established in the Department's records retention schedule.

#### 902.5.1 NOTIFICATION OF DISPOSITION

The complainant and/or victim will be notified in writing of the disposition of the investigation and the action taken to remedy or address the circumstances giving rise to the complaint.

#### 902.6 TRAINING

All new members shall be provided with a copy of this policy as part of their orientation. The policy shall be reviewed with each new member. The member shall certify by signing the prescribed form that he/she has been advised of this policy, is aware of and understands its contents and agrees to abide by its provisions during his/her term with the Department. All members shall receive annual training on the requirements of this policy and shall certify by signing the prescribed form that they have reviewed the policy, understood its contents and agreed that they will continue to abide by its provisions.

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<b>CONDUCT &amp; BEHAVIOR</b>		

## Conduct and Behavior

### 903.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines to prevent activities or behaviors that may lead to disciplinary actions or dismissal.

### 903.2 POLICY

It is the policy of this department that its members strive to attain the highest professional standard of conduct and discharge their duties in a courteous and professional manner.

### 903.3 PROFESSIONAL CONDUCT

All members should be governed by the ordinary and reasonable rules of behavior observed by law-abiding and self-respecting citizens, and should conduct themselves at all times in such manner as to reflect favorably on the Department. Conduct unbecoming of a member shall include that which discredits the Department or the person as a member of the Department or which impairs the operation or efficiency of the Department or its members.

All members should conduct themselves in a manner that will not impair the good order and discipline of the Department. Members should not, while on-duty, indulge in hazing or bullying; offensive, obscene or uncivil language; verbal or physical altercations or threats thereof; or conduct which might cause injury to another person.

All members of the Department should be familiar with the expected standard of behavior, both on- and off-duty.

### 903.4 INTERACTION WITH THE PUBLIC

In the performance of their duties, members should be courteous to the public and tactful. They should control their tempers, exercise reasonable patience and discretion and should not engage in any argumentative discussions even when provoked.

In the performance of their duties, members should not use coarse, violent, profane or insolent language or gestures and should not express prejudice concerning race, religion, politics, sex, age, physical or mental disability or other medical condition, sexual orientation, marital status, national origin, lifestyle or similar personal characteristics.

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### **903.5 COURTESY TO MEMBERS**

Members should be courteous and respectful in their relations with all members of the Department. Members shall not use coarse, violent, profane or insolent language or gestures and shall not express prejudice concerning race, religion, politics, sex, age, physical or mental disability or other medical condition, sexual orientation, marital status, national origin, lifestyle or similar personal characteristics.

### **903.6 CONFORMANCE TO LAWS**

Members shall obey all laws of the United States and of any state and local jurisdiction in which the member is present.

### **903.7 DEROGATORY OR MALICIOUS STATEMENTS**

Members should not be a party to any malicious gossip, report or activity which would tend to disrupt department morale or bring discredit to the Department or any member thereof. Member questions concerning department policy, activities, officers and/or safety issues shall be submitted by official written communication to the member's immediate supervisor.

### **903.8 POLITICAL ACTIVITY**

Members should not engage in political activities of any kind while on-duty. Members are also prohibited from engaging in any political activity off-duty while wearing any uniform items or equipment that could identify them as members of the Department.

### **903.9 SEXUAL ACTIVITY**

Members should not engage in any sexual activity while on-duty. This includes use of any electronic device to communicate or receive messages, photos or any other content of a sexual or provocative nature.

### **903.10 ILLEGAL GAMBLING**

Members should not engage or participate in any form of illegal gambling at any time while on- duty. This includes accessing gaming websites from computers or any electronic device, whether department-issued or owned by the member.

### **903.11 GIFTS AND GRATUITIES**

Members should not solicit or accept any gift, including money, tangible or intangible personal property, or any service, gratuity, favor, entertainment, hospitality, loan, promise, or any other thing of value from any person, business or organization that is doing business with, or seeking to do business with, the Department or the City.

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If it may reasonably be inferred that the person, business or organization seeks to influence the actions of a member or seeks to affect the performance of a member while on-duty, the incident should be immediately reported to the next level supervisor.

### **903.12 OFFERS OF DONATIONS AND GIFTS OF THE HEART**

Members who are approached with monetary donations following major disasters shall direct the person or entity to the Administration Division for instruction on proper ways to donate.

At no time should a member accept any monetary donation from the public. If a citizen offers a gift of a non-monetary nature, such as food or product, the gift shall be placed in an area of the station or office to be shared by all members. At no time shall a member consider a gift of the heart as a personal present.


### **903.13 ABUSE OF POSITION**

Members should not use their official position, official identification cards or badges to avoid the consequences of illegal acts or for other non-work-related personal gain. Members shall not lend to another person their identification cards or badges or permit their identification cards or badges to be photographed or reproduced without the approval of the Fire Chief.

Members should not authorize the use of their names, photographs or official titles that identify them as department members (e.g., in connection with testimonials or advertisements of any commodity or commercial enterprise) without the approval of the Fire Chief.

### **903.14 PUBLIC STATEMENTS AND APPEARANCES**

Members should not address public gatherings, appear on radio or television, prepare any articles for publication, act as correspondents to a newspaper or periodical, or release or divulge investigative information or information on any other matter of the Department while presenting themselves or in any way identifying themselves as representing the Department, without the approval of the Fire Chief.

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<b>DISCIPLINE GUIDELINES</b>		

## Discipline Guidelines

### 904.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines to address performance issues.

### 904.2 POLICY

It is the policy of this agency to avoid terminating an otherwise productive member when conduct, behavior or performance problems occur, if possible. This agency may use progressive disciplinary action to bring about change once it is shown that a member knew, or should have known, that such conduct, behavior or performance failed to comply with established directives.

### 904.3 PROCEDURES

The Public Safety Chief or his/her designee shall prescribe any disciplinary action which is initiated against any member or member of the Department. He/she may, at his/her discretion, affirm or deny any recommendation for disciplinary action.

When discipline is deemed appropriate, this agency will use a progressive system, when practicable. Furthermore, discipline shall be for cause and shall follow the basic concepts of due process.

This agency does not intend to illegally discriminate against current members, potential members or member groups on the basis of sex, ethnic background, race, religion, color, age or physical disability in any disciplinary or termination proceedings.

Supervisors must ensure that fair enforcement decisions are made in the use of disciplinary or termination action. Fair enforcement incorporates the concepts of equality and equity, supervisors will not illegally discriminate against members and will treat them equally when making decisions about the appropriate type of intervention to use in correcting a performance deficiency. Solutions include training, counseling, discipline, remedial training, reassignment, demotion or termination. Whatever the administrative action, its amount and degree must be based on equity.


Equity defined. Equity means that supervisors review each member's performance deficiency and considers the following circumstances to help determine the amount and degree of administrative action:

904.3.1 The seriousness of the offense.

904.3.2 Management's expectation that the type and level of administrative action will facilitate or deter the conduct, work proficiencies, or behaviors of others.

904.3.3 The member's overall conduct, work productivity, time between other violations (if other offenses occurred) and behavior record.

904.3.4 Management's expectation, based on the member's overt behavior, that the type and level of

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administrative action will improve the member's future performance. In other words, does the member respond positively to discipline.

#### **904.4            TERMINATION**

It is the policy of this agency to terminate members when situations beyond the control of the agency, or when the member's actions or inactions, or when the results of the member's actions or inactions, are such a nature that:


- 904.4.1 A member fails to demonstrate a willingness or ability to improve his or her conduct, behavior or performance deficiencies without intense supervision.
- 904.4.2 Failing to terminate the member would create an unreasonable risk of negligently retaining a member who has failed to display the necessary competencies to remain in his or her job position.

#### **904.5            ADMINISTRATIVE CONTACT**

Not every supervisory interaction or intervention with a member is to be construed as discipline. Except in cases of culpability, correcting undesirable conduct, behavior or work performance is at times best handled by the immediate supervisor in an informal atmosphere. This means taking the member aside and discussing the problem, candidly and openly. These actions may or may not be formally documented, depending on the supervisor's discretion. In addition to supervisory consulting, the following situations are not considered to be disciplinary:

- 904.5.1 Administrative Leave. Administrative leave occurs any time the member must be removed from duty until a proper investigation or other administrative proceeding can be held. Usually, the situation involves a case of suspected misconduct, such as alleged criminal activity, fighting, or being mentally or physically unfit for duty. In such cases leaving the member in position would create an unreasonable liability or safety issue for this agency. The immediate supervisor can order a relief from duty and then immediately report the action to the Public Safety Chief. The Public Safety Chief then initiates an investigation and makes a decision within 24 hours about whether the relief will continue, and for how long.
- 904.5.2 Administrative Furloughs. Following an incident of line of duty death or a fire victim death. These types of furloughs are not discipline and should not be viewed as such. They are to help the member adjust and handle any personal or emotional needs resulting from traumatic events. Administrative furloughs are mandatory, initiated by the supervisor/senior officer on duty. Furloughs should continue until the member involved has received professional counseling from a licensed psychologist who will notify the Public Safety Chief when the member is capable of returning to work.

- 904.5.3 Incompetence or Inability to Serve. Anytime a member's performance is consistently poor or

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the member is not able to perform all of the assigned responsibilities, duties or tasks of the job in a competent manner, cause exist to terminate the member's position.

#### 904.6 STEPS OF PROGRESSIVE DISCIPLINE


- 904.6.1 Counseling Statement. While counseling statements are not considered a form of discipline, they can and will be utilized to display attempts of guidance and corrective action. Whenever reasonable, counseling statements will be utilized to bring about positive change and to instruct/ remind the member of the correct course of action to take in various incidents.
- 904.6.2 Written Reprimand. A written reprimand is an initial step of discipline, unless circumstances of the case justify a higher level of discipline, in which case this can be bypassed.
- 904.6.3 Suspensions. Suspensions are serious interventions and occur when a member fails to respond positively to lesser forms of corrective action or discipline. Suspensions can also be the first step in progressive discipline if the act, and/or the result of the act, is serious enough that a written warning or reprimand would not promote the intent or spirit of the purpose and need for disciplinary action. Members may have a hearing, if they desire and as prescribed by their position, when suspensions occur. Suspensions may be issued for, but not limited to: Misconduct, Violation of the Department's Rules and Regulations Policies and Procedures and any misconduct while on duty, or off duty which brings discredit to the department.
- 904.6.4 Demotions as a Form of Discipline. Demotion is intended to be punitive and can occur concurrently with a suspension when a supervisor is involved. This form of discipline may be utilized for a specific incident or due to a culmination of observed behaviors.
- 904.6.5 Termination. All members are subject to termination for the following general conditions:
- Consistent performance failure(s) or a single performance failure that results in serious consequences to the office's public credibility or ability to do business in an effective and efficient manner, with or without fault.
  - Termination for performance failure (through acts of omission or commission while on or off-duty) can occur with or without fault on the member's part.

Termination with fault: Examples include, but are not limited to, insubordination, neglect of duty, conduct unbecoming an officer/member, threatening a supervisor, fighting and assaults or provoking a fight or assault, forbidden harassment, endangering another, drug or alcohol abuse, theft, and false reporting or witnessing.

In cases of termination with fault, members normally have culpability, that is, the member acted purposefully, knowingly, recklessly or negligently.

Termination without fault: Examples include, but are not limited to chronic problems, substantial impairment of the member relationship, and situations where performance is not reasonably expected to improve or where problems are not expected to be resolved in a reasonable time.

Chronic problems which may include excessive excused and non-excused absences, failure to consistently accomplish expected levels of performance results on assigned tasks, and chronic complaining about

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operations to the extent that supervisors must spend excessive time dealing with the problems caused by the complaints.

\* Examples of substantial impairment of the employment relationship include unreasonable disruption to normal operations of this agency, endangering the organization's mission purpose, actions or inactions that contribute to an unnecessary risk to the public image, and creating conflicts of interest.

#### **904.7 WHEN DISCIPLINARY ACTION IS USED**

When disciplinary action is used, inform the member in writing of the following specific elements the exact offense violated;

- How the violation affects this agency's ability to be an effective, efficient or safe employer
- What the member must do to avoid future disciplinary action
- How much time the member has to correct the problem; and
- What further disciplinary action-possibly including termination-will occur if performance does not improve.

#### **904.8 NOTICE OF TERMINATION**

If a member's performance requires an investigation, the member may be placed on administrative leave pending outcome of the investigation. Depending on the findings, the member may then be terminated. If this occurs, the terminated member will be provided with information that includes:

- The reasons for the termination
- The effective date of the termination
- Whom to contact regarding status of fringe and retirement benefits (if applicable); and
- A statement that the content of the member's record relating to the termination will be made to the member according to state public law.

#### **904.9 DISCIPLINE DEACTIVATION**

In the absence of any other controlling authority, the following discipline deactivation period is established. Written Reprimands will be in effect for twelve months.

Suspensions of three days or less will be in effect for eighteen months.

Suspensions for more than three days will be in effect for twenty-four months.

If no further performance problems occur during the active period, the discipline procedure will be formally deactivated at the end of the appropriate time period. Notice: Deactivating a disciplinary record does not invalidate its use when a termination decision is involved. In termination decisions, the member's complete employment history will be taken into consideration.

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<b>PERSONNEL RECORDS</b>		

## Personnel Records

### 905.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the maintenance of, retention of and access to personnel files in accordance with Iowa law.

#### 905.1.1 PERSONNEL RECORDS DEFINED

Personnel records shall include any record maintained under an individual member's name relating to:

- (a) Personal data, including marital status, family members, educational and employment history or similar information.
- (b) Medical history, including medical leave-of-absence forms, fitness-for-duty examinations, workers' compensation records, medical releases and all other records that reveal a member's past, current or future medical conditions.
- (c) Election of member benefits.
- (d) Member advancement, appraisal or discipline.
- (e) Complaints or investigations of complaints concerning an event or transaction in which the member participated that pertain to the manner in which the member performed official duties.
- (f) Any information that if disclosed would constitute an unwarranted invasion of personal privacy.

#### 905.1.2 MEMBER RECORD LOCATIONS

Personnel records will generally be maintained in one of the following files:

**Department file** - Any file maintained in the office of the Department or the Personnel Department as a permanent record of a member's employment with the Department.

**Supervisor log entries** - Any written comment, excluding actual performance evaluations, made by a supervisor, concerning the performance or conduct of a member of the Department.

**Training file** - Any file containing the training records of a member.

**Investigatory file** - Any file containing written comments regarding harassment or discrimination claims, misconduct claims, background investigations or reference check responses.

**Medical file** - Any separately maintained file that exclusively contains material relating to a member's medical history.

### 905.2 POLICY

It is the policy of the Department to maintain the confidentiality of its members' personnel records.

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<b>PERSONNEL RECORDS</b>		

### **905.3 REQUESTS FOR DISCLOSURE**

All records kept by Iowa public agencies are considered public unless they are covered by specific disclosure statutes.

Only written requests for the disclosure of any information contained in a member's personnel record will be considered. Since the format of such requests may be strictly governed by law, with specific responses required, all such requests shall be promptly brought to the attention of the Custodian of Records or the authorized designee.

Upon receipt of a request for disclosure of personnel records, the member's supervisor shall be notified and shall be responsible for notifying the affected member as soon as practical that such a request has been made.

The Custodian of Records or the authorized designee shall ensure that an appropriate response to the request is made in a timely manner, in accordance with the Release of Records Policy and applicable law. In many cases, this may require assistance of the Department's legal counsel.

All requests for the disclosure of personnel records that result in access to a member's file shall be logged in the corresponding file and the affected member shall be notified.

Nothing in this section is intended to preclude review of personnel files by the City Manager, City Attorney or attorneys or representatives of the City in connection with official business.

### **905.4 RELEASE OF CONFIDENTIAL INFORMATION**

Certain personnel records are private and confidential and are exempt from disclosure. Except as provided by this policy or pursuant to lawful process, no information contained in any confidential personnel file shall be disclosed to any unauthorized person without the express prior consent of the involved member or member's representative.

### **905.5 MEMBER ACCESS TO OWN FILE**

Any member may request access to his/her own personnel file during the normal business hours of the individual responsible for maintaining such files. The member may review his/her personnel file up to two times each calendar year.

Any member seeking the removal of any item from his/her personnel file shall submit a written request to the Public Safety Chief via the chain-of-command. The Department shall thereafter remove any such item, if appropriate, or as soon as practical provide the member with a written explanation why the contested item will not be removed.

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The request and the Department's written response shall be retained, with the contested item, in the personnel file. Nothing herein shall require the removal of any item from the file.

Members may be restricted from accessing files containing any of the following information:

- Criminal investigations involving the member.
- Information of a personal nature about a person other than the member if disclosure of the information would constitute a clearly unwarranted invasion of the other person's privacy.
- Records relevant to any other pending claim between the Department and the member which may be discovered in a judicial proceeding.

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<b>COMMENDATIONS AND MERITORIOUS SERVICE</b>		

## Commendations and Meritorious Service

### 906.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for reporting and collecting reports of exceptional public service and for the evaluation and process for department awards.

### 906.2 POLICY

It is the goal of the Oelwein Fire Department to recognize members through an awards system for exceptional performance.

### 906.3 PROCEDURES

Community and department members may report acts of exceptional public service through any department supervisor.

#### 906.3.1 TYPES OF AWARDS

The types of awards offered by the Oelwein Fire Department include:

- (a) Letter of Appreciation from a citizen or coworker
- (b) Letter of Appreciation from the Public Safety Chief or the Fire Chief
- (c) Service Awards
- (d) Commendation
- (e) Firefighter of the Year Award
- (f) Meritorious Service Award
- (g) Life-Saving Award

#### 906.3.2 SUBMITTING AWARD NOMINATIONS

Any member may report, in writing, to any supervisor, the exemplary performance of another member.

Any member of the public may submit a nomination by completing an award nomination form, available at all fire stations during normal business hours, and submitting it to the Administration Division.


#### 906.3.3 AWARD CRITERIA, APPROVAL AND PRESENTATION

The Public Safety Chief and the Fire Chief shall review each report of exemplary performance or award nomination. Each report and nomination should be reviewed for merit and further investigated, if necessary, for additional factual details. In determining factual details, resources that may be used include, but are not limited to, copies of audio or video recordings, copies of incidents, or interviews with additional members or witnesses.

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Each report and nomination should be evaluated on its own merit, with the following criteria as a guideline:

- (a) If a report or nomination is determined to be for individual performance expected during the normal course of a member's assigned job duties, the leadership may elect to present the member with a copy of the report and nomination and place a copy in the member's personnel file. A Public Safety Chief should approve this presentation.
- (b) If a nomination is determined to be for individual performance beyond what is expected during the normal course of a member's assigned job duties, the leadership may choose to have a Letter of Appreciation drafted to the member, for the Public Safety Chief's signature, detailing the specifics of the incident and how the member excelled. The Public Safety Chief should present the Letter of Appreciation to the member in the presence of members.
- (c) If an award nomination is determined to be for individual or team performance well beyond what is expected during the normal course of assigned job duties, the leadership may elect to have a Commendation drafted for the Public Safety Chief's signature, detailing the specifics of the incident and how the individual or team excelled. The Public Safety Chief or the Fire Chief should present this award, at his/her discretion, in a manner befitting the circumstances.
- (d) If an award nomination is determined to be for individual or team performance extraordinarily beyond what is expected during the normal course of assigned job duties, such as life- saving at significant risk of injury or death to the member, the leadership may elect to have a Meritorious Service Award or Life-Saving Award conferred by the Public Safety Chief. This award should typically be conferred publicly, at the discretion and direction of the Public Safety Chief.

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<b>SMOKING AND TOBACCO USE</b>		

## Smoking and Tobacco Use

### 907.1 PURPOSE AND SCOPE

This policy establishes limitations on smoking and the use of tobacco products by members and others while on-duty or while in Oelwein Fire Department facilities or vehicles.

For the purposes of this policy, smoking and tobacco use includes, but is not limited to, any tobacco product, such as cigarettes, cigars, pipe tobacco, snuff, tobacco pouches and chewing tobacco, as well as any device intended to simulate smoking, such as an electronic cigarette or personal vaporizer.

### 907.2 POLICY

The Oelwein Fire Department recognizes that tobacco use is a health risk and can be offensive to others. Smoking and tobacco use also presents an unprofessional image for the Department and its members. Therefore, smoking and tobacco use is prohibited by members and visitors in all department facilities, buildings and vehicles, and as further outlined in this policy.

### 907.3 SMOKING AND TOBACCO USE

Smoking and tobacco use by members is prohibited any time members are in public view representing the Oelwein Fire Department.

It shall be the responsibility of each member to ensure that no person under his/her supervision smokes or uses any tobacco product inside City facilities and vehicles.

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<b>DRUG – ALCOHOL-FREE WORKPLACE</b>		

## Drug- and Alcohol-Free Workplace

### 908.1 PURPOSE AND SCOPE

The Oelwein Fire Department prohibits the use of drugs and alcohol in the workplace in order to provide a safer work environment for members and to protect the public's safety and welfare. This policy applies to all members when they are on department property or when performing department-related business elsewhere.

### 908.2 POLICY

It is the policy of the Oelwein Fire Department to provide a drug- and alcohol-free workplace for all members.

### 908.3 GENERAL GUIDELINES

Alcohol and drug use in the workplace or on department time can endanger the health and safety of department members and the public. Such use shall not be tolerated (41 USC § 8103).

#### 908.3.1 USE OF MEDICATIONS

Members should avoid taking any medications that will impair their ability to safely and completely perform their duties. Any member who is medically required or has a need to take any such medication shall report that need to his/her immediate supervisor prior to commencing any on- duty status.

Possession or use of medical marijuana or being under the influence of marijuana on- or off-duty is prohibited and may lead to disciplinary action.

### 908.4 MEMBER RESPONSIBILITIES

Members shall come report for duty in an appropriate mental and physical condition. Members are prohibited from purchasing, manufacturing, distributing, dispensing, possessing or using controlled substances or alcohol on department premises or on department time (41 USC § 8103). The lawful possession or use of prescribed medications or over-the-counter remedies is excluded from this prohibition.

Members shall notify a supervisor immediately if they observe behavior or other evidence, they believe demonstrates that a fellow member poses a risk to the health and safety of the member or others due to drug or alcohol use.

Members are required to notify their immediate supervisors of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction (41 USC § 8103).

### 908.5 REQUESTING SCREENING TESTS

The Public Safety Chief may request a member to submit to a screening test under any of the following circumstances:

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<b>DRUG – ALCOHOL-FREE WORKPLACE</b>		

- (a) The supervisor or Public Safety Chief reasonably believes, based upon objective facts, that the member is under the influence of alcohol or drugs that are impairing his/her ability to perform duties safely and efficiently.
- (b) During the performance of his/her duties, the member drives a motor vehicle and becomes involved in an incident that results in bodily injury to him/herself or another person or substantial damage to property.

#### 908.7.1 PUBLIC SAFETY CHIEF RESPONSIBILITY

The Public Safety Chief shall ensure written records are prepared documenting the specific facts that led to the decision to request the test, and shall inform the member in writing of the following:

- (a) The test will be given to detect either alcohol or drugs, or both.
- (b) The result of the test is not admissible in any criminal proceeding against the member.
- (c) The member may refuse the test, but refusal may result in dismissal or other disciplinary action.

#### 908.7.2 SCREENING TEST DISPOSITION

A member may be subject to disciplinary action if he/she:

- (a) Fails or refuses to submit to a screening test as requested.
- (b) After taking a screening test that indicates the presence of a controlled substance, fails to provide proof, within 72 hours after being requested, that he/she took the controlled substance as directed, pursuant to a current and lawful prescription issued in his/her name.
- (c) Violates any provisions of this policy.

### 908.6 COMPLIANCE WITH THE DRUG-FREE WORKPLACE ACT

No later than 30 days following notice of any drug statute conviction for a violation occurring in the workplace involving a member, the Department will take appropriate disciplinary action, up to and including dismissal, and/or requiring the member to satisfactorily participate in a drug abuse assistance or rehabilitation program (41 USC § 8104).

### 908.7 CONFIDENTIALITY

The Department recognizes the confidentiality and privacy due to its members. Disclosure of any information relating to substance abuse treatment, except on a need-to-know basis, shall only be with the express written consent of the member involved or pursuant to lawful process.

The written results of any screening tests and all documents generated by the member assistance program are considered confidential medical records and shall be maintained separately from the member's other personnel files.

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<b>WORKPLACE VIOLENCE</b>		

## Workplace Violence

### 909.1 PURPOSE AND SCOPE

The purpose of this policy is to make clear that the Department does not tolerate any direct or implied threats of violence or violent behavior in the workplace or any act or behavior which is or can be perceived as threatening, hostile and/or violent.

### 909.2 POLICY

It is the policy of the Oelwein Fire Department to provide and maintain a safe work environment for its members, volunteers and members of the public.

In responding to any violent behavior in the workplace, the Department is committed to providing protection to all involved parties, including protection from future physical and/or mental harm and the protection of the legal rights of victims, witnesses and those instigating the harm.

### 909.3 PROHIBITED BEHAVIOR

No member shall engage in, encourage or promote violent behavior toward any person while conducting department business or on department property.

Department management is prohibited from authorizing members to carry weapons while engaged in department business, unless carrying a weapon is required by the assigned duty and there are policies and procedures in place that govern the approval, use and/or display of the weapon.

No member engaged in department business shall carry self-defense weapons in violation of applicable state or local laws or this policy. Members who carry a legal self-defense weapon shall notify the Fire Chief in writing of what type of weapon is being carried.

### 909.4 REPORTING AND INVESTIGATING

#### 909.4.1 MEMBER RESPONSIBILITY

Department members who experience, observe or have knowledge of prohibited behaviors and actions in the workplace have a responsibility to report the situation as soon as practical to a supervisor, a manager, a human resources representative or the local police department, if a crime has occurred.

Members should render aid to anyone who may be in need and be prepared to assist emergency responders, as requested, following any incident of violence in the workplace.

#### 909.4.2 SUPERVISOR, MANAGER, PUBLIC SAFETY CHIEF AND FIRE CHIEF RESPONSIBILITIES

Upon receipt of a report of potential or actual workplace violence, supervisors shall gather as much information as possible to assess and determine the severity and potential of the situation.

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If the report is found to be credible, the next immediate supervisor shall be notified as soon as practical and appropriate action taken.

Local law enforcement personnel shall be notified immediately of all threatening or violent behavior.

#### 909.4.3 INVESTIGATION

The Administration Division will promptly, impartially and with as much confidentiality as practical, coordinate the investigation of all reports of violent behavior.

Department members are required to cooperate in any investigation. A timely resolution of each report should be reached and communicated to all parties involved as quickly as possible.

#### 909.4.4 REPORTING NON-WORK-RELATED THREATENING OR VIOLENT BEHAVIOR

Department members who are victims of domestic or other threatening behavior outside of the workplace, or who believe they are potential victims of such behavior and fear it may enter the workplace, are encouraged to report the situation as soon as possible to their supervisor.

Supervisors receiving any such report shall contact the Public Safety Chief as soon as practical so that any appropriate safety measures or plans may be developed.

### 908.5 RETALIATION PROHIBITED

Any form of retaliation against a member for making a report concerning violent behavior in the workplace is prohibited.

Any member who becomes aware of any retaliation or threatened retaliation shall immediately notify his/her supervisor.

### 908.6 RESTRAINING ORDERS


Members who obtain a restraining order listing their workplace, person or the Department as a protected area must provide a copy of the restraining order to their immediate supervisor or the Public Safety Chief. The Department needs this information in order to provide a safe workplace.

### 908.7 FOLLOW-UP ACTION

Any member reported to have exhibited violent or potentially violent behavior will be afforded all rights provided by law and the applicable collective bargaining agreement before the Department takes any disciplinary action.

Actions that may be taken when a member has been found to have violated this policy include, but are not limited to, the following:

- Mandatory participation in counseling
- Placing the member on administrative leave pending investigation into an alleged threat or act

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- Corrective/disciplinary action up to and including termination
- Criminal arrest and prosecution

If, upon investigation, it is determined that an allegation is false or was made maliciously, the member who provided the false information will be subject to disciplinary action, up to and including termination, as well as possible criminal arrest and prosecution.

### **908.8 LEGAL ACTION**

The Department's legal counsel will determine if a temporary restraining order or injunction should be sought on behalf of the Department to reduce future or threatened violent behavior in the workplace.

### **908.9 CORRECTIVE ACTIONS**

At the completion of the investigation and a review of the incident, or in the case of a threat of violence, non-disciplinary corrective actions should be implemented or requested to ensure overall workplace safety. These actions may include, but are not limited to:

- Placing the involved member on administrative leave pending further review and determination of permanent action.
- Referring the member to conflict resolution training sessions.
- Requiring the member to attend a fitness-for-duty evaluation.
- Developing specific workplace violence procedures for incident response, prevention and corrective actions.

### **908.10 WORKPLACE VIOLENCE PREVENTION**

All department members are responsible for assisting in the prevention of violence in the workplace.

In the event a violent incident occurs in the workplace, the Public Safety Chief, or designee, is responsible for ensuring that all responsibilities have been met and actions carried out, as detailed in this policy, and shall review the results of any investigation and ensure appropriate action is taken. Information gathered during an investigation should be used for the continuous improvement of policies and procedures to prevent workplace violence.

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<b>BADGES - LOGO</b>			

## Badges - Logo

### 910.1 PURPOSE AND SCOPE

The name of the Oelwein Fire Department and the Department badge and uniform patches are property of the Department. This policy establishes the rules associated with Oelwein Fire Department badges and any likeness of the badge and/or logo.

### 910.2 POLICY

The Oelwein Fire Department may issue members of the Department a curved uniform badge for use or display in compliance with this policy.

Only authorized badges issued or formally authorized by this department shall be displayed, carried or worn by members while on-duty or otherwise acting in an official or authorized capacity.

### 910.3 BADGE TYPES

#### 909.3.1 VOLUNTEER MEMBER WALLET BADGES

Volunteer members may, at their own expense and with the written approval of the Fire Chief, purchase a flat badge that can be carried in a wallet.

Volunteer members may sell, exchange or transfer a flat badge only to another sworn, appointed or elected member of the Oelwein Fire Department and only with the written approval of the Fire Chief.

#### 909.3.2 VOLUNTEER MEMBER UNIFORM BADGES

Curved uniform badges issued to volunteer personnel shall be clearly marked to reflect the position of the assigned member (e.g., Firefighter – Captain – Deputy Chief – Asst. Chief – Fire Chief).

- (a) Volunteer personnel shall not display the Department badge except as a part of the uniform and while on-duty, or otherwise acting in an official and authorized capacity.
- (b) Volunteer personnel shall not display the Department badge or represent themselves, on- or off-duty, in such a manner which would cause a reasonable person to believe that they occupy the rank or position of any other member of the Department.

#### 909.3.3 RETIREE BADGES

Upon honorable retirement, a member may purchase his/her assigned curved uniform badge for memorabilia purposes. Other uses of the badge may be unlawful. The badge will remain the property of the Oelwein Fire Department and may be revoked in the event of misuse or abuse.

An honorably retired sworn, appointed or elected member of the Department may keep his/her flat badge upon retirement.

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<b>BADGES - LOGO</b>		

#### 909.3.4 MOURNING BADGE

Uniformed members shall wear a black mourning band across the uniform badge whenever a firefighter is killed in the line of duty. The following mourning periods will be observed:

- (a) A firefighter of this department: From the time of death until midnight on the 14th day after the death.
- (b) A firefighter from this or an adjacent county: From the time of death until midnight on the day of the funeral.
- (c) Funeral attendee: While attending the funeral of an out-of-region firefighter.
- (d) As directed by the Public Safety Chief or the Fire Chief.

#### 909.4 LOSS OF BADGE

Any member who loses any badge must immediately report the loss to his/her supervisor. A badge should be considered lost whenever it is not in the direct control of the member.

#### 909.5 UNAUTHORIZED USE OF BADGES

No badge shall be issued to anyone other than a current or honorably retired member of the Department. Department badges are for official use only.

The Department badge, uniform patch, logo, or any likeness thereof shall not be used for personal or private reasons including, but not limited to, letters, memoranda or electronic communications, such as email, websites or web pages.

Members may not use the Department badge, uniform patch, logo, or department name in any material (printed matter, products or other items) without approval of the Fire Chief.

Members shall not loan their department badge to others and shall not permit the badge to be reproduced or duplicated.

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<b>WORK-RELATED ILLNESS AND INJURY REPORTING</b>		

## Work-Related Illness and Injury Reporting

### 911.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance regarding the timely reporting of work-related injuries and occupational illnesses.

#### 911.1.1 DEFINITIONS

Definitions related to this policy include:

**Work-related illness or injury** - Mental or physical harm to a member caused by accident or disease, and also damage to, or destruction of, artificial members, dental appliances, teeth, hearing aids and eyeglasses. However, in the case of hearing aids or eyeglasses, this definition is only applicable if the damage or destruction resulted from an accident which also caused personal injury entitling the member to compensation either for disability or treatment.

### 911.2 POLICY

The Oelwein Fire Department will address work-related illnesses and injuries appropriately, and will comply with applicable Iowa law.

### 911.3 RESPONSIBILITIES

#### 911.3.1 MEMBER RESPONSIBILITIES

A member sustaining any work-related illness or injury, no matter how minor the injury or illness may appear, shall immediately report such event to a supervisor and shall seek medical care when appropriate. In all cases, an injury/incident report must be completed with the City Clerk and signed by the employee within 24 hours of the injury or illness.

#### 911.3.2 SUPERVISOR RESPONSIBILITIES

A supervisor learning of any work-related illness or injury should ensure the member receives medical care as appropriate and should notify the Public Safety Chief of the reported illness or injury.

Supervisors shall ensure that required worker's compensation documents regarding the illness or injury are completed and forwarded to the Public Safety Chief promptly. Any related City-wide illness- or injury-reporting protocol shall also be followed.

#### 911.3.3 PUBLIC SAFETY CHIEF RESPONSIBILITIES

The Public Safety Chief who receives a report of a work-related illness or injury should review the report for accuracy and determine what additional action should be taken.

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<p><b>WORK-RELATED ILLNESS AND INJURY REPORTING</b></p>		

#### **911.4 OTHER ILLNESS OR INJURY**

Illnesses and injuries caused or occurring on-duty that do not require worker's compensation reporting shall be documented on the designated report of injury form, which shall be signed by a supervisor. A copy of the completed form shall be forwarded to the Public Safety Chief.

Unless the injury is extremely minor, this report shall be signed by the affected member, indicating that he/she desired no medical attention at the time of the report. By signing, the member does not preclude his/her ability to later seek medical attention. Neither the City nor the insurance carrier will be liable for the payment of workers' compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social or athletic activity sponsored by the City.



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Revised:

\_\_\_\_\_  
Public Safety Chief Signature

\_\_\_\_\_  
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### HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT

## Health Insurance Portability and Accountability Act

### 912.1 PURPOSE AND SCOPE

In 1996 the Federal Government passed the Health Insurance Portability & Accountability Act (HIPAA). Contained within these rules was a section that pertained specifically to patient privacy. The Act became effective on April 14, 2003. While these rules appeared to be aimed at protecting the privacy of medical information of patients who are treated in normal medical settings, i.e., hospital and medical practitioner's offices, they also apply to medical treatments in the field. The inappropriate disclosure of any medical or patient information, including those that are intended to be used in a social media setting, could result in civil and criminal penalties.

### 912.2 POLICY

It is the policy of the Oelwein Fire Department to protect members and community members from unauthorized access to an individual's personal medical information.

### 912.3 GUIDELINES

Information gathered at the scene of an emergency is public record. This information includes medical reports, radio transmissions, photographs, and video. All public records are subject to HIPAA rules and regulations; therefore, no public records can be taken for personal use. This includes making personal copies of run reports or taking personal photographs or videos of patients or emergency scenes. To do so would be a violation of federal law.

The victim of any emergency has a right to privacy per HIPAA and all responders have a responsibility to maintain this right and to ensure that no information regarding any response is shared or transmitted other than via the normal department process for documentation.

Members shall not share any information gathered from any emergency response unless the sharing of that information is necessary for the well-being of the person(s) that were affected by the response, or as indicated below. This includes sharing information, whether documented scene information or pictures, via the use of cellular or electronic devices, website, in written form, or verbally.

Assuming specific permission from an Oelwein Fire Department Officer, there are only three potential reasons to take photographs at an emergency scene:

- Fire Investigations
- To help illustrate mechanism of injury to ER or Trauma Center personnel after an EMS incident.
- To assist with in-service training specifically requested and monitored by the Public Safety Chief, Fire Chief, or designee.

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<b>HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT</b>		

#### **912.4 Violations and Reporting**

Violation of this HIPAA policy may result in suspension or expulsion from the Department.

Any employee becoming aware of or having knowledge of a violation of the provision of this policy shall immediately notify the Public Safety Chief, Fire Chief, or designee, for follow-up action.

#### **912.5 Violations and Reporting**

Disciplinary action for violation of policy relating to HIPAA will be conducted in accordance with existing Oelwein Fire Department policy.

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<b>LINE-OF-DUTY DEATH</b>		

## Line-of-Duty Death

### 913.1 PURPOSE AND SCOPE

The purpose of this policy is to provide the necessary guidelines and protocol for a line-of-duty death.

The death of any department member while on-duty, while traveling in connection with such duty or while engaged in firefighting activities off-duty, is considered a line-of-duty death. The death of any department member while undergoing medical treatment for any injury or disease potentially resulting from a job duty may be medically determined to be a line-of-duty death and for purposes of this policy may be handled as a line-of-duty death.

This policy defines and describes the guidelines and responsibilities to be followed in the event of a line-of-duty death and can be escalated in the event of multiple deaths or when a number of department members are seriously injured.

### 913.2 POLICY

It is the policy of the Oelwein Fire Department to assist and support the family members and coworkers of fallen members to the extent reasonably practical, while also investigating the cause of death, making appropriate notifications, and fielding press inquiries.

### 913.3 RESPONSIBILITIES

#### 912.3.1 PUBLIC SAFETY CHIEF

In the event of being notified of a line-of-duty death, the Public Safety Chief or the authorized designee should:

- (a) Conduct briefings in order to communicate activities to the assigned officers.
- (b) Make an announcement to the Department at the appropriate time. Immediately after the announcement, all flags at fire stations and other department facilities should be lowered to half-staff and all badges should be shrouded. Flags should remain at half-staff and badges shrouded for a specified time, but in no event should that be for longer than 14 days.
- (c) Assemble personal data, such as date of birth, file photo, marital status, dependents and names of next of kin to facilitate the application for state and federal line-of-duty death benefits.
- (d) Assign a family support liaison to facilitate communication between the deceased member's family and the Department.
- (e) Document all actions, contacts, requests and other pertinent data.

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<b>LINE-OF-DUTY DEATH</b>		

- (f) Preserve any equipment, turnouts and breathing apparatus used by the deceased firefighter for the investigation.

The Public Safety Chief should determine the need to request outside resources to assist in the staffing or investigation of the incident, as needed. If additional help is needed to assist with comforting the family or applying for federal, state or local benefits, a National Fallen Firefighters Foundation Regional Local Assistance State Team (LAST) can be requested through the Iowa Fire Chiefs Association.

#### 912.3.2 FIRE CHIEF

In the event of a line-of-duty death, the Fire Chief or the authorized designee shall:

- (a) Secure the scene of the incident with the assistance of the Incident Commander and local law enforcement.
- (b) Immediately notify the Public Safety Chief.
- (c) Preserve any equipment, turnouts and breathing apparatus used by the deceased firefighter for the investigation.
- (d) Preserve all tactical worksheets, video and/or audiotapes for the investigation.
- (e) Gather all available information concerning the incident and circumstances leading to the death.
- (f) Consider the need for members at the incident to have access to Critical Incident Stress Debriefing (CISD) services.

#### 912.3.4 ASSISTANT FIRE CHIEF

The Assistant Fire Chief is responsible for ensuring the security and proper disposition of the personal effects of a member in the event of his/her line-of-duty death. Personal effects include all property owned by the deceased member that is kept on department property, as well as personal items on the person of the member once those items have been released by investigators, in accordance with the Line-of-Duty Death and Serious Injury Investigations Policy.

In the event of a member's line-of-duty death, whether on- or off-duty, the following steps shall be followed in gathering and disposing of his/her personal effects:

- (a) All personal effects at the station shall be taken to the fire department to be kept in a secure location.
- (b) The deceased member's vehicle will be secured at the work site and the keys secured.
- (c) The next of kin will be given priority consideration to receive the member's property. Care should be exercised in selecting a tactful time for the delivery of personal effects to the next of kin. Documentation is required indicating the date, time and location of the disposition of the property. The name and the relationship of the individual accepting the property will also be noted. The documentation will be forwarded to the Department for placement in the deceased member's personnel file.

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<b>LINE-OF-DUTY DEATH &amp; SERIOUS INJURY NOTIFICATION</b>		

## Line-of-Duty Death and Serious Injury Notification

### 914.1 PURPOSE AND SCOPE

The purpose of this policy is to describe the communication activities that should occur in the event a member is seriously injured or killed in the line of duty. The policy establishes a priority for notifications, outlines steps for conducting each set of notifications and identifies roles and responsibilities.

### 914.2 POLICY

It is the policy of the Oelwein Fire Department to ensure, to the extent reasonably practical, that immediate and compassionate notification is made to the family of members who are seriously injured, hospitalized or killed in the line of duty. The Department shall make it a priority to offer assistance and support to the member's family.

### 914.3 PROCEDURE

- (a) For the purposes of this policy, a serious injury or hospitalization is defined as a medical condition that is life-threatening or has the potential to disable the member for a substantial period of time.
- (b) The Incident Commander (IC) or Fire Chief at the scene of the serious injury or death will immediately notify the Public Safety Chief and provide the necessary information.
- (c) The Public Safety Chief will be the point of contact for making assignments and will coordinate actions with the Fire Chief and others.
- (d) All inquiries related to the incident should be referred to the Public Safety Chief, as appropriate.

### 914.4 DEATH NOTIFICATIONS

The Public Safety Chief, in coordination with the Fire Chief or the authorized designee, will locate and inform the member's family. If more than one member has been seriously injured or killed in an incident, separate teams will be assigned to each affected family.

#### 914.4.1 NOTIFICATION TEAM RESPONSE

The notification team shall make the necessary family notification as quickly as practical, with the goal of making the notification within two hours of the Public Safety Chief learning of the serious injury or death. The following should be considered when planning the notification:

#### 914.4.2 NOTIFYING THE FAMILY

The team members should adhere to the following notification guidelines:

- (a) The team should not park directly in front of the family's home or workplace. The person who will make the notification should make introductions at the door and ask to be invited in.

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- (b) Notification should be made briefly and directly.
- (c) Information regarding precipitating factors or information that is not verified should not be provided until an investigation has been completed.
- (d) Team members should communicate the support and sympathy of all members of the Department.
- (e) Team members should ask family members whether they would like the team to notify other parties, such as clergy or grief counselors.

#### 914.4.3 NOTIFICATION OF FAMILY OUT OF THE AREA

If the immediate next of kin of the deceased member lives more than two hours away, the Public Safety Chief may make arrangements to have someone in the family's area make the notification. The following should be considered:

- (a) Whether the notification should be made by the local clergy or another person in the area who has a relationship with the family or with the assistance of the local fire department/ law enforcement.
- (b) Whether the fire department in the family's city of residence may be the most appropriate entity to make the notification or whether that department can assist in obtaining information about the family.
- (c) Whoever is selected to make the notification should be provided with the information contained in this policy.

#### 914.4.4 INTERNAL DEPARTMENT NOTIFICATIONS

The following internal notifications should be made in advance of any media release:

- (a) All members should be notified as soon as possible after the family notification is made.

#### 914.4.5 GOVERNING BODY AND LABOR NOTIFICATIONS

The Public Safety Chief will ensure that additional notifications are made as required, after the next- of-kin notification. Notifications that are required as soon as practical after a confirmed line-of- duty death or serious injury include the following:

- (a) City Administrator
- (b) Elected officials
- (c) Other notifications as determined by the Fire Chief

#### 914.4.6 EXTERNAL NOTIFICATIONS

The following external notifications will be made:

- (a) Notification to the Iowa Worker's Compensation Division
- (b) Notification to the Iowa Fire Marshal

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<b>LINE-OF-DUTY DEATH &amp; SERIOUS INJURY NOTIFICATION</b>		

- (c) Notification to the U.S. Department of Justice Public Safety Officers' Benefit Program
- (d) Notification to the National Institute for Occupational Safety and Health
- (e) Notification to the United States Fire Administration
- (f) Notification to the National Fallen Firefighters Foundation
- (g) Notification to other agencies as mandated by federal and state law and local ordinance

#### **914.5 NEWS MEDIA AND COMMUNITY RELATIONS**

It is the policy of the Oelwein Fire Department to follow the News Media and Community Relations Policy when communicating with the media. In the case of a line-of-duty death, additional considerations include, but are not limited to:

- (a) The member's family must have received proper notification prior to any information regarding the identity of the deceased being released to the media.
- (b) All information must be validated prior to its release to the media.

The authorized designee shall be the spokesperson on most aspects of these events. However, the announcement or confirmation of a line-of-duty death and/or the release of the member's name should be made by the Public Safety Chief.

Prior to confirmation that the member's family has been notified, no details will be released concerning the death. If the news media is on-scene and are aware of the death, confirmation will be provided that a death has occurred and communicate the Department's compassion and concern for the member's family and colleagues. The media will be advised that the full details will be provided as soon as they are known and after proper notification of next of kin has been made.

#### **914.6 SERIOUSLY INJURED OR HOSPITALIZED MEMBER**

Some of the notification and support procedures described in this policy for a line-of-duty death may be applied to any instance of a member who has been seriously injured in the line of duty, except as noted below:

- (a) If the seriously injured member has been taken to a hospital, a Public Safety Chief should assign an officer who is not involved in the incident to go to the hospital and become the hospital liaison.
- (b) The hospital liaison and public member representative should work cooperatively for the benefit of the member and his/her family.

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<b>FUNERALS</b>		

## Funerals

### 915.1 PURPOSE AND SCOPE

It is the intent of this policy to ensure that every member of the Department, both active and retired, who passes away may be offered the option of a funeral or assistance from the Department. These guidelines will ensure proper support and care of the family and the posthumous honoring of a member of the Department.

#### 915.1.1 DEFINITIONS

Definitions related to this policy include:

**Level I, Line-of-Duty Death** - Considered for all firefighters of the Department who die as a direct result of injuries suffered at the scene of any emergency incident or while responding to or returning from the scene of an emergency incident. This includes medical conditions (e.g., heart attack) that result in the death at the scene of an emergency.

**Level II, On-Duty Death** - Pertains to all firefighters of the Department who die while on-duty, but not due to injuries sustained while performing emergency activities. This includes firefighters whose death is a direct result of medical treatment or complications arising from a previous on-duty injury.

**Level III, Active Member Off-Duty** - The death of an active firefighter that occurs while the firefighter is off-duty and the death is not related to any emergency activity.

**Level IV, Retired Member** - The death of a retiree of the Department. Level IV may also include a dignitary closely associated with the Department, as designated by the Fire Chief, and upon whom the Department wishes to bestow funeral honors. The death of a retired Fire Chief may be considered as a higher level, at the Department's discretion.

**Level V, Death of a Family Member** - The death of a family member of an active firefighter, retiree or staff professional of the Department. Level V may also include a family member of a dignitary closely associated with the Department as designated by the Fire Chief, and upon whom the Department wishes to bestow funeral honors. Family member is defined as a spouse or child of the member.

### 915.2 POLICY

It is the policy of the Oelwein Fire Department for the Fire Chief or the authorized designee to make the necessary assignments and coordinate actions with other department representatives any time the Department learns that an active or retired member has passed away. Activities should be in accordance with the Line-of-Duty Death, and Line-of-Duty Death and Serious Injury Notification.

If a responsible family member requests department assistance, the Fire Chief or authorized designee should appoint, with the approval of the family member, a member to act as a funeral detail officer and oversee all of the arrangements. The Fire Chief may deny the option of department participation if the circumstances of the member's death may reasonably bring discredit to the Department.

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<b>FUNERALS</b>		

The Public Safety Chief and the Fire Chief or the authorized designee should determine the highest level of participation the Department can provide, based on the cause of death.

### **915.3 LEVEL OF PARTICIPATION**

The desires of the family are paramount and shall be given fullest consideration; however, the Department's funeral participation will be conducted according to the following guidelines:

- (a) A Level I funeral may include Level II criteria and any of the following:
  - 1. Crossed ladders
  - 2. Supreme Sacrifice Medal
- (b) A Level II funeral may include Level III criteria and any of the following:
  - 1. Fire engine or caisson with casket
  - 2. Cordon of fire apparatus of both the Department and visiting agencies
- (c) Level III funeral may include Level IV criteria and any of the following:
  - 1. Casket draped with the U.S. flag
  - 2. Honor Guard as pallbearers
  - 3. Procession with department apparatus
  - 4. Bugler
  - 5. Bell ceremony
- (d) Level IV funeral may include:
  - 1. Hearse with casket
  - 2. Apparatus from last assignment (if appropriate)
  - 3. Honor Guard
  - 4. Pipe and drum band
  - 5. Administration and logistic support as needed
  - 6. Uniformed personnel
  - 7. Flag folding (if appropriate)
- (e) Level V funeral honors may include (with the approval of the Fire Chief):
  - 1. One piece of apparatus to be used as a static display (not to be included in a procession)
  - 2. Honor Guard (if appropriate)
  - 3. Uniformed personnel

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<b>FUNERALS</b>		

#### 915.4 ROLES AND RESPONSIBILITIES

The Fire Chief or the authorized designee may appoint one or more of the following positions to provide assistance with the funeral arrangements:

- **Family Support Liaison** - Any department member who is a close friend of the family and will make reasonable efforts to address the needs and desires of the family, communicate between the Department and the family and coordinate details.
  - **Funeral detail officer** - A member who is appointed by the Fire Chief to oversee all arrangements for a funeral.
  - **Head usher** - The head usher is responsible for seating and parking arrangements at the funeral services, both at the church and at the grave site.
  - **Honorary pallbearers** - Honorary pallbearers are those selected by the family. They will follow the casket from the location of the services to the grave site.
  - **Logistics officer** - The logistics officer is charged with preparing the apparatus, vehicles, equipment and facilities for the funeral services.
  - **Detail officer** - Selected by the Fire Chief or the authorized designee, the detail officer is the person in charge of the overall department participation and is responsible for the coordination between the funeral director, the chaplain and the family support liaison.
  - **Public agency liaison (as needed)** - The public agency liaison will coordinate any interaction with other public agencies that wish to participate in the services.
  - **Pallbearers** - The pallbearers will be members of the Honor Guard, unless otherwise requested by the family.
  - **Protocol liaison** - Appointed by the Fire Chief or the authorized designee, the protocol liaison will provide direction, advice and clarification to the family regarding proper funeral procedures.
- Transportation officer** - The transportation officer is responsible for all transportation of family members, pallbearers and escort detail from a pre-determined location to the location of the services, from the service to the grave site and back to a pre-determined location (e.g., the family home, place of worship).

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<b>DRIVER'S LICENSE REQUIREMENTS</b>		

## Driver's License Requirements

### 916.1 PURPOSE AND SCOPE

The purpose of this policy is to establish procedures to ensure that all Oelwein Fire Department members who drive as a part of their duties have and maintain required driver's licenses.

### 916.2 POLICY

In order to promote driver safety, it is the policy of the Oelwein Fire Department that any member who is assigned duties that require him/her to drive department vehicles or equipment, or drive a privately owned vehicle while conducting department business, have and maintain driving privileges and licenses consistent with his/her duties.

### 916.3 REQUIREMENTS

Any member who is assigned duties that require him/her to drive department vehicles, equipment or private vehicles shall be required to obtain and maintain a valid driver's license.

#### 916.3.1 REVIEW OF RECORDS

The Police Administrative Assistant will monitor the driving records of all members who are assigned duties that require driving while conducting department business, to confirm each driver has a valid driver's license and to monitor driver records for potential problem behavior.

Whenever the Police Administrative Assistant becomes aware of changes that could affect a member's eligibility to drive, the Administrative Assistant shall notify the Public Safety Chief.

#### 916.3.2 NEW MEMBERS

Prospective member driving records shall be evaluated to confirm that the applicant has a valid driver's license and to review the type and number of traffic violations and accidents on the record.

At the time of hire, a new member whose duties require driving a vehicle while conducting department business shall be required to present a valid driver's license.

#### 916.3.3 CURRENT MEMBERS

Driving records of existing members shall be evaluated to confirm that the member has a valid driver's license and to review any traffic violations and accidents.

Any member who drives a vehicle while conducting department business must immediately notify his/her supervisor of any suspension, revocation or other change in the status of his/her driver's license. Any violation of this procedure may result in disciplinary action, up to and including termination.

Any member who does not possess a valid license shall not drive any vehicle while conducting

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department business.

If a member's driver's license is suspended, revoked or becomes invalid, the Department may, at its discretion, take any combination of the following actions:

- (a) Assign a member to duties which do not require driving, for up to 60 calendar days from the date of the Iowa Department of Transportation report, to allow the member an opportunity to seek the reinstatement of his/her driver's license, provided:
  - 1. The member can still perform the majority of his/her job duties.
  - 2. There is minimal impact on the Department work output.
- (b) Place a member on leave for up to a maximum of six months from the date of the DMV report pending license reinstatement, or up to a maximum of four months if the member has already been assigned to non-driving duties for 60 calendar days.

Any member who is unable to obtain reinstatement of his/her driver's license may be subject to disciplinary action, up to and including termination.

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<b>SOCIAL MEDIA – SPEECH - EXPRESSION</b>		

## Social Media – Speech - Expression

### 917.1 PURPOSE AND SCOPE

This policy provides guidelines to ensure that any use of social media on behalf of the department is consistent with the department mission. This policy is further intended to address issues associated with the use of social networking sites, and provides guidelines for the regulation and balancing of member speech and expression with the needs of the Oelwein Fire Department.

This policy applies to all forms of communication including, but not limited to, film, video, print media, public or private speech and use of all internet services, including the web, email, file transfer, remote computer access, news services, social networking, social media, instant messaging, blogs, forums, video and other file-sharing sites.

Nothing in this policy is intended to prohibit or infringe upon any communication, speech or expression that is protected under law. This includes speech and expression protected under state or federal constitutions as well as labor or other applicable laws. For example, this policy does not limit a member from speaking as a private citizen about matters of public concern, such as misconduct or corruption.

Members are encouraged to consult with their supervisors regarding any questions arising from the application or potential application of this policy.

This policy does not address all aspects of social media use.

#### 917.1.1 DEFINITIONS

Definitions related to this policy include:

Social media - Any of a wide array of Internet-based tools and platforms that allow for the sharing of information, such as the department website or social networking services.

### 917.2 POLICY

The Oelwein Fire Department will use social media as a method of effectively informing the public about department services, issues, investigations, recruitment and other relevant events. Department members shall ensure that the use or access of social media is done in a manner that protects the constitutional rights of all people.

Members of public entities occupy a trusted position in the community, and thus, their statements have the potential to contravene the policies and performance of the Oelwein Fire Department. Due to the nature of the work and influence associated with the fire service profession, it is necessary that members of this department be subject to certain reasonable limitations on their speech and expression. To achieve its mission and efficiently provide service to the public, the department will carefully balance the individual member's rights against the needs and interests of the department when exercising a reasonable degree of control over its members' speech and expression.

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### **917.3 AUTHORIZED USERS**

Only members authorized by the Public Safety Chief or the authorized designee may utilize social media on behalf of the department. Authorized members shall use only department-approved equipment during the normal course of duties to post and monitor department-related social media, unless they are specifically authorized to do otherwise by their supervisors.

The Public Safety Chief may develop specific guidelines identifying the type of content that may be posted. Any content that does not strictly conform to the guidelines should be approved by a supervisor prior to posting.

Requests to post information over department social media by members who are not authorized to post should be made through the member's chain-of-command.

### **917.4 AUTHORIZED CONTENT**

Only content that is appropriate for public release, that supports the department mission and that conforms to all department policies regarding the release of information may be posted.

Examples of appropriate content include:

- (a) Announcements.
- (b) Tips and information related to crime prevention.
- (c) Investigative requests for information.
- (d) Requests that ask the community to engage in projects that are relevant to the department mission.
- (e) Real-time safety information that is related to in-progress incidents, geographical warnings or disaster information.
- (f) Traffic information.
- (g) Media releases.
- (h) Recruitment of personnel.

### **917.5 INCIDENT-SPECIFIC USE**

In instances of active incidents where speed, accuracy, and frequent updates are paramount (e.g., incident alerts, public safety information, traffic issues), the Public Safety Chief, the Fire Chief, or the authorized designee will be responsible for the compilation of information to be released.

### **917.6 PROHIBITED CONTENT**

Content that is prohibited from posting includes, but is not limited to:

- (a) Content that is abusive, discriminatory, inflammatory or sexually explicit.
- (b) Any information that violates individual rights, including confidentiality and/or privacy rights and those provided under state, federal or local laws.
- (c) Any information that could compromise an ongoing investigation.

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- (d) Any information that could tend to compromise or damage the mission, function, reputation or professionalism of the Oelwein Fire Department or its members.
- (e) Any information that could compromise the safety and security of department operations, members of the department, victims, or the public.
- (f) Any content posted for personal use.
- (g) Any content that has not been properly authorized by this policy or a supervisor

Any member who becomes aware of content on this department’s social media site that he/she believes is or inappropriate should promptly report such content to a supervisor. The supervisor will ensure its removal from public view and investigate the cause of the entry.

#### **917.7 MONITORING CONTENT**

The Public Safety Chief will appoint a supervisor to periodically review the use of department social media and report back on, at a minimum, the resources being used, the effectiveness of the content, any unauthorized or inappropriate content and the resolution of any issues.

#### **917.8 TRAINING**

Authorized members may request training that, at a minimum, addresses legal issues concerning the appropriate use of social media sites, as well as privacy, civil rights, dissemination and retention of information posted on department sites.

#### **917.9 SAFETY**

Members should carefully consider the implications of their speech or any other form of expression when using the internet. Speech and expression that may negatively affect the safety of Oelwein Fire Department members, such as posting personal information in a public forum or posting a photograph taken with a GPS-enabled camera, can result in compromising a member’s home address or family ties. Members should therefore not disseminate or post any information on any forum or medium that could reasonably be anticipated to compromise the safety of any member, a member’s family or associates.

#### **917.10 PROHIBITED SPEECH, EXPRESSION AND CONDUCT**

To meet the safety, performance, and public-trust needs of the Oelwein Fire Department, the following are prohibited unless the speech is otherwise protected (for example, a member speaking as a private citizen, including acting as an authorized member of a recognized bargaining unit or a member group, on a matter of public concern):

- (a) Speech or expression made pursuant to an official duty that tends to compromise or damage the mission, function, reputation, or professionalism of the department or its members.
- (b) Speech or expression that, while not made pursuant to an official duty, is significantly linked to, or related to, the department and tends to compromise or damage the mission, function, reputation, or professionalism of the department or its members. Examples may include:

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1. Statements that indicate disregard for the law or the state or U.S. Constitutions.
  2. Expression that demonstrates support for criminal activity.
  3. Participation in sexually explicit photographs or videos for compensation or distribution.
- (c) Speech or expression that could reasonably be foreseen as having a negative impact on the credibility of the member. For example, posting to a website statements or expressions that glorify or endorse dishonesty, unlawful discrimination, or illegal behavior.
- (d) Speech or expression of any form that could reasonably be foreseen as having a negative impact on the safety of the members of the department.
- (e) Speech or expression that is contrary to the canons of the Firefighter Code of Ethics as adopted by the department.
- (f) Use or disclosure, through whatever means, of any information, photograph, video or other recording obtained or accessible as a result of employment or appointment with the department for financial or personal gain, or any disclosure of such materials without the express authorization of the Public Safety Chief or the authorized designee.

#### **917.11 UNAUTHORIZED ENDORSEMENTS AND ADVERTISEMENTS**

While members are not restricted from engaging in the following activities as private citizens, members may not represent the Oelwein Fire Department or identify themselves in any way that could be reasonably perceived as representing the department in order to do any of the following, unless specifically authorized by the Public Safety Chief:

- (a) Endorse, support, oppose or contradict any political campaign or initiative.
- (b) Endorse, support, oppose or contradict any social issue, cause or religion.
- (c) Endorse, support or oppose any product, service, company or other commercial entity.
- (d) Appear in any commercial, social or nonprofit publication or any motion picture, film, video or public broadcast or on any website.

Additionally, when it can reasonably be construed that a member, acting in his/her individual capacity or through an outside group or organization is affiliated with this department, the member shall give a specific disclaiming statement that any such speech or expression is not representative of the Oelwein Fire Department.

Members retain their rights to vote as they choose, to support candidates of their choice and to express their opinions as private citizens, including as authorized members of recognized bargaining units or member groups, on political subjects and candidates at all times while off- duty. However, members may not use their official authority or influence to interfere with or affect the result of elections or nominations for office. Members are also prohibited from directly or indirectly using their official authority to coerce, command or advise another member to pay, lend or contribute anything of value to a party, committee, organization, agency or person for political purposes (5 USC § 1502).

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### **917.12                      PRIVACY EXPECTATION**

Members forfeit any expectation of privacy with regard to emails, texts, or anything published or maintained through file-sharing software or any internet site (e.g., Facebook) that is accessed, transmitted, received, or reviewed on any department technology system.

### **917.13                      CONSIDERATIONS**

In determining whether to grant authorization of any speech or conduct that is prohibited under this policy, the factors that the Public Safety Chief or the authorized designee should consider include:

- (a) Whether the speech or conduct would negatively affect the efficiency of delivering public services.
- (b) Whether the speech or conduct would be contrary to the good order of the department or the efficiency or morale of its members.
- (c) Whether the speech or conduct would reflect unfavorably upon the department.
- (d) Whether the speech or conduct would negatively affect the member's appearance of impartiality in the performance of his/her duties.
- (e) Whether similar speech or conduct has been previously authorized.
- (f) Whether the speech or conduct may be protected and outweighs any interest of the department.

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## Uniform Allowance

### 918.1 PURPOSE AND SCOPE

Due to the nature of the job, a clothing allowance is established to compensate, in part, for personal clothing that is damaged as a result of ‘wear and tear’ while responding to emergency calls and while operating on the training ground.

### 918.2 POLICY

This allowance will be paid to active members effective the date of his/her entry into the Department as determined by his/her attendance during each year from November 1 to October 31. Attendance is determined by being present at the roll call for fire alarms and meetings and by the second roll call for drills. There is no provision to ‘make up’ a drill for the purposes of earning this Clothing Allowance.

This does not include Probationary Member or Social Members.

A member must complete the year to receive this allowance.

The compensation structure is as follows:

Attendance at a Fire Call or Drill	\$4.00
Attendance at a Meeting	\$2.00

A compilation of the allowance per Member will be maintained by the Assistant Chief and provided monthly to the Police Administrative Assistant. Payment will be made once per year during the November meeting.

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PHYSICAL ABILITY TEST			

## Physical Ability Test

### 920.1 PURPOSE AND SCOPE

This policy provides guidelines to ensure that members are safe and physically capable of performing firefighting duties.

### 920.2 POLICY

The Oelwein Fire Department will utilize a practical exercise to assess the physical abilities of probationary candidates and to periodically assess the ongoing capabilities of active members.

### 920.3 TEST COMPONENTS

Candidates will be wearing Personal Protective Equipment, including full bunker gear and self-contained breathing apparatus (SCBA), without the SCBA mask connected.

1. The candidates will complete a stair climb exercise climbing the Fire Station stairs up/down six times (sets). An SCBA pack will be worn during the first three stair sets and removed during the final three stair sets.
2. The candidate will place a pre-positioned 16-foot ground ladder against the building. The candidate will then take the ladder down and return it to the location and position found.
3. The candidate will connect a 2 ½" hose to a live fire hydrant, and then open the hydrant.
4. The candidate will drag a 50-foot section of 2 ½" hose filled with water to a marked location.
5. The candidate will carry a K12 to the designated area and return.
6. The candidate, while still carrying K12, will walk through a set of staggered sections of 2 ½" hose.
7. The candidate will return the K12 to where he/she picked it up, close the hydrant, and then drag the 2 ½" hose back to its original position.

END OF TIME PORTION OF PHYSICAL ABILITY TEST

See next page for liability form.

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<p><b>PHYSICAL ABILITY TEST</b></p>		

#### 920.4 LIABILITY FORM

The following form will be read and signed prior to a potential Recruit, or returning member, taking the Physical Ability Test (PAT).

The following form will be read and signed prior to a potential Recruit, or returning member, taking the Physical Ability Test (PAT).

*In consideration of the City of Oelwein permitting the undersigned to seek membership in the Oelwein Fire Department, and to undertake the examination process for such, as well as for other good and valuable consideration, the undersigned hereby releases, remises, and discharges the City of Oelwein, a municipal corporation, the Oelwein Fire Department, the Public Safety Chief, it's officers and all members, servants, agents, and employees of any and all claims, demands and liabilities to me and on account of any and all injuries, losses and damages, to my person which shall have been caused, or may at any time arise as a result of an examination ability test and the entire application process, as conducted by the Oelwein Fire Department. The intention hereof being to completely, absolutely, and financially, release the City of Oelwein, the Oelwein Fire Department, the Public Safety Chief, it's officers and all members, servants, agents, and employees of and from any and all liability arising wholly or partially from the cause aforesaid.*

#### PAT Criteria

The following criteria will be followed in order to provide a Physical Ability Test to a potential Recruit or to a returning member.

NAME \_\_\_\_\_ DATE \_\_\_\_\_

WAIVER SIGNED    YES    NO

TOTAL TIME \_\_\_\_\_ PASSED \_\_\_\_\_ FAILED \_\_\_\_\_

OFD OFFICER NAME AND RANK \_\_\_\_\_

The Oelwein Fire Department Physical Ability Test is a prerequisite to becoming a member of the Oelwein Fire Department. This test must be passed prior to being considered for membership. A waiver must be signed by the candidate prior to the Physical Ability Test. This is a timed pass/fail test that includes actual and specific firefighter duties. **Candidates must complete the test in 12 minutes.** Candidates are allowed to rest with the understanding that the clock continues running throughout the test.