
MISSION STATEMENT

Garden City Fire Rescue is committed to ensuring that the citizens' safety and protection is our highest priority by promoting next level standards of excellence and professionalism within our department and by providing and cultivating highly trained and dedicated fire and rescue personnel who are appropriately trained and equipped to preserve life and protect property as we respond to the City's rapidly growing environment.

Our Vision is to provide the highest quality of customer service to the citizens of Garden City and to preserve life and property, stabilize incidents, promote public safety and foster community relations in a professional manner.

Core Values dedication - Serve the community and department to the best of our ability. Teamwork - A group of individuals striving to reach common goals. Integrity - Community partnerships based on trust, respect, and accountability through service.

Professionalism - Consistently demonstrate a high standard. Leadership - Providing guidance and support throughout community and department. Tradition - Preserving and carrying forward the legacy of those who served before us.

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PHILOSOPHY AND GOALS

"Our Mission for Garden City Fire Rescue is to provide a safe, professional, and courteous team that strives to exceed the community's expectations and our organization. This mission requires our members to be part of a capable, aggressive, all-risk fire department that focuses on 'Preserving the Past and Protecting the Future' of those we serve." Through training, we strive to achieve the next level in fire professionalism and protection.

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FIREFIGHTER CODE OF ETHICS

As a firefighter and member of the Garden City Fire Rescue, my fundamental duty is to serve the community; to safeguard and preserve life and property against the elements of fire and disaster; and maintain a proficiency in the art and science of fire engineering.

I will uphold the standards of my profession, continually search for new and improved methods, and share my knowledge and skills with my contemporaries and successors.

I will not allow personal feelings, nor danger to self, deter me from my responsibilities as a firefighter.

I will at all times, respect the property and rights of all men and women, the laws of my community and my country, and the chosen way of life of my fellow citizens.

I recognize the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of the fire service. I will never use my official position to obtain advantages or favors for myself, my friends, or family.

I will constantly strive to achieve the objectives and ideals, dedicating myself to my chosen profession—saving of life, fire prevention, and fire suppression.

As a member of the Garden City Fire Rescue, I accept this self-imposed and self-enforced obligation as my responsibility.

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Chapter 1 - Fire Service Role and Authority

Fire Service Authority

100.1 PURPOSE AND SCOPE

The purpose of this policy is to affirm the legal authority of the Garden City Fire Rescue and the individual members.

100.2 POLICY

It is the policy of the Garden City Fire Rescue to limit its members to only exercise the authority granted to them by law.

While the Garden City Fire Rescue 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.

100.3 ORGANIZATIONAL POWERS

This department is authorized by the State of Georgia to perform fire suppression and related services including, but not limited to (O.C.G.A. § 25-3-1):

- (a) Fire prevention and fire code enforcement.
- (b) Fire suppression services.
- (c) Fire cause and origin investigation.
- (d) Emergency Medical Services (EMS).
- (e) Hazardous materials response.

100.4 FIREFIGHTER POWERS

Firefighters are appointed members of this department and may exercise the following duties:

- (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) Possess peace officer status when serving as a fire investigator or Fire Marshal (O.C.G.A. § 25-2-9)
- (f) Perform specialty services, including hazardous materials response, technical rescue, water rescue, and additional services as authorized by the Fire Chief
- (g) Provide fire code enforcement inspection and plan review services
- (h) Provide public education and fire prevention activities and services

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Fire Service Authority

100.5 CONSTITUTIONAL REQUIREMENTS

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

100.6 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 to the appropriate Deputy Fire Chief, followed by written documentation of the charges, in accordance with department procedures. All such processes shall comply with established rules, regulations and applicable collective bargaining agreements.

Chief Executive Officer

101.1 PURPOSE AND SCOPE

This policy identifies the education, experience, or certifications required for the Fire Chief.

101.2 POLICY

It is the policy of the Garden City Fire Rescue to have a highly qualified Chief Executive Officer.

101.3 CHIEF EXECUTIVE OFFICER

Higher-level college degrees in public or business management, completion of the National Fire Academy Executive Fire Officer (EFO), the Center for Public Safety Excellence Chief Fire Officer (CFO) programs, and NPQ Fire Officer IV certification as well as experience in chief officer positions enhance the professional credibility of candidates for the rank of Fire Chief.

101.4 CERTIFIED FIRE CHIEF

Certified Fire Chief status may be achieved through state certification as Fire Chief, or completing the Georgia Fire Chief Certification or the Georgia Volunteer Fire Chief Certification programs offered by the Georgia Association of Fire Chiefs (Ga. Comp. R. & Regs. r. 205-1-3-.04).

101.5 FIRE CHIEF JOB DESCRIPTION

Job Title: Fire Chief

Department: Fire

Pay Grade: 116

FLSA Status: Exempt

JOB SUMMARY

This position develops, manages, and administers programs, operations, and facilities of the department. Duties and responsibilities include, but are not limited to; developing, planning, and administering policies, procedures, goals and objectives, grants, operating and capital budgets; producing annual and statistical reports; staying abreast of future trends; hiring and supervising personnel; serving as liaison between the department, government agencies, affiliated non-profit agencies and the general public; and performing additional tasks as assigned.

ESSENTIAL JOB FUNCTIONS

- Plans, coordinates, supervises, and evaluates the City's Fire and Emergency Management operations.
- Establishes policies and procedures for Fire Department in order to implement directives from the City Manager and/or City Council.
- Develops department mission, goals, objectives, long range and strategic plans, and coordinates with affiliated public agencies, municipalities, and the community.

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Chief Executive Officer

- Trains, supervises, and evaluates assigned staff. Recruits and hires personnel, handles all employee concerns, directs work assignments, counsels and disciplines employees when necessary, and completes employee performance appraisals. Maintains adequate staffing of stations.
- Enforces departmental standard operating procedures, operational rules and regulations, and safety procedures.
- Coordinates pre-fire planning including equipment and water availability, fire exits, and number of people, and updates territorial maps.
- Develops annual operating and capital budgets for the department and monitors expenditures and inventory under current budget; approves all purchases of supplies. Develops alternate funding sources for programs and improvements.
- Responds to alarms and direct activities at the scene of major emergencies, as required.
- Supervises the inspection of buildings and other properties for fire hazards and enforces fire prevention ordinances.
- Supervises the operation of departmental in-service training activities.
- Plans departmental operations with respect to equipment, apparatus, and personnel; supervises the implementation of such plans.
- Represents the City Fire Department in a variety of local, county, state, and other meetings.
- Performs varied administrative duties such as preparing and monitoring departmental budget, evaluating staff assignments and performances, and writing special reports; prepares agenda summaries for City Council meetings.
- Provides for risk management practices; ensures all safety rules, regulations and procedures are followed; makes sure employees are trained in safety procedures. Periodically inspects department facilities, grounds, and equipment.
- Stays abreast of professional trends, practices, and related legal matters in the public safety and emergency management field; attends conferences, training seminars, etc. Consults with other jurisdictions regarding facility design and implementation, risk management, programs and service issues. Advises other jurisdictions upon request.
- Provides short- and long-range planning for a comprehensive citywide fire and emergency response system; proposed long range capital improvement and development of facilities, equipment, and programs.
- Performs communication and education outreach to the general public.
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

Bachelor's degree, Masters preferred in fire science, public administration or a closely related field; and ten (10) years of satisfactory performance in a supervisory role involving firefighting and administration; or any equivalent combination of education and experience.

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Special Qualifications:

Must possess a valid Georgia Driver's license. Must meet the current requirements set forth by the National Fire Protection Association and the Georgia Firefighter Standards and Training Act. Must be able to obtain CPR and First Responder Certification. Executive Fire Officer (EFO) Certification from the National Fire Academy, Chief Fire Officer Designation (CFO), and certification as a Georgia Emergency Manager are preferred.

Knowledge, Skills and Abilities:

- Knowledge of the principles, practices and procedures of the City of Garden City, public administration, federal and state and local and ordinances concerning fire and public safety regulations, CEMA, GEMA, and FEMA emergency management regulations, volunteer program administration, and the firefighting and rescue operations and functions of a municipal Fire Department.
- Knowledge of and proficiency with computers and software programs.
- Knowledge of fire suppression techniques including fire ground tactics and overhaul methods for reducing damage, extrication techniques, reporting requirements, National Fire Protection Association guidelines, the OSHA manual, International Fire Standard guidelines, Training Association guidelines, local fire codes, survey maps, streets and other local geography, hazardous materials, first aid and CPR, and driving in emergency situations.
- Knowledge of certain equipment such as computers, printers, copiers, phones, fax, etc. as well as motor vehicles, pickup trucks, fire trucks, water trucks, firefighting equipment.
- Skills in hydraulics and Hurst tool, calculators, fire hoses nozzles, axes, shovels, mechanics tools, hand tools, power tools, electric generators, medical equipment, and all types of fire and rescue equipment.
- Skills in good organization, management, and human relations.
- Ability to use independent judgment and discretion in managing subordinates including the handling of emergency situations, determining and deciding upon procedures to be implemented, setting priorities, maintaining standards, and resolving problems.
- Ability to develop and implement long-term goals for the department in order to promote effectiveness and efficiency.
- Ability to keep abreast of any changes in policy, methods, operations, budgetary and equipment needs, etc. as they pertain to departmental and human resource/personnel operations and activities.
- Ability to effectively communicate and interact with subordinates, management, employees, and all other groups involved in the activities of the Fire Department. Skilled in building collaborative relationships with other agencies and the general public.
- Ability to assemble information and make written reports and documents in a concise, clear, and effective manner.
- Ability to comprehend, interpret, and applies regulations, procedures, and related information.
- Ability to read, understand and interpret personnel and financial reports and related materials.
- Ability to do simple math calculations.

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- Ability to accept, receive and/or collect payments.
- Ability to prepare and/or process purchase orders.
- Ability to be held accountable for inventory/property management.
- Ability to determine individual benefit eligibility.
- Ability to manage or administer grant funds.
- Ability to make recommendations that impact the budget.
- Ability to manage the budget within assigned unit/division.
- Ability to determine allocation of budget among divisions.
- Ability to manage the budget within assigned department.
- Ability to use computers for data entry.
- Ability to use computers for word processing and/or accounting purposes.
- Ability to use highly technical computer applications, such as GIS or CAD.
- Ability to supervise employees using or repairing heavy or complex machinery.
- Ability to establish policies for using, acquiring, and/or maintaining heavy or complex machinery.
- Ability to create plans for and guide implementation of new technology systems.

PHYSICAL DEMANDS

The work is heavy to very heavy work, which includes exerting in excess of 100 pounds of force occasionally and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects. Additionally, the following physical abilities are required:

- Balancing: Maintaining body equilibrium to prevent falling while walking, standing, or crouching on narrow, slippery, or erratically moving surfaces. The amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized.
- Crawling: Moving about on hands and knees or hands and feet.
- Crouching: Bending the body downward and forward by bending leg and spine.
- Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Grasping: Applying pressure to an object with the fingers and palm
- Handling: Picking, holding, or otherwise working, primarily with the whole hand
- Hearing 1: Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Hearing 2: Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Kneeling: Bending legs at knee to come to a rest on knee or knees.
- Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.

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- Mental Acuity: Ability to make rational decisions through sound logic and deductive processes.
- Pulling: Using upper extremities to exert force in order to draw haul or tug objects in a sustained motion.
- Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward, or outward.
- Reaching: Extending hand(s) and arm(s) in any direction.
- Repetitive Motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Speaking: Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
- Standing: Particularly for sustained periods of time.
- Stooping: Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
- Talking 1: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Talking 2: Shouting in order to be heard above ambient noise level.
- Visual Acuity 1: Have close visual acuity to perform an activity Such as preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.
- Visual Acuity 2: Including color, depth perception, and field vision.
- Visual Acuity 3: Visual Acuity to determine the accuracy, neatness, and thoroughness of the work assigned or to make general observations of facilities or structures.
- Visual Acuity 4: Have visual acuity to operate motor vehicles and/or heavy equipment.
- Visual Acuity 5: Have close visual acuity to perform an activity Such as visual inspection involving small defects, small parts, operation of machines; using measurement devices; and/or assembly or fabrication parts at distances close to the eyes.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

WORK ENVIRONMENT

This job is performed primarily in office, vehicles, and outdoor settings, in all weather conditions, including temperature extremes, during day and night shifts. Work is often performed in emergency and stressful situations. Individual is exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents, and oils.

The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risks of electrical shock, and vibration. Possible exposure to blood-borne pathogens in body fluids.

The noise level in the work environment is usually quiet in office settings, and loud at emergency scenes.

Policy Manual

102.1 PURPOSE AND SCOPE

The Policy Manual of the Garden City Fire Rescue 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.

102.2 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.

102.2.1 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 Garden City Fire Rescue 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 Garden City Fire Rescue reserves the right to revise any policy content, in whole or in part.

102.2.2 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 Garden City Employee Handbook, the Department will seek to resolve the conflict.

102.3 AUTHORITY

The Fire 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

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laws. The Fire Chief or the authorized designee is authorized to issue Departmental Directives, which shall modify those provisions of the manual to which they pertain. Departmental Directives shall remain in effect until such time as they may be permanently incorporated into the manual.

102.4 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 City of Garden City.

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

Department/GCFR - The Garden City Fire Rescue.

Employee - Any person employed by the Department.

Fire Code - Taken together, the Georgia State Minimum Standard Fire Code and the Georgia Minimum Fire Safety Standards with modifications (Ga. Comp. R. & Regs. r. 110-11-1-.29; Ga. Comp. R. & Regs. r. 120-3-3-.01 et seq.).

Firefighter/appointed - Those members, regardless of rank, who perform fire suppression duties as part of their primary duties as appointed members of the Garden City Fire Rescue.

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

Manual - The Garden City Fire Rescue Policy Manual.

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

Member - Any person employed or appointed by the Garden City Fire Rescue, including:

- Full- and part-time employees.
- Appointed firefighters.
-
- Civilian employees.
-

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.

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Shall or will - Indicates a mandatory action.

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

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.

102.5 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 Departmental Directives. Members shall seek clarification as needed from an appropriate supervisor for any provisions that they do not fully understand.

102.6 PERIODIC REVIEW OF THE POLICY MANUAL

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

102.7 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 Deputy Fire 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.

Standards of Cover

103.1 STANDARDS OF COVER

Standards of Cover helps set the stage for all aspects of service delivery by the fire department. The State of Georgia requires A written assessment of the types of emergency operations the fire department is expected to perform, for example, fire suppression, trench rescue, and rope rescue, and the employees authorized to perform the identified operations."

Although it is impossible to account for all incidents the fire department may be upon to respond on, this SOP attempts to address frequent incidents or those within a reasonable realm of possibility. For the purposes of this SOP, "firefighters" refers to all personnel assigned to operations or serve in an operational capacity.

103.2 FIRE SUPPRESSION

The fire department responds to all reported fire incidents within the City of Garden City. Firefighters receive training commensurate with their role. The fire department strives to adhere to best practices as outlined in NFPA 1700: Guide for Structural Fire Fighting, 2021 Edition. The department is also responsible for responding to the Georgia Ports which may include maritime fires. GCFR personnel are trained the awareness level of Marine Firefighting per NFPA 1405.

103.3 EMERGENCY MEDICAL SERVICES

The fire department is licensed by the Georgia Department of Health & Human Services of Care as a non-transport basic life support (BLS) service agency. All firefighters are required to maintain licensure as a State of Georgia emergency medical technician. The fire department operates under patient care protocols as outlined by the Chatham County Medical Control Authority.

103.4 HAZARDOUS MATERIALS

All firefighters are trained to a minimum operations level in accordance with NFPA 1072: Standard for Hazardous Materials / Weapons of Mass Destruction Emergency Response Personnel Professional Qualifications. Firefighters who are trained to a technician or higher level of certification may perform within their scope of training following a risk assessment and approved incident action plan by the incident commander. For hazardous materials incidents exceeding the capacity of on-duty resources, the Savannah Fire Emergency Services Hazardous Materials Response Team shall be requested to respond.

103.5 TECHNICAL RESCUE

All firefighters are trained to a minimum awareness level for various technical rescue incidents. Firefighters who are trained to an operations, technician, or higher level of certification may perform within their scope of training following a risk assessment and approved incident action plan by the incident commander. The GCFR Team has training and equipment for technical rescue incidents meeting the capacity of on-duty resources.

Rope Rescue - All firefighters are trained to a minimum awareness level in accordance with NFPA 1006: Standard for Technical Rescue Personnel Professional Qualifications, 2021 Edition -

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Chapter 5 Rope Rescue. All firefighters receive training in performing stokes basket rescue using apparatus with an aerial ladder for performing patient removal.

Structural Collapse Rescue - All firefighters are trained to a minimum awareness level in accordance with NFPA 1006: Standard for Technical Rescue Personnel Professional Qualifications, 2021 Edition - Chapter 6 Structural Collapse Rescue.

Confined Space Rescue - All firefighters are trained to a minimum awareness level in accordance with NFPA 1006: Standard for Technical Rescue Personnel Professional Qualifications, 2021 Edition - Chapter 7 Confined Space Rescue.

Vehicle Extrication - All firefighters are trained to a minimum technical level in accordance with NFPA 1006: Standard for Technical Rescue Personnel Professional Qualifications, 2021 Edition - Chapter 8 Common Passenger Vehicle Rescue. All firefighters have received and are expected to perform at the operational level in accordance with NFPA 1006: Standard for Technical Rescue Personnel Professional Qualifications, 2021 Edition - Chapter 9 Heavy Vehicle Rescue.

Animal Rescue - All firefighters are trained to a minimum awareness level in accordance with NFPA 1006: Standard for Technical Rescue Personnel Professional Qualifications, 2021 Edition - Chapter 10 Animal Technical Rescue. **Wilderness Search and Rescue** - All firefighters are trained to a minimum awareness level in accordance with NFPA 1006: Standard for Technical Rescue Personnel Professional Qualifications, 2021 Edition - Chapter 11 Wilderness Search and Rescue.

Trench Rescue - All firefighters are trained to a minimum awareness level in accordance with NFPA 1006: Standard for Technical Rescue Personnel Professional Qualifications, 2021 Edition - Chapter 12 Trench Rescue.

Machinery Rescue - All firefighters are trained to a minimum awareness level in accordance with NFPA 1006: Standard for Technical Rescue Personnel Professional Qualifications, 2021 Edition - Chapter 13 Machinery Rescue.

Surface Water, Dive, and Watercraft Rescue - All firefighters are trained to a minimum operations level in accordance with NFPA 1006: Standard for Technical Rescue Personnel Professional Qualifications, 2021 Edition - Chapter 17 Surface Water Rescue and Chapter 22 Watercraft Rescue. The fire department has no dive rescue capacity and relays on the Savannah Fire or Pooler Fire Dive Rescue Teams for underwater rescue and recovery operations.

Swiftwater Rescue - All firefighters are trained to a minimum awareness level in accordance with Swiftwater Rescue - NFPA 1006: Standard for Technical Rescue Personnel Professional Qualifications, 2021 Edition - Chapter 18 Swiftwater Rescue.

Surf Rescue – There are no coastal waters / coastline other than the Savannah River in the City of Garden City. Firefighters are trained on this hazard since it is part of the Georgia Search and Rescue Team mission.

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Standards of Cover

Floodwater Rescue - All firefighters are trained to a minimum operations level in accordance with NFPA 1006: Standard for Technical Rescue Personnel Professional Qualifications, 2021 Edition - Chapter 23 Floodwater Rescue.

Chapter 2 - Organization and Administration

Organizational Structure

200.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the organizational structure of the Garden City Fire Rescue. 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 Garden City Fire Rescue 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 FIRE CHIEF

The Fire Chief is responsible for managing the Garden City Fire Rescue. The following Chief Positions make up the Garden City Fire Rescue:

- Deputy Chief
- Battalion Chiefs
- Chief Fire Marshal

200.3.1 DEPUTY CHIEF

The Deputy Chief is directed by Fire Chief and provides administrative and Operational support to the Fire Chief; acts as liaison with the Department of Human Resources regarding recruitment, promotion, and performance appraisals; manages information technology systems and payroll functions; and reviews, prepares, and presents staff reports to the Department, the City staff, and City officials.

It is the responsibility of the Deputy Chief to prepare and maintain a current organizational chart.

200.3.2 BATTALION CHIEFS

The Battalion Chiefs are directed by the Deputy Chief. The Battalion Chief respond to all fire, rescue, and medical aid calls for service; manages major disaster responses; and staffs various emergency response apparatus and support units.

200.3.3 CHIEF FIRE MARSHAL AND DEPUTY FIRE MARSHAL

The Chief Fire Marshal is directed by the Deputy Chief. The Fire Marshal's mission is to engage in investigation, education, prevention, and mitigation of fire incidents or accidents.

The Chief Fire Marshal performs inspections of businesses and occupancies as mandated by applicable law. In addition, the Chief Fire Marshal may be the lead agency or act as a support service in the investigation of all major fires occurring within the jurisdiction of the Garden City Fire Rescue.

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Organizational Structure

The Deputy Fire Marshal is directed by the Chief Fire Marshal. The Deputy Fire Marshal's mission is to engage in investigations, education, prevention, and mitigation of fire incidents and or accidents.

200.4 OPERATIONAL POSITIONS

Captain

- Each shift will have an assigned Captain. The Captain will be assigned to the Ladder Truck. The Captain is directed by the Battalion Chief. The Captain will ride up as Shift Commander when the Battalion Chief is absent.

Lieutenant

- Each Engine will have an assigned Lieutenant. The Lieutenant is directed by the Captain of the shift. The Lieutenant will ride up as Captain when the Captain is absent.

Engineer

- Each Unit will have an assigned Engineer. The Engineer is responsible for the apparatus and is directed by the Captain. The Engineer may ride up as the Lieutenant when the Lieutenant is absent.

Advanced Fire firefighter

- Advanced Fire Fighters are those personnel that have met the requirements set forth by the department. The Advanced Fire Fighter will act as relief driver if certified to do so. The advanced Fire Fighter may also ride up as a Lieutenant if deemed to do so by the Battalion Chief.

Fire Fighter

- The Fire Fighter is an entry level position and is directed by the company officer.

200.5 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. Any supervisor may temporarily direct the subordinate of another supervisor where specifically delegated or if an operational need exists.

200.6 CHAIN OF COMMAND

Respect for rank is essential for administrative and operational efficiency. All members of the Garden City Fire Rescue 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 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.

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Organizational Structure

Members of the Garden City Fire Rescue 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 the supervisor 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 Garden City Fire Rescue 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 Garden City Fire Rescue without having first informed the Fire Chief through the chain of command.

200.7 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 of the intention to disobey what is reasonably believed to be a conflicting or unlawful order.

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

200.8 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 Deputy Fire Chief, the Fire Chief, or a representative of the Department of Human Resources.

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Organizational Structure

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 or directly to the Department of Human Resources. 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, ordinance, or collective bargaining agreement.

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. Any member engaging in any form or type of reprisal or retaliation is subject to discipline (see the Anti-Retaliation Policy).

200.9 ORGANIZATIONAL CHART

See attachment: [2025-Organizational-Chart-10.01.23.jpg](#)

Emergency Action Plan and Fire Prevention Plan

201.1 PURPOSE AND SCOPE

The purpose of this policy is to provide for member and visitor safety in the event of an emergency at any department facility and ensure compliance with the Code of Federal Regulations and to develop and maintain an Emergency Action Plan (EAP) and a Fire Prevention Plan (FPP).

201.2 POLICY

The Garden City Fire Rescue is committed to preparing for natural or human-created emergency incidents and providing for the safety of its members and visitors.

201.3 EMERGENCY ACTION PLAN AND FIRE PREVENTION PLAN

The Administration Deputy Fire Chief will develop and maintain an EAP and FPP to provide for the safety of department members and visitors in the event of an emergency. The EAP and FPP will address the specific requirements contained in (29 CFR 1910.38; 29 CFR 1910.39) and will address all buildings, facilities and regular places of work or visitor access that are controlled by the Department. The plan also will address actions that members of the Department must take to ensure their safety and that of visitors from fire and other emergencies.

- (a) The EAP shall be in writing and its elements shall include, but are not limited to (29 CFR 1910.38):
 - 1. Emergency evacuation procedures, including escape procedures and emergency escape route assignments.
 - 2. Procedures to be followed by members who remain to conduct critical facility operations before they evacuate.
 - 3. Procedures to account for all members and visitors after an emergency evacuation has been completed.
 - 4. Rescue and medical duties.
 - 5. Means of reporting fires and other emergencies.
 - 6. Names or job titles of persons or departments that can be contacted for further information or an explanation of duties under the plan.
 - 7. The alarm system that will be used to notify members and visitors in the event of a fire or other emergency situation.
 - 8. The types of evacuations to be used in emergency circumstances.
- (b) The FPP shall be in writing and its elements shall include, but are not limited to (29 CFR 1910.39):
 - 1. A list of major fire hazards, handling and storage procedures for hazardous materials, potential ignition sources and their control procedures and the type of fire equipment necessary to control the hazard.
 - 2. Names and job titles of persons responsible for maintaining the equipment to prevent or control sources of ignition or fires.

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Emergency Action Plan and Fire Prevention Plan

3. Names and job titles of persons responsible for control of fuel source hazards.
 4. Procedures to control the accumulation of flammable and combustible waste.
 5. Maintenance procedures for heat-producing equipment to prevent accidental ignition of combustible materials.
- (c) The written EAP and FPP shall be kept at each department workplace or facility and shall be made available for member and visitor review.

201.4 TRAINING

The Department will provide training supporting the EAP and FPP to all members and also to those persons who become members at the time they are assigned to the facility, as described in the Emergency Action Plan and Fire Prevention Plan Training Policy (29 CFR 1910.38(e); 29 CFR 1910.39(d)).

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 Garden City Fire Rescue will, as necessary, issue Departmental Directives that will immediately modify or change and supersede the sections of this manual to which they pertain.

202.2 POLICY

It is the policy of the Garden City Fire Rescue to make any immediate changes to policy and procedure in accordance with the current City Policy and Handbook.. Generally, the establishment of Departmental Directives is management's prerogative but employee participation may be sought in the development of those policies. It is the policy of the Department to comply with any meet-and-confer requirements between labor groups and authorized department representatives.

202.3 RESPONSIBILITIES

The Fire Chief shall issue all Departmental Directives.

All department officers and/or supervisors shall be responsible for communicating Departmental Directives to all members under their command and/or direct supervision.

Departmental Directives will be rescinded upon incorporation into this manual.

All Departmental Directives shall be reviewed periodically to authenticate or determine if they are currently applicable to the mission of the Department.

Training Policy

203.1 PURPOSE AND SCOPE

It is the policy of this department to administer a training program that will provide for the 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. Refer to Training Procedure 600.

203.2 POLICY

The Department seeks to provide 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.

Whenever possible, the Department will use courses certified by the Georgia Firefighter Standards and Training Council (GFSTC), the U.S. Department of Homeland Security, ISO or other accredited entities.

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

A training plan will be developed and maintained by the Training Officer. It is the responsibility of the Training Officer to maintain, review and update the training plan on an annual basis, ensuring that all mandated training is achieved. All training records will be maintained in accordance with established records retention schedules.

203.5 TRAINING NEEDS ASSESSMENT

The Training Officer will conduct an annual training needs assessment. The needs assessment will be reviewed by command staff. Upon approval by the Fire Chief, the needs assessment will form the basis of the training plan for the following year.

The fire department shall maintain training records and keep them available for review by the GFSTC and shall submit an end-of-year training report to GFSTC confirming that all personnel have met minimum GFSTC training requirements (Ga. Comp. R. & Regs. r. 205-1-2-.07).

Liability Claims

204.1 PURPOSE AND SCOPE

This policy provides guidelines for the management of all claims, including personal injury and property loss or damage, filed against the Department.

204.2 POLICY

It is the policy of this department to evaluate and resolve claims in a timely manner, as appropriate.

204.3 RESPONSIBILITY

The Fire Chief should designate a risk manager to receive, investigate and evaluate any claim for loss or damage received by the Department.

Any member of this department who becomes aware of any potential for a claim or lawsuit, or who receives a formal written claim against the Department, shall forward the information to the risk manager as soon as practicable.

204.4 RESPONSE TO CLAIMS

The risk manager will investigate all claims for money or damages received and will resolve claims as appropriate and within guidelines approved by the Fire Chief and the department's governing body.

The risk manager should ensure the claim is accepted or rejected. Notice of acceptance or rejection should be given to the claimant in writing within 30 days and in compliance with state law (O.C.G.A. § 36-33-5). If a claim is rejected because it was filed late, the notice should state that the claim was returned as untimely.

Electronic Mail

205.1 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.

205.2 POLICY

Garden City Fire Rescue members shall use email in a professional manner in accordance with this policy and the Georgia Open Records Act.

205.3 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 keystrokes 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 username or password will not create an expectation of privacy if it is accessed through department computers, electronic devices or networks.

205.4 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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Electronic Mail

205.5 EMAIL RECORD MANAGEMENT

Email may, depending upon the individual content, be a public record under the Georgia Open Records Act 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.

Administrative Communications

206.1 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.

206.2 POLICY

It shall be the policy of the Garden City Fire Rescue to control the use of the name 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.

206.3 PERSONNEL ORDERS

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

206.4 CORRESPONDENCE

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

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

206.5 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 by another division. 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.

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, rank and division of the department member creating the memorandum.

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Administrative Communications

- A brief statement of the subject of the memorandum.

206.6 FACSIMILE COVER SHEETS

All outgoing facsimile transmissions should include a standard department cover sheet as the first page of the transmission. The name of the member sending the facsimile should be clearly printed on the cover sheet along with all other pertinent information.

206.7 SURVEYS

All surveys made in the name of the Department shall be authorized by the Fire Chief or the authorized designee.

Minimum Staffing Levels

207.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for unit staffing levels based on daily operational needs, and unique local or regional circumstances.

Staffing levels may be established through adopted Standards of Cover or at levels approved by the Authority Having Jurisdiction (AHJ), the Fire Chief.

207.1.1 DEFINITIONS

Definitions related to this policy include:

Qualified - Any member who has satisfactorily met the requirements for the position (e.g., apparatus operator, Company Officer), either through promotional examination or a training program approved by the Department.

Out of class assignment - Any situation in which a member of the Department functions in a rank above his/her normal position description and job duties.

207.2 POLICY

The Department balances the member's needs and wishes with the need to have flexibility and discretion in using personnel to meet operational needs. While balance is desirable, the principle concern is the need to meet the operational requirements of the Department.

207.3 OUT OF CLASS ASSIGNMENTS AND SUPERVISION

In order to accommodate operational flexibility and other unforeseen circumstances, any firefighter or an apparatus operator, if qualified, may be used as a Company Officer for a limited time.

With prior authorization from the Deputy Fire Chief or the authorized designee, a qualified Company Officer may act as the Shift Commander for a limited time.

Decisions regarding supervision should result in each firefighter and apparatus operator being supervised by a single Company Officer or acting Company Officer. Each Company Officer should be supervised by a Shift Commander or an acting Shift Commander.

207.4 MINIMUM STAFFING GUIDELINES

In order to meet operational needs, the following minimum staffing guidelines should be followed whenever practicable:

- (a) Engine company 21 should be comprised of a minimum of one Company Officer, one apparatus operator and one firefighter. Engine 22 will be staffed with one Company Officer and one apparatus operator.
- (b) The Ladder truck should be comprised of a minimum of one Company Officer and one apparatus operator .

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Minimum Staffing Levels

If staffing falls below minimum guideline levels, the Shift Commander shall have the authority to call back a sufficient number of personnel to fill vacancies. This includes holding over personnel from a previous shift.

The Company Officer is responsible for promptly notifying the Shift Commander in the event that the number of available on-duty personnel falls below the recommended minimum staffing guidelines.

Each apparatus shall be staffed with at least 1 Georgia Certified EMT-B or higher.

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Post-Incident Analysis

208.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a uniform Post-Incident Analysis (PIA) to identify strengths and weaknesses 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.

208.2 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 Incident Commanders (ICs), Fire Marshals, Shift Commanders, 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.

208.2.1 RESPONSIBILITIES

The ICs, Fire Marshals, Shift Commanders, 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. If appropriate, a report should be sent to the International Association of Fire Chiefs (IAFC) Near-Miss Reporting System on any significant safety issues.

208.3 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.

(a) A PIA may include:

1. Evaluation of the overall operational effectiveness.

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Post-Incident Analysis

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 Company Officers and staff teams 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.

208.4 TYPES OF POST-INCIDENT ANALYSIS

208.4.1 HOT WASH

An incident “hot wash” should be performed at the incident scene prior to the release of equipment or personnel. A hot wash is a meeting of all involved personnel on-scene. It is an informal briefing of the incident, the actions taken and problems encountered. An IC may present an analysis with key companies or crews while they are on-scene. The advantage to this is that crews are present and all aspects of the call are still fresh. One disadvantage to a hot wash might occur at medical incidents, when some members may be caring for patients and are unable to participate.

If the analysis takes place while on-scene, it is the responsibility of the IC to:

- Meet in a safe area, even if it requires relocating to another area.
- Ensure that the meeting area is inaccessible by the public and media.
- Consider the impact of company downtime.
- Consider public perception.

208.4.2 INFORMAL PIA

An informal PIA is used following smaller multi-company 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.

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Post-Incident Analysis

208.4.3 COMPANY-LEVEL PIA

A company-level PIA is highly encouraged and should be a standard communication tool for all Company Officers. It is appropriate for significant incidents involving single companies as well as multiple-company stations where more than one company participated in the incident.

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

208.4.4 FORMAL PIA

- (a) A formal PIA should be conducted following all:
 - 1. Multiple-alarm structure fires.
 - 2. Multiple-alarm brush fires.
 - 3. Multiple-alarm Emergency Medical Services (EMS) incidents.
 - 4. Multiple-alarm special operations incidents.
 - 5. Major disaster drills.
 - 6. Unusual incidents identified by the IC or other staff officers.
- (b) A formal PIA should 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 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. Any “close call” incident where firefighters could have been injured.
 - 6. Any hazardous materials incident with multi-company involvement.
 - 7. Any specialty rescue operation with multi-company involvement.
 - 8. Any incident, at the IC’s discretion or at the request of a Company Officer.
- (c) The Training Division Deputy Fire Chief is responsible for scheduling and facilitating the presentation of all formal PIAs. This will include:
 - 1. Setting a presentation date and location within three days (whenever possible) of the incident.
 - 2. Supervising the completion of an incident analysis packet that should include a summary of the incident, drawings and identification of any lessons learned.

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Post-Incident Analysis

3. Developing a written After Action Report (AAR) summarizing the PIA and submitting it to the Fire Chief for approval and distribution.
4. Notifying Shift Commanders.
5. Coordinating/scheduling with other departments or outside agencies that worked the incident.
6. Arranging move-up and/or cover companies from other departments.

The Shift Commander is responsible for notifications to all members of the shift who are scheduled to attend the PIA. All members should be notified within one week if a formal PIA is being arranged to allow them to prepare or gather any necessary documentation.

Copies of the AAR should be posted at each fire station for all personnel to review.

A copy of all PIAs and AARs shall be forwarded to the Fire Chief for approval prior to distribution, including any determinations or conclusions reached through the PIA presentations.

Annual Planning Master Calendar

209.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure the development of a master schedule of annual activities that will assist with the overall planning and coordination of department resources, training and other activities.

209.1.1 DEFINITIONS

Definitions related to this policy include:

Target hazard - A building or occupancy that is unusually dangerous in terms of life loss, or that has a high potential for property damage. A target hazard is often the subject of a target hazard assessment and training by virtue of its potential to overload equipment and personnel resources; involve atypical hazards; require special technical advice; require a multi-agency response; involve complex firefighting operations; and have a significant impact on the community if the building or occupancy were destroyed.

209.2 POLICY

The Garden City Fire Rescue will establish, update and maintain a master schedule of annual activities to facilitate the overall planning and coordination of activities and resources.

209.3 RESPONSIBILITIES

The Administration Deputy Fire Chief is responsible for creating and maintaining a calendar that includes a schedule of all training required in compliance with state and federal regulations, required inspections and other significant activities. The calendar should include at a minimum:

- (a) All necessary National Incident Management System (NIMS) and Georgia Firefighter Standards and Training Council (GFSTC) training.
- (b) All required Emergency Medical Technician (EMT) and EMT-Paramedic (EMT-P) recertification training as necessary to meet the local Emergency Medical Service (EMS) authority, Georgia and National Registry requirements.
- (c) Training required for maintaining competencies in job-specific duties and functions, including emergency response roles, the Incident Command System (ICS) and GFSTC training, in addition to hazardous material training, wildland interface training and target hazard training as required by federal, state and local law or regulatory agency. Training may include manipulative exercises, didactic classroom work and simulations.
- (d) An annual vehicle inventory.
- (e) An inspection and review of all plot plans and pre-fire plans.
- (f) Protective clothing inspections.
- (g) Self-contained breathing apparatus (SCBA) inspections and testing.
- (h) Hose and ladder inspection, including aerial inspections.

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Annual Planning Master Calendar

- (i) Vehicle and pump capacity inspection and testing.
- (j) Annual medical evaluation of personnel.
- (k) Annual quantitative and qualitative fit testing of respiratory protection devices.
- (l) All other training and inspections required by any federal, State of Georgia or local agency.

Solicitation of Funds

210.1 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.

210.1.1 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.

210.2 POLICY

It shall be the policy of this department that all fundraising activities involving on-duty members or use of department equipment for the financial benefit of the Department must be authorized by the Fire 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.

Members are prohibited from soliciting any goods or services from local businesses, groups or individuals for the purpose of providing incentives, prizes or giveaways to attendees of department-sponsored or hosted events, or to events when members attend as representatives of the Department.

210.3 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) An admonishment that encourages donors to seek independent advice if there is reason to believe that a proposed gift might significantly affect the donor's financial position, taxable income or relationship with other family members.

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- (h) 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.
- (i) Respect of donors' privacy and a commitment that the Department will not sell donors' names and contact information.

Commercial or corporate sponsorship of fundraising activities or events may be allowed provided that it has been preapproved by the Fire Chief or the authorized designee.

210.4 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 receive a receipt for the amount of their donation. In efforts involving a less formal "drop" collection, receipts need not be issued unless requested.
- (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.

210.5 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 Fire Chief or the authorized designee prior to the activity. In addition, there should be a written agreement between the Department and the organizers of the activity that includes:

- (a) Written verification that the event is for a charitable purpose.
- (b) Assignment of responsibility to the organizers for all direct costs incurred for the event.

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- (c) Assignment of responsibility to the organizers for the collection and reporting of any applicable taxes.
- (d) Written instructions regarding the maintenance of funds raised on behalf of others. The funds shall be maintained in a separate fund and not commingled with other department funds.

The Department reserves the right to require additional conditions including, but not limited to, evidence of insurance coverage or appropriate indemnification.

Physical Asset Management

211.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for maintaining a system of inventory and accountability over the department's physical assets.

211.1.1 DEFINITIONS

Definitions related to this policy include:

Physical assets – Any tangible items of value, including but not limited to:

- Materials.
- Machinery.
- Tools and equipment.
- Apparatus and command and support vehicles.
- Office supplies.
- Furniture.
- Firefighting tools and appliances, including hose, power tools, and communications devices.

Physical asset management – The process of tracking and maintaining the department's physical assets.

211.2 POLICY

It is the policy of the department to accurately inventory, track, maintain, and dispose of its physical assets owned by the Department in a manner that controls costs, avoids waste, and promotes the department's mission.

211.3 RESPONSIBILITIES

The Fire Chief or the authorized designee should be responsible for the inventory, maintenance, and disposal of department physical assets, including:

- (a) Maintaining compliance with federal, state law, and local laws regarding physical asset management, inventory control, and reporting requirements.
- (b) Maintaining compliance with any grant requirements associated with physical asset purchases.
- (c) Developing procedures for the implementation of this policy, including:
 1. Procedures for disposal of all department-owned physical assets in accordance with federal, state, and local law.
 2. Procedures for safe disposal of hazardous waste.
 3. Procedures for handling surplus and obsolete physical assets.

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4. Procedures to inventory assets according to internal reporting deadlines (e.g., quarterly, annually).
- (d) Developing a physical asset management plan to track the department's physical assets and maintain accurate and complete records related to these assets. The plan should include:
 1. A minimum value of the physical assets that are subject to this policy, the plan, and the implementing procedures.
 2. An inventory control and recordkeeping system to account for the movement, storage, maintenance, use, loss, damage, destruction, and disposal of the department's physical assets.
 3. Routine internal and external audit practices.
 4. Procedures to access physical assets for reuse, transfer, recycling, or disposal.
- (e) Designating members as appropriate to assist with inventory under the physical asset management plan.
- (f) Annual physical asset acquisition planning.

211.4 IDENTIFICATION AND TAGGING

Physical assets should be tagged using a bar code or other system to identify and locate the items. Tags should be affixed in the same manner and location on each item, when feasible. The following information regarding the tagged item should be maintained using the inventory control system and method of recordkeeping established in the physical asset management plan:

- (a) A description of the item, including but not limited to:
 1. Make, model, and serial number
 2. Physical dimensions and weight
 3. Color, material, and other physically distinct qualities
 4. Warranty and/or recall information, if any
- (b) The specific location where the item can be found
- (c) The acquisition date of the item, as well as the amount and funding source for the acquisition
- (d) The intended and actual use of the item
- (e) The expiration of an item's lease or loan terms

211.5 SURPLUS OR OBSOLETE ASSETS

When the department no longer utilizes a physical asset, the asset should be identified as surplus or obsolete. If the physical asset retains value, the item should be stored as surplus or handled in accordance with the procedures established pursuant to this policy. If the physical asset is deemed obsolete, the item shall be disposed of in accordance with this policy.

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211.5.1 STORAGE

When practicable, physical assets that retain value but are not being utilized should be stored in lieu of disposal. Physical assets in storage are subject to routine inventory and revaluation. If the physical asset's value is less than the cost of storage, the Department should pursue disposal of the item in accordance with this policy.

211.5.2 TRANSFERS

When a physical asset is transferred from one department to another, the value of the physical asset should transfer with the asset. Interdepartment transfers shall be documented through the inventory control and recordkeeping system implemented by the physical asset management plan.

211.6 LOSS, DAMAGE, OR DESTRUCTION

Loss, damage, or destruction of department physical assets shall be handled in accordance with the procedures established pursuant to this policy and the Use of Department-Owned and Personal Property Policy, as applicable.

211.7 USAGE MONITORING

Physical asset performance should be regularly monitored for functionality, utility, wear-and-tear, and cost-effectiveness. Usage monitoring of the department's physical assets should include the duration of use (e.g., daily use and number of hours in use), user satisfaction, costs of operating the asset, and the asset's contribution to employee performance and overall productivity.

211.8 MAINTENANCE

Routine maintenance of physical assets should be proactive to limit interruption of the department's daily operations. Employees should report any physical asset performance issues to a supervisor.

Maintenance requests and reports shall be recorded in the inventory control and recordkeeping system implemented by the physical asset management plan. The City Council or the authorized designee shall routinely evaluate maintenance expenditures to determine whether continued maintenance is beneficial.

211.9 DISPOSAL

Physical assets slated for disposal should be evaluated for salvage value (e.g., items containing reusable materials like aluminum or copper) or transferred or disposed of in accordance with the procedures established pursuant to this policy.

211.10 INVENTORY AND REPORTS

Routine inventory of physical assets should be conducted for purposes of loss control, revaluation, retagging, documenting asset movement and condition, disposition and acquisition planning, and obtaining adequate insurance coverage.

All internal controls and inventories related to physical asset management shall be accurately documented and subject to both internal and external audit. Inventory reports should include an explanation of any discrepancies from the previous period.

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All inventory documentation shall be retained and stored in accordance with the records retention schedule.

211.11 TRAINING

Members and supervisors accountable for the proper care, use, transfer, maintenance, storage, loss, and disposition of all department physical assets should receive training regarding their responsibilities under the physical asset management plan.

Purchasing and Procurement

212.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the purchasing and procurement of goods and services.

212.2 POLICY

It is the policy of the department to conduct purchasing and procurement in an efficient and cost-effective manner consistent with federal, state, and local laws, rules, and requirements in order to protect the integrity of the department and maintain public trust.

212.3 PURCHASING COORDINATOR

The Fire Chief should designate a member to coordinate department purchases. The member's responsibilities should include:

- (a) Remaining familiar with and updating agency practices in accordance with applicable federal, state, and local purchasing and procurement laws, rules, and requirements.
- (b) Obtaining authorization from the Fire Chief or the authorized designee for each purchase.
- (c) Reviewing proposed purchases to determine the most appropriate method of procurement.
- (d) If the procurement method selected is one other than competitive bidding, documenting why another method was selected.
- (e) Assisting other members involved with the purchasing and procurement of goods or services in following purchasing requirements and rules applicable to the method of procurement.
- (f) Forwarding all contracts and purchase orders to the Fire Chief or the authorized designee for review, approval, and execution.

212.4 REVIEWS

The Fire Chief should ensure that a review of purchasing and procurement activities is conducted annually to determine compliance with any applicable federal, state, and local laws, rules, and requirements.

Uniform Policy

213.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the use of Garden City Fire Rescue uniforms. Garden City Fire Department (GCFR) personnel shall become knowledgeable of, and abide by, the uniform standards as specified by the department. All standards and rules that pertain to uniform policy shall apply to all members any time they are wearing a GCFR uniform or City identified clothing.

Garden City Fire Rescue (GCFR) will manage all responses in accordance with federal and state regulations to include National Fire Protection Association (NFPA) Standards, National Professional Qualifications (NPQ), Georgia Fire Academy (GFA), Georgia Firefighters Standards and Training Council GFSTC, Georgia Department of Public Health (GDPH), Insurance Services Office (ISO) equipment manufacturer's recommendations, and other related technical data as appropriate.

213.2 POLICY

This Guideline are applicable to all GCFR Personnel. This applies to all policies and guidelines that are adopted by the Garden City Fire Department. To set minimum standards of Garden City Fire Department (GCFD) members. GCFD members must present themselves in such a way as to generate trust, confidence, and respect from the public they serve. It is not the goal of this policy to regulate or dictate matters of personal style and taste except to the degree that individual appearance decisions would lessen public confidence in the department. The department reserves the right to interpret and apply this policy as necessary to assure that employee appearance is supportive of that goal.

213.3 OVERVIEW

GCFR authorizes four classes of uniforms:

- A. Class A: Dress Uniform
- B. Class B: Duty Uniform
- C. Class C: Department Identified Clothing
- D. Training/Administration Uniform

II. A prescribed uniform shall be worn at all times by personnel on duty except during normal sleeping hours and other necessary exclusions approved by either the Assistant Fire Chief or Fire Chief.

III. Uniform clothing shall be kept clean and repaired. Shoes/boots shall be kept clean and polished.

IV. Uniforms or parts of the uniforms are not to be worn off duty unless authorized by the Fire Chief. Class C T-shirts, sweaters, hats, and job shirts are the exception for off duty members.

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V. Members are not permitted to wear any uniform or use any GCFR identification or badges to gain favors or gratuities. Members are not permitted to wear any uniform for the purposes of promoting personal business, sales promotions, or approved part-time work not directly related to GCFR functions.

VI. It shall be the duty of all members to see that uniform specifications are maintained at all times.

VII. For the purpose of participating in physical fitness programs, appropriate personal athletic apparel may be worn in lieu of the GCFR issued attire. It is desirable for the members to wear dark (blue, black) shorts or sweats, and a GCFR approved T-shirt, white or black athletic socks, and tennis shoes when participating in physical exercise.

VIII. Uniforms and clothing worn by the members of GCFR are issued for identification of members and to show pride in the department and the fire service. As such they proclaim the wearer as a representative of GCFR. The impression made to the public reflects the appearance and attitude of the entire department and an organization serving the public. It is therefore mandatory that all members conduct themselves in a professional manner when wearing any uniform of GCFR. It will be expected of the members to refrain from vulgar language, distasteful jokes, and the consumption of alcohol while in public when a department uniform or other department identified clothing is being worn. Additionally, members shall not congregate, assemble, or be in the immediate vicinity of any environment or establishment that would be deemed socially inappropriate for public servants unless on official business.

IX. The Class A uniform, dress uniform, components are as follows:

- A. Coat: Man's Dress dark blue (NYPD Navy) in color, Polyester/Wool.
- B. Pants: Man's Dress dark blue (NYPD Navy) dress pants to match the coat. Cuffs not allowed on pants.
- C. Footwear: Black shoes
- D. Hat: Department issued Class A type hat
- E. GCFR badge, lapel pins, and name plate appropriate to rank
- F. Belts: Will be black with a buckle that is either gold or silver dependent on rank

X. The Class B uniform, the duty uniform, components are as follows:

- A. Pants: Navy blue department approved. Cuffs not allowed on pants.
- B. Shirts: Button/zip-up collared shirt with appropriate level of medical training. The modification to this uniform is collar discs, badge, and name plate.
- C. T-Shirts: Navy/gray blue department approved. T-shirts must have department approved emblem on the front and may have department approved emblem on the back. T-shirts may be worn for a uniform during inclement weather at the approval of the of the Shift Commander. T-shirts may be worn by personnel between the hour's of 2200 hours

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and 0700 hours in place of the normal duty shirt. T-shirts may also be worn during drill exercise. T-shirts must be tucked in at all times.

D. Belts: Uniform belts will be black nylon rescue belt.

E. Footwear: Will be black, polished or blackened, and approved by the Assistant Fire Chief or the Fire Chief. Socks shall be navy blue or black if worn with low cut shoes.

F. Baseball Caps: GCFR issued baseball caps with an approved department emblem may be worn.

G. Jackets/Job Shirts: GCFR issued jacket or job shirt will be worn with appropriate level of medical training.

XI. The Class C uniform, Department identified clothing:

Any item of clothing that is identified by the word or words Garden City Fire Rescue, Department, or any combination thereof and has not already been addressed must be approved by the Assistant Fire Chief or Fire Chief before worn in public or on an incident scene.

The Class C uniform, the components are as follows:

A. Navy blue, or gray Officer T-Shirt or Department Polo with assigned rank.

B. Dark Navy blue duty pants or shorts. Black belt must always be worn and may be leather or tactical.

C. Shorts may be worn year-round weather/temperature permitting. For specific EMS calls dealing with medical emergencies and any suspicion of trauma or any fire call, pants or bunkers or equivalent are required.

D. Shorts must extend from the waist to a point at or just above the knee (NFPA 1975 - 6.2.2 Fire and Emergency Services Protective Clothing and Equipment).

E. Shorts must be navy blue (Propper recommended). They shall be clean and be free of tears and rips. Shorts shall be worn with black socks and black low-cut shoes/boots.

F. When wearing shorts, turnout gear must be worn for any fire related incidents (i.e., fire, MVC, Haz-mat, investigation, rescue, etc.) and training involving any IDLH environment/ any Rescue type training.

XII. Training/Administrative uniform. This uniform is to be worn for a classroom-based training and not for field administrated training. Administrative personnel can wear this uniform on Fridays. Fire Marshal personnel may wear this uniform daily, except when it the modify Class B uniform is required.

A. Polo Shirts: These will be white or gray dependent on rank

B. Pants: Khaki or brown cargo pants

C. Belt: Black nylon rescue belt

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D. Footwear: Will be duty issued footwear polished or blackened

E. T-Shirt: Navy blue or gray depending on rank.

NOTE: Turn out gear must be worn on all incidents and or training to include vehicle accidents, fires, Hazmat, Fire Alarms, rescues, etc. Where ever there may be Hazards or the possibility of an area of immediate danger to life and or health (IDLH)

Administrative Notification

214.1 PURPOSE

This procedure outlines the notification of assistant chief of operations and fire chief of significant incidents. II.

214.2 PROCEDURE

If the fire chief or assistant chief of operations does not call responding or is on-scene for the following incident types, when possible the Shift Commander shall call via cell phone the assistant chief of operations. If the assistant chief of operations is unavailable, the fire chief will be called. Once the assistant chief of operations or fire chief is notified or on-scene, no further notification is necessary.

- Active shooter / assailant.
- Airplane crash.
- All on-duty apparatus are committed.
- Any response of the Savannah Fire & Emergency Services Hazardous Materials Team or Technical Rescue Team into the City of Garden City.
- Confirmed entrapment of a patient: vehicle, machinery, building.
- Confirmed structure fire or vehicle fire in a parking garage.
- Incident requiring the evacuation of any school building, hospital, apartment complex, high-rise, business, commercial, or university occupancy.
- Mass casualty incident.
- Train derailment (passenger or freight)
- Injury to personnel requiring transport or urgent care visit.
- Crash involving an apparatus.
- Unusual incident types that may garner media attention.
- Any traumatic death including pedestrian struck, motorcycle crash, stabbing, gunshot wound, fall from height, etc.

Limited English Proficiency Services

215.1 PURPOSE AND SCOPE

This policy provides guidance to members when communicating with individuals with limited English proficiency (LEP) (42 USC § 2000d).

215.1.1 DEFINITIONS

Definitions related to this policy include:

Authorized interpreter - A person who has been screened and authorized by the Department to act as an interpreter and/or translator for others.

Interpret or interpretation - The act of listening to a communication in one language (source language) and orally converting it to another language (target language), while retaining the same meaning.

Limited English proficiency (LEP) individual - Any individual whose primary language is not English and who has a limited ability to read, write, speak, or understand English. These individuals may be competent in certain types of communication (e.g., speaking, understanding) but still exhibit LEP for other purposes (e.g., reading, writing). Similarly, LEP designations are context-specific; an individual may possess sufficient English language skills to function in one setting, but these skills may be insufficient in other situations.

Qualified bilingual member - A member of the Department, designated by the Fire Chief or the authorized designee, who has the ability to communicate fluently, directly, and accurately in both English and another language. Bilingual members may be fluent enough to communicate in a non-English language but may not be sufficiently fluent to interpret or translate from one language into another.

Translate or translation - The replacement of written text from one language (source language) into an equivalent written text (target language).

215.2 POLICY

It is the policy of the Department to reasonably provide LEP individuals with meaningful access to services, programs, and activities, while not imposing undue burdens on the Department or its members.

The Department will not discriminate against or deny any individual access to services, rights, or programs based upon national origin or any other protected interest or right.

215.3 LEP COORDINATOR

The Fire Chief or the authorized designee should delegate certain responsibilities to an LEP coordinator.

The responsibilities of the coordinator should include but not be limited to:

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- (a) Coordinating and implementing all aspects of the department's LEP services to LEP individuals.
- (b) Developing procedures that will enable members to access LEP services, including telephonic interpreters, and ensuring the procedures are available to all members.
- (c) Maintaining and making available to members, as appropriate, a list of all qualified bilingual members and authorized interpreters. The list should include information regarding:
 - 1. Languages spoken.
 - 2. Contact information.
 - 3. Availability.
- (d) Ensuring signage stating that interpreters are available free of charge to LEP individuals is posted in appropriate areas and in the most commonly spoken languages.
- (e) Reviewing existing and newly developed documents to determine which are vital documents and should be translated, and into which languages the documents should be translated.
 - 1. Content on the department website should be included in this review and should be translated on the website, if appropriate.
- (f) Annually assessing demographic data and other resources, including contracted language services utilization data and data from government and community-based organizations, to determine if there are additional documents or languages that are appropriate for translation.
- (g) Identifying standards and assessments to be used to qualify individuals as qualified bilingual members or authorized interpreters.
- (h) Periodically reviewing efforts of the Department in providing meaningful access to LEP individuals and, as appropriate, developing reports, developing new procedures, or recommending modifications to this policy.
- (i) Receiving and responding to complaints regarding department LEP services.
- (j) Ensuring appropriate processes are in place to provide for the prompt and equitable resolution of complaints and inquiries regarding discrimination in access to department services, programs, and activities.
- (k) Requiring third parties providing department services, rights, or programs through contract, outsourcing, licensing, or other arrangement to establish reasonable policies and procedures to prohibit discrimination or denial of access or services based upon national origin or any other protected interest or right.

215.4 FOUR-FACTOR ANALYSIS

Because there are many different languages that members could encounter, the Department will utilize the four-factor analysis outlined in the U.S. Department of Justice (DOJ) Guidance to Federal Financial Assistance Recipients, available at the DOJ website, to determine which

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measures will provide meaningful access to its services and programs. It is recognized that contacts and circumstances will vary considerably. This analysis, therefore, must remain flexible and will require an ongoing balance of the following four factors, which are:

- (a) The number or proportion of LEP individuals eligible to be served or likely to be encountered by department members, or who may benefit from programs or services within the jurisdiction of this department.
- (b) The frequency with which LEP individuals are likely to come in contact with department members, programs, or services.
- (c) The nature and importance of the contact, program, information, or service provided.
- (d) The cost of providing LEP assistance and the resources available.

215.5 TYPES OF LEP ASSISTANCE AVAILABLE

Members should never refuse service to an LEP individual who is requesting assistance, nor should they require an LEP individual to furnish an interpreter as a condition for receiving assistance. The Department will make every reasonable effort to provide meaningful and timely assistance to LEP individuals through a variety of services.

The Department will utilize all reasonably available tools, such as language identification cards, when attempting to determine an LEP individual's primary language.

LEP individuals may choose to accept department-provided LEP services at no cost, or they may choose to provide their own.

Department-provided LEP services may include but are not limited to the assistance methods described in this policy.

215.6 WRITTEN FORMS AND GUIDELINES

Vital documents or those that are frequently used should be translated into languages most likely to be encountered. If English versions of any vital documents are published on the department website, the translated versions of the same document must also be posted on the website. The LEP coordinator will arrange to make all translated documents available to members and other appropriate individuals, as necessary.

215.7 AUDIO RECORDINGS

The Department may develop audio recordings of important or frequently requested information in a language most likely to be understood by those LEP individuals who are representative of the community being served.

215.8 QUALIFIED BILINGUAL MEMBERS

Bilingual members may be qualified to provide LEP services when they have demonstrated through established Department procedures a sufficient level of skill and competence to fluently communicate in both English and a non-English language. Members utilized for LEP services must demonstrate knowledge of the functions of an interpreter/translator and the ethical issues involved when acting as a language conduit.

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When a qualified bilingual member from this department is not available, personnel from other City departments who have been identified by the department as having the requisite skills and competence may be requested.

215.9 AUTHORIZED INTERPRETERS

Any person designated by the Department to act as an authorized interpreter and/or translator must have demonstrated competence in both English and the involved non-English language, must have an understanding of the functions of an interpreter that allows for correct and effective translation, and should not be a person with an interest in the transaction involving the LEP individual. A person providing interpretation or translation services may be required to establish the accuracy and trustworthiness of the interpretation or translation in a legal or other proceeding.

Authorized interpreters must pass a screening process established by the LEP coordinator that demonstrates their skills and abilities in the following areas:

- (a) The competence and ability to communicate information accurately in both English and in the target language.
- (b) Knowledge, in both languages, of any applicable specialized terms or concepts and of any particularized vocabulary or phraseology used by the LEP individual.
- (c) The ability to understand and adhere to the interpreter role without deviating into other roles, such as counselor or legal adviser.
- (d) Knowledge of the ethical issues involved when acting as a language conduit.

215.9.1 SOURCES OF AUTHORIZED INTERPRETERS

The Department may contract with authorized interpreters who are available over the telephone. Members may use these services with the approval of a supervisor and in compliance with established procedures.

Other sources may include:

- Qualified bilingual members of another department within the City.
- Individuals employed exclusively to perform interpretation services.
- Contracted in-person interpreters, such as court interpreters, among others.
- Interpreters from other agencies who have been qualified as interpreters by this department, and with whom the Department has a resource-sharing or other arrangement that they will interpret according to department guidelines.

215.9.2 COMMUNITY VOLUNTEERS AND OTHER SOURCES OF LANGUAGE ASSISTANCE

Language assistance may be available from community volunteers who have demonstrated competence in either monolingual (direct) communication and/or in interpretation or translation (as noted in above), and have been approved by the Department to communicate with LEP individuals.

Where qualified bilingual members or other authorized interpreters are unavailable to assist, approved community volunteers who have demonstrated competence may be called upon when

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appropriate. However, members must carefully consider the nature of the contact and the relationship between the LEP individual and the volunteer to ensure that the volunteer can provide neutral and unbiased assistance.

While family or friends of an LEP individual may offer to assist with communication or interpretation, members should carefully consider the circumstances before relying on such individuals. For example, children should not be relied upon except in exigent or very informal and non-confrontational situations.

215.10 CONTACT AND DOCUMENTATION

Although all public contacts, services, and individual rights are important, this department will utilize the four-factor analysis to prioritize service to LEP individuals so that such services may be targeted where they are most needed, according to the nature and importance of the particular activity involved.

Whenever any member of this department is required to complete a report or other documentation that involves a situation in which interpretation services were provided to any involved LEP individual, such services should be noted in the related report or documentation. Members should document the type of interpretation services utilized and whether the individual elected to use services provided by the Department or some other identified source.

215.11 RECEIVING AND RESPONDING TO REQUESTS FOR ASSISTANCE

The Department will take reasonable steps to develop in-house language capacity by hiring or appointing qualified members proficient in languages representative of the community being served.

215.11.1 EMERGENCY ASSISTANCE

Department members will make every reasonable effort to promptly accommodate LEP individuals who appear to be in need of emergency assistance. A member who determines that a person in need of emergency assistance is an LEP individual should attempt to gather sufficient information to determine what type of assistance the person needs and to initiate an appropriate response to the situation. As soon as possible, if language assistance is still needed and the language is known, the member should attempt to locate a qualified bilingual member to assist with the situation.

If a qualified bilingual member is not available or the member is unable to identify the primary language used by the LEP individual, the member should contact the contracted interpretation service for assistance.

215.12 COMMUNITY OUTREACH

Community outreach programs and other such services offered by this department are important to the ultimate success of local government and achievement of the department's mission. This department will continue to work with community groups, local businesses, and neighborhoods to provide equal access to such programs and services.

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215.13 TRAINING

To ensure that all members who may have contact with LEP individuals are properly trained, the Department will provide periodic training on this policy and related procedures, including how to access authorized telephonic and in-person interpreters and other available resources.

New members should receive LEP training. Those who may have contact with LEP individuals should receive periodic refresher training. Training records should be maintained in each member's personnel file in accordance with the established records retention schedule.

215.13.1 TRAINING FOR AUTHORIZED INTERPRETERS

All members on the authorized interpreter list must successfully complete prescribed interpreter training. To complete interpreter training successfully, an interpreter must demonstrate proficiency in and ability to communicate information accurately in both English and in the target language, demonstrate knowledge in both languages of any specialized terms or phraseology, and understand and adhere to the interpreter role without deviating into other roles, such as counselor or legal adviser.

Members on the authorized interpreter list must receive refresher training annually or they will be removed from the authorized interpreter list. This annual training should include language skills competency (including specialized terminology) and ethical considerations.

Authorized interpreters will receive annual refresher training.

Americans with Disabilities Act (ADA) Compliance

216.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for equal access to Garden City Fire Rescue services, programs, and activities for persons with disabilities in accordance with Title II of the Americans with Disabilities Act (ADA).

This policy also includes guidelines to provide effective communication with persons with disabilities and to protect the rights of individuals who use service animals in accordance with the ADA.

216.1.1 DEFINITIONS

Definitions related to this policy include (28 CFR 35.104):

ADA coordinator – The member designated by the Fire Chief to coordinate the Department's efforts to comply with the ADA (28 CFR 35.107).

Assistive devices, auxiliary aids, and services - Tools used to communicate with people who have a disability or impairment. They include but are not limited to the use of gestures or visual aids to supplement oral communication; a notepad and pen or pencil to exchange written notes; a computer or typewriter; an assistive listening system or device to amplify sound; a teletypewriter (TTY) or videophones (video relay service, or VRS); taped text; qualified readers; or a qualified interpreter.

Disability or impairment - A physical or mental impairment that substantially limits a major life activity, including hearing or seeing, regardless of whether the person uses assistive devices, auxiliary aids, and services. Individuals who wear ordinary eyeglasses or contact lenses are not considered to have a disability (42 USC § 12102; 28 CFR 35.108).

Facility - All aspects of buildings, structures, sites, complexes, equipment, rolling stock or other conveyances, roads, walkways, parking areas, and other real or personal property (28 CFR 35.108).

Modification - Any change, adjustment, alteration, adaptation, or accommodation that renders a department service, program, or activity suitable for use, enjoyment, or participation by a person with a disability. This may include alteration of existing buildings and facilities.

A modification includes any change or exception to a policy, practice, or procedure that allows a person with a disability to have equal access to programs, services, and activities. It also includes the provision or use of assistive devices, auxiliary aids, and services.

Power-driven mobility device - Any mobility device powered by batteries, fuel, or other engine type used by persons with disabilities for mobility assistance, regardless of whether the device was primarily designed for that purpose (e.g., golf carts, Segway® PT, mobility scooters). For purposes of this policy, it does not include wheelchairs.

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Qualified interpreter - A person who is able to interpret effectively, accurately, and impartially, both receptively and expressively, using any necessary specialized vocabulary. Qualified interpreters include oral interpreters, transliterators, sign language interpreters, and intermediary interpreters.

Service animal - A dog that is trained to do work or perform tasks for the benefit of a person with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. The work or tasks performed by a service animal must be directly related to the individual's disability.

Service animal also includes a miniature horse if the horse is trained to do work or perform tasks for persons with disabilities, provided the horse is housebroken, is under the handler's control, the building or facility can accommodate the horse's type, size, and weight, and the horse's presence will not compromise legitimate safety requirements necessary for safe operation of the facility (28 CFR 35.136(i)).

216.2 POLICY

It is the policy of the Department that persons with disabilities have equal access to department services, programs, and activities.

The Department will not discriminate against or deny any individual access to services, programs, or activities based upon disabilities.

216.3 ADA COORDINATOR

The responsibilities of the ADA coordinator include but are not limited to (28 CFR 35.130):

- (a) Coordinating efforts within the Department and with the City ADA coordinator to provide equal access to services, programs, and activities including:
 - 1. Establishing procedures to provide for the performance of routine maintenance on buildings, facilities, or equipment that provide access to persons with disabilities (28 CFR 35.133).
 - 2. Maintaining department compliance with accessibility standards for department web content and mobile applications as required by 28 CFR 35 Subpart H (28 CFR 35.200).
- (b) Recommending amendments to this policy, as needed.
- (c) Coordinating a process of periodic self-evaluation. The process should include:
 - 1. Inspection of current department buildings and facilities to identify access issues.
 - 2. Review of current department services, activities, and programs for access issues.
 - 3. Assessment and update of current compliance measures.
 - 4. Identification of recurring areas of complaint for which new methods of modification should be considered.
 - 5. Review of the department's emergency programs, services, and activities as they apply to persons with disabilities.

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6. Recommendation of a schedule to implement needed improvements.
- (d) Acting as a liaison with local disability advocacy groups or other disability groups regarding access to department services, programs, and activities.
- (e) Developing procedures for the review and processing of requests for assistance or modifications that will help members provide persons with disabilities access to department services, programs, and activities, as appropriate.
- (f) Providing notice to the public regarding the rights and protections afforded by the ADA (e.g., posters, published notices, handbooks, manuals, and pamphlets describing department services, programs, and activities and the availability of assistive devices, auxiliary aids, and services, as well as modifications) (28 CFR 35.106).
- (g) Developing procedures for members to access assistive devices, auxiliary aids, and services, including qualified interpreters, and making the procedures available, as appropriate.
 1. A list of qualified interpreter services with contact and availability information should be maintained and easily accessible to members.
- (h) Developing, implementing, and publishing appropriate procedures to provide for the prompt and equitable resolution of complaints and inquiries regarding discrimination in access to services, programs, and activities (28 CFR 35.107). The complaint procedures should include an appeal process.
- (i) Requiring third parties providing department services, programs, or activities through contract, outsourcing, licensing, or other arrangement to establish reasonable policies and procedures to prevent discrimination against and denial of access to persons with disabilities.
- (j) Developing and implementing procedures to provide that new construction and any alteration to an existing building or facility are undertaken in compliance with the ADA (28 CFR 35.151).
- (k) Coordinating with appropriate state and local agencies to address the needs of persons with disabilities in the department's emergency disaster preparedness planning, including consideration of communication methods (e.g., warning and emergency notification systems), evacuation and transportation, shelters and care facilities, emergency medical care, and post-disaster canvassing, transportation, and remediation.)
 1. The ADA coordinator or the authorized designee should serve as a liaison to department members during an emergency or disaster to provide guidance on issues involving persons with disabilities that may arise.

216.4 REQUESTS

The goal of any modification should be to allow the person to participate in the service, program, or activity in the same way as a person who does not have a disability.

Upon receiving a request for a modification, members should make reasonable efforts to accommodate the request based on the preference of the person with the disability. Members

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should not ask about the nature and extent of a person's disability and should limit questions to information necessary to determine the need for a modification and the type of modification that is appropriate.

If the requested modification or an alternative modification can reasonably be made at the time of the request, the member should make the modification. A member who is unable to accommodate a request or unsure about whether a request should be accommodated should contact a supervisor.

The supervisor should review and approve the request, if practicable and appropriate. Otherwise, the supervisor should document the requesting person's contact information and the modification being requested and forward the request to the ADA coordinator for processing as soon as reasonably practicable.

216.4.1 DENIAL OF REQUEST

The following should be considered before denying a request for modification:

- (a) Requests for modifications should be approved unless complying with the request would result in (28 CFR 35.150):
 - 1. A substantial alteration of the service, program, or activity.
 - 2. An undue financial or administrative burden on the Department.
 - 3. All resources available for use in the funding and operation of the service, program, or activity at issue should be considered in this determination.
 - 4. A threat to or the destruction of the historic significance of an historic property.
 - 5. A direct threat to the health or safety of others (28 CFR 35.139).

If any of the above circumstances are present, the ADA coordinator should work with department staff and the person requesting the modification to determine if an alternative modification is available.

- (a) Where physical modification of an existing building or facility, or new construction, would be unfeasible or unduly burdensome, the ADA coordinator should work with department staff to determine whether alternative modifications are available. Alternative methods that should be considered include (28 CFR 35.150):
 - 1. Reassigning services, programs, or activities to accessible buildings or facilities.
 - 2. Utilizing technology, equipment, rolling stock, or other conveyances.
 - 3. Delivering the services, programs, or activities directly to a person with a disability by way of home visits or meeting the person at an accessible location.
 - 4. Any other means or methods that would make services, programs, or activities readily accessible.
- (b) If no alternative modification is appropriate, the ADA coordinator shall issue a written statement explaining why a modification of the public service, program, or activity will not be made (28 CFR 35.150).

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216.4.2 PERSONAL DEVICES AND ASSISTANCE

Although members should make every effort to comply with requests, the provision of personal devices or assistance (e.g., wheelchairs, eyeglasses, hearing aids, personal assistance in eating or using the restroom) to persons with disabilities is not required (28 CFR 35.135).

216.4.3 SURCHARGES

Surcharges shall not be imposed upon persons with disabilities to cover the costs of providing modifications to public services, programs, and activities (28 CFR 35.130(f)).

216.5 MOBILITY DEVICES

Wheelchairs and manually powered mobility devices such as walkers, crutches, canes, and braces are permitted in any areas open to pedestrians.

Power-driven mobility devices other than wheelchairs may be restricted only if a legitimate safety interest is identified that warrants the restriction (28 CFR 35.130(h); 28 CFR 35.137).

A member should not ask a person using a power-driven mobility device to terminate the use of the device or leave the area unless an imminent and legitimate safety issue is present. If a member is concerned about the use of a power-driven mobility device by a person with a disability, the member should contact a supervisor.

The determination of whether a reasonable modification should be made for the use of a power-driven mobility device within a public building or facility should be based on whether the device, given its size and speed, can be safely used within the particular building or facility taking into account the layout and design of the building or facility, the amount of pedestrian traffic present in the building or facility, and whether there is any risk of damage to the building or facility or its immediate environment as set forth in 28 CFR 35.137.

216.5.1 INQUIRIES REGARDING MOBILITY DEVICES

If an individual is using a power-driven mobility device other than a wheelchair, the member may seek credible assurance from the individual that the device is needed because of a disability. Credible assurance of the device's necessity may be provided in one of the following ways (28 CFR 35.137):

- (a) Presentation of a valid, state-issued disability placard or card
- (b) Presentation of any other state-issued proof of disability
- (c) A verbal statement, not contradicted by observable fact, that use of the device is necessary for mobility purposes

216.6 COMMUNICATIONS WITH PERSONS WITH DISABILITIES

Members should remain alert to the possibility of communication problems when engaging with persons with disabilities. When a member knows or suspects an individual requires assistance to effectively communicate, the member should identify the individual's choice of assistive device, auxiliary aid, and service.

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The individual's preferred communication method should be honored unless another effective method of communication exists under the circumstances (28 CFR 35.160).

Factors to consider when determining whether an alternative method is effective include:

- (a) The methods of communication usually used by the individual.
- (b) The nature, length, and complexity of the communication involved.
- (c) The context of the communication.

In emergency situations involving an imminent threat to the safety or welfare of any person, members may use whatever assistive device, auxiliary aid, or service reasonably appears effective under the circumstances. This may include, for example, exchanging written notes or using the services of a person who knows sign language but is not a qualified interpreter, even if the person who is deaf or hard of hearing would prefer a qualified sign language interpreter or another appropriate assistive device, auxiliary aid, and service. Once the emergency has ended, the continued method of communication should be reconsidered. The member should inquire as to the individual's preference and give primary consideration to that preference.

216.6.1 TYPES OF ASSISTANCE AVAILABLE

Members shall not refuse an available type of assistive device, auxiliary aid, or service to a person with a disability who is requesting assistance. The Department will not require persons with disabilities to furnish their own assistive device, auxiliary aid, or service as a condition for receiving assistance. The Department will make every reasonable effort to provide equal access and timely assistance to persons with disabilities through a variety of assistive devices, auxiliary aids, and services.

Persons with disabilities may choose to accept City-provided assistive devices, auxiliary aids, and services, or they may choose to provide their own.

Department-provided assistive devices, auxiliary aids, and services may include but are not limited to the assistance methods described in this policy.

216.6.2 AUDIO RECORDINGS AND ENLARGED PRINT

The Department may develop audio recordings to assist people who are blind or have a visual impairment with accessing important information. If such a recording is not available, members may read aloud from the appropriate form or provide forms with enlarged print.

216.6.3 QUALIFIED INTERPRETERS

A qualified interpreter may be needed in lengthy or complex interactions (e.g., public meetings or hearings, special or emergency meetings, news conferences) for individuals who normally rely on sign language or speechreading (lip-reading) to understand what others are saying. The qualified interpreter should not be a person with an interest in the exchange. A person providing interpretation services may be required to establish the accuracy and trustworthiness of the interpretation in a local government or legal proceeding.

Qualified interpreters should be:

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- (a) Available within a reasonable amount of time.
- (b) Experienced in providing interpretation services.
- (c) Familiar with the use of VRS and/or video remote interpreting services.
- (d) Certified in either American Sign Language (ASL) or Signed English (SE).
- (e) Able to understand and adhere to the interpreter role without deviating into other roles, such as counselor or legal adviser.
- (f) Knowledgeable of the ethical issues involved when providing interpreter services.

Members should use department-approved procedures to request a qualified interpreter at the earliest reasonable opportunity or when it is reasonably apparent that an interpreter is needed. Persons with disabilities shall not be required to provide their own interpreters (28 CFR 35.160).

216.6.4 TTY AND RELAY SERVICES

The Department will accept all TTY or TDD calls placed by those who are deaf or hard of hearing and received via a telecommunications relay service.

Note that relay services translate verbatim, so the conversation must be conducted as if speaking directly to the caller.

216.6.5 COMMUNITY VOLUNTEERS

Interpreter services may be available from community volunteers who have demonstrated competence in communication services, such as ASL or SE, and have been approved by the Department to provide interpreter services.

When qualified interpreters are unavailable to assist, approved community volunteers who have demonstrated competence may be called upon when appropriate. However, department members must carefully consider the nature of the interaction and the relationship between the person with the disability and the volunteer to be reasonably satisfied that the volunteer can provide neutral and unbiased assistance.

216.6.6 FAMILY AND FRIENDS

While family or friends may offer to assist with interpretation, members should carefully consider the circumstances before relying on such individuals. The nature of the interaction and relationship between the person with the disability and the person offering services must be carefully considered to determine whether the family member or friend can provide neutral and unbiased assistance.

Children shall not be relied upon except in emergency or critical situations when there is no qualified interpreter reasonably available.

Adults may be relied upon when (28 CFR 35.160):

- (a) There is an emergency or critical situation and there is no qualified interpreter reasonably available.

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- (b) The person with the disability requests that the adult interpret or facilitate communication and the adult agrees to provide such assistance, and reliance on that adult for such assistance is reasonable under the circumstances.

216.6.7 FIELD ENFORCEMENT CONSIDERATIONS

It is important that members are able to effectively communicate with persons with disabilities even though the location of the communication may hinder the member's ability to provide assistive devices, auxiliary aids, and other services in a prompt manner.

Members involved in interactions with persons with disabilities that occur in the field and that could result in any type of civil or criminal enforcement action (e.g., issuing code enforcement citations, shutting off a utility service, fire investigations) should assess each situation to determine if communication assistance is necessary. The length, complexity, and importance of the communication, as well as the individual's preferred method of communication, should be considered when determining what, if any, resources should be used and whether a qualified interpreter or other service is needed.

216.7 SERVICE ANIMALS

Service animals that are assisting persons with disabilities are permitted in all department buildings and facilities and other areas where the general public is allowed. Department members are expected to treat people with service animals with the same courtesy and respect that the Department affords to all members of the public (28 CFR 35.136).

216.7.1 IDENTIFICATION AND USE OF SERVICE ANIMALS

Some service animals may be readily identifiable. However, many do not have a distinctive symbol, harness, or collar.

Service animals may be used in a number of ways to provide assistance, including:

- (a) Guiding people who are blind or have low vision.
- (b) Alerting people who are blind or have low vision.
- (c) Retrieving or picking up items, opening doors, or flipping switches for people who have limited use of their hands, arms, or legs.
- (d) Pulling wheelchairs.
- (e) Providing physical support and assisting with stability and balance.
- (f) Doing work or performing tasks for people with traumatic brain injury, intellectual disabilities, or psychiatric disabilities, such as reminding a person with depression to take medication.
- (g) Alerting a person with anxiety to the onset of panic attacks, providing tactile stimulation to calm a person with post-traumatic stress disorder, assisting people with schizophrenia to distinguish between hallucinations and reality, and helping people with traumatic brain injury to locate misplaced items or follow daily routines.

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216.7.2 INQUIRIES REGARDING SERVICE ANIMALS

If it is apparent or if a member is aware that an animal is a service animal, the individual generally should not be asked any questions as to the status of the animal. If it is unclear whether an animal meets the definition of a service animal, the member should ask the individual only the following questions (28 CFR 35.136(f)):

- (a) Is the animal required because of a disability?
- (b) What task or service has the service animal been trained to perform?

If the individual explains that the animal is required because of a disability and has been trained to work or perform at least one task, the animal meets the definition of a service animal and no further questions as to the animal's status should be asked. Members should not question individuals about their disabilities, nor should members ask any individual to provide a license, certification, or identification card for a service animal.

216.7.3 CONTACT WITH SERVICE ANIMALS

Service animals are not pets. Department members should not interfere with the important work performed by a service animal by talking to, petting, or otherwise initiating contact with a service animal.

216.7.4 REMOVAL OF SERVICE ANIMALS

If a service animal is not housebroken or exhibits vicious behavior, poses a direct threat to the health of others, or unreasonably disrupts or interferes with normal business operations, a member should notify an appropriate supervisor who may direct the handler to remove the animal from the premises. Barking alone is not a threat, nor does a direct threat exist if the person takes prompt, effective action to control the service animal (28 CFR 35.136(b)).

Each incident must be considered individually, and past incidents alone are not cause for excluding a service animal. Removal of a service animal may not be used as a reason to refuse access to services, programs, or activities to a person with a disability. Members are expected to provide all services that are reasonably available to a person with a disability, with or without a service animal.

216.8 WEBSITE ACCESS

The ADA coordinator should work with appropriate department members to develop online content that is readily accessible to persons with disabilities. Department web content should be developed in conformance with the most current guidelines issued by the U.S. Department of Justice and federal regulations (28 CFR 35 Subpart H; 28 CFR 35.200).

Website content should also be made available to persons with disabilities in an alternative format upon request, if reasonably practicable.

216.9 DOCUMENTATION

Whenever any modification, assistive device, auxiliary aid, or service has been provided, the member involved should document:

- (a) The type of modification, aid, or service provided.

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- (b) Whether the individual elected to use an assistive device, auxiliary aid, and service provided by the Department or some other identified source, if applicable.
- (c) Whether the individual's express preference for the modification, assistive device, auxiliary aid, or service was not honored, and the reason why an alternative method was used.

The documentation and any written communications exchanged should be maintained consistent with the Records Maintenance and Release Policy.

216.10 COMPLAINTS

A member who receives a complaint or becomes aware of potential disability discrimination, an ADA violation, or a person's inability to access any department program, service, or activity should document the complaint and refer the matter to the ADA coordinator (28 CFR 35.107).

216.11 TRAINING

Members who may have contact with persons with disabilities should receive periodic training on ADA compliance, to include:

- (a) Awareness and understanding of this policy and related procedures, related forms, and available resources.
- (b) Procedures for handling requests for modifications.
- (c) Accessing assistive devices, auxiliary aids, and services needed to communicate with persons with disabilities.
- (d) General requirements of the ADA, including modifying policies and practices, communicating with and assisting customers, accepting calls placed through alternative systems, and identifying alternate ways to provide access to programs, services, and activities as appropriate to the member's job duties.

Training records should be maintained in each member's personnel file in accordance with the established records retention schedule.

Operations Shift Work Schedule 48/96

217.1 PURPOSE AND SCOPE

It is the policy of this department to establish a work schedule for the shift operational members that will provide professional growth and continued development for its members. This policy will provide potential benefits for retention and recruitment. By doing so, the department will implement a schedule change to 48/96 from 24/48.

217.2 POLICY

The policy is to provide the minimum functions of the department. Each operational shift must maintain a minimum staffing level of 10 firefighters unless otherwise approved by the Deputy Chief or the Fire Chief. Shifts are not to exceed 10 firefighters unless otherwise approved by the Deputy Chief and/or the Fire Chief. To meet the following positions, even when these positions may cause an increase above the minimum staffing levels.

(a) Fire Staffing

1. There must be two Engine Companies per shift.
2. Each Engine must be staffed with an Officer, Engineer, and a Firefighter.
 - (a) A step up Officer or Engineer may be used.
 - (b) An Officer may have to drive the machine for a shift if needed.
3. There must be one staffed Truck Company per shift.
4. The Truck Company must be staffed with with an Officer and an Engineer and a firefighter.
5. Each shift must have a Battalion Chief/Shift Commander on duty.
 - (a) A Captain may step up as Battalion Chief/Shift Commander.
6. Each apparatus must have a Georgia Certified Emergency Medical Technician on duty.

217.3 SCHEDULING

All employees in the Operations Division are assigned to a 48-hour on/96-hour off working rotation. This shift rotation allows for three operational periods that are identified as "A-Shift", "B-Shift", and "C-Shift". Employees will be given routine assignments for their shift; no assignments are permanent and may be adjusted to meet the staffing needs of the department.

The department will utilize Makeshift scheduling platform to manage shift, station, and apparatus scheduling. The Deputy Chief, or their designee, will be the department scheduler. The Battalion Chief/Shift Commander will have the responsibility to approve the scheduling. The schedule will be built monthly based on the minimum staffing and will be posted by the 21st of each month.

Overtime opportunities to fill shift work will be filled by:

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Operations Shift Work Schedule 48/96

- (a) Overtime opportunities will be distributed on the Employee Selective Mandatory Overtime Calendar (EMSOC).
 - 1. Each employee will choose shifts based on rank.
 - 2. The employees selection position will rotate on a monthly basis.
 - 3. Each employee will Choose 3-4 24-hour shifts each month.
- (b) Shift picks are as follows:
 - 1. "A" shift picks the first "B" shift and the second "C" shift
 - 2. "B" shift picks the first "C" shift and the second "A" shift
 - 3. "C" shift picks the first "A" shift and the second "B" shift

217.4 TIME OFF

Paid Time Off (PTO)

- (a) PTO would be accrued and used as normal. Each shift is 24 hours, the employee is working two shifts in a row. An employee can request one or both shifts off if they have the available PTO available.

Swap/Trade Time

- (a) All personnel assigned to the operational shifts are permitted to trade time to accommodate personal needs. This is a contract between the two employees, but must be approved by the Deputy Chief.
- (b) Trade time can be requested in 24 or 48 hour increments.

217.5 OVERTIME

Mandatory Overtime

Garden City Fire Rescue will maintain a rotating mandatory list of all eligible employees and the shifts will be filled from that list. If any errors are observed on the mandatory list, they must immediately be reported to the on duty Shift Commander. Corrections to the hold list will not be accepted more than one week from the original date.

Any employee not showing up for a mandatory overtime shift that they selected will have disciplinary action brought against them as a no show for duty.

Chapter 3 - General Operations

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.

300.2 POLICY

It is the policy of the Garden City Fire Rescue 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 should be managed in accordance with established ICS/NIMS methods and procedures.

300.3 INCIDENT MANAGEMENT

The Administration Deputy Fire Chief shall ensure the Department adopts written ICS/NIMS procedures that are compatible with neighboring jurisdictions and the Georgia Interagency Incident Management System. These procedures should be available to members (O.C.G.A. § 38-3-57).

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

300.3.1 TRAFFIC CONTROL

Only members properly trained and authorized to direct and regulate the flow of traffic shall be used to conduct traffic control during an emergency incident (O.C.G.A. § 35-1-11).

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 Georgia 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.

301.2 POLICY

It is the policy of the Garden City Fire Rescue 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 (O.C.G.A. § 40-6-6).

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 use of any other warning equipment without a red light and siren does not provide any exemption from the Motor Vehicles and Traffic law (O.C.G.A. § 40-6-6).

Personnel should only respond with emergency lights and siren when dispatched to an emergency or when circumstances reasonably indicate an emergency response is required.

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 a Company Officer believes an emergency response to any call is appropriate, the Company Officer shall ensure Dispatch is immediately notified. The company officer of the responding apparatus may make the decision to upgrade his or her response due to the nature of the incident. Such incidents may include high hazard occupancies, technical rescue incidents, and special

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circumstances. The safety of the crew, the public, and the apparatus is the responsibility of the apparatus operator and the apparatus company officer. No matter the situation, all must operate with Due Regard.

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 en route 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.

The decision to continue an emergency response is at the discretion of the emergency vehicle operator or Company 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 lights and siren at the legal speed limit. In such an event, the Company Officer should ensure Dispatch is promptly notified. Personnel shall also discontinue the emergency response when directed by any supervisor.

301.6.1 RAILROAD CROSSINGS

Railroad crossings present unique hazards to the operators of emergency vehicles. When stopping at any type of railroad crossing, emergency vehicle operators should turn off the siren and all unnecessary noise in the cab and open their windows to listen for approaching trains.

At uncontrolled railroad crossings, emergency vehicle operators should stop and look both ways to verify there is no rail traffic before proceeding with caution across the tracks.

When approaching a controlled railroad crossing with gates and/or signals activated, emergency vehicle operators shall stop and monitor for approaching trains. Operators shall not proceed at the crossing until the gates return to the open position, signaling devices have turned off, and the crossing is clear in all directions (O.C.G.A. § 40-6-140).

Apparent malfunctions at a railroad crossing should be reported to Dispatch as soon as reasonably practicable.

At crossings controlled by only activated signals that reasonably appear to be malfunctioning, an operator may proceed across the crossing if there is no rail traffic approaching from either direction and it is safe to do so.

If the unit is delayed by rail traffic, the Company Officer should immediately contact Dispatch to report the delay.

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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 Company Officer shall notify Dispatch of the equipment failure so that another apparatus may be assigned to the emergency response.

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.

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 ICS-201 for Incident Commanders (ICs) or some similar process, should be used and a status board should be maintained. Individual crew names shall be posted in a conspicuous location in the cab of department vehicles.

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, company, division, group and unit levels to account for personnel during all phases and at all locations of an incident, including travel between locations and assignments.

The IC 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.

Division or group supervisors should be assigned to keep track of all crews under their supervision. Company Officers should know the location and assignment of each firefighter in their crew.

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Fireground Accountability

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 division, 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.

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 team 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 team 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 Garden City Fire Rescue 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.

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 (29 CFR 1910.134(g)(4)).

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- (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.
- (c) Additional companies may be assigned to the RIT as conditions warrant. For large incidents with multiple points of entry, multiple RITs should be considered.

303.6 EMERGENCY DEPLOYMENT OF A RIT

When a Mayday firefighter-down or firefighter-missing broadcast is transmitted, all non-emergency 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.

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

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situation. Additional resources should be ordered as needed, including additional RITs, medical treatment and transportation groups or other organizational elements.

Urban Search and Rescue (USAR)

304.1 PURPOSE AND SCOPE

The purpose of this policy is to describe the Federal Emergency Management Agency (FEMA) and Georgia urban search and rescue response system as a resource for disaster response.

304.2 POLICY

It is the policy of the Garden City Fire Rescue to utilize the FEMA and Georgia urban search and rescue resources in the event of an urban disaster, as appropriate.

304.3 RESOURCES

Urban Search and Rescue (USAR) is a multi-hazard discipline and may be used for a variety of disasters, including hurricanes, earthquakes, typhoons, 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 Garden City Fire Rescue'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 - Avalanche/Snow
- Canine - Disaster Response
- Canine - Land/Cadaver
- Canine - Water
- Canine - Wilderness
- Canine - Wilderness Tracking and Trailing
- Cave Search and Rescue Team
- Collapse Search and Rescue Team

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- Mine and Tunnel Search and Rescue Team
- Mountain Search and Rescue Team
- Radio Direction Finding Team
- Swiftwater 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 GEORGIA RESOURCES

Eight regional task forces comprise the Georgia Search and Rescue system administered by the Georgia Emergency Management Agency (O.C.G.A. § 38-3-26). There are three Type 2 teams and five Type 3 teams that can provide the following resources:

- Hazardous Materials
- High Angle Rescue
- Confined Space Rescue
- Trench Rescue
- Building Collapse
- Water Rescue

Individual task forces have additional specialties based on geographic needs for their respective regions.

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 Garden City Fire Rescue is committed to the safety of its members. It is the policy of the Garden City Fire Rescue 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) Gang-related activity, particularly any event involving violent encounters, confrontations or conflicts between members of rival gangs.
- (b) Any situation involving shots fired, or on any scene where shooting occurs or is heard in the immediate vicinity.
- (c) Any time a subject challenges or threatens members of the Department with violence or harm.
- (d) 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.
- (e) 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.

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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.

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:

- (a) 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 practicable, all involved units should

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withdraw from the incident scene as a single group. If that is not practicable, individual units should attempt to congregate together, forming the fewest and largest groups practicable, and withdraw in those groups.

- (b) After all units have been initially notified of a tactical withdrawal, individual unit 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.
- (c) 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.
- (d) 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.
- (e) 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 PATIENT CARE CONSIDERATIONS

Special consideration should be taken when a tactical withdrawal is initiated after members have begun providing medical assessment or medical care at an incident scene. If a tactical withdrawal is initiated at a time that members are providing medical services to sick or injured patients, those members should, whenever practicable, attempt to maintain their care of medical patients and evacuate those patients as part of the withdrawal process.

In the event that violence or the threat of violence forces members to abandon any patient under their care, the involved member should immediately notify the appropriate law enforcement agency of the location of the patient and request immediate assistance in securing the scene to allow for safe and timely medical treatment and evacuation of the patient. The members should remain on the call and wait for law enforcement clearance or other information indicating that it is safe to enter the incident scene. Once it is safe to do so, the members should attempt to locate the patient and resume medical evaluation, treatment and transport per protocol. In the event that law enforcement personnel and department members are unable to relocate the patient, the patient may be deemed to have self-extracted and the appropriate documentation should be prepared.

305.6 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 on-duty Shift Commander. The Shift

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Commander should ensure that all Fire Operations Division personnel are immediately notified of the location and circumstances of the incident.

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

Response Time Standards

306.1 PURPOSE AND SCOPE

The purpose of this policy is to establish turnout, travel and response time goals and objectives for emergency incidents.

306.1.1 DEFINITIONS

Definitions related to this policy include:

Dispatch processing time - The time elapsed between receipt of the alarm or telephone call and the dispatch of emergency response units.

Response time - The time elapsed between the dispatch center receiving the first notification of the alarm and the arrival of the first emergency response unit. Response time combines dispatch processing, turnout and travel times.

Travel time - The time elapsed between the emergency response unit beginning travel to the emergency and when the emergency response unit arrives.

Turnout time - The time elapsed between Dispatch notifying firefighters of the emergency and when the emergency response unit begins travel.

306.2 POLICY

It is the policy of the Garden City Fire Rescue to document all department response times to emergency incidents and establish response time baselines and performance objectives.

306.3 PERFORMANCE OBJECTIVES

Response times should be measured at 90 percent of fractile time and reported against an established department Standards of Cover document, if available.

Performance objectives may include:

- (a) One minute or less for dispatch processing time.
- (b) One minute or less for turnout time for Emergency Medical Services (EMS) incidents.
- (c) One minute 20 seconds or less for turnout time for non-EMS incidents.
- (d) Four minutes or less for the arrival of the first engine company at a fire suppression incident.
- (e) Eight minutes or less for the arrival of a full first-alarm assignment at a fire suppression incident.
- (f) Four minutes or less for the arrival of a unit with first responder or higher level capability at an emergency medical incident.
- (g) Eight minutes or less for the arrival of an advanced life support (ALS) unit at an emergency medical incident when this service is provided by the Department.

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306.4 EVALUATIONS AND ANNUAL REPORT

The Department shall annually evaluate its level of service, deployment delivery and response time objectives. The evaluation shall be based on data relating to level of service, deployment and the achievement of each response time performance objective in the geographic area of the jurisdiction.

Aircraft Operations

307.1 PURPOSE AND SCOPE

This policy describes standards for the safe operation of firefighting and medical evacuation aircraft that may be working with ground personnel at any incident involving the tactical use of aircraft.

307.2 POLICY

The Garden City Fire Rescue will follow Incident Command System (ICS) standards when firefighting or medical evacuation aircraft are in tactical use at any emergency incident.

307.3 ICS STANDARDS

Members should follow the department's ICS standards for managing firefighting aircraft operations, including the identification, establishment and management of aircraft landing zones any time that firefighting or medical evacuation aircraft are in tactical use at any emergency incident.

307.4 MEDICAL EVACUATION LANDING ZONE CONSIDERATIONS

The Garden City Fire Rescue should develop guidelines for its own medical evacuation (medivac) landings or enter into local operating agreements for the use of medivac aircraft as applicable. In creating those guidelines, the Department should identify:

- Responsibility and authority for selecting and designating a landing zone and determining the size of landing zone needed. LZ size should be 100x100 for day and 200x200 for night. Area needs to be free of loose objects that may blow around.
- Responsibility for securing the area and maintaining security once the landing zone is identified.
- Consideration of the helicopter provider's minimum standards for proximity to vertical obstructions and surface composition (e.g., dirt, gravel, pavement, concrete, grass). Brown out is a concern in regards to loose dirt. The Aircraft needs at least 33' of clearance from standing objects in or around the LZ. Maximum 5 degrees of slope of the terrain. They can and will land on roads if they have been shut down in all directions.
- Consideration of the helicopter provider's minimum standards for horizontal clearance from structures, fences, power poles, antennas or roadways.
- Responsibility for notifying the appropriate law enforcement or transportation agencies (e.g., public works department, county roads department, Georgia Department of Transportation) if a roadway is selected as a landing site.
- Procedures for ground personnel to communicate with flight personnel during the operation. They use the HEAR channel, the NIMS channel and the Air Evac channel on the 800 radios for ground communication.
- Procedures for determining whether an engine or other specific apparatus should be on standby at the landing zone.

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- Procedures for ensuring qualified personnel are assigned to manage aircraft operations for the duration of the incident.
- Procedures for maintaining positive radio communications between the aircraft and landing zone coordinator.

Atmospheric Monitoring for Carbon Monoxide

308.1 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.

308.2 POLICY

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

308.3 RESPONSIBILITIES

Shift Commanders should ensure that atmospheric monitoring instruments are spanned or calibrated to manufacturer's specifications on a daily 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.

308.4 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. An atmospheric concentration of CO that is below 35 parts per million does not necessarily indicate an adequate level of oxygen or eliminate the possibility of other toxic gases or products of combustion being present.

Members shall also use an SCBA in any atmospheric concentration of CO that is below 35 parts per million where there is also the presence of visible smoke, and in any atmosphere containing less than 19.5 percent oxygen (29 CFR 1910.134).

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Atmospheric Monitoring for Carbon Monoxide

308.5 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, including any listed on the Safety Data Sheet (SDS) for CO.

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.

308.6 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 a Shift Commander 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.

Staging

309.1 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.

309.2 POLICY

It is the policy of the Garden City Fire Rescue to safely stage resources at emergency incidents.

309.3 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 Garden City Fire Rescue 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 an authorized designee should, when practicable, 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 flow in and around the property. The same applies to school property; however, in addition, the [Public Information Officer] should notify local media. The notification should emphasize that the school property is being used to

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support an incident occurring away from the school and that the school is not involved in the emergency.

309.4 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
- Stabbings
- Civil disturbance
- Criminal gang activity
- Attempted suicide
- Domestic disputes, including family fights
- Unknown assault
- Bomb incidents

It is the policy of the Garden City Fire Rescue 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 en route 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.
- (d) All units should report "on-scene staging" upon arrival at the staging point.

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- (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.

High-Rise Incident Management

310.1 PURPOSE AND SCOPE

The purpose of this policy is to adapt normal operating procedures and systems to incidents occurring in a high-rise environment. Any incident in a high-rise environment is complicated by the difficulties of access, the construction of the building and the number of occupants potentially inside the structure.

310.1.1 DEFINITIONS

Definitions related to this policy include:

High-rise - For the purposes of this policy a high-rise is any building more than 75 feet tall measured from the lowest point accessible by department vehicles to the floor of the highest story that is designed for occupancy. This shall be the threshold for the activation of the high-rise incident command structure.

Hotels, Motels, and high occupancy buildings over 2 story shall be treated as a high-rise incident.

310.2 POLICY

It is the policy of the Garden City Fire Rescue to utilize the Incident Command System (ICS) for high-rise incident management.

310.3 PROCEDURES

All incident-related activities should be performed in accordance with the established ICS methods and procedures as specified in the Incident Management Policy.

Upon the initial arrival of units and apparatus, the assumption of a concealed fire should be made by the Incident Commander unless an initial size-up indicates otherwise. Initial-arriving units should:

- Make all necessary efforts to provide for the safety and evacuation of any building occupants in immediate danger and for the continued safe exit of all other building occupants.
- Identify the fire floor or sector, and provide a size-up of the conditions on both the fire floor and also the floor above.
- Establish a water supply for the initial attack. If the building has multiple standpipes, the member on the fire floor must identify which riser requires water and advise incident command.
- Deploy an attack on the fire floor using at least two companies.
- Make reasonable efforts to provide for the safety of any person in immediate danger.
- Establish lobby, elevator, stairway and alarm system control and stairwell support if necessary for a sustained fire attack.

Elevator Entrapments

311.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure the safe and effective rescue of people who may become trapped in an elevator.

311.2 POLICY

People trapped in an elevator are typically not in danger unless there is a medical emergency or fire. It is the policy of the Garden City Fire Rescue to ensure the safe extrication of people trapped in an elevator while also providing for the safety of firefighters during the operation.

311.3 RESPONSIBILITIES

The Fire Chief or the authorized designee shall establish guidelines for personnel entering elevator shafts and for the use of commercial elevator technicians for emergency and non-emergency extrications.

The Fire Chief or the authorized designee shall identify department-approved rescue procedures and appropriate applications. Procedures that have the potential to cause damage to private property should be avoided if reasonably practicable.

Fire prevention personnel are responsible for tracking elevator entrapment responses, identifying problematic installations and working with building owners and vendors to resolve further responses.

311.4 PROCEDURE

On-scene personnel should consider the following:

- Is the elevator inoperative?
- If so, are people inside?
- What is the condition of the people inside?
- Has an elevator repair person been notified and what is the estimated time of arrival?
- What is the location of the inoperative elevator? Is it between floors or at a landing?
- What is the type of elevator? Is it hydraulic or cable?
- Where is the elevator equipment room? (Generally, above for a cable elevator and below for a hydraulic elevator.)
- Can necessary lockout/tagout actions be accomplished prior to rescue activities?

Various methods may be utilized to extricate people from an inoperative elevator. Use of a specific method should be based on the unique circumstances of each incident and the expertise of the fire personnel on-scene. Elevator entrapment rescue procedures typically include, but are not limited to:

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- Lockout/tagout procedures to ensure continued stability of the elevator.
- Moving the elevator car.
- Use of an adjacent elevator car.
- Forcing the elevator doors open.
- Breaching the elevator shafts.
- Use of roof or side emergency exits.

311.5 TRAINING

The Training Officer should ensure that written procedures with diagrams are available for each elevator entrapment rescue procedure, including hydraulic or cable elevators and elevators with multiple-door configurations. The Training Officer is responsible for ensuring that all personnel are properly trained in department-approved elevator entrapment rescue procedures.

Elevator Restrictions During Emergencies

312.1 PURPOSE AND SCOPE

This policy provides guidelines for elevator use during emergency incidents.

312.2 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.

312.3 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.

312.4 USE OF ELEVATORS

Most high-rise building incidents will only require an investigation. Elevators may be used by the initial investigation team only when building personnel, such as engineering or security employees, 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.

Swiftwater Rescue and Flood Search and Rescue Responses

313.1 PURPOSE AND SCOPE

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

313.2 POLICY

It is the policy of the Garden City Fire Rescue to utilize the Incident Command System (ICS) for managing swiftwater or flood search and rescue incidents.

313.3 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 swiftwater 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 swiftwater 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 swiftwater or flood search and rescue incidents:

- (a) Members should not wear structural firefighting personal protective equipment (PPE) (e.g., turnouts, bunker gear, bunker boots) or wildland fire PPE when responding to, or participating in, a swiftwater 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 swiftwater 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 practicable, vehicles should be backed into position and face away from any expanding incident in case egress becomes necessary.

Confined Space Rescue Response

314.1 PURPOSE AND SCOPE

This policy provides guidance on various confined space entries pursuant to NIOSH and OSHA rules.

314.1.1 DEFINITIONS

Definitions related to this policy include:

Attendant - An individual stationed outside one or more permit spaces to monitor the authorized entrants and who performs all duties assigned.

Confined space - A space that:

- (a) Is large enough and so configured that a person can bodily enter and perform work.
- (b) Has limited or restricted means for entry or exit.
- (c) Is not designed for continuous human occupancy.

Entry - The action by which a person passes through an opening into a permit-required confined space. Entry includes ensuing work activities in that space and is considered to have occurred as soon as any part of the entrant's body breaks the plane of an opening into the space.

Entry permit - Written or printed document that is provided by the Department to allow and control entry into a permit-required confined space to perform work in the space.

Entry supervisor - The person responsible for determining if acceptable entry conditions are present at a permit space where entry is planned, for authorizing and overseeing entry operations, and for terminating entry as required.

Permit-required confined space - A confined space that has one or more of the following characteristics:

- (a) Contains or has a potential to contain a hazardous atmosphere.
- (b) Contains a material that has the potential for engulfing an entrant.
- (c) Has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls or by a floor that slopes downward and tapers to a smaller cross-section.
- (d) Contains any other recognized serious safety or health hazard.

314.2 POLICY

It is the policy of the Garden City Fire Rescue to establish permit-required confined space incident response guidelines in compliance with applicable regulations and required training and equipment to reasonably ensure members' safety while they are performing permit-required, confined space rescues.

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314.3 GENERAL REQUIREMENTS

Department procedures should meet the standards and requirements set forth in 29 CFR 1910.146 and this policy.

Department standards and procedures will include, but are not limited to:

- (a) The requirements of an entry permit.
- (b) Training requirements for members entering into confined spaces.
- (c) Equipment requirements.
- (d) Notification to members entering a confined space of any known or suspected hazards that the member may face during entry and any other information necessary to enable the attendant to monitor safe entry by the member.
- (e) Requirements for members entering confined spaces.
- (f) Requirements of the entry supervisor.
- (g) Requirements for members who are assisting others within the confined space.

314.4 PROCEDURES

Department members should be trained to identify and measure atmospheric hazards within confined spaces. Reasonably practicable attempts at self-rescue or nonentry rescue should be made prior to any entry.

Department members should adhere to National Institute for Occupational Safety and Health (NIOSH) guidance when performing a confined space rescue.

Any time there is questionable action or lack of movement by the worker inside the confined space, a verbal check should be made. If there is no response, department rescue personnel should conduct a survivability profile and a risk analysis, based on the information documented on the entry permit.

314.4.1 PRECAUTIONS

No ignition sources should be introduced into the confined space when atmospheric hazards are attributable to flammable or explosive substances or to lighting and electrical equipment.

Members should perform continuous atmospheric monitoring during all confined space rescue operations. If atmospheric conditions change adversely, members should exit the confined space until appropriate precautions for any new hazards are developed and implemented.

Work time should be closely monitored because heat stress emergencies may be caused by a warm atmosphere inside a confined space.

314.4.2 HAZARD EVALUATION/PERMIT REQUIREMENTS

If members of the Department respond to an incident requiring permit-required confined space entry, a written hazard evaluation shall be performed. The hazard evaluation should include, but is not limited to:

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- (a) Recognition, determination and declaration of the situation as a permit-required confined space incident, including the date, time and location.
- (b) Denial of entry to unprotected persons.
- (c) Assessment of all readily available confined space documentation (e.g., Safety Data Sheets, any existing permits, plans or blueprints of the space).
- (d) Assessment of the purpose of the entry, number of victims, locations and injury conditions.
- (e) Discussions with witnesses, a supervisor and other sources of information.
- (f) Assessment of any current or potential space hazards, in particular, any hazards that led to the necessary rescue.
- (g) Measures used to isolate the space and eliminate or control the hazards.
- (h) Communications procedures used by entrants and attendants.
- (i) Determination and declaration if a body is recovered or a victim is rescued.

314.5 TACTICAL GUIDELINES

314.5.1 PRIMARY ASSESSMENT

Upon arrival, the first-in company should:

- Establish command and provide a report of conditions.
- Assess immediate hazards to rescuers, contact witnesses or otherwise look for clues as to the cause of the confined space emergency.
- Conduct a survivability profile of the victims, including the number, location and condition of the victims and how long they have been trapped.
- Establish communication with the victims, if possible.
- If applicable, locate any confined space permit that has information about the space.
- Determine whether the operation will be a rescue or a recovery.

314.5.2 SECONDARY ASSESSMENT

After completing the primary assessment, the first-in company should:

- Determine the type of confined space and what type of products are used or stored in the space.
- Identify any known hazards (e.g., electrical, mechanical, stored energy).
- Determine the stability of the confined space and conduct a hazardous materials size-up.

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314.5.3 INCIDENT COMMANDER RESPONSIBILITIES

- Determine if adequate technician-level trained personnel are on-scene to safely complete the rescue.
- Determine whether the proper equipment is at the scene to safely complete the rescue (e.g., atmospheric monitoring equipment, intrinsically safe lighting and communications, self-contained breathing apparatus (SCBA), ventilation equipment, victim removal equipment).
- Establish a perimeter and ventilation, if needed.
- Assign resources, which should include a hazards officer.
- Ensure all utilities are locked-out, including electrical, gas and water.
- Evaluate the structural stability of the confined space and surrounding area.
- Remove or restrict the flow of any product in or flowing into the confined space.
- Ensure all entry and backup personnel are wearing the proper level of personal protective equipment (PPE) (e.g., helmet, gloves, proper footwear, eye protection, appropriate skin protection, a Class III harness and safety tag line, SCBA) and any additional equipment deemed necessary for the safety of personnel, given the totality of the circumstances.
- Ensure the appropriate method of extrication is determined and constructed.
- Ensure department-approved procedures are followed to perform the rescue.

314.5.4 VICTIM ASSISTANCE

- If possible, the entry team should bring a supply of breathable air for the victims.
- Rescuers shall not remove their SCBA and give them to the victims.
- If indicated and practicable, complete C-spine precautions should be taken.
- After treatment for immediate life-threatening injuries, the victims should be packaged appropriately for extrication (e.g., backboard, rescue basket).

314.5.5 VICTIM TRANSFER

Immediately after reaching the point of egress, the victims should be transferred to awaiting medical personnel.

314.6 TERMINATION OF THE RESCUE

At the conclusion of the rescue, the Incident Commander should:

- Account for all personnel.
- Ensure all tools and equipment used for the rescue/recovery are removed (unless there has been a fatality, then consideration may be given to leaving tools and equipment in place for investigative purposes).

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- Ensure proper decontamination procedures are implemented if personnel or equipment have been contaminated during the operation.
- Determine if a formal critical incident stress debriefing or a routine debriefing and Post-Incident Analysis (PIA), in accordance with the Post-Incident Analysis Policy, is warranted and, if so, implement as appropriate.

Wildland Firefighting

315.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance for wildland firefighting incidents.

315.2 POLICY

It is the policy of the Garden City Fire Rescue to provide wildland fire suppression services consistent with the availability of staffing resources and in compliance with state regulations. The Department will utilize the Incident Command System (ICS) methods and procedures for managing wildland firefighting operations.

315.3 INCIDENTS INVOLVING STATE OR FEDERAL RESPONSIBILITY AREA

Whenever a wildland fire event occurs in the jurisdiction of the Garden City Fire Rescue, it is the responsibility of the Incident Commander (IC) to assess the potential for the fire to extend into either a State Responsibility Area (SRA) or Federal Responsibility Area (FRA). If the incident either involves or threatens to involve an SRA or FRA, the IC shall immediately notify the Georgia Forestry Commission or the U.S. Forest Service (USFS) of the incident. The IC shall also send notification up the chain of command to the on-duty Shift Commander, the Fire Operations Deputy Fire Chief, and the Fire Chief.

Whenever a wildland fire event occurs in the jurisdiction of the Garden City Fire Rescue it is also the responsibility of the IC to assess the potential for the fire to involve areas in bordering jurisdictions. If the IC determines there is any potential for the incident to involve bordering jurisdictions, he/she should immediately direct Dispatch to notify the appropriate jurisdictions.

Trench Rescues

316.1 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.

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).

316.2 POLICY

It is the policy of the Garden City Fire Rescue 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.

316.3 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 (29 CFR 1926.650 et seq.).

- (a) Using the Incident Command System (ICS), the first-in company 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 using ICS methods. Apparatus, equipment, traffic and staging distance should be set at a distance that will minimize vibrations at the site.
- (d) Minimally, the equipment required to be available for rescue personnel to enter a trench or excavation should include (29 CFR 1926.651):

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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 (29 CFR 1926.651; 29 CFR 1926.652):
1. Adequate ventilation has been established.
 2. When ventilation is in place, the air quality is being periodically tested.
 3. If water accumulation is a factor, protection from water hazards is in place.
 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.
- (f) If the rescue effort is protracted, personnel may need to be rotated and/or additional alarms requested for appropriate relief.

Carbon Monoxide Detector Activations

317.1 PURPOSE AND SCOPE

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

317.2 POLICY

Exposure to CO can be hazardous to health. It is the policy of the Garden City Fire Rescue 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.

317.3 RESPONSIBILITIES

317.3.1 DISPATCH RESPONSIBILITIES

Any dispatcher who determines that a call for service involves a CO detector activation should inform responding personnel of this information via voice over the radio and by a notation in the electronic event record (if the responding apparatus are equipped with Mobile Data Computers). The dispatcher should attempt to ascertain if people at the scene are displaying symptoms of CO poisoning and consider whether a medical aid response should also be dispatched. The responding medical aid personnel should also be advised of the CO detector activation.

317.3.2 ARRIVING UNITS

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

- (a) Assess for necessary rescue and safely move potential victims from the affected location. Activate a medical response if necessary.
- (b) Evaluate the situation through interviews prior to entering the building.
- (c) Assess airflow ventilation conditions and general building conditions.
- (d) Wear structural turnouts and self-contained breathing apparatus (SCBA) to investigate the building using a CO detector, if available.
- (e) Have facepieces on and air flowing:
 1. Whenever information is inadequate to rule out toxic levels of CO.
 2. If anyone has displayed symptoms of CO poisoning.

317.3.3 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.

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- (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.
- (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:
 - 1. Consider requesting a response by the gas company. If it is necessary to leave the scene prior to arrival of the gas company, the occupants should be advised to remain out of the building until a gas company representative arrives.
 - 2. Complete any required property notification and provide a copy to the property owner or tenant.

Safe Place for Newborns Act

318.1 PURPOSE AND SCOPE

This policy establishes the guidelines to comply with the Safe Place for Newborns Act (O.C.G.A. § 19-10A-1 et seq.).

This policy addresses infants who are no more than 30 days old and are left under the terms of the Safe Place for Newborns Act (O.C.G.A. § 19-10A-4). Abandonment of an infant not covered by this policy would be subject to the Child Abuse Policy.

318.2 POLICY

It is the policy of the Garden City Fire Rescue to provide an option to protect infants by allowing a mother to safely and confidentially leave an infant in the physical custody of a Department member at any staffed fire station (O.C.G.A. § 19-10A-4).

318.3 PROCEDURES

The Fire Chief shall identify qualified personnel to take custody of infants who are left and ensure that such qualified personnel are available to receive any infants who are left.

The following procedures will be used by personnel at all department stations:

- (a) Site preparation:
 - 1. All department stations shall clearly display signage identifying the station as a drop-off location as required by Ga. Comp. R & Regs. r. 290-1-9-.01.
- (b) Accepting an infant:
 - 1. Qualified personnel shall accept an infant who is left, even if the infant appears older than 30 days. If the infant appears to be older than 30 days, the receiving personnel should immediately notify law enforcement and the Department of Human Services (DHS), as provided in the Child Abuse Policy.
 - 2. If it appears that the infant has been the victim of child abuse or neglect, law enforcement personnel should be requested as provided in the Child Abuse Policy.
 - 3. The receiving personnel should ask the mother for her name, address, and proof of identity. The infant shall be accepted regardless of whether the mother provides the information (O.C.G.A. § 19-10A-4).
- (c) Following acceptance of an infant:
 - 1. Qualified personnel should check the infant to determine if the infant requires immediate medical attention.
 - 2. Personnel shall notify DHS as soon as practicable after the infant is left (O.C.G.A. § 19-10A-6).
 - 3. The infant should be taken to a medical facility, rather than turned over to DHS, in any of the following circumstances:

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- (a) DHS cannot be contacted
 - (b) A representative from DHS is unable to respond in a timely manner
 - (c) The infant appears to have a medical condition needing immediate attention
- (d) If the infant is taken to a local medical facility, DHS should be notified as soon as practicable of the infant's location.
- (e) Additional notifications and media concerns:
 - 1. The receiving personnel shall notify Dispatch and their appropriate supervisor as soon as practicable.
 - 2. The supervisor will notify the Shift Commander, duty officer, and the Department [Public Information Officer] (PIO).
 - 3. The PIO may, as circumstances dictate, provide the following limited facts to the media:
 - (a) Date, time, and fire station where the infant was left
 - (b) Local DHS representative's name and telephone number
 - (c) Under no circumstances should the mother's name be released to the public or media
- (f) Community donations:
 - 1. Community groups, volunteers, foundations, and individuals may express interest in helping with this program. Some may want to donate baby supplies, such as baby food, diapers, or blankets, directly to the fire station. The following guidelines are established:
 - (a) Only new baby blankets in the original wrapper should be accepted.
 - (b) Donors who wish to donate any other baby-related items, such as clothes, baby food, or diapers, should be directed to a local social service agency and/or reputable charities.

Hazardous Materials Response

319.1 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.

Training related to HAZMAT response is addressed in the Hazardous Materials Training Policy.

319.2 POLICY

It is the policy of the Garden City Fire Rescue 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).

319.3 RESPONSIBILITIES

All HAZMAT responses should be managed using the National Incident Management System (NIMS) and the Incident Command System (ICS) in accordance with the Georgia Interagency Incident Management System for emergency response and applicable federal laws (O.C.G.A. § 38-3-57).

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 upgrade of the incident, establish Incident Command, and begin a size-up of the situation. The purpose of the size-up by the first-in company is to determine the nature and severity of the HAZMAT incident and formulate an initial Incident Action Plan (IAP). 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, shipping papers, National Fire Protection Association (NFPA) placards, U.S. DOT placards, and United Nations substance identification numbers. Other sources of information may be available, such as the Chemical Transportation Emergency Center

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(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).

319.4 INCIDENT ACTION PLAN

The primary goal of the 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) An incident site safety plan and designation of an Incident Safety Officer.
- (f) 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. The written IAP should utilize standard NIMS/ICS forms that may include but are not limited to:

- ICS-201 Incident Briefing.
- ICS-202 Incident Objectives.
- ICS-203 Organization Assignment List.
- ICS-204 Assignment List.
- ICS-205 Incident Radio Communications Plan.
- ICS-206 Medical Plan.
- ICS-207 Incident Organization Chart.
- ICS-208 Safety Message/Plan.

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Hazardous Materials Response

319.5 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 numerous 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.
- (c) Local law enforcement for assistance with scene security and evacuation, if necessary.
- (d) Activation of local or regional Georgia HAZMAT emergency response teams for assistance.
- (e) United States Coast Guard assistance for spills affecting waterways.
- (f) Public works and road departments for diking, diversion, or other activities.

Resources shall be coordinated using NIMS/ICS as the response is reinforced. It is important that duties assigned to personnel are suitable for their level of training under federal regulations and Georgia Fire Standards & Training Council requirements. 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.

319.6 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) Georgia Emergency Management & Homeland Security Agency
- (e) Georgia State Fire Marshal's Office
- (f) Georgia Department of Public Health
- (g) Georgia Department of Natural Resources, Environmental Protection Division (EPD)
- (h) Georgia Department of Transportation
- (i) Georgia Department of Public Safety
- (j) United States Coast Guard National Response Center

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 Public Information Officer into the incident management system.

320.2 POLICY

It is the policy of the Garden City Fire Rescue 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 PRESS INFORMATION OFFICER DESIGNATION

As soon as practicable on incidents where news media are present and requesting information, the Incident Commander (IC) will notify the Deputy Chief and or Fire Chief, one of which would respond to the incident or appoint a PIO. If the incident is of the Law Enforcement nature, the IC would direct questions to the Lead law enforcement officer or their designated PIO.L. The Public Information Officer shall interface with and provide timely and relevant information to representatives of the community and media during critical command stages. A single Public Information Officer will typically be designated for each incident, including incidents operating under Unified Command and multi jurisdictional incidents.

In multi-agency or multi jurisdictional incidents, it may be necessary to establish multiple Public Information Officers and a Joint Information Center (JIC) with a Public Information Officer and Assistant Public Information Officer. In all cases, the Public Information Officer shall be responsible for coordinating the dissemination of information that has been approved by the IC for release to the media, the community, and other parties that may have been affected by the incident.

Upon arrival at the scene of the incident, the designated Public Information Officer will report to the IC, obtain an incident briefing, and be assigned the Public Information Officer radio designator for the incident.

320.4 DISSEMINATION OF INFORMATION

The Public Information Officer should gather and disseminate the following information 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 (e.g., high-rise, technical rescue)
- (d) A description of any particular hazards present at the incident

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- (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

320.5 RESTRICTED INFORMATION

The Public Information Officer shall ensure that legally protected information is not released to the media. The Public Information Officer should consult with the IC or the authorized designee about any issues or concerns regarding legally protected information.

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.

320.6 MEDIA INQUIRIES

All media inquiries received by incident personnel shall be forwarded to the Public Information Officer for response. The Public Information Officer will endeavor to provide accurate information that is available at the time, while clearly communicating that any such information is preliminary. 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.
- (b) If the Public Information Officer finds it necessary to remain with media representatives, the IC may be asked to assist in gathering information. 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, the Public Information Officer shall confirm that the next-of-kin has been notified. Next-of-kin notifications are generally handled by law enforcement and/or hospital personnel. The Public Information Officer should contact Dispatch supervisor to confirm that notification has been made.
- (d) The names of deceased or seriously injured persons shall not be transmitted over the radio.

The Public Information Officer or the authorized designee should not speculate as to the cause of an incident.

320.7 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 IC has authorized such activities.

The Public Information Officer shall be responsible for scheduling and arranging special tours or briefings in accordance with established National Incident Management System (NIMS) procedures.

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News Media and Community Relations

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 Information Officer or other designated spokesperson.
- (c) In the case of a fire incident, the Public Information Officer may escort media representatives on a tour of a fire-damaged area following knockdown and after receiving authorization from the IC, in coordination with operations personnel. The Public Information Officer will be responsible for ensuring that all media personnel wear proper protective clothing as warranted.

320.7.1 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 IC 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).

320.8 NEWS RELEASES

News releases are documents specifically prepared for release to the media. News releases should be authored by the Public Information Officer and approved by the Fire Chief, the IC, 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.

320.9 NEWS CONFERENCES

A news conference is a pre-scheduled event intended to highlight a newsworthy event, such as a promotion or opening of a new fire station; news conferences can also be used when a representative of the Department desires to make a public appearance. The Fire Chief will determine the purpose and scope of the conference. Any accompanying news release will include details, such as the date, time, and location, and may reference other officials, dignitaries, or agencies that may be in attendance.

The Public Information Officer should prepare the news release and/or a prepared statement for the department spokesperson. The Public Information Officer shall make arrangements for the site, obtain required equipment, arrange for availability of the news release, identify photo

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locations, and provide escorts, as necessary. The conference may include a moderator or the Public Information Officer, who should make introductory remarks and introductions, assist with any question-and-answer period that may follow, and conclude the conference.

Specific information should not be released prior to the conference. The Public Information Officer should notify appropriate department personnel of the date, time, and location of all news conferences. Department members attending the news conference should wear their dress uniforms as specified in the Uniform Regulations Policy. Attendance requirements will be determined by the Fire Chief.

Scene Preservation

321.1 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.

321.2 POLICY

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

321.3 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.
- (f) Transportation incidents, including traffic accidents and rail, aircraft, shipping and boating incidents.

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- (g) Industrial accidents.

321.4 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.

321.5 PRESERVATION OF EVIDENCE AT CRIME SCENES

Whenever practicable, 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.

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 practicable. For

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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.

321.6 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.

Child Abuse

322.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the reporting of suspected child abuse.

322.2 POLICY

It is the policy of the Garden City Fire Rescue to ensure Georgia Child Protective Services is notified of suspected child abuse as required by law.

322.3 MANDATORY NOTIFICATION

Members of the Garden City Fire Rescue shall notify the local law enforcement agency when there is reasonable cause to suspect child abuse.

Child abuse includes (O.C.G.A. § 19-7-5):

- (a) An injury or death inflicted by a parent, guardian, legal custodian, or other person responsible for the care of the child other than by accidental means. Physical forms of discipline are not child abuse for notification purposes if there is no physical injury to the child.
- (b) Neglect, including abandonment or the failure to provide proper prenatal care.
- (c) Emotional abuse.
- (d) Sexual abuse/exploitation.
- (e) An act or failure to act that presents an imminent risk of serious harm to the child's physical, mental, or emotional health.
- (f) Trafficking a child for labor servitude.

322.3.1 NOTIFICATION PROCEDURE

Notification should occur as soon as practicable to the local law enforcement agency by telephone (O.C.G.A. § 19-7-5).

If a child is being transported to a medical facility, the receiving center triage nurse or physician shall be notified of the situation upon the child's arrival.

Members who have reason to believe that a report of suspected child abuse involves a parent or guardian on active duty in the United States armed forces should inform the local law enforcement who receives the report (O.C.G.A. § 19-7-5).

322.4 CONFIDENTIALITY

Reports of child abuse are confidential and will only be released in accordance with the Release of Records Policy.

Disposition of Valuables

323.1 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.

323.2 POLICY

The Garden City Fire Rescue 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 practicable.

323.3 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. When local law enforcement is available, valuable property should be transferred to legal custody.

If the valuables cannot be secured and they belong to a medical patient who is transported to a hospital, the member may deliver the valuables to the hospital, obtain a receipt from the receiving nurse and retain a copy of the receipt with the official report of the incident.

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.

A member should take valuables into custody only in unusual cases and with the approval of a supervisor. The valuables should be inventoried and the inventory should list any obvious damage. A supervisor should witness the inventory.

Members should document in the incident report the disposition of any reasonably identifiable valuables. When applicable, notification to local law enforcement should be made.

Performance of Duties

324.1 PURPOSE AND SCOPE

This policy establishes daily performance expectations.

324.2 POLICY

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

324.3 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.

324.4 EMERGENCY RESPONSE

All members, upon receipt of any emergency alarm, shall immediately cease all activities and without delay report to their assigned apparatus, 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.

324.5 COMPETENT PERFORMANCE

Members should perform their duties in a manner that 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 or unauthorized leave.
- 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.

324.6 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 take appropriate steps to report or prevent such actions.

324.7 DRIVER'S LICENSE

All members shall possess a valid state-issued driver's license of the class required for their assigned duties (O.C.G.A. § 40-5-20; O.C.G.A. § 40-5-142).

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Performance of Duties

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's license's status. Failure to maintain a valid driver's license in accordance with an employee's current classification specification may result in disciplinary action.

324.8 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.

324.9 FIRE DEPARTMENT IDENTIFICATION

Members shall carry their badges and identification cards on their persons while on-duty and in accordance with the Badges Policy, except when impractical or dangerous to their safety or a risk to an investigation.

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.

324.10 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.

Disabled Adult and Elder Person Abuse

325.1 PURPOSE AND SCOPE

This policy provides members of the Garden City Fire Rescue with guidance regarding when notification is to be made to law enforcement and social services of suspected abuse of certain adults.

325.1.1 DEFINITIONS

Definitions related to this policy include (O.C.G.A. § 30-5-3):

Abuse - Means the willful infliction of physical pain, physical injury, sexual abuse, mental anguish, unreasonable confinement, or the willful deprivation of essential services to a disabled adult or elder person.

Elder person - A person age 65 years or older.

Exploitation - The illegal or improper use of a disabled adult or elder person or that person's resources through undue influence, coercion, harassment, duress, deception, false representation, false pretense, or other similar means for one's own or another's profit or advantage.

Disabled adult - Includes a person who is 18 years or older who is mentally or physically incapacitated, has Alzheimer's disease or dementia.

325.2 POLICY

It is the policy of the Garden City Fire Rescue to assist victims of disabled adult and elder adult abuse by making the proper notifications to those responsible for investigating these matters.

325.3 MANDATORY NOTIFICATION

Members of the Garden City Fire Rescue shall notify local law enforcement and the appropriate adult protection agency when they have reasonable cause to believe that a disabled adult or elder person has been the victim of abuse, neglect or exploitation (O.C.G.A. § 30-5-4).

325.3.1 NOTIFICATION PROCEDURE

Notification should occur as follows:

- (a) As soon as practicable to law enforcement and the appropriate adult protection agency by telephone.
- (b) Notification should include, when known, the name, address and age of the disabled adult or elder person, any caretaker information, the person's condition and other information related to the possible abuse, exploitation or neglect.

The department Emergency Medical Services supervisor should be notified of the incident as soon as practical. A written report shall be prepared and, if requested, forwarded to law enforcement or the appropriate adult protection agency.

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Disabled Adult and Elder Person Abuse

If the person is being transported to a medical facility, the receiving center triage nurse or physician shall be notified of the situation upon the person's arrival.

325.4 RELEASE OF REPORTS

Information related to incidents of disabled adult and elder adult abuse or suspected abuse shall be confidential and may only be disclosed pursuant to state law and the Release of Records Policy.

Requests for information about an incident referred to law enforcement should be referred to the investigating agency.

Traffic Accidents

326.1 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.

326.2 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.

326.3 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 an on-duty 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 Shift Commander of traffic accidents.

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

326.4 TYPES OF REVIEWS

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

326.4.1 ACCIDENT LEVELS

- (a) A Level I accident is any traffic accident involving:
 - 1. Minor injury to any department member, a contract employee or an employee 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.
- (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 employees noted in Level I.

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2. Any injury requiring immediate transport and treatment of any department member, contract employee or an employee 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 employee or other public agency employee when the traffic accident involves any department member, vehicle or property.

326.4.2 REVIEW TEAMS

Reviews shall be conducted by the on-duty Shift Commander or respective manager for Level I accidents.

Level II and Level III accidents will be reviewed by a Shift Commander or respective manager and a Deputy Fire Chief Fire Chief a designated Health and Safety Officer or risk manager, and a labor representative of the involved member. The Shift Commander or manager is the team leader.

326.5 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 Level I accidents will be submitted through the chain of command to the Deputy Fire Chief in charge of the involved member. Reports involving Level II and Level III accidents will be submitted through the chain of command to the Fire Chief.

Following review by the Fire Chief, the completed report and all related documentation from the investigation will be forwarded to the department's Custodian of Records for filing.

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 of persons involved.

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- (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.
- (f) If it is determined that an employee may have violated any department policies or procedures, the Shift Commander should recommend that the matter be submitted for the initiation of possible administrative action.

Line-of-Duty Death and Serious Injury Investigations

327.1 PURPOSE AND SCOPE

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

327.2 POLICY

It is the policy of the Garden City Fire Rescue to identify the causal factors pertaining to any event involving a serious injury or line-of-duty death, and to document and secure evidence that may be a factor in any regulatory actions or litigation resulting from the event. An investigation 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 but not limited to:

- The Georgia Bureau of Investigation.
- The Georgia State Fire Marshal.
- Local law enforcement.
- Area fire department Fire Marshals.
- Georgia State Patrol.

In the event an investigation utilizes multiple agencies, the Department will establish a Unified Incident Command program to facilitate the needs and activities of the investigation.

327.3 PROCEDURE

As soon as practicable after a serious injury or line-of-duty death has occurred, the Fire Chief or the authorized designee shall assign an investigation team to conduct an investigation into the circumstances of the event.

- (a) A Shift Commander designated by the Fire Chief should function as the team leader and direct the investigation of the line-of-duty death or serious injury. The investigation team should report to the team leader, who is responsible for the management of the investigative process.
- (b) All members of the Garden City Fire Rescue shall give their full and complete cooperation to the investigation team.
- (c) The National Institute for Occupational Safety and Health will conduct an investigation of incidents involving the death of a firefighter.
- (d) The Garden City Fire Rescue should cooperate with all other government agencies that have a legal cause to be involved in the investigation of a line-of-duty

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Line-of-Duty Death and Serious Injury Investigations

death or serious injury and should voluntarily share relevant information with other organizations working in areas of fire service occupational safety and health education and training. Participation by these agencies shall be at their own discretion, depending on the circumstances of the incident. These agencies may or may not produce their own reports of the incident with recommendations for corrective actions. These reports do not supersede the investigation team report.

- (e) The investigation team report and all related documentation shall be an internal Garden City Fire Rescue administrative report.
- (f) Any public release of the report requires the approval of the Fire Chief or the authorized designee. Such release will generally be processed in accordance with the provisions of the Georgia Open Records Act (O.C.G.A. § 50-18-99).

327.4 INVESTIGATION TEAM

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

- (a) Shift Commander
- (b) Fire investigator
- (c) Department Health and Safety Officer
- (d) Risk manager
- (e) Employee labor representative

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.

327.4.1 DUTIES AND RESPONSIBILITIES

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

- (a) Gather and analyze all physical evidence related to the incident.
- (b) Interview all witnesses with direct or indirect knowledge of the circumstances. When interviewing members of the Department, represented members shall have the right to have their labor representatives present pursuant to the applicable collective bargaining agreement.
- (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.

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Line-of-Duty Death and Serious Injury Investigations

- (h) Coordinate activities with Fire Marshal's Office to avoid interference with any criminal investigation.
- (i) Ensure that a post-mortem examination is conducted on any member who dies as a result of the incident as well as on any other deceased person who may have been contributory to the event.
- (j) Activate the Department or regional Critical Incident Stress Debriefing (CISD) team for any members adversely affected by the incident.

327.4.2 DOCUMENTATION

The investigation team should ensure that the scene where the line-of-duty death or serious injury occurred is documented, including diagrams, photographs and observations. When feasible, all witness interviews should be recorded or transcribed. When recording or transcription is not feasible, the investigator's notes of the interview should be preserved. In addition, the investigation team should:

- (a) Obtain, examine and secure all personal protective equipment (PPE), breathing apparatus and equipment used by the seriously injured or deceased employee.
 - 1. A complete physical description of the PPE, breathing apparatus and equipment shall be included in the report of the incident.
 - 2. A performance evaluation report conducted by a qualified professional on all safety equipment should be included in the report of the incident.
 - 3. For specific guidance on PPE involved in the incident, refer to the special incident procedure in the Personal Protective Equipment Policy.
- (b) Review and comment on the application of policies and procedures to the incident, the observance of policies and procedures and their effect on the situation. Recommend changes, additions or deletions to such policies and procedures.
- (c) Attempt to obtain any photographs, videotape or other information relating to the incident from news media or other sources. Such evidence should be obtained with the agreement that it will only be used for investigative and educational purposes.

327.5 FINAL REPORT

The investigation team should present the final report to the Fire Chief. The Fire Chief should determine the schedule and method of presentation of the final report.

National Emergency Response Information System (NERIS)

328.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance regarding National Emergency Response Information System (NERIS) reporting to ensure department response information is properly reported to NERIS.

328.2 POLICY

The Garden City Fire Rescue is committed to improving fire reporting and analysis capability both locally and on the national level. Therefore, it is the policy of the Garden City Fire Rescue to participate in NERIS.

328.3 COORDINATOR RESPONSIBILITIES

The Administration Deputy Fire Chief should designate a NERIS coordinator, who should develop and maintain familiarity with NERIS resources and reporting requirements and ensure department information is compliant with the NERIS reporting format.

328.4 COMPANY OFFICER RESPONSIBILITIES

The Company Officer should ensure a NERIS report is completed for each response as soon as practicable, but no later than the end of the shift.

Grocery Shopping On-Duty

329.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the guidelines for grocery shopping on-duty.

329.2 POLICY

It is the policy of the Garden City Fire Rescue to encourage suppression personnel to bring an adequate supply of food to work to meet their nutrition needs for the hours to be worked. When circumstances allow, companies may be permitted to shop for groceries as well.

329.3 PROCEDURE

Company grocery shopping may be permitted under the following circumstances:

- (a) All companies shopping for groceries shall remain in service.
- (b) Companies choosing to grocery shop while on-duty shall make shopping a part of the daily routine to avoid making a separate trip.
- (c) Companies shall shop within their initial response area or at the closest store approved by the Shift Commander.
- (d) Multiple company stations shall have one unit shop for the entire station.
- (e) Daily grocery shopping for the entire station is to be accomplished in one visit to the store.
- (f) Members entering the store shall take a portable radio and if dispatched to a call shall leave the store immediately.
- (g) Except for groceries, under the conditions noted in this policy, personal shopping while on-duty is not permitted.
- (h) Use of a personal vehicle for grocery shopping while on-duty is not authorized.
- (i)
- (j) Apparatus shall not be parked in red zones, along red curbs, in zones limited exclusively to the vehicles of disabled persons or any location that will restrict pedestrian or vehicular traffic.

Chaplains

330.1 PURPOSE AND SCOPE

This policy establishes the guidelines for Garden City Fire Rescue chaplains to provide counseling or emotional support to members of the Department, their families and members of the public.

330.2 POLICY

The Garden City Fire Rescue shall ensure that department chaplains are properly appointed, trained and supervised to carry out their responsibilities without financial compensation. Reasonable efforts shall be made to incorporate chaplains from varying denominations reflective of the community to the best extent possible.

330.3 ELIGIBILITY

Requirements for participation as a chaplain for the Department may include, but are not limited to:

- (a) Being above reproach, temperate, prudent, respectable, hospitable, able to teach, free from addiction to alcohol or other drugs, and free from excessive debt.
- (b) Managing his/her household, family and personal affairs well.
- (c) Having a good reputation in the community.
- (d) Successful completion of an appropriate-level background investigation.
- (e) A minimum of five years of successful counseling or ministry experience.
- (f) Being in good health.
- (g) Possessing a valid driver's license.

The Fire Chief may allow exceptions to these eligibility requirements based on organizational and community needs and the qualifications of the individual.

330.4 RECRUITMENT, SELECTION AND APPOINTMENT

The Garden City Fire Rescue shall endeavor to recruit and appoint only those applicants who meet the high ethical, moral and professional standards set forth by the Department.

All applicants shall be required to meet and pass the same pre-employment procedures as department members before appointment with the exception of any entry level Firefighter knowledge or physical agility tests.

330.4.1 RECRUITMENT

Chaplains should be recruited on a continuous and ongoing basis consistent with department policy on equal opportunity and non-discriminatory practices. A primary qualification for participation in the application process should be an interest in and an ability to assist the Department in serving the public. Chaplain candidates are encouraged to participate in ride-alongs with department members before and during the selection process.

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330.4.2 SELECTION AND APPOINTMENT

Chaplain candidates shall successfully complete the following process prior to appointment as a chaplain:

- (a) Submit the appropriate written application.
- (b) Include a recommendation from employers or volunteer programs.
- (c) Interview with the Fire Chief and the chaplain coordinator.
- (d) Successfully complete an appropriate-level background investigation.
- (e) Complete an appropriate probationary period as designated by the Fire Chief.

Chaplains are volunteers and serve at the discretion of the Fire Chief. Chaplains shall have no property interest in continued appointment. However, if a chaplain is removed for alleged misconduct, the chaplain will be afforded an opportunity solely to clear his/her name through a liberty interest hearing, which shall be limited to a single appearance before the Garden City Fire Rescue or the authorized designee.

330.5 IDENTIFICATION AND UNIFORMS

As representatives of the Department, chaplains are responsible for presenting a professional image to the community. Chaplains shall dress appropriately for the conditions and performance of their duties. Uniforms and necessary safety equipment or personal protective equipment (PPE) will be provided for each chaplain. Identification symbols worn by chaplains shall be different and distinct from those worn by other members through the inclusion of "Chaplain" on the uniform and other identifying PPE. Chaplain uniforms and PPE shall not reflect any religious affiliation.

Chaplains will be issued Garden City Fire Rescue identification cards, which must be carried at all times while on-duty. The identification cards will be the standard Garden City Fire Rescue identification cards, with the exception that "Chaplain" will be indicated on the cards. Chaplains shall be required to return any issued uniforms, PPE or other department property at the termination of service.

Chaplains shall conform to all uniform regulations and appearance standards of the Department.

330.6 CHAPLAIN COORDINATOR

The Fire Chief may delegate certain responsibilities to a chaplain coordinator. The coordinator shall be appointed by and directly responsible to the Fire Chief or the authorized designee.

The chaplain coordinator shall serve as the liaison between the chaplains and the Fire Chief. The function of the coordinator is to provide a central coordinating point for effective chaplain management within the Department, and to direct and assist efforts to jointly provide more productive chaplain services. Under the general direction of the Fire Chief or the authorized designee, chaplains shall report to the chaplain coordinator and/or Incident Commander (IC).

The chaplain coordinator may appoint a senior chaplain or other designee to assist in the coordination of chaplains and their activities.

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The responsibilities of the coordinator or the authorized designee include, but are not limited to:

- (a) Recruiting, selecting and training qualified chaplains.
- (b) Conducting chaplain meetings.
- (c) Establishing and maintaining a chaplain callout roster.
- (d) Maintaining records for each chaplain.
- (e) Tracking and evaluating the contribution of chaplains.
- (f) Maintaining a record of chaplain schedules and work hours.
- (g) Completing and disseminating, as appropriate, all necessary paperwork and information.
- (h) Planning periodic recognition events.
- (i) Maintaining a liaison with other agency chaplain coordinators.

An evaluation of the overall use of chaplains will be conducted on an annual basis by the coordinator and a written report provided to the Fire Chief.

330.7 DUTIES AND RESPONSIBILITIES

Chaplains assist the Department, its members and the community as needed. Assignments of chaplains will usually be to augment the Administration Division, but chaplains may be assigned to other areas within the Department as needed. Chaplains should be placed only in assignments or programs that are consistent with their knowledge, skills and abilities and the needs of the Department.

All chaplains will be assigned duties by the chaplain coordinator or the authorized designee or an IC.

Chaplains may not proselytize or attempt to recruit members of the Department or the public into a religious affiliation while representing themselves as chaplains with this department. If there is any question as to the receiving person's intent, chaplains should verify that the person is desirous of spiritual counseling or guidance before engaging in such discussion.

Chaplains may not accept gratuities for any service, or any subsequent actions or follow-up contacts that were provided while functioning as a chaplain for the Garden City Fire Rescue.

330.7.1 COMPLIANCE

Chaplains are volunteer members of the Department and, except as otherwise specified within this policy, are required to comply with the Community Volunteer Program Policy and other applicable policies.

330.7.2 OPERATIONAL GUIDELINES

- (a) Chaplains will be asked to be available for call on an as-needed basis.
- (b) Chaplains operating at emergency incidents or large-scale department events shall operate within and as part of the Incident Command System (ICS) at all times,

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including participating in and replying to Personal Accountability Reports (PAR) conducted as part of the incident or event.

- (c) Each chaplain should serve with the Garden City Fire Rescue a minimum of four hours per month to maintain the necessary proficiencies and contacts necessary to be effective in their service.
- (d) At the end of each period of service or response to an incident the chaplain will complete a chaplain's report and submit it to the Fire Chief and chaplain coordinator or the authorized designee.
- (e) Chaplains shall be permitted to ride with members during any shift and observe Garden City Fire Rescue operations or training sessions, provided the on-duty Shift Commander has been notified and is aware of the activity.
- (f) Chaplains shall not be evaluators of members of the Garden City Fire Rescue.
- (g) In responding to incidents, a chaplain shall never function in a hazardous area or serve as an assistant other than the chaplain's role.
- (h) When responding to in-progress calls for service, chaplains will be required to stand-by in a secure area until the situation has been deemed safe.
- (i) Chaplains shall serve only within the jurisdiction of the Garden City Fire Rescue unless otherwise authorized by the Fire Chief or the authorized designee.
- (j) Each chaplain shall have access to current member rosters, addresses, telephone numbers, duty assignments and other information that may assist in his/her duties. Such information will be considered confidential, and each chaplain will exercise appropriate security measures to prevent unauthorized access to the data.

330.7.3 ASSISTING DEPARTMENT MEMBERS

The responsibilities of a chaplain related to department members include, but are not limited to:

- (a) Assisting in making notification to families of members who have been seriously injured or killed and, after notification, responding to the hospital or home of the member.
- (b) Visiting sick or injured members in the hospital or at home.
- (c) Attending and participating in funerals of active or retired members, when requested.
- (d) Serving as a resource for members who are dealing with the public during significant incidents (e.g., accidental death, suicide, suicidal subjects, serious accident, drug and alcohol abuse or a mass casualty incident (MCI)).
- (e) Providing counseling and support for members and their families.
- (f) Being alert to the needs of members and their families.

330.7.4 ASSISTING THE DEPARTMENT

The responsibilities of a chaplain related to the Garden City Fire Rescue include, but are not limited to:

- (a) Assisting members in defusing a conflict or incident, when requested.

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- (b) Responding to any significant incident (e.g., natural and accidental death, suicide and attempted suicide, family disturbance, MCI) in which the IC or supervisor believes the chaplain could assist in accomplishing the mission of the Department.
- (c) Responding to all major disasters, such as a natural disaster, bombing, MCI and similar critical incidents.
- (d) Being available or, if possible, on-duty during major demonstrations or any public function that requires the presence of a large number of department members.
- (e) Attending department functions such as academy graduations, ceremonies and social events and offering invocations and benedictions as requested.
- (f) Participating in in-service training classes.
- (g) Training others to enhance the effectiveness of the Department.

330.7.5 ASSISTING THE COMMUNITY

The duties of a chaplain related to the community include, but are not limited to:

- (a) Fostering familiarity with the role of fire and Emergency Medical Services (EMS) members in the community.
- (b) Providing an additional link between the community, other chaplain coordinators and the Department.
- (c) Providing a liaison with various civic, business and religious organizations.
- (d) Assisting the community when they request representatives or leaders of various denominations.
- (e) Assisting the community in any other function, as needed or requested.
- (f) Making referrals in cases where specialized attention is needed or in cases that are beyond the chaplain's ability to assist.

330.7.6 CHAPLAIN MEETINGS

Chaplains may be required to attend scheduled meetings. Absences from such meetings should be satisfactorily explained to the chaplain coordinator.

330.8 PRIVILEGED COMMUNICATIONS

No person who provides chaplain services to members of the Department may work or volunteer for the Garden City Fire Rescue in any capacity other than that of chaplain.

Chaplains shall be familiar with state evidentiary laws and rules pertaining to the limits of the clergy-penitent, psychotherapist-patient and other potentially applicable privileges and shall inform members when it appears reasonably likely that the member is discussing matters that are not subject to privileged communications. In such cases, the chaplain should consider referring the member to an appropriate counseling resource or available program.

No chaplain shall provide counsel to or receive confidential communications from any Garden City Fire Rescue member concerning an incident personally witnessed by the chaplain or concerning an incident involving the chaplain.

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330.9 TRAINING

The Department may establish a minimum number of training hours and standards for department chaplains. The training, as approved by the Training Officer, may include:

- Stress management.
- Death notifications.
- Symptoms of post-traumatic stress.
- Burnout for department members and chaplains.
- Legal liability and confidentiality.
- Ethics.
- Responding to crisis situations.
- The fire and EMS family.
- Substance abuse.
- Member injury or death.
- Sensitivity and diversity.

Active Shooter and Other Violent Incidents

331.1 PURPOSE AND SCOPE

Violence committed in schools, workplaces, and other locations by any individual or group of individuals who are determined to target or kill persons or to create mass casualties presents a difficult situation for fire/Emergency Medical Services (EMS). The purpose of this policy is to identify guidelines and factors that will assist members in making decisions in these rapidly unfolding and tense situations.

331.2 POLICY

The Garden City Fire Rescue will endeavor to plan for a rapid response to violent incidents involving an active shooter or other violent situations. The Garden City Fire Rescue is committed to preparing and planning for rapid responses to these incidents by coordinating with law enforcement and other EMS personnel, as well as with those responsible for operating sites that may be the potential target of a violent incident.

331.3 ACTIVE SHOOTER/VIOLENT INCIDENT PLAN

The Fire Chief should designate a member who is responsible for developing and managing an active shooter/violent incident (AS/VI) plan to assist in the Garden City Fire Rescue's response to an AS/VI.

The AS/VI plan should address:

- (a) Any applicable EMS Mass Casualty Incident (MCI) protocols.
- (b) Identification of state, local, and regional agencies that are likely to respond to an AS/VI.
- (c) Procedures to facilitate interagency sharing of information related to AS/VIs.
- (d) The joint development of protocols for responding to AS/VIs with fire, EMS, and law enforcement personnel, including but not limited to:
 - 1. Identification of likely critical incident target sites and the availability of plans or schematics of such locations and associated outcomes.
 - 2. Effects and outcomes of cascading or complex coordinated incidents.
 - 3. Rapid entry and evacuation routes.
 - 4. Equipment needs.
 - 5. Communication interoperability.
 - 6. Tactical EMS (TEMS) personnel or Rescue Task Forces (RTFs) deployment.
- (e) Any mutual aid agreements that may exist.
- (f) Integrated use of the National Incident Management System and Incident Command System approach by personnel likely to respond to an AS/VI. Emphasis should be placed on the establishment of a Unified Command.

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- (g) Any guidelines for an AS/VI that are established by the Federal Emergency Management Agency, the Interagency Board, or the National Fire Protection Association.
- (h) Common communications and terminology to be utilized by responding personnel.
- (i) Use of readily identifiable and visible identification by responding personnel to make them easily discernible.
- (j) Procedures and agreements governing self-deployment of emergency response personnel.
- (k) Identification of which personnel will need additional personal protective equipment (PPE), including ballistic gear (e.g., vests, helmets) and what training will be needed for the use of such gear.
- (l) Coordination and planning with local hospitals regarding communication and patient distribution.
- (m) Procedures for dissemination of information to the public during and after an AS/VI.
- (n) Procedures for continuity of department operations during and after an AS/VI.
- (o) Establishing areas designated for victim reunification and recovery.
- (p) Procedures for completion of post-incident reviews of AS/VIs.

The AS/VI plan manager should, in conjunction with appropriate law enforcement and other EMS personnel, review the Garden City Fire Rescue's plan annually and make any necessary updates.

331.4 FIRST RESPONDERS

When responding to AS/VIs, members must decide, often during difficult and rapidly evolving circumstances, whether to enter the scene or to stage at a safe area. When deciding on a course of action members should:

- (a) Determine whether law enforcement has secured the scene or developed a plan for entry. If the scene has not been secured, members should work in teams with law enforcement and other EMS personnel on-scene to develop a plan for entry and contact with victims with life-threatening injuries.
 - 1. Members tasked with entry should wear PPE appropriate for the circumstances.
- (b) Coordinate with available law enforcement personnel to create a staging area for additional member resources.
- (c) Identify and prepare members for operations in areas of higher risk, if appropriate.
- (d) Decide whether individuals who are under imminent threat can be moved out of danger with reasonable safety.
- (e) Plan for rapid triage, treatment, and extraction of any individuals with life-threatening injuries (e.g., in a warm zone).
- (f) Utilize TEMS support personnel or RTFs, if available.

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- (g) In areas where there is a known hazard or direct and immediate threat to life (i.e., a hot zone), members should await arrival of TEMS support personnel or RTFs.
 - 1. Members who find themselves unexpectedly in a hot zone should limit treatment to the control of life-threatening external hemorrhage by use of tourniquets or hemostatic gauze and the repositioning of airways.
 - 2. Rapid extraction to safety is paramount.
- (h) Coordinate full triage and transport of patients to definitive care outside the area of imminent threat.
- (i) Consider the risk of fire hazards and secondary devices at any main or secondary scenes if there is a reasonable belief that improvised explosive devices have been or may be used.

331.5 TRAINING

The AS/VI plan manager should coordinate with the Training Officer so that members are provided with annual AS/VI training. The training should include:

- (a) Review of the AS/VI plan.
- (b) Review of any applicable EMS MCI protocols.
- (c) Review of trauma care guidelines in high-threat pre-hospital situations and the various treatment methods available during an AS/VI.
- (d) Interagency training with law enforcement and other EMS personnel.
- (e) Reality-based training at locations that may be a potential target of a critical incident.

The AS/VI plan manager should ensure that all training sessions and exercises are documented and that all training records are kept in accordance with the department Records Management Policy.

Vehicle Fires

332.1 PURPOSE AND SCOPE

The purpose of this General Order is to provide information and procedures when responding to vehicle fires.

332.1.1 DEFINITIONS

Definitions related to this policy include:

Incident Priorities

- A. Life Safety
- B. Incident Stabilization
- C. Property Conservation

332.2 POLICY

Garden City Fire shall follow incident priorities while conducting vehicle fire operations.

1. Apparatus Placement
 - A. Apparatus should be placed upwind and uphill of the incident if possible. This is to afford protection from hazardous liquids and vapors and reduces smoke in the work area. The apparatus should be placed at a safe distance from the incident.
 - B. Considerations must be given to using the apparatus as a barrier, to shield the incident scene from traffic hazards. Warning lights should be left operation, in conjunction with the use of traffic cones where needed. Additional considerations should be given to positioning the apparatus at an angle to better allow the removal of any hose from the pre-connect cross-lay compartments, if needed.
2. Water Supply
 - A. If the water carried on the responding apparatus will not be sufficient, early considerations must be given to additional water supply sources. A supply line, other engines, or Tender 22 may be required.
3. Proper and Complete Size Up
 - A. As you approach the scene use the same size up procedures as you would at any fire.
 - B. Consider the possibility of victims trapped in the vehicle(s).
 - C. Take a moment to determine the make, model, and construction of the involved vehicle. This will help identify fuels used, if passive or active passenger restraints are installed, whether shock-absorbing bumpers or gas-loaded struts are present, of its magnesium or other metals may be involved. Be cautious when approaching a vehicle from the front or the rear.
 - D. Determine if the fire involvement is in the engine compartment, passenger area, or trunk, or maybe all three. Consider the possibility that fuels are leaking that

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need special attention. Consider whether the water supply will be adequate for total extinguishment.

- E. Exposures such as near-by vehicles or structures, overhead wires, or the proximity of other first responders or spectators may require deploying a second line for additional protection. Also, if spectators or traffic are concern, now is the time to place the call for traffic control to the scene.
 - F. F. Keep safety in mind at all times. Even though placement of the apparatus should position the attack crew up wind and uphill from the fire, SCBA and full protective clothing are mandatory.
 - G. This should be the time to determine if additional resources may be needed.
4. Fire Control Operations
- A. A. The minimum level of protection for fire control operation is full PPE (helmet, hood, protective coat and pants, firefighting gloves, firefighting boots, eye protection.) with SCBA.
 - B. B. The minimum size hose line to be deployed on a vehicle fire is a 1 ¾" hand line. The line of choice should be a foam line.
5. Fire Attack
- A. A working fire involving the interior of the vehicle passenger compartment may damage the vehicle beyond repair. As such, the attack plan should consider the standard incident priorities and a safe and appropriate approach and fire attack should be implemented.
 - B. If patients are trapped in a vehicle involved in fire, the first handline should be deployed to protect the patients and permit the rescue.
 - C. Where rescue is not a factor, water should be applied for several seconds to extinguish fire or cool down the area around any fuel tanks or fuel system. This is especially important if the fuel tanks are Liquefied Petroleum Gas (LPG) or Liquid Natural Gas (LNG).
 - D. At least one member of the firefighting team must have a forcible entry tool in his/her possession to provide prompt and safe entry into the vehicle.
 - E. May consider vehicle stabilization if needed. (chocking the tires.)
6. Hazards and Safety Considerations
- A. Liquid Petroleum Gas (LPG) and Liquid Natural Gas (LNG)-are becoming common place as fuel for vehicles. Pressure release devices can create a lengthy "blow torch" effect, or should the pressure relief device fail, a BLEVE may occur. Vehicles may not be marked to identify this fuel hazard. If there is flame impingement on a visible LPG/LNG storage tank, take action to control the fire and cool the tank.
 - (a) If vapors escaping from the storage tank relief valve have ignited, allow the LPG/LNG to burn while attempting to cool the tank and protecting

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exposures. Flow of gas through piping can be controlled by shutting off the valve at the storage tank.

- B. Energy Absorbing Bumpers-Consist of gas and/or fluid filled cylinders that, when heated during a fire, can develop high pressures which may result in the sudden release of the bumper assembly. This could result in serious injury to anyone in its path. Bumper assemblies have been known to travel twenty-five (25) feet. Therefore, stay clear of the front and rear bumpers if possible.
- C. Batteries-Explosion hazard due to presence of hydrogen vapors. A void contact with battery acid. When the situation is stable, disconnect the battery cables, ground cable first.
- D. Combustible Metals-Some vehicles have various parts made of combustible metals, such as engine blocks, heads, wheels, etc. When these metals are burning, attempts to extinguish them with water will usually add to the intensity of the fire. Large quantities of water, however, will cool the metal below its ignition temperature. After some initial intensification, the fire should go out. Dry chemical extinguishers can also be effective.
- E. Trunk/Rear Hatch/ Engine Hoods-Hold-open devices may employ, along or in any combination with any of the following: springs, gas cylinders, extending arms, etc. When gas cylinders are exposed to heat, failure or rupture of these devices should be expected. Excessive pressure may develop to lift assists causing a trunk, hatch, or hood to fly open with explosive force when the latch mechanism is released. To ensure personal safety, be sure to allow sufficient clearance when releasing latches.
 - (a) Fire involving the trunk/cargo area should be approached with extreme caution. Contents may include toxic, flammable, or other hazardous materials. Expect the worst.
- F. Fuel Tanks-May be constructed out of sheet metal or plastic. A rupture or burn-through may occur with these tanks causing a rapid flash fire of the fuel. Do not remove the gas cap, as the tank may have become pressurized. Do not direct the hose stream into the tank, as this will cause pressurization of tank, with a possible result of burning fuel spewing from the tank fill opening.
- G. Interior-Well sealed interiors of modern vehicle present the potential for backdraft. Use caution when opening doors or breaking windows. Appropriate approach, ventilation, and safety concerns must be considered. Have a charged handline ready before making entry.
- H. Vehicle Stability-Tires or split rims exposed to fire may explode, causing the vehicle to drop suddenly. Expect exploding rim parts or tire debris to be expelled outward from the sides. Some larger vehicles, such as buses, employ air suspension system. When these systems are exposed to heat or flame, they may fail, causing the vehicle to SUDDENLY drop several inches.
 - A. Air Bags-In situations where responders arrive at the scene of a working vehicle fire, particularly one burning in the passenger compartment, after

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serval minutes, the airbag gas generators can reach 280 degree, causing the airbags to deploy.

- B. Maintain a safe zone.

332.3 ELECTRIC VEHICLE FIRES

Fires in electric vehicles powered by high-voltage lithium-ion batteries pose the risk of electric shock to firefighters from exposure to the high-voltage components of a damaged lithium-ion battery. A further risk is that damaged cells in the battery can experience thermal runaway – uncontrolled increases in temperature and pressure – which can lead to battery reignition. The risks of electric shock and battery reignition/fire arise from the "stranded" energy that remains in a damaged battery. After the knock down of visible flames, re-ignition is to be expected. This is caused by the thermal runaway at the individual cell level internal to the battery packs. While visible flames from the batteries may be clearly extinguished, temperatures within the batteries may be high enough for thermal runaway of internal cells to occur. Subsequent re-ignition is characterized by "whooshing" or "popping" sounds, followed by off gassing of white smoke and/or electrical arcs/sparks that reignited with visible flames/fire. Typically, this will result in visible flames that can be quickly knocked down by a single hose line.

The continuous application of water on a localized area of the battery for a prolonged period of time before moving onto another area of the battery can provide faster total extinguishment. In addition, once the main battery fire has been controlled, continuous application of water to the battery with the nozzle set on fog could further cool the exterior of the battery, thereby helping to reduce the temperatures of the internal cells. This will reduce the likelihood of additional off gassing of electrolyte and re-ignition of internal battery cells. Electric vehicle fires have a significant chance for re-ignition hours after extinguishment. Extinguished electric vehicles must be stored away from exposures for at least 24-hours. Re-ignition should be expected. This is a not a failure by suppression crews.

Class B foam shall not be used on electric vehicle fires. Class B foam is not effective and may cause environmental impact.

Resources

- National Transportation Safety Board's Safety Report 20/01, "Safety Risks to Emergency Responders from Lithium-Ion Battery Fires in Electric Vehicles."<https://www.nts.gov/safety/safety-studies/Documents/SR2001.pdf>
- National Transportation Safety Board's YouTube video, "Lithium-Ion Battery Fires in Electric Vehicles - Safety Risks to Emergency Responders"<https://youtu.be/J6eS6JzBn0k>
- Fire Protection Research Foundation, "Best Practices for Emergency Response to Incidents Involving Electric Vehicles Battery Hazards: A Report

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on Full-Scale Testing Results." https://www.energy.gov/sites/prod/files/2014/02/f8/final_report_nfpa.pdf

332.4 INVESTIGATION

The fire prevention bureau should be notified of vehicle fires of suspicious circumstances. Depending on the situation and after consultation with the fire investigator, the vehicle may be towed to a secured yard for investigation at a later time.

Apparatus Response Matrix

333.1 POLICY/PURPOSE

This policy and procedure is designed to create a response framework that will provide the resources and staffing needed to effectively mitigate an incident base on typical incident types.

The intent is to provide an initial resource deployment that based on previous incidents of the same type, is adequate and able to mitigate the typical situations encountered. **However, it is not intended to limit the judgment of the Shift Commander to deploy additional available resources should facts or circumstances be presented that are not typical in nature.**

333.2 SCOPE/RESPONSIBILITY

This policy and procedure includes the initial resource deployment matrix to emergency and non-emergency calls for service that are typical in nature. This policy and procedure applies to all personnel responding in and deploying resources to calls for service.

The Shift Commander shall ensure that this policy and procedure is implemented when calls for services are dispatched or requested to insure adequate initial response, coverage, and distribution of services. Should the situation require, the Shift Commander shall have the authority and responsibility to request any other resources available to him/her to mitigate an incident.

All personnel are responsible for knowing and understanding this policy.

333.3 ORGANIZATION/STAFFING

- (a) Station 1 (District 1)
 - A. Engine 21 - Engine required to be staffed with a minimum of two (3) personnel to include at least (1) Georgia Certified EMT-B or higher.
- (a) Station 2 (District 2)
 - A. Engine 22 - Engine required to be staffed with a minimum of three (3) personnel to include at least (1) Georgia Certified EMT-B or higher.
 - B. Truck 22 – Truck required to be staffed with a minimum of two (2) personnel to include at least (1) Georgia Certified EMT-B or higher

333.4 APPLICABLE POLICIES

Garden City Fire Department Policy 207 – Minimum Staffing Levels

333.5 PROCEDURE

- (a) **Structure Fire**
 - A. Inside City
 - i. Station 1 District All
 - 1. Engine 21
 - 2. Truck 22

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Apparatus Response Matrix

- 3. Engine 22
- 4. Tender 22 if in non/hydrant area.
- A. Outside Fire District (Automatic Aid)
 - i. Station 1
 - (a) Engine 21 or next available apparatus
 - ii. Station 2
 - (a) Tender 22 if requested (other apparatus may be called)
- (a) **Grass/Wildland, Vehicle and Dumpster fires, Smoke Scare, Smell of Gas and Other Calls for Service. (Classes, Smoke Detector Installs, etc.)**
- A. Inside City
 - i. Station District 1
 - 1. Engine 21 and consider Brush 21
 - i. Station District 2
 - (a) Engine 22 and consider Brush 21

The primary district will respond emergent to the scene. The second in apparatus will respond non-emergent until requested by on scene command. Tender 22 may be requested by IC.

- (a) **Grass/Wildland Threatening Structure**
- A. Inside City
 - i. Station District All
 - (a) Engine 21
 - (b) Truck 22
 - (c) Engine 22

The primary district will respond emergent to the scene. The remaining apparatus will respond non-emergent until requested by on scene command.

- (a) **Vehicle or Machinery Extrication**
- A. Inside City
 - i. Station District 1
 - 1. Engine 21
 - 2. Truck 22
 - ii. Station District 2
 - 1. Engine 22
 - 2. Truck 22

All units will respond emergent to the scene.

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Apparatus Response Matrix

(a) **Rescue Other Than Extrication**

- A. Inside City
 - i. Station District 1
 - 1. Engine 21
 - 2. Truck 22
 - ii. Station District 2
 - (a) Engine 22
 - (b) Truck 22

The primary district will respond emergent to the scene. The remaining apparatus will respond non-emergent until requested by on scene command.

(a) **Fire Alarms**

- A. Inside City
 - i. Station District 1
 - (a) Engine 21
 - (b) Engine 22
 - (c) Truck 22
 - ii. Station District 2
 - (a) Engine 22
 - (b) Engine 21
 - (c) Truck 22

The primary district will respond emergent to the scene. The remaining apparatus will respond non-emergent until requested by on scene command.

(a) **Emergency Medical Calls**

- A. Inside City
 - i. Station District 1
 - 1. Engine 21
 - ii. Station District 2
 - 1. Engine 22

The primary District can request additional assistance if the number of patients exceed the resources of the primary response, or the type of incident requires assistance. Truck 22 will respond if other units are unavailable.

Response Matrix

334.1 PURPOSE AND SCOPE

This policy and procedure is designed to create a response framework that will provide the resources and staffing needed to effectively mitigate an incident base on typical incident types. The intent is to provide an initial resource deployment that based on previous incidents of the same type, is adequate and able to mitigate the typical situations encountered. **However, it is not intended to limit the judgment of the Shift Commander to deploy additional available resources should facts or circumstances be presented that are not typical in nature.**

This policy and procedure includes the initial resource deployment matrix to emergency and non-emergency calls for service that are typical in nature. This policy and procedure applies to all personnel responding in and deploying resources to calls for service.

334.2 AUTHORITY AND RESPONSIBILITY

The Shift Commander shall ensure that this policy and procedure is implemented when calls for services are dispatched or requested to insure adequate initial response, coverage, and distribution of services. Should the situation require, the Shift Commander shall have the authority and responsibility to request any other resources available to him/her to mitigate an incident.

All personnel are responsible for knowing and understanding this policy.

334.3 APPLICABLE POLICIES

Garden City Fire Department Policy 207 – Minimum Staffing Levels

334.4 SECTION TITLE

- I. **Structure Fire (All units respond emergency mode)**
 - A. Inside City
 - (a) Station District All
 - (a) Engine 201
 - (b) Truck 202
 - (c) Engine 202
 - (d) Tender 202 if in non/hydrant area.
 - A. Outside Fire District (Automatic Aid), (Unit Responds emergency mode)
 1. Station 1
 - (a) Engine 201
 2. Station 2
 - (a) Tender 202 if requested (other apparatus may be called)

All units will respond emergent to the scene or until command dictates otherwise.

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Response Matrix

I. **Grass/Wildland**

- A. Inside City
 - (a) Station District 1
 - (a) Engine 201
 - (b) Brush 202 if needed (hauled by Utility 202)
 - (c) Tender 202 if needed
- (a) Station District 2
- (a) Engine 202
- (b) Brush 202 if needed
- (c) Tender 202 if needed

The primary district will respond emergent to the scene. The second in apparatus will respond non-emergent until requested by on scene command. Tender 22 may be requested by IC.

I. **Grass/Wildland Threatening Structure**

- A. Inside City
 - (a) Station District All
 - (a) Engine 201
 - (b) Truck 202
 - (c) Engine 202
 - (d) Tender 202 in non-hydrant areas

The primary district will respond emergent to the scene. The remaining apparatus will respond non-emergent until requested by on scene command.

I. **Vehicle or Machinery Extrication**

- A. Inside City
 - 1. Station District 1
 - (a) Engine 201
 - (b) Truck 202
 - 2. Station District 2
 - (a) Engine 202
 - (b) Truck 202

All units will respond emergent to the scene.

I. **Rescue Other Than Extrication**

- A. Inside City
 - (a) Station District 1

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Response Matrix

- (a) Engine 21
- (b) Truck 22
- (b) Station District 2
- (a) Engine 22
- (b) Truck 22

The primary district and Truck 202 will respond emergent to the scene. The remaining apparatus will respond non-emergent until requested by on scene command.

- I. **Fire Alarms**
 - A. Inside City
 - (a) Station District 1
 - (a) Engine 201
 - (b) Engine 202
 - (c) Truck 202
 - (a) Station District 2
 - (a) Engine 202
 - (b) Engine 201
 - (c) Truck 202

The primary district will respond emergent to the scene. The remaining apparatus will respond non-emergent until requested by on scene command.

- I. **Emergency Medical Calls**
 - A. Inside City
 - 1. Station District 1
 - (a) Engine 201
 - 2. Station District 2
 - (a) Engine 202

The primary District can request additional assistance if the number of patients exceed the resources of the primary response, or the type of incident requires assistance. Truck 22 will respond if other units are unavailable.

VIII. Vehicle, Commercial Vehicle, and Dumpster fires, Smoke Scare, Smell of Gas and Other Calls for Service.

- A. Inside City
 - (a) Station District 1
 - (a) Engine 201

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Response Matrix

- (b) Truck 202
- (a) Station District 2
- (a) Engine 202
- (b) Truck 202

334.5 ORGANIZATION AND STAFFING

- I. Station 1 (District 1)
 - A. Engine 201 - Engine required to be staffed with a minimum of three (3) personnel to include at least (1) Georgia Certified EMT-B or higher.
- I. Station 2 (District 2)
 - A. Engine 202 - Engine required to be staffed with a minimum of three (3) personnel to include at least (1) Georgia Certified EMT-B or higher.
 - B. Truck 202 – Truck required to be staffed with a minimum of (2) personnel to include at least (1) Georgia Certified EMT-B or higher

The Deputy Fire Marshal, Chief Fire Marshal, Deputy Fire Chief, and Fire Chief will respond if available to Structure Fires, Fire Alarms, and any other incidents requiring the resources.

Public Safety Diving

335.1 PURPOSE AND SCOPE

The purpose of the Public Safety Dive Policy is to provide guidelines for the utilization of the Under Water Search and Rescue Team. This policy applies to all members of Garden City Fire Rescue.

335.2 POLICY

Garden City Fire Rescue shall establish standard operating guidelines to inform employees of the duties and responsibilities of the Garden City Fire Rescue Dive Team.

335.3 GENERAL

The primary responsibility of the Underwater Search and Recovery Team is to provide expert diving support rescue and recovery operations. This Standard Operating Procedures shall apply to all member departments/agencies, involved with or requiring underwater operations.

335.4 QUALIFICATIONS

- a. Divers must be experienced swimmers
- b. Divers must be Open Water, Advanced Diver, Rescue Diver and Public Safety Diver certified by an accredited organization, or in the process of obtaining their certification.

335.5 DUTIES OF THE DIVE TEAM

- a. Rescue and/or recovery of drowning victims.
- b. Search and recovery of criminal evidence.
- c. Recovery of various types of stolen property and vehicles.

335.6 COMMAND RESPONSIBILITY

- a. The first Dive Team member to arrive at the scene of a water rescue or underwater recovery will be in command of the scene until he/she is relieved by the Dive Supervisor or Dive Team Commander,
- b. Once the Dive Commander arrives on scene the authority to direct the dive operations rests entirely on him/her.
- I. Assume complete control of the situation with the ranking officer maintaining control of the outer perimeter.
- II. Officers of a higher rank may make suggestions and/or assist in any manner deemed necessary, but may not actively direct the dive operation.
- III. Officers of a higher rank than the Dive Team Commander are required to take command only if, in their judgment, the situation has deteriorated to the point where there is imminent danger to the Dive Team, bystanders, or other Department personnel.

NOTIFICATION TO FIRE CHIEF

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335.7 PROCEDURES FOR REQUESTING THE DIVE TEAM

In the event an officer is dispatched to the scene of a drowning accident, submerged vehicle or other situation that requires the services of the diving team, they shall:

- a. Investigate Situation:
 - i. Advise Central Dispatch of the situation and request the team be dispatched.
 - ii. Have witnesses available for interview upon arrival of divers.
 - iii. Secure area and maintain crowd control.
- b. Provide Information Concerning the Incident:
 - i. Nature of the search (rescue/recovery)
 - ii. Weather conditions
 - iii. Water conditions
 - iv. Available roads leading to the dive site

335.8 DIVE TEAM EQUIPMENT

The Dive Team will use all possible equipment to make an effective rescue. This equipment will be serviced yearly to ensure proper service. If during training or an actual call any equipment fails, it should be taken out of service immediately and reported to the Dive Supervisor.

Garden City Fire Rescue will be responsible for the hydrostatic "hydro" test of the air tanks (required every 5 years), the Visual Inspection Program (VIP) test (required annually), BCD inspection/recertification (required annually), and the City will maintain all dive equipment.

The Dive Supervisor will maintain a permanent record for each individual and his/her equipment. The file shall include evidence of certification, log sheets, results of current physical examination, and equipment maintenance certification.

- a. Availability of Records
 - i. Medical records shall be available to the attending physician of a diver or former diver when released in writing by the diver.
 - ii. Records and documents shall be maintained for the following periods:
 - iii. Pressure related injuries reports – 5 years
 - iv. Records of hospitalization – 5 years
 - v. Record of dives – 1 year, 5 years if there are diving related accidents
 - vi. Physical examination results – 1 year
 - vii. Equipment inspections – record current tag of serviceable gear
- b. The members will have the following equipment as standard:
 - i. 1 BCD – can be weighted, but must have quick dump

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- ii. 1 ea 1st/2nd Stage
- iii. 1 ea Compass
- iv. 1 ea Depth gauge
- v. 1 ea Pressure gauge
- vi. 2 ea Mask
- vii. 1 ea Snorkel
- viii. 1 ea Set Fins
- ix. 1 ea Wet suit 0.5mm
- x. 1 ea Pair of Gloves
- xi. 1 ea Set of booties
- xii. 1 ea Hood
- xiii. 1 ea Knife
- xiv. 1 ea Search Light
- xv. 1 ea Small light – backup
- xvi. 1 ea Tank 80 CU (minimum) – with boot
- xvii. 1 ea Weight Belt with adequate weight
- xviii. 1 ea Equipment bag

335.9 DUTIES OF DIVE TEAM MEMBERS

- a. Maintain all diving equipment in working condition
- b. Clean all equipment immediately after each dive.
- c. When damage to a team member's equipment occurs, that equipment will be reported to the Dive Team Commander immediately for repair/replacement.
- d. At no time will Dive Team members act in an official capacity, outside of the city limits, without prior permission from the Dive Team Commander.
- e. Each Team member shall be able to operate any equipment connected with diving operations.
- f. Team members shall show professionalism at all times and shall abide by all department rules as defined in the Garden City Fire Rescue Standard Operating Procedures.

335.10 DUTIES OF DIVE TEAM LEADER OR OFFICER IN CHARGE

- a. Upon request for divers the Dive Team Commander shall:
 - i. Determine the number of divers need for the operation
 - ii. Make sure the proper personnel are notified as to the situation

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- iii. Develop and implement a plan of action
- iv. Directs activities of all water operations at the scene.
- v. Maintain and fill out dive team logs after each dive.
- vi. Have all air tanks filled for future use.
- vii. The Diving Supervisor/Dive Master will remain on scene at all times. He/she will be in charge of the dive operations once on scene.
- viii. No diver will enter the water at any time unless accompanied by another diver, or a Rescue Diver is available. Personal safety is a priority at all times.

ANY DIVER CAN CALL A NO GO DIVE AT ANY TIME!!!

335.11 OPERATIONAL GUIDELINES

- a. Pre-plan the search
 - i. Divers will meet at a pre-arranged place at the discretion of the Dive Team Commander or the Dive Supervisor.
- b. Emergency Operations:
 - i. Divers will proceed directly to the scene.
 - ii. No diver will enter the water until a clear plan of action has been established.
 - iii. Divers will at all times operate within the depth and time limits for underwater activities as set forth in the Decompression Tables.
 - iv. Divers will not exceed the depth of 50 feet without approval from the Dive Supervisor.
 - v. Team members, as a whole, will make the final decision on whether or not to dive, given the circumstances and the situation.

335.12 EMERGENCY PROCEDURES

- a. Diving Accidents
 - i. The Chief and Deputy Chief will be notified as soon as possible of any accident involving a dive team member.
 - ii. After the diver has received the required on-scene emergency aid, if required, shall be transported to the nearest facility for treatment. All details of the accident/injury shall be recorded and given to the Dive Team Commander.
 - iii. The nearest hospital with a hyperbaric chamber is Candler Hospital (912) 692-6000.

335.13 TRAINING

Dive training will be conducted on a monthly basis. The Dive Team Commander will insure in water training is conducted quarterly as a minimum. In order to maintain a status as an active diver, it is mandatory that each diver attend eight (8) hours of training per quarter. A skills check off

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will be conducted annually on all divers (required). Any diver failing the skills exam will be moved to a support only function. If the diver fails to attend the required training, he will be moved to a support only status (see Diver Status). As soon as the diver completed the required training they will be moved back to an active diver status.

a. Skills:

- i. 200 yard swim
- ii. 10 minute water tread
- iii. 30 feet underwater swim

335.14 INCIDENT COMMAND AND OPERATIONS

In actual calls or emergency situations where the Dive Team is required, the Dive Team Leader will be the Operations Officer under the Incident Commander. His/her duties will include but are not limited to:

- a. Provide for the safety and welfare of the Dive Team
- b. Remove persons who are endangering the safety of the Dive Team
- c. Rapidly evaluate conditions
- d. Provide continued command
- e. Review Diving Supervisor's operation plan, make changes as needed
- f. Request and assign additional personnel
- g. Coordinate with outside agencies
- h. Maintain control of all activities in and around the water

Diving Supervisor

For every dive, the Garden City Fire Rescue Underwater Search and Recovery Team shall designate one diver as the Diving Supervisor. He/she will be in a location at the dive site where he/she can oversee the entire operation. The Diving Supervisor shall be responsible for:

- a. Coordination: Diving shall be coordinated with other known activities in the vicinity, which are likely to interfere with dive operations:
- b. Briefing: The dive team members shall be briefed on:
 - i. Dive objective
 - ii. Any unusual hazards or environmental conditions likely to hinder the safety of the diving operation
 - iii. Any modification to diving or emergency guidelines necessitated by the specific diving operation
 - iv. Report any physical problems or adverse physiological effects including symptoms of pressure related injuries.

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- v. Diver operation debriefing.
- c. Dive Planning: Planning of a diving operation shall include considerations of the safety and health aspects of the following:
 - i. Diving Mode (Rescue/Recovery)
 - ii. Surface and underwater conditions and hazards
 - iii. Air supply
 - iv. Equipment needed for operation
 - v. Dive Team assignments
 - vi. Decompression schedules and altitude corrections
 - vii. Entry and exit guidelines and Emergency guidelines
- d. Depth: The maximum depth for dives will be 50 feet. Any dive requiring a depth greater than 50 feet must first be approved by the Dive Supervisor.
- e. Air: No Dive Team member will start a dive with less than 2500 psi of air in their tank. All Divers will stop their dive when the air in their tank reaches 500 psi.
- f. Down Time: For normal weather and water conditions, the maximum down time for a diver will be 30 minutes. In cold water situations this time will be reduced, by the Diving Supervisor prior to anyone entering the water.
- g. Tender Support: The line tender will signal the diver to come up after the first ten minutes to check the water conditions and air consumption. If complications are present, modifications to the dive operation may take place.
- h. When to Dive: The time of day and weather conditions as well as the mode of operation (rescue vs recovery) will dictate this. As a general guideline, we will not dive at night while in recovery mode. In extremely bad weather conditions, we will only dive if the Dive Supervisor and the Divers agree that diving will be safe and only if the operation is in rescue mode.
- i. Hazardous Conditions: The Dive Team will not dive in hazardous materials or in hazardous conditions as defined by the Dive Supervisor.
- j. No-Dive Situations: The Dive Team, as a whole, will determine if the dive conditions are too dangerous to perform a dive operation. If a dive operation is already underway, the Dive Team can cancel the operation at any time if the conditions require a No-Dive.

335.15 SCENE EVALUATION

A successful dive operation depends on an accurate, detailed Scene Evaluation. All of the following steps must be taken prior to any diver entering the water.

- a. Enroute
 - i. Nature of the call

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ii. Water conditions

iii. Other Dive Team members notified

iv. Weather

v. Other agencies needed

vi. Shore or boat search

b. Rescue/Recovery

i. Rescue – the Dive Team will operate in this mode when there is a chance to save a human life within one hour of the emergency call, "the golden hour". If during a rescue the operation extends beyond the "golden hour" the Dive Team will switch into the recovery mode.

ii. Recovery – the Dive Team will operate in this mode when the goal is not to save a human life, or after one hour of emergency call.

c. Risk/Benefit Factor

i. Every operation must have assigned risk/benefit

ii. Subjective in Nature

iii. Many of Public Safety Diver deaths occur in recovery mode because of improperly measured risk/benefit factors.

iv. Last Seen Point – This is the primary objective when conducting dive operations. Without a Last Scene Point or physical evidence that suggests a Last Scene Point, reasons to enter the water are rare.

d. Determination of Last Scene Point

i. Witness interviews

ii. Reference points and objects

iii. Physical evidence

e. Location of Body

i. Victim sinks directly to the bottom in most instances

ii. Will be within a radius of the Last Scene Point equal to the depth of the water.

f. Witnesses

i. Interviews are critical to dive team operations

ii.. Keep witnesses separated during interviews

iii. Always obtain name, address, and phone number of witnesses

g. Reference Points

i. Take witnesses to the exact location where they saw the incident

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ii. Don't use distance estimations, use reference points (divers in the water can be a reference point) people tend to exaggerate distance

h. Scene Sketch-Must have in every operation and should include:

i. Last Scene Point

ii. Significant landmarks

iii. Measurements and angles

iv. Areas covered in search pattern

335.16 PRE-DIVE CHECK LIST

a. Pre-Dive Check List

i. Determine Rescue/Recovery Mode

ii. Starting pounds per square inch (PSI) 3000

iii. Minimum PSI before Diver is required to surface Limit each dive to 15 minutes

iv. Maximum depth allowed

v. Maximum bottom time in reference to decompression tables

vii. Review line signals

viii. Review procedures for Dive in trouble

ix. Review procedure for found object

335.17 EQUIPMENT SAFETY CHECK

a. Dive knife

b. Pressure gauge

c. Regulator and octopus operational

d. Proper weight

e. BCD inflator operational

f. Air is turned on

g. Diver is mentally ready for dive

335.18 POST DIVE CHECK LIST

a. Report any physical problems, symptoms of decompression sickness or air embolism

b. Report any obstruction encountered underwater

c. Report air pressure to time keeper

d. Perform an equipment check and report any problems

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- e. Log the dive and turn in a copy to the Dive Supervisor.
- f. All persons on compressed air will remain awake and in the company of another person for 60 minutes prior to leaving the scene.

335.19 DIVE OPERATIONS

Search Patterns

- a. Rescue Diver
 - i. ALWAYS HAVE A SAFETY DIVER
- b. To be Effective
 - i. Start at a known point, cover known area, end at a known point
 - ii. Use clear communications
 - iii. Adaptable to different environments
 - iv. Have ability to mark location of found object
 - V. Adaptable to different size objects
 - vi. Simple enough to explain to untrained personnel in emergency situations
 - vii. Allows for buddy diving or one up one down

Necessary Equipment

- a. Line
 - i. ¼ inch braided polypropylene line (ski rope)
 - ii. 600 feet in 200-foot lengths
- b. Stuff bags
- c. Tender
- d. Timekeeper
 - i. Watch
 - ii. Compass
 - iii. Slate
- e. Marker buoys
- f. Search pattern weight (deep water operations)

Line signals

- a. Tender to diver
 - i. 1 pull – Are you OK?

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- ii. 2 pulls – Stop, Change directions
- iii. 3 pulls – Surface
- iv. 4 pulls – Stop! Stay on bottom! Danger!
- b. Diver to Tender
 - i. 1 pull – I/m OK
 - ii. 2 pulls – More line
 - iii. 3 pulls – Found object
 - iv. 4 or more pulls – SEND HELP

Conditions determining type of search pattern

- a. Visibility
- b. Depth
- c. Bottom contour
- d. Number of Divers

Patterns

The rescue diver should be the most skilled diver and in certain circumstances one diver is better than two for the fact that in some search patterns two divers often get tangled up among themselves and the ropes. Also, two divers stir up the water twice as fast as a single diver. The following are some guidelines to follow concerning diving patterns.

- a. Diver holds the hand closest to the tender (inside hand) and turns to the inside.
- b. Sweep
 - i. Most versatile
 - ii. Up to 200 feet possible
 - iii. Always begin at the Last Scene Point
 - iv. Tender lines up ends of arks with landmarks or compass points
 - v. Avoid allowing diver to go "shore to shore", hard on diver's ears due to ascent/descent
 - vi. If deep drop-off's, search drop-off's first, then shallow water
- c. Parallel
 - i. Used for large clear areas
 - ii. Good for close to shore but poor last scene point
 - iii. Diver and Tender move together, parallel to each other
 - iv. Works well at face of dams

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- v. Good for large objects, large area
- vi. Tender can walk along shore or remain stationary
- vii. Diver swims parallel to shore and tender until the line 'snags' object
- d. Boat based
 - i. Used when Last Scene Point is more than 200 yards off shore
 - ii. Shallow water (15 feet or less) just as in shore based search
 - iii. Deep water – needs line connecting to anchoring system (search pattern weight)
- e. Tender duties
 - i. Assist diver in suiting up
 - ii. Review pre-dive check list
 - iii. Control divers search (in poor visibility search pattern will overlap)
- f. Tension on line
 - i. Must keep proper amount of tension on the line.
- g. Communication
 - i. Communication must be maintained with diver the entire operation.
- h. Direction
 - i. Must remain in a fixed position (except in parallel/snag searches)
 - ii. Read lines for distance (mark loops in line)
- i. Time Keeper Duties
 - i. Record Diver and Rescue Divers PSI
 - ii. Record the time diver entered and exited the water
 - iii. Record time, and azimuth that object was found
 - iv. Record all measurements and angles
- j. Divers duties
 - i. Locate object
 - ii. Preserve evidence
 - iii. Maintain contact with tender
 - iv. Keep tension on line
 - v. Surface when air is 500psi
 - vi. Use proper procedure for recovery of victims and/or evidence.

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IX. Victim Retrieval

Rescue Mode

- a. Diver
 - i. Signal tender
 - ii. Follow the contour of the bottom back to shore. DO NOT immediately surface with victim.
- b. Tender
 - i. Mark line with double loop
 - ii. Advise Dive Supervisor
 - iii. Note Reference points
 - iv. Keep slack out of line
 - v. Alert medical personnel to stand by

Recovery Mode

- a. Diver
 - i. Signal tender
 - ii. Tie search line to object
 - iii. Conduct a search of the area
 - iv. Follow line back to surface, review strategy for recovery
 - v. Complete investigation (body location, conditions, etc.)
 - vi. Place object in proper container such as body bag, plastic container while still submerged.
- b. Tender
 - i. Tie double loop in line
 - ii. Maintain diver control
 - iii. Get compass reading off line
 - iv. Keep slack out of line

Body Condition

- a. Usually prone, semi-fetal position
- b. Rigor mortis – stiffening of muscle tissue
- c. Algor mortis – cooling of body (1.5 degrees per hour)
- d. Postmortem lividity – blood settles in points closest to bottom – if not death may have occurred on surface.

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- e. Trauma – look for signs
- f. Body re-float, factors in
- i. Water temperature
- ii. Depth
- iii. Type of water
- iv. Marine life
- v. Clothing
- vi. Food eaten

Vehicle Recovery

Rescue mode

- a. Vehicle considerations
 - i. Tire tracks
 - ii. Debris
 - iii. Air bubbles
 - iv. Oil and gas slicks
- b. Severe accidents decrease possibility of cold water near drowning recovery
- c. Tow truck is essential
- d. Do not use HURST rescue tool underwater
- e. Remove victim (s) as soon as possible (may require pulling entire vehicle from water first)
- f. Air pockets in vehicle are rare
- g. Most vehicles will float 40 seconds to 1 minute
- h. If water is deeper than length of vehicle, vehicle tends to be on the roof
- i. Watch for jagged metal (if current-approach from downstream)

Recovery Mode

- a. Once vehicle is found, use two divers to verify position and condition
- b. Investigation
 - i. Is the key in the ignition?
 - ii. Are the lights on?
 - iii. Is the vehicle in gear?
 - iv. Has the gas pedal been tampered with?

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- v. Remove papers from visor, side pouches, glove box to prevent being washed away
- vi. Preserve fingerprints when possible, caution handling steer wheel, rear view mirror, door handles, etc.
- vii. Diver should avoid entering submerged vehicle.
- c. Removal of vehicle is best with heavy duty nylon webbing (chains or cables are difficult for divers to handle)
- d. Divers and all others remain clear of area, and cable from tow truck, when vehicle is being removed.
- e. Automobile Recovery - check list – see enclosure #1

Underwater Investigation

- a. Finding Evidence
- b. Collect evidence
- c. Photograph before collecting if possible
- d. Make scene sketch
- i. Baseline method
 - Solid straight line
 - Draw a line on land out into water to point parallel to evidence
 - Measurement taken at 90 degrees to line
- ii. Triangulation method
 - Two separate permanent points on shore
 - Measurement from each intersects at location of evidence.
- iii. Rectangular method
 - Grid pattern
 - Two stationary points on land
 - Lines run from point and parallel to each other
 - Connecting line runs to reach line past evidence

Removing Evidence

- a. Preserve evidence whenever possible
- b. Avoid plastic bags especially around victim's hands
- c. Clothing, fabric and particles should be placed on clean and dry paper and then allowed to air dry
- d. Don't leave wet clothing or fabric in plastic bags

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- e. Unfold papers underwater
- f. Firearms CAN discharge underwater, keep pointed away from team members.

Family, Media and other Agencies

- a. Family
 - i. Law Enforcement or designee should be in charge of the family
 - ii. Keep them together and informed
 - iii. Be honest
 - iv. Be compassionate
 - v. Use victim's first name
 - vii. If another day is needed to search, arrive at least one hour before family
 - viii. Switch from rescue to recovery mode subtly – use hand signals
 - ix. Use body bag underwater whenever possible
 - x. Body should be viewed by family at morgue or hospital – NOT at the scene.
- b. Media
 - i. Have Dive Team Spokesman (should know dive team protocols and operations). This will be the Incident Commander or his/her designee. If Public Information Officer is present, he/she should speak to the media (after speaking with the Incident Commander). All other persons should refrain from speaking with the media.
 - ii. Keep media in one area, out of immediate area of the dive operation
 - iii. Keep them informed
- c. Other organizations
 - i. Dive Team Commander will coordinate with other organizations for assistance.

Boat Usage

- a. The use of a boat and when to launch it will be the decision of the Dive Supervisor.
- b. The motor on the boat will not be run in area where divers are in the water
- c. Everyone in the boat will have a personal flotation device
- d. A Dive Flag will be up and displayed while divers are in the water
- e. Check-off on the boat will involve: Launching, driving, docking, etc.

Emergency Care for Rescuer/Victim

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a. As soon as a victim or victims have been recovered, the Dive Team will turn the victim over to EMS for care. If EMS has not arrived on the scene, the Dive Team will initiate immediate care to the patient as appropriate to medical standards.

b. Local guidelines for near-drowning and cold water near-drowning should be followed.

c. Diver Emergency Care

In the case that an accident happens to a member of the Dive team, all operations will stop until the Diver is removed from the water. Once this takes place, the Diver should be treated immediately. After treatment for the Diver, the rescue attempt may continue, after meeting with all divers to insure the accident does not happen again. In the event that the Dive Team is in recovery mode, considerations will be given into either terminating the dive.

River vs. Lake – Operation

River – any body of water that is moving, either slow or swift

Lake – any body of water that is completely surrounded by land

The Dive Team will handle both river and lake operations. Each location will be treated as the surrounding conditions warrant.

a. River Diving

i. River Diving requires special training when the current is moving faster than 2 mph. In that case, only divers who are trained in swift water rescue will be allowed to attempt any rescue operations.

ii. Any Dive Operation will require at least one diver in an environmental protection suit (wet suit) downstream with a throw rope. This diver will be responsible for recovering any Dive Team member that falls into the water and requires help.

b. Lake Diving

i. Most lake dives can be run from a shore based operation. In that case, there will be at a minimum a Diver, Rescue diver, line tender, time keeper, and Dive Supervisor for each area searched.

Communication

a. Communication on the scene is essential. This communication will include verbal as well as radio and hand signals. When using verbal or radio communication special care should be taken in what is said due to the people around and the people monitoring and scanners.

b. Whenever possible, restrict radio communications to public information type traffic. This would be the type of information that does not matter if everyone hears. In the case of some confidential data deliver the message in person is at all possible.

c. Hand signals are very important on the scene. It allows the rescuers to communicate over long distances, and without sensitive information being disseminated. When using hand signals, the signal is given and the receiver repeats the signal to insure that the message is properly understood.

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d. Line Signals are the only link from the surface to the diver. All divers will review the line signals with the tender prior to going underwater.

335.20 VEHICLE RECOVERY

Investigator's Name:

Department:

Date and time of report:

Date and time of Recovery:

Name of those present during recovery (witness names for count purposes should be recorded):

(Use extra paper if necessary)

Is the car's transmission in gear? YES NO

Is anything blocking the accelerator? YES NO

Is anything in the car which could serve as effective block for the accelerator? YES NO

(Block of wood, stick, inflatable toy)

If YES, describe below

Is the radio on? YES NO

Is it tuned to a station commonly listened to by the owner? YES NO

Any "Emotional valuable" items left in the car: YES NO

Describe:

Are there any other valuables in the car or truck? YES NO

(Mechanical tools, camera, business papers) If YES, list (given location for each item)

(Use extra paper if necessary)

Lights: Headlights: ON OFF

Interior Lights: ON OFF

Is the above consistent with the time the vehicle went in the water? ON OFF U/K

Is the above consistent with the time the vehicle went missing? YES NO U/K

Were the window(s) up or down when vehicle was recovered?

Driver's window UP DOWN

Passenger's window UP DOWN

Is observation of windows "normal" for the time of year weather? YES NO U/K

Ignition switch key position: ON OFF Auxiliary No Key

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335.21 DIVER STATEMENT OF UNDERSTANDING AND SAFE DIVING

I, _____ understand the inherent dangers of being on the Garden City Dive Team. I realize that while Public Safety Diving I will be asked to enter algae filled, weed choked lakes, rivers and canals with little or no visibility. I have read and received a copy of the GCFR Dive Team's Recommended Operational Guidelines and I will dive within the limits the team sets forth. I understand that I am only to dive within the limits of my training and at no time will I act in a manner what will endanger me or another member of the Dive Team. I understand that the Recommended Operation Guidelines in no way guarantees my safety and it is my responsibility to maintain a level of knowledge required to make an educated risk benefit assessment of a dive operation. I understand that to be on the GCFR Dive Team, I am required to maintain a high level of physical fitness. I will comply with the annual swimming/SCUBA skills test, the required monthly training, and the annual physical exam. If I fail to keep up with the training or I fail the swimming/SCUBA skill test I will be removed from an active diver status until such time that I can complete the training and/or skills test. I further understand that I have the right to refuse to dive, for any reason, at any time, without fear of repercussions.

Signature of Diver: _____ Date: _____

Fire Chief Signature: _____ Date: _____

Chapter 4 - Fire Prevention

Fire Inspections

400.1 PURPOSE AND SCOPE

This policy provides guidance for the enforcement of fire codes through periodic inspection within Garden City Fire Rescue's jurisdiction.

400.2 POLICY

The Garden City Fire Rescue is committed to improving public safety through the enforcement of building standards relating to fire and public safety as adopted by the Safety Fire Commissioner and published in the Georgia Fire Code, the Georgia Department of Community Affairs, or the City for the prevention of fire or the protection of life and property against fire.

400.3 RESPONSIBILITIES

The Fire Chief or the authorized designee shall develop a periodic inspection program based on the risks to life and property for occupancies within the Garden City Fire Rescue's jurisdictional boundaries. The inspection program will comply with the Fire Code as amended and any local amendments or ordinances specific to the City. The department fire inspection program will be administered by the Fire Marshal's Office Division under the responsibility of the Fire Marshal.

400.4 INSPECTION PROGRAM GUIDELINES

The Fire Marshal should develop an inspection program based on community risk reduction through education and enforcement. Inspections should be identified by risk, hazard, occupancy, frequency, and required state law and local code or ordinance (O.C.G.A. § 25-2-12; O.C.G.A. § 25-2-13; Ga. Comp. R. & Regs. r. 110-11-1-.29; Ga. Comp. R. & Regs. r. 120-3-3-.01 et seq.).

400.5 HAZARDOUS OCCUPANCIES

Facilities that handle, store, or use hazardous materials should be inspected for compliance with applicable provisions of the Fire Code as amended or local ordinance (O.C.G.A. § 25-2-13; Ga. Comp. R. & Regs. r. 110-11-1-.29; Ga. Comp. R. & Regs. r. 120-3-3-.01 et seq.). See the Hazardous Chemical Communication/Employee Right to Know (ERTK) Program Policy regarding hazardous materials submittals and inspections.

400.6 RIGHT OF ENTRY

If a building or premise to be inspected is occupied, the inspector shall present credentials to the occupant and request entry. If the building or premise is unoccupied, the inspector shall first make a reasonable effort to locate the owner or other person having charge or control of the building or premise and request entry (O.C.G.A. § 25-2-22).

If no permission to enter is granted, the inspector should work with legal counsel to secure entry in a manner provided by law, such as obtaining an administrative search warrant.

400.7 INSPECTION FEES

The Department may charge any fire inspection fees adopted by the City. If the Department contracts inspection services to another municipality or county office, the fees assessed by

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the contracted entity shall not exceed those charged in its own political subdivision for such enforcement (O.C.G.A. § 25-2-12).

400.7.1 RE-INSPECTION FEES

If a violation is discovered during an inspection, the follow-up inspection to ensure the corrections have been made should be conducted at no cost to the owner or occupant. Should the owner or occupant fail to comply with inspection requirements on the follow-up visit and an additional visit is required, a fee as adopted by the City may be assessed.

Permits

401.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance for issuing permits that are required by the Georgia Fire Code and local ordinances.

401.2 POLICY

In order to provide for the safety of the community, it is the policy of the Garden City Fire Rescue that permit requirements are appropriately observed and enforced.

401.3 PERMIT PROCESS

A list of permits requiring approval should be available to the public and upon request. The Department shall provide adequate guidance to assist the public in obtaining approval for a particular permit.

An inspection shall be conducted prior to permit issuance.

A permit does not constitute authority to violate, cancel, or set aside any of the provisions of the Fire Code or other applicable regulations (Ga. Comp. R. & Regs. r. 110-11-1-.29; Ga. Comp. R. & Regs. r. 120-3-3-.01 et seq.).

401.3.1 PERMIT APPLICATIONS

Applications for permits should be submitted to the Fire Marshal or the authorized designee and should include adequate documentation of the intent to comply, including but not limited to (O.C.G.A. § 25-2-14; Ga. Comp. R. & Regs. r. 110-11-1-.29; Ga. Comp. R. & Regs. r. 120-3-3-.01 et seq.):

- A site plan showing the location of storage, use, handling, or processes associated with the permit.
- The floor plan approved by the Garden City Fire Rescue depicting the storage of hazardous materials and the use of equipment or processes, including proof of compliance with all applicable codes and standards.
- A current hazardous materials emergency plan, if applicable.
- A chemical classification inventory, if applicable.

401.3.2 PERMIT FEES

Permit fees should be collected at the time of application. The fees are established by the City governing body and are applicable to each permit application.

401.3.3 PERMIT ISSUANCE

A permit may be issued for a specific or an indefinite period of time, depending on the circumstances. A permit may be extended upon showing good cause if the permittee applies for an extension in writing before the expiration of the permit. A permit is not transferable. Any change in ownership, operation, occupancy, or use shall require a new permit.

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All permits shall bear the signature of the Fire Marshal or the authorized designee and contain a general description of the operation or occupancy and its location (O.C.G.A. § 25-2-14; Ga. Comp. R. & Regs. r. 110-11-1-.29; Ga. Comp. R. & Regs. r. 120-3-3-.01 et seq.).

401.4 SITE REQUIREMENTS

Permits should be posted in a visible location at the permitted premises or in a location approved by the Fire Chief or the authorized designee. Permits are subject to inspection at any time by any firefighter acting in an official capacity (O.C.G.A. § 25-2-14; Ga. Comp. R. & Regs. r. 110-11-1-.29; Ga. Comp. R. & Regs. r. 120-3-3-.01 et seq.).

401.5 SUSPENDED OR REVOKED PERMITS

Permits may be suspended or revoked any time it is determined that:

- The permit is being used by someone other than the person who was issued the permit.
- The permit is being used at a location other than the permitted location.
- Any condition of the permit has been violated.
- The work being performed is out of compliance with applicable code requirements.
- The permit was obtained by the use of false, inaccurate or incomplete statements on the application.
- The issuance of the permit was an error or in violation of a regulation, code or law.

401.6 REQUIRED OPERATIONAL PERMITS

Permits are generally required for all items, locations, and activities as described in the Fire Code (Ga. Comp. R. & Regs. r. 120-3-3-.04; Ga. Comp. R. & Regs. r. 110-11-1-.29; Ga. Comp. R. & Regs. r. 120-3-3-.01 et seq.).

Fire Investigations

402.1 PURPOSE AND SCOPE

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

402.2 POLICY

It is the policy of the Garden City Fire Rescue to promptly investigate the cause, origin, and circumstances of fires and explosions occurring in this jurisdiction that involve the loss of life or injury to a person, or the destruction of or damage to property.

402.3 RESPONSIBILITIES

The Fire Chief has overall responsibility for fire investigations. The Fire Marshal is responsible for management of the fire investigations program. The Incident Commander (IC) of each incident is responsible for ensuring that each fire is investigated for origin and cause by a certified Georgia Fire Investigator

402.4 PRELIMINARY INVESTIGATION

The first-in Company Officer should conduct a preliminary investigation of each fire or explosion to identify the origin, cause, and circumstances. The Company Officer will notify the IC of the results of the preliminary investigation.

If the origin of a fire or explosion appears to be suspicious, the IC should take immediate charge of all physical evidence relating to the fire or explosion, coordinate with investigators, and contact local law enforcement, the state Fire Marshal, and all insurance companies known to have an interest in the cause of the fire (O.C.G.A. § 25-2-33.1).

The IC is responsible for determining when fire investigators, fire investigators with arrest authority, or sworn law enforcement investigators, from this or another agency, are appropriate to investigate an incident.

The immediate response of an appropriate investigator should be requested when any of the following circumstances exist:

- (a) Major or unusual fires that exceed the investigative abilities of a Company Officer
- (b) Any fire resulting in a major injury or death
- (c) Incidents involving special circumstances, such as an especially high dollar loss, extensive damage, political sensitivity, or any other circumstance deemed appropriate by the Shift Commander
- (d) Arson and/or incendiary devices are involved, or the origin of the fire is otherwise suspicious
- (e) There has been an explosion

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- (f) There is evidence or suspicion that a crime has occurred in connection with a fire or explosion
- (g) A fire has been started by a juvenile
- (h) Any illegal activity that potentially could cause a fire and/or explosion has occurred
- (i) All Structure fires shall be investigated by a Certified Georgia Fire Investigator.
- (j) If circumstances arise where a Fire Investigator is delayed, the IC shall use the attached document to obtain permission from the occupant or owner utilizing the Fire Scene Examination Form. The form should be forwarded to the Fire Marshals office as soon as possible for follow up.

See attachment: [FIRE SCENE EXAMINATION CONSENT FORM.pdf](#)

402.4.1 INVESTIGATIONS BY THE STATE FIRE MARSHAL

The response of the state Fire Marshal may be requested to initiate or assist in a fire investigation (O.C.G.A. § 25-2-12; O.C.G.A. § 25-2-9).

402.5 FIRE INVESTIGATORS

Fire investigators assigned to an incident are responsible for pursuing the investigation through its completion and providing complete written documentation.

In cases where a fire investigator reasonably believes that arson or an unlawful act may be involved in a fire, the investigator should consult with the Fire Marshal and request the assistance of an investigator with arrest authority, if appropriate.

402.5.1 FIRE INVESTIGATOR QUALIFICATIONS

Fire investigators should:

- (a) Meet the job performance requirements of the National Fire Protection Association's (NFPA) standards for fire investigators.
- (b) Complete the certification requirements of the Georgia Firefighter Standards and Training Council.
- (c) Comply with all federal and state statutory and constitutional investigatory requirements, including limitations on searches and seizures.

402.6 FIRE INVESTIGATORS WITH ARREST AUTHORITY

Fire investigators with arrest authority assigned to an incident are responsible for conducting a thorough investigation and providing complete written documentation.

Fire investigators with arrest authority should request that an officer from a local law enforcement agency be present if it reasonably appears an arrest will be made in connection with a fire investigation.

Fire investigators who reasonably anticipate an arrest in connection with an investigation should arrange to have a law enforcement officer from a law enforcement agency with jurisdiction present.

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If a law enforcement officer is unavailable to assist with an arrest, investigators should consider delaying the arrest until such time that law enforcement can be present.

In situations where a fire investigator finds it necessary to arrest a suspect without the assistance of local law enforcement, the investigator should notify the local law enforcement agency that an arrest is being made and, if possible, arrange to have another investigator from this department present on the scene at the time of arrest.

402.6.1 FIRE INVESTIGATORS WITH ARREST AUTHORITY QUALIFICATIONS

In addition to the general qualifications for fire investigators required by this policy, fire investigators with arrest authority shall be deputized by the state Fire Marshal as provided in O.C.G.A. § 25-2-12.1.

402.7 EQUIPMENT

The fire investigator's vehicle should be stocked with the following equipment to help investigate fire cause, origin, and circumstance:

- Digital camera
- Spare batteries
- Voice recording device and spare media
- Fire investigator toolbox
- Shovels, rake, broom, and sifter
- Disposable latex evidence collection gloves
- Evidence collection markers and labels for canisters

402.7.1 USE OF PROTECTIVE GEAR

Fire investigators are responsible for using personal protective equipment (PPE) and respiratory protection appropriate for the conditions present at an investigation scene.

When entering any fire scene during the fire, before or during overhaul, or when there is a chance of reignition, fire investigators shall wear full structural PPE and self-contained breathing apparatus (SCBA).

See the Respiratory Protection Program Policy and the Personal Protective Equipment Policy for additional guidance.

402.7.2 LOGBOOK

Each investigator should maintain a logbook of field training, continued professional training hours, and investigative experience. The purpose of this log is to assist in establishing the member as an expert witness in court appearances.

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402.8 INCIDENT REPORTS

To ensure department incidents are documented in the National Emergency Response Information System (NERIS), investigators should complete all required fields for each investigation conducted. For additional information, see the National Emergency Response Information System (NERIS) Policy.

The Fire Marshal is responsible for reviewing and approving the investigative reports.

402.9 ADDITIONAL REPORTING

The Fire Marshal shall ensure that the following reports are submitted on a timely basis:

- (a) Incident data to the Office of Safety Fire Commissioner (O.C.G.A. § 25-2-32)
- (b) Quarterly reports to the state Fire Marshal containing fire-loss data regarding fires within its jurisdiction (O.C.G.A. § 25-2-12)
- (c) Monthly reports of the activities of deputized local fire marshals and deputy local fire marshals to the state Fire Marshal (O.C.G.A. § 25-2-12.1)

Code Enforcement

403.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the process by which the Garden City Fire Rescue will enforce fire and life-safety codes during inspections.

403.2 POLICY

It is the policy of the Garden City Fire Rescue to use inspections to help reduce the risk of injury or death due to fire and life-safety code related violations, and increase the safety of building occupants, the community and emergency responders.

403.3 PROCEDURE

The Garden City Fire Rescue may issue correction notices when violations of the Georgia Fire Code are found during fire and life-safety inspections.

Any violation determined by an inspector to pose an immediate fire danger or threat to life-safety should be referred to the Fire Marshal as soon as practicable.

403.3.1 INITIAL INSPECTIONS

An initial inspection should be made to determine if any violations exist and identify the code sections violated. A notice of correction should be issued for violations. The written correction notice should describe the conditions deemed to be unsafe, identify the code section violated, and, when compliance is not immediate, specify a time for re-inspection, typically to occur within two weeks. This time frame may be adjusted at the inspector's discretion and based on the type of violation (O.C.G.A. § 25-2-12; O.C.G.A. § 25-2-12.1; Ga. Comp. R. & Regs. r. 110-11-1-.29; Ga. Comp. R. & Regs. r. 120-3-3-.04).

All inspections, meetings, and telephone conversations should be documented and an inspection report completed including names, telephone numbers, dates, violations, and any other pertinent information related to the inspection. All documentation should be maintained in an inspection file.

A copy of the reports will be emailed to the responsible party.

403.3.2 RE-INSPECTIONS

Violations that pose an immediate hazard to life or property should be corrected before the inspector leaves the premises (e.g., a required exit being chained or locked).

All other violations should be corrected by the date identified in the correction notice for re-inspection.

Generally, no more than two re-inspections should be conducted before escalating the process as provided in this policy.

403.3.3 TIME EXTENSIONS FOR COMPLIANCE

An inspector may extend the compliance period if reasonable progress is being made toward correcting the violation, or if a plan is established for completion and life and property are not being

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compromised. Extensions should only be granted when the inspector believes there is a high probability of obtaining complete compliance. The inspector may request the responsible person submit a statement in writing, detailing the reason for the extension and the new compliance date.

403.3.4 FINAL NOTICES

A final notice may be used as the last warning notice issued prior to civil or criminal action. A final notice is not required prior to initiating legal action.

A final notice of violation should be provided to the violator by certified mail return receipt requested and should:

- Set a date by which the violator must correct the violation.
- Notify the violator of the date of the final re-inspection to verify code compliance prior to initiating legal action.

403.3.5 ADMINISTRATIVE CITATION

If compliance is not achieved by the time of the final re-inspection, an administrative citation may be issued. An administrative citation informs a business that repeated attempts to gain compliance for outstanding violations were unsuccessful. The administrative citation may be delivered to the business owner in person or mailed via certified mail return receipt requested.

Administrative citations may continue to be issued until compliance is achieved or the matter is referred to legal counsel for legal action. Copies of all administrative citations should be sent to the department's legal counsel as soon as practicable.

Alternative Materials and Methods Requests

404.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a procedure for receiving and processing requests for the use of Alternative Materials and Methods (AMM) in accordance with the Georgia Fire Code.

404.1.1 DEFINITIONS

Definitions related to this policy include:

Alternative materials and methods (AMM) request - A request from a permit applicant to deviate in some manner from the requirements of the Fire Code, consisting of the applicant and project information; a summary of the issue and the solution being proposed; identification of the specific Fire Code reference and the intent of the code; a description of why the standard requirements are not possible, feasible or desirable; and a detailed description of the alternatives being proposed to mitigate the deficiency or code requirement.

404.2 POLICY

It is the policy of the Garden City Fire Rescue that requests for AMM shall be evaluated by the Fire Marshal or the authorized designee for compliance with the Fire Code.

404.3 PROCEDURE

The following procedures have been established to assist department members in determining whether a proposed AMM is at least equivalent to that prescribed by the Fire Code in quality, strength, effectiveness, fire resistance, durability, and safety ([Ga. Comp. R. & Regs. r. 110-11-1-.29](#); Ga. Comp. R. & Regs. r. 120-3-3-.01 et seq.).

404.3.1 PROJECT INFORMATION

For commercial, multi-family residential and residential tract projects, the applicant shall provide the following written information in addition to the plans necessary to evaluate the project:

- (a) Relevant project information, including:
 - 1. The project name, address, contact person and telephone number.
 - 2. The owner's name, address and telephone number.
 - 3. Other specific information identifying the project as required (e.g., development permit type, tract, lot number).
- (b) The Fire Code section or a reference to the specific requirement for which the AMM is requested.
- (c) The alternative fire protection measures that will be taken as part of the AMM proposal and how they establish equivalency to those prescribed in the code.
- (d) Any additional information identified by the Garden City Fire Rescue.

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Alternative Materials and Methods Requests

404.3.2 SUBMITTAL PROCESS

- (a) One copy of the AMM proposal and other supporting information is required to be submitted to the Garden City Fire Rescue. Applicable fees due, in the amount indicated by the fee schedule currently in effect, should be paid upon submittal of the AMM proposal.
- (b) AMM requests will be evaluated by the Fire Marshal or the authorized designee. All such requests are evaluated on a case-by-case basis. Approval of an AMM request is based upon several factors, including, but not limited to, the level of equivalency achieved, the effect of the AMM on fire and emergency response and site conditions. All evaluations will be performed in the context of the specific project being reviewed.
- (c) If the AMM proposal provides an equivalent level of protection, considering all related conditions pertaining to the project, the Fire Marshal or the authorized designee will issue a written response granting approval. Such approval may be conditional upon implementation of additional requirements listed in the AMM approval that were not part of the original AMM proposal. Approval is granted only for the specific project under review and the conditions for approval shall not be construed as applicable to any other project.
- (d) In the event the AMM proposal does not provide an equivalent level of protection, the request will be denied and a written denial will be issued.
 - 1. Should the applicant submit a different AMM request for the same project or choose to revise and resubmit the previously denied request, additional AMM fees will apply.
 - 2. To facilitate the evaluation process, the applicant should include any previously denied AMM proposals when submitting a revised AMM request.
- (e) Upon completion of the evaluation, the written AMM approval or denial and a copy of the applicant's AMM proposal should be made available for pick up at the location specified by the Garden City Fire Rescue. Should evaluation of the AMM proposal require time and resources beyond the standard time allotted for this activity, additional time and materials fees may be assessed. Any additional fees assessed must be paid when the applicant picks up the AMM approval or denial.
- (f) The approved AMM proposal and written responses should be copied on the plans prior to plan approval. A copy of the AMM proposal and response should be kept at the project site at all times. This documentation may be required for review by the Fire Marshal or the authorized designee.

Community Fire Station Visitation Program

405.1 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 Fire Operations Division.

405.2 POLICY

The Garden City Fire Rescue will aggressively promote fire safety and public awareness through a variety of public information and education activities, including a fire station visit program operated by the Fire Operations Division.

405.3 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. Preschool 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
 - 5. Service clubs and organizations that are generally voluntary nonprofit organizations where members meet regularly to perform charitable work either by direct hands-on efforts or by raising money for other organizations
- (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. Business networking groups
 - 4. For-profit tour groups, including profit-based foreign student groups
 - 5. 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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Community Fire Station Visitation Program

Groups or organizations can request a fire station visit by completing and submitting an application to the Fire Marshal's Office Division. Applications must be submitted at least ****45 days**** prior to the date requested for the fire station visit. Fire Marshal's Office Division personnel will evaluate each application in accordance with this policy. Each evaluation will be considered uniformly and without discrimination as part of the application process. Approved applications will be forwarded to the appropriate Fire Operations Deputy Fire Chief for station and crew assignment.

405.3.1 SCHEDULING FIRE STATION VISITS

To limit the impact of fire station visits on other essential activities, each Fire Operations Division crew should be limited to conducting one station visit per calendar month. The Fire Operations Deputy Fire Chief may elect to further limit the number of station visits assigned to individual crews based on the operational or training activities of that crew. The Deputy Fire Chief should notify the Fire Marshal's Office Division personnel of the station and crew assigned to conduct each scheduled visit. The Fire Marshal's Office Division personnel should confirm the appointment for the station visit with the applicant and act as the point of contact for the applicant regarding any questions, issues, or changes in the scheduled visit.

405.3.2 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. Larger groups may apply but approval of the application will depend on the availability of a Fire Marshal's Office Division representative to assist with managing the tour on the day of the visit.
- (b) Station visits should be scheduled for a maximum of two hours and generally during regular business hours.
- (c) The crew assigned to manage a station visit should remain in-service and available for emergency calls during the visit. Visiting groups should be notified in advance that the crew may be called away from the station at any time and the visit may then be canceled.
- (d) Station visit participants should not be allowed to enter the private crew sleeping or dressing areas of the station.
- (e) The fire crews managing each station visit 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.

405.4 RECORD-KEEPING

The Fire Marshal's Office Division should maintain a record of all applications for the station visit program. The records should include:

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- (a) The name and contact information for the group or organization applying for a fire station visit.
- (b) The name of the group leader or person submitting the application.
- (c) Information regarding the approval or denial of the application. For denied applications, the reason for the denial should be listed (e.g., non-conforming group, scheduling conflict, no crew availability).
- (d) The scheduled date and time of each approved visit.
- (e) The Shift Commander, station, and crew assigned to manage the visit.
- (f) Confirmation that the group or organization completed the station visit or the reason it was not completed.

These records should be retained in accordance with the department's established records retention schedules.

Fireworks Displays

406.1 PURPOSE AND SCOPE

The purpose of this policy is to establish general guidelines for the use of pyrotechnic devices in public fireworks displays to ensure that minimum life-safety procedures and practices are followed. The policy also outlines the Garden City Fire Rescue standards for the storage and disposal of illegal fireworks.

406.2 POLICY

Fireworks are energetic materials that are inherently dangerous and should always be handled with caution. Heat, shock, and friction may ignite them, and in all cases safety should be the primary concern.

It is the policy of the Garden City Fire Rescue to observe the Georgia fireworks law and follow the regulations prepared by the local, state, or regional authorities governing the use of fireworks in public displays when enforcing permitting requirements, plan review, and inspections. The Department shall observe the federal regulations governing the storage and disposal of explosives (27 CFR 555.201 et. seq.).

406.3 PERMITTING PROCESS

Applications for permits for public fireworks displays shall be submitted in writing to the Department with the required bond in a timely manner, but no fewer than 10 days prior to the proposed display. The Fire Chief or the authorized designee shall verify that the proposed display is compliant with all applicable codes and regulations (O.C.G.A. § 25-10-4).

When applying for a public fireworks display permit, an applicant shall submit information and evidence that includes (Ga. Comp. R. & Regs. r. 110-11-1-.29; Ga. Comp. R. & Regs. r. 120-3-3-.04):

- (a) The name of the organization sponsoring the display, and the names and pyrotechnic operator license numbers of persons actually in charge of the display.
- (b) The date and time the display is to be held.
- (c) The exact location planned for the display.
- (d) The size and number of all fireworks to be discharged including the number of set pieces, shells, and other items. Shells shall be designated by diameter specifying single, multiple break, or salute.
- (e) The manner and place of storage of all fireworks prior to, during, and after the display.
- (f) A diagram of the grounds on which the display is to be held showing:
 - 1. The point at which the fireworks are to be discharged.
 - 2. The location of all buildings, roads, and other lines of communication.
 - 3. The lines behind which the audience will be restrained.

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- (g) The location of all nearby trees, telegraph, or telephone lines, or any other overhead obstruction.
- (h) Proof that satisfactory workers' compensation insurance is carried for all employees.
- (i) Documentary proof of public liability insurance (O.C.G.A. § 25-10-4).
- (j) That a Georgia license in a general, special, or limited category has been obtained from the local, state, or regional authorities (Ga. Comp. R. & Regs. r. 120-3-22-.08).
- (k) The name and resale license number of the wholesaler who supplied all of the items used in the display.

The permittee shall be responsible for compliance with the provisions under which a public fireworks display permit has been granted. A letter is required from the sponsor or pyrotechnic company acknowledging that any additional fees will be billed directly to the sponsor or company. Public displays fired on private property must also include a letter from the current property owner approving the event and holding the Garden City Fire Rescue, its officers, and the City harmless for any damages or liability.

406.3.1 PLANS

A fully dimensioned plot plan shall be included with the application that shows:

- (a) The location of the display setup and the location, including the distance of the firing box from the display.
- (b) All access roads, including road width, hydrant locations, and ingress and egress points.
- (c) All structures located in or near the firing area and a fallout area based upon 100 feet per inch of shell size.

406.3.2 INSPECTIONS

- (a) All department personnel involved in the inspection of any public fireworks display setup and firing should inspect for compliance with the following requirements:
 - 1. A minimum of two currently serviced 2.5-gallon pressurized water extinguishers shall be available on the site.
 - 2. A water container for duds or misfired shells shall be available on the site.
 - 3. Barricades or barriers shall be used to keep unauthorized personnel out of the firing and fallout areas.
 - 4. Mortars are to be in good condition, with base plugs in place, no splits or bulges in the tubes, and no bent or frayed muzzles.
 - 5. Operators and assistants located within the fallout area are required to have proper safety gear and protective clothing on during the firing of the display and immediately after the display.
 - 6. If mortar racks are used, they shall be stable and secure.

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7. Mortars up to 5 inches in diameter and buried in earth or placed in troughs or drums shall be spaced 3 feet apart from the sides of the drum or trough.
 8. Mortars 6 inches or larger in diameter and buried in earth or placed in drums and troughs shall be spaced a minimum of 5 feet apart or from the sides of the drum or trough. When a mortar requiring 5 feet of space is placed adjacent to a mortar requiring only 3 feet of spacing, the larger shall apply.
 9. Electrically fired shows require that all mortars buried in earth or placed in drums and troughs shall be nominally spaced 2 feet apart from the sides of the drum or trough.
 10. No smoking is permitted in firing or display areas.
 11. During the electrical firing, no one is allowed to enter the firing area of the display.
 12. Electrically fired shows require that all technicians shall be positioned a minimum of 100 feet from any mortar and positioned so as to be protected from the direct line of fire.
 13. A continuity test shall be conducted prior to the test fire.
- (b) The inspection will include but is not limited to:
1. Verification of proper pyrotechnics operator and technician/assistants' licensing.
 2. Verification of identification and age of all unlicensed assistants.
 3. Inspection and inventory of fireworks shells to be discharged.
 4. Inspection of racks to determine proper spacing and bracing.
 5. Inspection of mortars used to fire aerial shells.
 6. Inspection of ready boxes.
 7. A test fire utilizing the largest non-salute type shell permitted in the display shall be conducted one hour prior to the display and shall be witnessed by an Garden City Fire Rescue inspector.
 8. Inspection of any other components of the display as deemed appropriate by the inspector.

406.4 STORAGE AND DISPOSAL OF ILLEGAL FIREWORKS

The Fire Marshal or the authorized designee shall notify the State Fire Marshal's Office, Georgia State Patrol, County Sheriff, or local law enforcement to request the seizure of any fireworks declared as contraband (O.C.G.A. § 25-10-6).

Hazardous Materials Disclosures

407.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the requirements for the receipt of dangerous or hazardous material submittals in compliance with local, state, and federal requirements, and for the inspection of the facilities that handle hazardous materials.

407.2 POLICY

The Garden City Fire Rescue will work in coordination with the Local Emergency Planning Committee (LEPC) and the Georgia Insurance and Safety Fire Commissioner regarding the receipt of dangerous or hazardous material submittals and necessary inspections.

407.3 SUBMITTALS

Facilities treating, storing, or disposing of dangerous or extremely hazardous substances in quantities regulated by state law are required to submit notification forms and annual reports to the Department (40 CFR 370.20; Ga. Comp. R. & Regs. r. 110-11-1-.29; Ga. Comp. R. & Regs. r. 120-3-3-.04).

Facilities required to prepare or have available a Safety Data Sheet (SDS) for a hazardous chemical under the Occupational Safety and Health Act of 1970 (29 USC § 651 et seq.) and regulations promulgated under that Act are also required to submit an SDS and hazardous chemical inventory forms (42 USC § 11021; 42 USC § 11022).

407.4 INSPECTIONS

The Department shall conduct field inspections of facilities that are subject to the requirements of this policy at least once every three years (40 CFR 370.65). Any deficiencies noted during field inspections should be documented and the facility advised to make the necessary corrections. Any deficiencies noted should be reported to the LEPC and Georgia Insurance and Safety Fire Commissioner (O.C.G.A. § 25-2-12).

Where appropriate, the Department will enforce any applicable laws and suggest preventive measures designed to minimize the risk of the release of hazardous material into the workplace or environment.

407.5 PUBLIC RECORDS

Generally, submissions received by the Department are considered public records. Some information is subject to trade secret protection pursuant to state or federal law (40 CFR 350.5).

Requests to inspect submissions shall be processed in accordance with the Release of Records Policy.

Maximum Occupancy - Overcrowding

408.1 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.

408.2 POLICY

It is the policy of the Garden City Fire Rescue to protect the safety of the public through enforcement of the Georgia Fire Code regarding occupancy overcrowding.

408.3 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, shall contact the Fire Marshal for approval to order the dangerous condition removed or remedied or to vacate the occupancy (Ga. Comp. R. & Regs. r. 110-11-1-.29; Ga. Comp. R. & Regs. r. 120-3-3-.04).

408.3.1 COMPLAINTS RECEIVED DURING NORMAL BUSINESS HOURS

All routine complaints of overcrowded conditions shall be forwarded to the Fire Marshal's Office Division for investigation and follow-up. The complaint shall be entered into the complaint management system as soon as practicable and shall be assigned to an available inspector. The inspector should promptly investigate the complaint and notify the appropriate supervisor of the findings. All findings shall be documented in the complaint management system. All overcrowding hazards should be mitigated as necessary, in accordance with this policy.

408.3.2 COMPLAINTS RECEIVED AFTER HOURS

All complaints of overcrowding received by Dispatch after hours shall be routed to the appropriate on-duty Shift Commander. Depending upon the urgency of the complaint, the Shift Commander may choose to take any of the following actions, as deemed necessary to investigate the complaint:

- Investigate the complaint and abate the hazard as necessary, in accordance with this policy.
- Dispatch an engine company to investigate the complaint and abate the hazard as necessary, in accordance with this policy.
- Call for assistance from the Fire Marshal, who should investigate the complaint and abate the hazard as necessary, in accordance with this policy.
- Call for local law enforcement support.

408.3.3 SECOND DOCUMENTED OVERCROWDING OFFENSE

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

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Maximum Occupancy - Overcrowding

408.3.3 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.

Juvenile Firesetter Referrals

409.1 PURPOSE AND SCOPE

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

409.2 POLICY

It is the policy of the Garden City Fire Rescue to participate in a coordinated effort with local nonprofit organizations to provide appropriate referral or treatment services to juveniles from this jurisdiction.

409.3 PROCEDURE

Entry into a juvenile firesetter 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:

409.3.1 CAREGIVER REFERRALS

Parents or guardians who call the Garden City Fire Rescue for assistance will be directed to a member trained in juvenile firesetter intervention. 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 and should be encouraged to make an appointment with the department's Fire Marshal's Office personnel. A pre-interview form should be completed during the telephone contact.

409.3.2 WALK-IN REFERRALS

If someone comes to a fire station with a child who may be involved with firesetting, that person should be referred to Fire Marshal's Office. If no Fire Marshal's Office personnel are available, a pre-interview referral form should be completed during the walk-in contact and forwarded to the Fire Marshal's Office Division. When appropriate, a Fire Marshal's Office member should be contacted to advise of the walk-in contact and asked to report to the station, if possible.

409.3.3 FIRE DEPARTMENT REFERRALS

If a juvenile firesetter is identified at a fire scene, the Incident Commander (IC) should complete a juvenile firesetter referral form. The form should be forwarded to the Fire Marshal's Office Division. The IC should be contacted by the Fire Marshal's Office Division confirming the receipt of the referral form and advising what action is being taken with the juvenile and his/her family.

If evidence at a fire scene indicates a juvenile started the fire, the IC must contact a fire investigator or 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 18.

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- The fire was a result of a child experimenting with fire or arson.
- The information known about the juvenile (e.g., name, age, sex, address).
- The parent or guardian information, if known.

A copy of the report should be sent to the Fire Marshal's Office Division.

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

A juvenile who has been referred to the Department by the juvenile justice court will be assigned to a member of the Fire Marshal's Office Division. If the juvenile fails to attend any mandated program sessions, the Fire Marshal's Office member should notify the court or the juvenile's probation officer. If the juvenile successfully attends all required sessions and completes the program, the Fire Marshal's Office member should send a program completion letter on letterhead to the juvenile's probation officer.

409.4 PROGRAM COMPONENTS

The following components should be included in any juvenile firesetter program. Depending on the individual situation, some of the steps may not apply.

Assessment - The first step is generally a family interview including a Federal Emergency Management Agency (FEMA) assessment at a location designated by the Garden City Fire Rescue. Assessments may be conducted at the child's home or living environment of the child and family members are encouraged to attend.

Diversion - Diversion is a process that allows the child to complete all or some of the program after which a citation can be dismissed or not processed. For admission into diversion, the juvenile will undergo a criminal background check. A parent or legal guardian and the child must attend a diversion hearing, where the child will be asked to describe behaviors and to answer questions to assess whether the child is at risk of repeating his/her offense. The child's parents or legal guardians and the child may be asked to sign a contract that requires specific actions to qualify the child for continued participation in the firesetter program. When the child successfully completes the program the Department will process a request to dismiss the citation.

Educational intervention - In this step, families attend a fire safety academy. It is recommended that all family members attend. Academies may be conducted several times throughout the year and child/family placement is subject to availability. Academies should be broken into age-appropriate classes for the juveniles. Informational training seminars should be included for parents and guardians.

Counseling - The Department may recommend family counseling. If a child and family have been referred to counseling, it is strongly recommended that the counseling occur concurrently with academy attendance. A list of local organizations and resources should be provided to the family.

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Behavioral update - After completing the academy and/or counseling, a representative from the firesetter program may follow up with adults in the child's home to discuss the child's behavior and review any progress.

The Fire Marshal's Office Division should produce regular reports specific to juvenile firesetters and outcomes. Reports should be included in department training programs as part of awareness and disposition outcomes.

Fire Watch Services

410.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidance for the Department regarding incidents or situations that may require a fire watch due to required automatic fire protection and/or detection services that are inoperable, construction/demolition activities, hot work or other high-risk activities or events that may have an adverse impact on public safety.

410.1.1 DEFINITIONS

Definitions related to this policy include:

Fire guard - A person who is properly trained and whose sole duty is to patrol the premises and watch for fire. This person should be equipped with an approved means of contacting the Department in the event of a fire. Several fire guards might comprise a single fire watch.

Fire watch - A temporary measure intended to ensure continuous and systematic surveillance of a building or portion thereof by one or more qualified individuals for the purposes of identifying and controlling fire hazards, detecting early signs of unwanted fire, raising an alarm of fire and notifying the Garden City Fire Rescue. Fire watch may be conducted by department personnel (Ga. Comp. R. & Regs. r. 110-11-1-.29; Ga. Comp. R. & Regs. r. 120-3-3-.04).

High life-risk occupancy - Hospitals, care facilities, schools, high-rise buildings and certain assembly occupancies.

Hot work - Operations including cutting, welding, Thermit welding, brazing, soldering, grinding, thermal spraying, thawing pipe, installation of torch-applied roof systems or any other similar activity.

Impairment coordinator - The building owner or the authorized designee assigned to comply with the requirements of a fire watch (Ga. Comp. R. & Regs. r. 110-11-1-.29; Ga. Comp. R. & Regs. r. 120-3-3-.04).

410.2 POLICY

It is the policy of the Garden City Fire Rescue that the Department will, where required, ensure appropriate measures are taken to protect building occupants, spectators or other attendees of certain events in accordance with the Fire Code.

410.3 RESPONSIBILITIES

Upon notification that a fire watch has been ordered by the fire official, the Fire Chief or the authorized designee shall ensure that a fire watch is implemented (Ga. Comp. R. & Regs. r. 110-11-1-.29; Ga. Comp. R. & Regs. r. 120-3-3-.04).

The Fire Chief or the authorized designee should:

- Confer with the Fire Code Official and the Impairment Coordinator to determine whether it is necessary for the Garden City Fire Rescue to assume the fire watch.

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- Give to, and review with, the Impairment Coordinator a copy of any Garden City Fire Rescue fire watch requirements. The results of this review should be a factor to consider when deciding whether the Garden City Fire Rescue will assume the fire watch.
- Contact Dispatch and order that all units responding to a call for aid at the location are notified that a fire watch is in effect.

During special events or other activities, the Fire Marshal or the authorized designee should make a determination whether the location, premises, building or event has a high life-risk occupancy and, if so, require or implement a fire watch. If the location does not have a high life-risk occupancy, the Fire Marshal or the authorized designee shall evaluate each set of unique circumstances and make a determination whether the property owner or event manager shall implement a fire watch.

410.4 PROCEDURES

The Incident Commander (IC) shall have the following responsibilities that apply for a fire watch conducted by the Garden City Fire Rescue (Ga. Comp. R. & Regs. r. 110-11-1-.29; Ga. Comp. R. & Regs. r. 120-3-3-.04):

- (a) Determine the minimum level of fire watch service including the number of personnel assigned to fire guard duties in accordance with the Fire Code
- (b) Ensure that each assigned fire guard shall be provided with at least one means of direct communication with Dispatch and his/her sole duty shall be to perform constant patrols and watch for the occurrence of fire (Ga. Comp. R. & Regs. r. 110-11-1-.29; Ga. Comp. R. & Regs. r. 120-3-3-.04)
- (c) Direct all fire guards to make a thorough inspection of all buildings and spaces where the required protection system is out of service, together with any other areas of concern during fire watch patrols
- (d) Continue the fire watch until notified by the Fire Code Official that the automatic fire protection or detection system is back in service (Ga. Comp. R. & Regs. r. 110-11-1-.29; Ga. Comp. R. & Regs. r. 120-3-3-.04)

410.4.1 ADDITIONAL PROCEDURES

For fire watches conducted by the building owner, the IC should confirm that all fire guards assigned to the fire watch are equipped with at least one form of direct communication with Dispatch.

Chapter 5 - Emergency Medical Services

Patient Care Reports

500.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the requirements for documentation of patient responses, and the related document distribution, storage, and disclosure.

500.1.1 DEFINITIONS

Definitions related to this policy include:

Patient - An individual who is sick, injured, wounded, or otherwise incapacitated or helpless (O.C.G.A. § 31-11-2).

Patient refusing medical care against medical advice (AMA) - A competent patient who is determined by an Emergency Medical Technician (EMT) or medical control to have a medical problem that requires the immediate treatment and/or transportation capabilities of the Emergency Medical Services (EMS) system, but who declines medical care despite being advised of the condition, and the risks and possible complications of refusing medical care.

500.2 POLICY

It is the policy of the Garden City Fire Rescue to follow the patient documentation and distribution guidelines developed by the local, regional, or state EMS authority. Data entry for patient care reports (PCR's) will be entered into Chatham County's GEMSIS ELITE.

For Procedure, see Garden City Fire Rescue Procedure 500

500.3 PROCEDURE

A Patient Care Report (PCR) shall be completed for every patient response (O.C.G.A. § 31-11-6; Ga. Comp. R. & Regs. r. 511-9-2-.14).

This includes a patient who is released at the scene, meets the criteria for pronouncing death in the field, is an inter-facility transport, or is involved in a multi-casualty incident.

A PCR and a patient release form must be completed for all patients who refuse evaluation, treatment, and/or transport.

Contact with persons who do not meet the criteria required for the definition of a patient should be recorded in the department's incident reporting system to document that assistance was offered and declined. The department's reporting requirements concerning personal identification information, including a person's name, age, date of birth, and sex, should be followed.

The PCR should be completed as soon as possible after providing patient care. A brief written or electronic report must be given to the receiving hospital after the patient arrives and a completed PCR must be provided within 24 hours (O.C.G.A. § 31-11-6; Ga. Comp. R. & Regs. r. 511-9-2-.14).

An EMS evaluation, performed minimally by a qualified department member, may or may not be required for non-medical requests for assistance, such as "service calls" or "back-to-bed" requests. A PCR shall be completed for any person meeting the patient criteria.

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For continuous quality improvement, the local or regional EMS authority, department EMS supervisors, and the designated hospital receiving center shall review their copies of the PCR and discuss any areas of concern.

500.3.1 ELECTRONIC PCRS (EPCRS)

PCRs shall be electronic and entered into the department's ePCR software system within the established timeframe (e.g., before the end of the responding member's shift or within 24 hours when the member is unable to do so due to illness or injury).

- Data Manager is Firefighter/AEMT Kristopher Fain-Acuna and his contact number is 912-966-7780 and email is Kfain@gardencity-ga.gov
- Medics must be the ones to complete the ePCR's.
- Medics must complete the ePCR's before the end of the current shift.
- Medic must comply with all validation rules before the end of the current shift.
- ePCR's data must be submitted to GEMSIS Elite within 24 hours of call completion.
- Agency Data Manager must check data within 24 hours of the call completion or daily for the first 2 weeks for new agency and then weekly after that.
- Agency Manager for New Agencies must check data submissions daily for 2 weeks and then weekly after that.
- Agency Data Manager for existing agencies must check data submissions weekly after the first 2 weeks.
- Agency Data Manager is checking for:
 - Validity Score (calls less than a score of 95 must be corrected and resubmitted to GEMSIS ELITE.
 - Thoroughness of narrative (select a random sampling for ths).
 - Call volume in GEMSIS ELITE matches call volume in the agencies dispatch log.
 - Failed imports must be corrected and re-submitted to GEMSIS ELITE.

500.4 DISTRIBUTION OF PCR COPIES

- (a) All copies of PCRs will be stored and retained by the department.
- (b) Copies of PCRs will only be released to the proper authority or persons' requesting documentation.
- (c) The storage and disclosure of information captured in a PCR must be done in accordance with the regulations established by the Health Insurance Portability and Accountability Act (HIPAA).

500.5 PCR STORAGE

PCRs shall be maintained and secured in a manner consistent with the Patient Medical Record Security and Privacy Policy (O.C.G.A. § 31-11-6).

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500.6 EPCRS ON IMAGETREND GEORGIA RULE 511-9-2-.14

<https://rules.sos.ga.gov/GAC/511-9-2-.14?>

[urlRedirected=yes&data=admin&lookingfor=511-9-2-.14](https://rules.sos.ga.gov/GAC/511-9-2-.14?urlRedirected=yes&data=admin&lookingfor=511-9-2-.14)

Pharmaceuticals , Control, Handling, Accountability, and Procurement

501.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a control, handling, accountability, and procurement system for pharmaceutical supply inventories for the safety and welfare of patients and employees. Adequate levels for ordering medical supplies assist with budgeting and waste management. Adherence to this policy is intended to prevent the depletion of protective supplies for employees and supplies for the treatment of patients, while reducing inventory overstock and the inability to obtain critical supplies.

501.2 POLICY

It is the policy of the Garden City Fire Rescue to use a control, handling, accountability, and procurement system for pharmaceutical supply inventories.

501.3 PROCEDURES

The supply level should be based on normal inventory usage for a two-week period at each station. The supply level should include all medical supplies maintained in fire stations and carried on apparatus.

A delivery schedule for supplies should be created and distributed to all stations one month in advance.

501.3.1 PHARMACEUTICALS

The following guidelines should be observed with regard to pharmaceutical control, handling, accountability, storage, security, distribution and disposal (O.C.G.A. § 26-4-116; Ga. Comp. R. & Regs. r. 511-9-2-.10): The EMS Supply Officer maintains accountability and inventory of all pharmaceuticals.

- (a) Only department members who have received medication distribution training may handle and distribute medications.
- (b) Medications shall be kept secure from unauthorized handling or use. No medications shall be sent via the department mail system.
- (c) All medications shall be inventoried daily by the designated personnel for each facility or station.
- (d) All medications should be kept in their original packaging.
- (e) All medications shall be protected from high temperatures by utilizing shaded areas for prolonged parking of vehicles.
- (f) Medication packaging shall be protected to ensure the integrity of the medication and that the lot numbers and expiration dates are legible.
- (g) Medications with expiration dates indicating only a month and year shall be removed from the inventory on the last day of the month shown.

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- (h) Out-of-date medications should be exchanged for current medications.
- (i) The Emergency Medical Services (EMS) Supply Officer should provide direction to members regarding the disposition of medications that are subject to product alerts or recalls.
- (j) Expired or damaged pharmaceuticals are collected and returned to pharmacy.
- (k) Oxygen is kept in the medical supply room at Garden City Fire Station 1 and 2 cylinders are kept on each licensed apparatus.
- (l) The main supply of Naloxalone is kept in the medical supply room at Garden City Fire Station 1 and the minimum count is 20. Each licensed apparatus is supplied with 5 doses.

501.4 SUPPLY OVERSTOCK

Overstock should be returned to the supplier. Items should be properly packaged and labeled. A written list of items being returned should be attached to the box or container with the returned items. Do not return individual items that are normally supplied as units in a case, bottle or box.

501.5 BACK-ORDERED SUPPLIES

If the supplier is unable to fill an order, the supplier may indicate that the supply is back-ordered. Do not continue to order items that are on back-order. Any questions concerning back-ordered supplies should be directed to the EMS Coordinator or the supplier. If the needed items cannot be obtained in the normal manner, contact the EMS Coordinator.

501.6 PROCUREMENT OF PHARMACEUTICALS

Procurement of pharmaceuticals includes Naloxone and Oxygen. All pharmaceuticals are purchased through reputable vendors. Garden City Fire Rescue Administration purchases all pharmaceuticals. The Garden City Fire Administration receives the pharmaceuticals and verifies count and order. The supplies are then given to the EMS Supply Officer to place in the medical storage room that is secured by 2 locking systems. The EMS Supply Officer distributes needed supplies as needed.

501.7 PHARMACEUTICAL ACCOUNTABILITY

The pharmaceutical accountability is conducted daily for each apparatus and weekly by the EMS Supply Officer. The only pharmaceuticals in the Garden City Fire Rescue inventory id Naloxalone and Oxygen. Each of which is inventoried daily by on shift personnel and weekly by the EMS Supply Officer. Any discrepancies are reported to the Deputy Chief.

Patient Refusal of Pre-Hospital Care

502.1 PURPOSE AND SCOPE

This policy establishes guidelines to be followed any time a patient refuses pre-hospital emergency medical evaluation, care and/or transport.

502.1.1 DEFINITIONS

Definitions related to this policy include:

Competent - The patient has the capacity to understand the circumstances surrounding his/her illness or impairment and the risks associated with refusing treatment or transport. The patient is alert and his/her judgment is not significantly impaired by illness and/or injury. Mental illness, drugs, alcohol intoxication or physical/mental impairment may significantly affect a patient's competence. Patients who have attempted suicide or verbalized suicidal intent, or if other factors lead pre-hospital care personnel to suspect intent, should not be regarded as competent (O.C.G.A. § 37-3-163).

Emancipated minor- An individual under the age of 18 years who is married, on active duty in the military, or is 16 years of age or older and emancipated by declaration of a court (O.C.G.A. § 15-11-720).

1013 Hold - A patient who is held against his/her will for evaluation because the patient is a danger to him/herself, a danger to others, and/or is gravely disabled or unable to care for him/herself (O.C.G.A. § 37-3-1; O.C.G.A. § 37-3-41; O.C.G.A. § 37-3-42; O.C.G.A. § 37-3-101).

Patient - An individual who is sick, injured, wounded, or otherwise incapacitated or helpless (O.C.G.A. § 31-11-2).

Patient refusing medical care against medical advice (AMA) - A competent patient who is determined by an Emergency Medical Technician (EMT) or medical control to have a medical problem that requires the immediate treatment and/or transportation capabilities of the Emergency Medical Services (EMS) system, but who declines medical care despite being advised of his/her condition and the risks and possible complications of refusing medical care.

502.2 POLICY

It is the policy of the Garden City Fire Rescue that a Patient Care Report (PCR) and a patient release form be completed any time a patient refuses emergency medical evaluation, care and/or transportation.

502.3 PROCEDURE

In the pre-hospital setting of the sick and injured patient, these guidelines may be interpreted and applied broadly. The EMT should err on the side of providing patient care, even if the patient is later found to have been competent to refuse care. Patients who likely have a serious medical problem should be evaluated more carefully for their decision-making capacity.

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Patient Refusal of Pre-Hospital Care

- (a) A competent adult or an emancipated minor has the right to determine the course of his/her own medical care and shall be allowed to make decisions affecting his/her medical care, including the refusal of care.
- (b) Spouses or relatives, unless they are a legal representative, cannot necessarily consent to the refusal of care for their spouse or relative. They may provide insight into what an incompetent relative would desire and may be used as surrogates for decision-making after an incompetent patient enters the hospital. Patients less than 18 years old must have a parent or legal representative present to refuse evaluation, medical care and/or transport unless they are an emancipated minor. The parent or legal representative must be competent to make this decision. If the parent or legal representative's decision seems to grossly endanger the minor or the parent or legal representative does not appear to be competent, the EMT should make contact with medical control for further guidance.
- (c) The EMT must evaluate and document the patient's ability to comprehend and whether his/her ability to do so is impaired by the medical condition. The EMT should assess the patient with particular attention to:
 - 1. The patient's complaint or the reason for the call.
 - 2. Any important circumstances surrounding the call for assistance.
 - 3. Significant patient medical history.
 - 4. Complete physical assessment, including vital signs and mental status.
 - 5. Signs of drug and/or alcohol use/intoxication and physical or mental conditions affecting judgment, such as injury, developmental disability or mental illness. Examples of conditions affecting the patient's decision-making capacity include, but are not limited to, a significantly altered level of consciousness or blood pressure, hypoxia or severe pain.
- (d) The EMT should establish to the best of his/her ability what treatment the patient requires and the potential risks/consequences if the patient refuses care, and should communicate to the patient the benefits and risks of the proposed medical care or transport.
- (e) If the patient refuses treatment or transport and the EMT believes the patient is competent, the EMT should make reasonable efforts to ensure that the patient understands the risks and consequences of refusing medical attention and to understand why the patient is refusing care. The EMT should present to the patient alternatives to obtaining care, transport or modification of services offered, and attempt to overcome the patient's objections, if reasonable. Any evaluation, including medical control contact, should be thoroughly documented.
- (f) Medical control should be contacted regarding any patient exhibiting symptoms meeting criteria for treatment and transport. If the patient refuses treatment and/or transport and there is some question on the part of field personnel as to the capacity of the patient, medical control consultation should be obtained prior to leaving the scene.

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Patient Refusal of Pre-Hospital Care

- (g) A patient who meets the criteria for release at the scene may be released by an EMT. However, the patient should be advised, if applicable, to seek alternate medical care. If the patient requires additional medical advice, medical control should be contacted.
- (h) When a patient exhibits signs of being a danger to him/herself or others, is gravely disabled or cannot care for him/herself and cannot be treated and/or transported, the EMT should notify the proper authorities to obtain a 1013 Hold. The EMT should remain with the patient until the proper authorities have made a determination regarding the hold. Patients on a 1013 Hold cannot be released at the scene.
- (i) If medical control and/or the EMT determine that the patient is not competent to refuse evaluation or transport, the following alternatives exist:
 - 1. The patient should be transported to an appropriate facility under implied consent. In this case a 1013 Hold is not necessary.
 - 2. If medical control determines it is necessary to transport the patient against his/her will and the patient resists or the EMT believes the patient will resist, the EMT shall call for law enforcement assistance in transporting the patient. Law enforcement may consider the placement of a 1013 Hold on the patient.
 - 3. At no time are members to put themselves in danger by attempting to transport or treat a patient who refuses treatment. At all times, good judgment should be used and appropriate assistance obtained.

502.4 DOCUMENTATION

The EMT should document the following for all patients who refuse medical care AMA:

- (a) All relevant patient medical history and assessment
- (b) A description of the patient that clearly indicates his/her decision-making capacity
- (c) Reasons given why the patient refused care, treatment or transport
- (d) A statement that the patient was advised of the risks/consequences of refusing medical attention and that he/she acknowledged understanding those risks
- (e) Any alternatives that were presented to the patient
- (f) A description of medical care transfer to EMS

After advising the patient and any associated witnesses concerning the consequences of refusing medical care, the EMT should obtain the signature of the patient and one witness on the patient release form. Preferably the witness should be a member of the patient's family, a peace officer or a bystander.

If the patient is a minor, the parent or legal guardian should sign the patient release form.

If the patient refuses to sign the patient release form, that fact should be documented on the form. The release should include the department-specific incident number, the signature of the field personnel and that of any witnesses.

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Patient Refusal of Pre-Hospital Care

A PCR for a patient refusing care shall be reviewed by the EMS Coordinator to ensure compliance with this policy. The patient release form and copy of the PCR should also be maintained and forwarded per regional EMS mandates.

502.5 PATIENT REFUSAL DOCUMENT

Advance Health Care Directives

503.1 PURPOSE AND SCOPE

This policy identifies the circumstances and types of documents required for department Emergency Medical Services (EMS) members to withhold or withdraw resuscitative or life-sustaining measures based on the Georgia Advance Directive for Health Care Act.

Nothing in this policy should be interpreted to limit EMS members from relieving an airway obstruction.

503.1.1 DEFINITIONS

Definitions related to this policy include:

Advance Directive for Health Care - A document executed and used to give health care instructions, including directions to withhold or withdraw life-sustaining measures and CPR. A valid Advance Directive for Health Care must contain the date of its execution, signature of the patient, or of another adult in the patient's name, and be signed by at least two adult witnesses (O.C.G.A. § 31-32-5; O.C.G.A. § 31-32-4).

Do Not Resuscitate (DNR) Order - A document that directs a health care provider not to make resuscitative efforts, such as chest compressions, defibrillation, assisted ventilation, basic airway adjuncts, advanced airway adjuncts (e.g., endotracheal tube, Combitube®), cardiopulmonary medications, or other medications or means intended to initiate a heartbeat, or to treat a non-perfusing rhythm. A DNR Order includes:

- An Advance Directive for Health Care that directs the withholding of life-sustaining or resuscitating measures.
- A pre-hospital DNR Order approved by the EMS authority or the Georgia Department of Human Services, or an equivalent document from another jurisdiction.
- An order written by a physician or a patient in hospice care, a skilled nursing facility, or other licensed care facility.

A DNR request can also be evidenced by a DNR necklace, or bracelet worn on the ankle or wrist.

DNR medallion - A medic alert necklace/bracelet engraved with the words "Do Not Resuscitate," the patient's name, an authorized person's name and telephone number, and the physician's name and telephone number (O.C.G.A. § 31-39-6.1).

Health care agent - A person designated in an Advance Directive for Health Care or a written power of attorney for health care to make health care decisions (O.C.G.A. § 31-32-2).

Palliative care - The total care of patients who are not responsive to curative treatment, designed to achieve the highest quality of life possible.

Physician Orders for Life Sustaining Treatment (POLST) form - A form available statewide that allows an individual to express his/her desires concerning resuscitation and various resuscitation modalities (O.C.G.A. § 31-1-14).

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Advance Health Care Directives

503.2 POLICY

It is the policy of the Garden City Fire Rescue that EMS members honor DNR Orders to withhold or withdraw resuscitative measures.

503.3 PROCEDURES

The following guidelines should be used by members who are presented with a DNR Order:

- (a) All EMS members shall honor a DNR Order when it can be reasonably established that the patient is the subject of the DNR Order and either:
 - 1. When EMS members have identified a DNR Order, DNR medallion/bracelet, or POLST form as defined in this policy.
 - 2. When EMS members have personally seen the DNR Order in the patient's medical record in a health care facility and they reasonably believe it has not been revoked.
- (b) All DNR patients should receive non-resuscitation-related palliative care and other comfort measures, as would any other person.
- (c) A DNR Order shall be disregarded if the patient requests resuscitative measures.
- (d) When EMS members honor a DNR Order, they should note on the Patient Care Report (PCR) that a DNR Order was presented and honored, and shall document the circumstances surrounding the DNR Order on a PCR.
- (e) Medical control contact should be made, the medical control physician consulted, and resuscitation initiated:
 - 1. If there are any questions concerning the validity of the DNR Order.
 - 2. If a DNR Order is incomplete or not signed.
 - 3. When a document other than those noted in this policy is presented.
 - 4. Any time EMS members have concerns or require assistance.
- (f) All DNR patients who are in cardiopulmonary arrest should not be transported. EMS members shall contact local law enforcement and/or the coroner's office to report the death and should support family members on-scene, as appropriate.
- (g) All DNR patients who decline transport to the hospital, including patients for whom transport is declined on their behalf, should not be transported. EMS members should make reasonable efforts to preserve the patient's privacy, dignity, and comfort before leaving the scene.
- (h) If a DNR patient is transported to a hospital, the following shall apply:
 - 1. A valid DNR Order shall be honored during transport of the patient.
 - 2. The DNR Order shall accompany the patient.
 - 3. The health care agent (if applicable) should accompany the patient to the hospital.

Latex Sensitivity

504.1 PURPOSE AND SCOPE

The purpose of this policy is to establish procedures to ensure that all department members are aware of the potential for severe allergic reactions caused by contact with products containing latex and how to mitigate patient exposure.

504.1.1 DEFINITIONS

Definitions related to this policy include:

Latex sensitivity - Allergic reactions after exposure to products containing latex/natural rubber (e.g., balloons, rubber gloves, other consumable medical products or medical devices).

504.2 POLICY

It is the policy of the Garden City Fire Rescue that members shall take precautions to minimize latex exposure any time members are advised that a patient is known to have a latex sensitivity. When the use of a latex product is unavoidable, reasonable precautions shall be taken to prevent a latex sensitivity reaction in a patient.

504.3 PROCEDURE

If treating members are aware that a patient has a history of latex sensitivity, efforts to minimize exposure should be initiated. If a patient begins exhibiting signs of latex sensitivity or anaphylaxis, members should immediately initiate medical treatment and make reasonable efforts to minimize additional exposure to latex products.

If time permits before loading the patient into the ambulance, the interior surfaces should be wiped down with a wet towel to reduce the presence of powder that contains latex proteins. All members wearing latex gloves should cover them with a pair of non-latex gloves. Latex gloves should not be removed as this can put dust or powder in the ambient environment for up to five hours. Members should provide a barrier between equipment and the patient by covering all latex-containing medical devices with stockinet or plastic wrap.

All nonessential equipment should be stored in closed compartments. Care should be taken to remove or replace latex-containing caps from medication vials and to keep intravenous (IV) ports covered to prevent injections. Latex dressings and IV tourniquets should not be used.

Treating members should notify the designated hospital receiving center that a latex-sensitive patient is en route to the facility, and should document the patient's sensitivity and patient management (e.g., Nitrile gloves, plastic wrap on blood pressure cuff) on the Patient Care Report as appropriate. This information should also be communicated to the hospital staff immediately upon arrival.

Field units should strive to carry the following latex-free equipment:

- Nitrile exam gloves

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Latex Sensitivity

- Airway equipment (e.g., bag valve masks, oxygen masks, nasal cannulas, oral airways, suction catheters)
- Plastic or soft cloth tape
- Stockinet or plastic wrap to use as a barrier on medical equipment (e.g., blood pressure cuff, splints, stethoscopes)

Care should be taken to avoid storing uncovered latex gloves with other medical and/or airway equipment.

AMBULANCE RIDE IN

505.1 PURPOSE AND SCOPE

The purpose of this policy is to identify when and how Garden City Fire Rescue personnel are to assist EMS transport Units when a third responder is requested to assist on the transport of a critical patient. This policy applies to all Garden City Fire and Rescue Personnel.

505.2 POLICY

1. If the responding Chatham EMS Transporting Paramedic advises they need a Firefighter to assist in the transport of a critical patient, the Incident Commander should:
 - A. Recognize the critical situation and support the needs of the patient if able.
 - B. Contact the on duty Shift Commander and advise them of the situation.
 - C. Confirm that the assisting Firefighter has a phone or portable radio in order to make contact with the Incident Commander or Shift Commander if needed.
 - D. Confirm the receiving hospital and pass that information to the Shift Commander.
 - E. Realign staffing to allow all units to remain in service if possible.
 - F. The Shift Commander should not abandon his or her shift to ride in.
 - G. The Company Officer should be the last option.
 - H. The firefighter assisting must be a Georgia licensed EMT B or higher.

The Shift Commander should contact the EMS Supervisor to determine how and when the Firefighter will be transported back to his or her duty station.

As per our agreement with Chatham EMS, their supervisor is to return our Firefighter in a timely manor.

The policy of Chatham EMS states that the assisting firefighter assist in the back and is not to drive the EMS unit. The current stance from the City of Garden City is that we do not drive the EMS unit due to liability.

Chapter 6 - Training

Fire Apparatus Driver/Operator Training

600.1 PURPOSE AND SCOPE

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

600.1.1 DEFINITIONS

Definitions related to this policy include:

Firefighting apparatus - Vehicle designed to be used under emergency conditions to transport equipment and firefighters or support the mitigation of fires and emergencies.

600.2 POLICY

It is the policy of the Garden City Fire Rescue 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, or the Georgia Firefighter Standards and Training Council (GFSTC).

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

Vehicle operators shall possess, on their person, a valid Georgia driver's license or instructional permit that is appropriate for the class of vehicle being operated.

600.3 PROCEDURES

All members who operate fire apparatus, including tiller operators, shall have certification and training validating competent operational and driving skills consistent with NFPA 1002, or GFSTC standards (O.C.G.A. § 25-4-7; Ga. Comp. R. & Regs. r. 205-1-9-.02 Appendix C).

To obtain Georgia certification through the GFSTC, all apparatus operators shall:

- Receive training to the certification level and complete all GFSTC requirements for certification.
- Maintain compliance with O.C.G.A. § 25-4-1 et seq. and GFSTC Rules and Regulations.
- Pass the required GFSTC testing process.

Upon successful completion of the testing process, the department will complete the certification package and submit the application for certification to the GFSTC (O.C.G.A. § 25-4-7; Ga. Comp. R. & Regs. r. 205-1-9-.02 Appendix C).

600.4 TRAINING OFFICER RESPONSIBILITIES

It shall be the responsibility of the Training Officer/Shift Commander to ensure that any member required to drive fire apparatus as a part of his/her normal duties has received all training required

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Fire Apparatus Driver/Operator Training

for competent, safe operation of the apparatus. The Training Officer 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.

CPR and Automated External Defibrillator Training

601.1 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 Cardiopulmonary Resuscitation (CPR) and to utilize an Automated External Defibrillator (AED).

601.1.1 DEFINITIONS

Definitions related to this policy include:

Automated External Defibrillator (AED) - An external defibrillator capable of cardiac rhythm analysis that will charge and deliver a countershock after electrically detecting the presence of certain cardiac dysrhythmias and is capable of continuous recording of the cardiac dysrhythmia at the scene with a mechanism for transfer and storage or for printing for review after use (O.C.G.A. § 31-11-53.1).

Qualified instructor - An individual who is qualified by the American Heart Association (AHA) or American Red Cross (ARC) to teach AED/CPR (O.C.G.A. § 31-11-53.2).

601.2 POLICY

It is the policy of the Garden City Fire Rescue 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 consist of AHA- or ARC-approved courses and will be provided by qualified instructors at the health care provider level.

601.3 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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CPR and Automated External Defibrillator Training

- The appropriate continuation of care following a successful defibrillation.

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.

All CPR and AED training provided by the Department shall be approved and monitored by the City Regional EMS Council, which shall also approve any written and skills examinations required for course completion. The AHA or ARC shall approve AED instructors and designate public safety AED service providers.

601.4 TRAINING RECORDS

The Training Officer shall be responsible for maintaining records of all CPR and AED training provided to members, in accordance with Georgia Department of Public Health (GDPH) regulations and under City policies. 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, certificate numbers and qualifications of the persons conducting the training.

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

601.5 MANDATORY REPORTING

The EMS supervisor shall be responsible for collecting and recording AED use data from department-approved Patient Care Reports (PCRs) and forwarding the information to the medical director and the emergency physician receiving the patient. Those PCRs shall be maintained for a minimum of five years and shall be available for inspection by the GDPH or sent to the Regional EMS Council. It will be necessary to establish procedures for the collection, maintenance and evaluation of PCRs in order to report annually to the GDPH on the total number of patients defibrillated and appropriate patient follow-up data, as required (O.C.G.A. § 31-11-53.1).

Communicable Disease Training Program

602.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a training program to ensure members have the skills and knowledge to protect themselves against communicable diseases.

602.2 POLICY

It is the policy of the Garden City Fire Rescue to make members' health and safety a priority by providing initial and recurring communicable disease training.

602.3 TRAINING REQUIREMENTS

The Health and Safety Officer, working with the Training Officer, shall be responsible for:

- (a) Developing and implementing a training program on the Communicable Diseases Policy and an exposure control plan.
- (b) Remaining current on all legal requirements concerning communicable disease training mandates and reasonable training goals.
- (c) Maintaining an up-to-date list of personnel requiring training.
- (d) Maintaining class rosters and quizzes, and periodically reviewing and updating the training program.

602.4 MEMBER TRAINING

Any member whose duties place him/her at risk for exposure to communicable disease shall receive department-provided, no-cost training during working hours.

602.5 TRAINING RECORDS

The Training Officer shall be responsible for maintaining records of all communicable disease 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, certificate numbers, and qualifications of persons conducting the training.

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

Emergency Action Plan and Fire Prevention Plan Training

603.1 PURPOSE AND SCOPE

The purpose of this policy is to establish training in support of the Garden City Fire Rescue Emergency Action Plan (EAP) and Fire Prevention Plan (FPP) in a manner consistent with Georgia Fire Code for all Garden City Fire Rescue facilities.

603.2 POLICY

It is the policy of the Garden City Fire Rescue to provide training to all members regarding the EAP and FPP.

603.3 TRAINING GUIDELINES

The EAP and FPP training shall include, but is not limited to:

- (a) A review of the department's EAP and FPP including any information specific to each member's workplace or assignment.
- (b) Information on where written copies of the EAP and FPP are located and how members may review the plans.
- (c) The Department shall designate and train a sufficient number of people to assist in the safe and orderly emergency evacuation of members and visitors in the event of an emergency.
- (d) The Department shall advise each member of his/her responsibility under the plans at the following times:
 - 1. Initially when the plans are developed
 - 2. Whenever the member's responsibilities or designated actions under the plans change
 - 3. Whenever the plans are changed
- (e) The Department shall review with each member upon initial assignment those parts of the EAP and FPP that the member must know to protect the member in the event of an emergency.

603.4 TRAINING OFFICER RESPONSIBILITIES

The Training Officer shall be responsible for developing and scheduling the department's EAP and FPP training. The Training Officer shall maintain records of all EAP and FPP 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, certificate numbers and qualifications of persons conducting the training.

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Emergency Action Plan and Fire Prevention Plan Training

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

Hazardous Chemical Communication/Employee Right to Know Program Training

604.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the required training regarding the department's hazardous chemical communication/Employee Right to Know (ERTK) 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 law.

604.1.1 DEFINITIONS

Definitions related to this policy include (O.C.G.A. § 45-22-2):

Hazardous chemical - Any chemical that is a physical hazard or a health hazard.

Health hazard - A chemical for which there is statistically significant evidence, based on at least one study conducted in accordance with established scientific principles, that acute or chronic health effects may occur in exposed employees. This shall include all examples of hazardous chemicals to which reference is made in the definition of "health hazard" under the Occupational Safety and Health Administration standard, 29 CFR Section 1910.1200 (1987).

604.2 POLICY

It is the policy of the Garden City Fire Rescue, in accordance with the Hazardous Chemical Communication/Employee Right to Know Policy, to provide members with effective information and training on hazardous chemicals in their work area at the time of their initial assignment and whenever a new hazard is introduced.

604.3 TRAINING REQUIREMENTS

The initial hazardous chemical communication/ERTK program training shall include, but is not limited to, the following topics (O.C.G.A. § 45-22-8):

- (a) Members shall be informed of any operations in their work area where hazardous chemicals are present.
- (b) Members shall be informed of the location and availability of information regarding any hazardous chemicals 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 chemical in the work area.
- (d) Members shall be trained in the physical and health hazards of the chemicals 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 chemicals. These include appropriate work practices, emergency procedures and personal protective equipment (PPE).
- (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.

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Hazardous Chemical Communication/Employee Right to Know Program Training

- (f) Members shall be informed of their right to obtain information on the availability and location of training programs, information on the hazardous chemicals to which they may be exposed, to have their physician receive the same information, and of their rights against discharge or discrimination due to the employee's exercising of these rights.

604.4 TRAINING RECORDS

The Training Officer shall be responsible for maintaining records of all hazardous chemical communication/ERTK 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, certificate numbers and qualifications of persons conducting the training.

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

Hazardous Materials (HAZMAT) Training

605.1 PURPOSE AND SCOPE

The purpose of this policy is to establish training that will meet state requirements regarding the Garden City Fire Rescue Hazardous Materials (HAZMAT) response program. This policy identifies the level of training members must receive, when additional or supplemental training is required, and the training records required to meet best practices. (29 CFR 1910.120; 40 CFR 311.1).

605.2 POLICY

It is the policy of the Garden City Fire Rescue that any member whose duties include a role in the HAZMAT response program shall receive training to the level at which they are expected to operate in a HAZMAT environment or at an incident involving hazardous materials, in keeping with accepted best practice.

605.3 TRAINING REQUIREMENTS

HAZMAT training shall be based on the duties and functions to be performed by each member. This includes training specific to the Incident Commander (IC), awareness or operations level, and HAZMAT technician or specialist. Training shall meet the recommendations of NFPA 472, Standard of Competence of Responders to Hazardous Materials/Weapons of Mass Destruction Incidents.

Competencies required for all new members shall be conveyed to them through training before participating on an incident. Any member who participates or is expected to participate in an emergency response involving HAZMAT shall objectively demonstrate competency in the following areas.

605.3.1 FIRST RESPONDER AWARENESS

First responder awareness level training should be provided to all individuals who are likely to witness or discover a hazardous substance release and who have been trained to initiate an emergency response sequence by notifying the proper authorities of the release. A member with this level of training should demonstrate competency in the understanding and recognition of a hazardous substance release.

605.3.2 HAZMAT FIRST RESPONDER OPERATIONS (FRO)

First responder operations (FRO) level training should be provided for individuals who respond to releases or potential releases of hazardous substances as part of the initial response to the site for the purpose of protecting nearby persons, property, or the environment from the effects of the release. A member with this level of training is trained to respond in a defensive fashion without actually trying to stop the release. This member's function is to contain the release from a safe distance, keep it from spreading, and prevent exposures.

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Hazardous Materials (HAZMAT) Training

605.3.3 HAZMAT TECHNICIAN

HAZMAT technician level training should be provided to all individuals who respond to releases or potential releases of hazardous substances for the purpose of stopping the release. A member with this level of training would assume a more aggressive role by approaching the point of release in order to plug, patch, or otherwise stop the release of a hazardous substance.

605.3.4 HAZMAT SPECIALIST

HAZMAT specialist level training should be provided to all individuals who respond with, and provide support to, HAZMAT technicians. A member with this level of training has a more direct or specific knowledge of the various hazardous substances requiring containment. A HAZMAT specialist may also act as a site liaison to government authorities regarding site activities.

605.3.5 HAZMAT INCIDENT COMMANDER

HAZMAT IC level training should be provided to all individuals who could be responsible for all decisions relating to the management of a HAZMAT incident.

605.3.6 HAZMAT EMERGENCY RESPONSE PLAN

An emergency response plan shall be developed and implemented to address pre-emergency planning and coordination with additional responders prior to the commencement of emergency response operations. The plan will identify members' roles, lines of authority, and communications for all members. The plan shall be in writing and available for inspection and copying by employees and their representatives.

605.3.7 HAZMAT ANNUAL REFRESHER TRAINING

Members who receive an initial level of training in accordance with this policy shall receive annual refresher training of sufficient and necessary content and duration to maintain their competencies, or shall demonstrate competency in those areas at least yearly.

605.4 BASELINE PHYSICAL FOR HAZMAT TEAM MEMBERS

Members of an organized, designated HAZMAT team and HAZMAT specialists shall receive a baseline physical examination. All members of a designated HAZMAT team shall receive medical examinations and consultations on the following schedules:

- (a) Prior to assignment
- (b) At least once every 12 months
- (c) At termination of employment or reassignment to duties not covered by this policy
- (d) As soon as possible upon notification that the employee has developed signs or symptoms indicating possible overexposure to hazardous substances or health hazards
- (e) As soon as possible upon notification that the employee has been injured or exposed above the permissible exposure limits or published exposure levels in an emergency situation

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The frequency of a member's examinations may be increased if the examining physician determines that it is medically necessary. Medical examinations should include medical and work history. Emphasis should be placed on any symptoms related to the handling of, or exposure to, hazardous substances or health hazards. Medical examinations should address fitness for duty, especially as it pertains to wearing personal protective equipment under conditions that may be encountered on-duty. The content of medical examinations should be made available to the member as determined by the attending physician.

605.4.1 HAZMAT MEDICAL SURVEILLANCE

Members of an organized and designated HAZMAT team and HAZMAT specialists shall receive a baseline physical examination and be provided with medical surveillance.

Any emergency response member who exhibits signs or symptoms which may have resulted from exposure to hazardous substances during the course of an emergency incident, either immediately or subsequently, shall be provided with medical consultation.

Accurate records of the medical surveillance required by this policy shall be retained for the duration of the member's employment plus 30 years. This record shall contain at a minimum the following information:

- (a) The name of the member.
- (b) The physician's written opinions, recommended limitations, and results of examinations and tests.
- (c) Any member medical complaints related to exposure to hazardous substances.
- (d) A copy of the information provided to the physician by the Department, with the exception of department policies and practices.

605.5 TRAINING RECORDS

The Training Officer shall be responsible for maintaining records of all HAZMAT training provided to members. Records should include but are not limited to:

- (a) Dates of the training sessions.
- (b) A list of the topics or a summary of the content of the training sessions.
 - 1. Specific content required by regulation covered
 - 2. Manufacturer's recommendations (as applicable)
 - 3. Manufacturer's operations/service/maintenance manuals (as applicable)
- (c) The names or other identifiers and job titles of all members who received the training.
- (d) The names, certificate numbers, and qualifications of persons conducting the training.
- (e) Demonstration that learning took place (e.g., evaluation, quiz, test).

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

Hearing Conservation and Noise Control Training

606.1 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 the State of Georgia.

606.2 POLICY

It is the policy of the Garden City Fire Rescue to promote member health and safety by establishing hearing conservation and noise control training and requiring member participation. The hearing conservation program should include parameters for permissible noise exposure limits, monitoring guidelines, audiometric testing procedures, hearing protection equipment and training, and documentation of the department's efforts.

606.3 RESPONSIBILITIES

The following procedures shall comprise the hearing conservation and noise control training for the Garden City Fire Rescue. The Training Officer shall be responsible for ensuring that the appropriate members are enrolled in the training. Company Officers shall be responsible for ensuring that members attend scheduled testing and training.

606.3.1 NOISE EXPOSURE LIMITS

The Garden City Fire Rescue shall ensure that each member is provided with protection against the effects of noise exposure any time the sound levels exceed those shown in Georgia State Board of Workers' Compensation regulations (SBWC) (O.C.G.A. § 34-9-264).

606.3.2 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.

606.3.3 HEARING PROTECTOR ATTENUATION

The Garden City Fire Rescue shall evaluate hearing protector attenuation for the specific noise environments in which the protector will be used. Evaluation methods shall be consistent with those described in state and federal guidelines. The Department will provide more effective hearing protectors where necessary.

606.3.4 MONITORING

The Garden City Fire Rescue 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 protectors.

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606.3.5 AUDIOMETRIC TESTING PROGRAM

The Garden City Fire Rescue shall provide audiometric testing and evaluation to all members who are exposed to noise levels in excess of those permissible pursuant to SBWC regulations. The Department shall provide baseline audiometric testing within six months of initial hire, and annually thereafter.

Each member's annual audiogram shall be compared to that member's baseline audiogram to determine if the audiogram is valid and if a standard threshold shift has occurred (O.C.G.A. § 34-9-264).

All audiometric testing shall be conducted by properly trained audiometric professionals in compliance with industry standards.

606.4 TRAINING RECORDS

The Training Officer 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, certificate numbers and qualifications of persons conducting the training.
- (e) Copies of baseline and annual audiometric testing and evaluation documents.

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

Heat Illness Prevention Training

607.1 PURPOSE AND SCOPE

The purpose of this policy is to establish and maintain a training program that complies with best practice for the prevention of heat illness in members who are exposed to high-heat conditions. This policy identifies which members should receive training, the suggested curriculum, supervisory training and responsibilities, and training record documentation.

607.1.1 DEFINITIONS

Definitions related to this policy include:

Acclimatization - The temporary adaptation of the body to work in the heat. Acclimatization peaks in most people within four to 14 days of working at least two hours per day in the heat.

Heat-related illness - A serious medical condition resulting from the body's inability to cope with a particular heat load and includes, but is not limited to, heat cramps, heat exhaustion, heat syncope (temporary loss of consciousness usually related to insufficient blood flow to the brain) and heat stroke.

607.2 POLICY

It is the policy of the Garden City Fire Rescue to promote member health and safety by establishing a heat illness prevention training program. In addition to the safety precautions described in the Heat Illness Prevention Program Policy, the Department shall ensure that effective training is provided to members before the member begins work that should reasonably be anticipated to result in heat illness.

607.3 TRAINING REQUIREMENTS

Training should be provided to all members whose duties may include exposure to high-heat conditions and shall include:

- (a) The environmental and personal risk factors for heat illness.
- (b) The department's procedures for the prevention of heat illness.
- (c) The importance of frequent consumption of small quantities of water and electrolyte replacement fluid, up to four cups per hour, when the work environment is hot and members are likely to be sweating more than usual in the performance of their duties.
- (d) The importance of acclimatization.
- (e) The different types of heat illness and the common signs and symptoms of heat illness.
- (f) The importance of members immediately reporting to a supervisor, directly or through others, symptoms or signs of heat illness in themselves or in coworkers.
- (g) The department's procedures for responding to symptoms of possible heat illness, including how Emergency Medical Services (EMS) will be provided if necessary.
- (h) The department's procedures for contacting EMS and, if necessary, for transporting members to a place where they can be reached by an EMS provider.

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Heat Illness Prevention Training

- (i) The department's procedures for ensuring that, in the event of an emergency, clear and precise directions to the work site can and will be provided to other emergency responders.

607.4 SUPERVISOR TRAINING REQUIREMENTS AND RESPONSIBILITIES

Supervisors should be provided additional training on the following topics prior to supervising members who will be working in the heat:

- (a) The procedures to follow to implement the applicable provisions in this policy
- (b) The procedures to follow when a member exhibits symptoms consistent with possible heat illness, including emergency response procedures
- (c) The procedures for moving or transporting a member to a rendezvous location accessible to an EMS provider, if necessary

607.5 TRAINING RECORDS

The Training Officer shall be responsible for maintaining records of all heat illness prevention 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 all members who received the training.
- (d) The names, certificate numbers and qualifications of persons conducting the training.

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

Health Insurance Portability and Accountability Act (HIPAA) Training

608.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure all members receive proper training in recognizing and handling protected health information (PHI), as set forth in the Health Insurance Portability and Accountability Act (HIPAA) and its implementing regulations (42 USC § 201; 45 CFR 164.530).

608.1.1 DEFINITIONS

Definitions related to this policy include (45 CFR 160.103):

Health information - Information, whether oral or recorded in any form or medium, that is created or received by a health care provider, health plan or employer and relates to a person's past, present or future physical or mental health or condition, or past, present or future payment for the provision of health care.

Individually identifiable health information - Health information, including demographic information, created or received by a covered entity or employer that relates to an individual's past, present or future physical or mental health or condition, the provision of health care to an individual, or the past, present or future payment for the provision of health care to an individual, that can either identify the individual or provide a reasonable basis to believe the information can be used to identify the individual.

Protected health information (PHI) - Individually identifiable health information that is created or received by a covered entity or employer. Information is protected whether it is in writing, in an electronic medium or communicated orally.

608.2 POLICY

It is the policy of the Garden City Fire Rescue to provide HIPAA privacy training to all members as necessary and appropriate for their duties, and to apply appropriate sanctions against members who violate the privacy policies and procedures (45 CFR 164.530(b); 45 CFR 164.530(e)).

It is also the policy of the Department that no member shall be retaliated or discriminated against for filing a complaint about violations of HIPAA regulations (45 CFR 164.530(g)).

608.3 TRAINING REQUIREMENTS

To ensure confidentiality and compliance with the HIPAA regulations, the Department shall provide training to all members likely to have access to PHI. The training shall be completed for all newly hired members prior to being allowed access to PHI. Training for all current members shall also occur any time material changes are made to the department's privacy policies and procedures.

The Training Officer shall be responsible for establishing a periodic schedule for retraining and a method of ensuring that all members acknowledge receipt of all HIPAA training (45 CFR 164.530(b)).

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Health Insurance Portability and Accountability Act (HIPAA) Training

Training should include a review of the:

- (a) Department's statutory obligations imposed by HIPAA.
- (b) Patient Medical Record Security and Privacy Policy, including a thorough treatment of the security procedures the Department uses to protect written and electronic health information.
- (c) Methods and procedures to be used during the collection of PHI.
- (d) HIPAA-imposed statutory limitations on the dissemination of PHI to the family members of patients.
- (e) Proper procedures when responding to media requests for information regarding incidents at which the Department provided medical services.
- (f) Procedures for the secure destruction of written instruments containing PHI, including handwritten field notes, Patient Care Reports or other documents containing PHI.
- (g) Approved method for transferring PHI to receiving hospitals or other receiving medical facilities.
- (h) Photography and Electronic Imaging Policy as it pertains to PHI.
- (i) Department's procedures for protecting employee health information.

608.4 TRAINING RECORDS

The Training Division shall be responsible for maintaining the records of all HIPAA-related training for all members for six years (45 CFR 164.530(j)).

National Incident Management System (NIMS) Training

609.1 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).

609.2 POLICY

It is the policy of the Garden City Fire Rescue to utilize NIMS/ICS in order to effectively manage personnel and resources when responding to a wide range of emergency incidents. All Garden City Fire Rescue 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.

609.3 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 and ICS 100 courses.

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, ICS-100, and ICS-200: Basic ICS or its equivalent
- (c) Middle Management: Strike Team Leaders, Division Supervisors, Emergency Operations Center (EOC) Staff:
 - 1. IS-700, IS-800: National Response Framework, an Introduction; ICS-100, ICS-200, and ICS-300: Intermediate ICS for Expanding Incidents
- (d) Command and General Staff; Area Emergency, and EOC Managers:
 - 1. IS-700, IS-800, ICS-100, ICS-200, ICS-300, and ICS-400: Advanced ICS

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 nationwide (i.e., incidents that require responders to hold credentials under the National Emergency Responder Credentialing System).

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National Incident Management System (NIMS) Training

609.4 TRAINING RECORDS

The Training Officer shall be responsible for maintaining records of all NIMS 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, certificate numbers, and qualifications of persons conducting the training.

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

Repetitive Motion Injuries and Ergonomics Training

610.1 PURPOSE AND SCOPE

The purpose of this policy is to minimize the occurrence of work-related repetitive motion injuries (RMIs) through work site evaluation, control of exposures and training of members whose assigned duties have a risk of RMIs.

610.2 POLICY

It is the policy of the Garden City Fire Rescue that members shall be provided initial training any time their assigned duties have a risk of RMIs, as duties change and when members encounter new exposures to the risk of RMIs.

The Department shall correct any exposure that has caused an RMI in a timely manner. If the exposure cannot be corrected, the Department shall take steps to minimize member exposure to the degree feasible, considering engineering controls such as workstation redesign, adjustable fixtures or tool redesign and administrative controls such as job rotation, work pacing or work breaks.

610.3 TRAINING REQUIREMENTS

- (a) Members should be provided training that includes, but is not limited to, an explanation of:
 - 1. The department's program to minimize RMIs.
 - 2. The exposures that have been associated with RMIs.
 - 3. The symptoms and consequences of injuries caused by repetitive motion.
 - 4. The importance of reporting symptoms and injuries to the Department.
 - 5. Methods used by the Department to minimize RMIs.
- (b) Refresher training should be provided on an annual basis.
- (c) Members should receive RMI prevention training prior to performing duties that are known to be associated with the following circumstances:
 - 1. Work-related causation - RMIs have been predominantly caused (e.g., 50 percent or more) by a repetitive job, process or operation.
 - 2. Relationship between RMIs and the workplace - Members incurring RMIs were performing a job, process or operation of identical work activity. Identical work activity means that the members were performing the same repetitive motion task (e.g., word processing, assembly or loading).
 - 3. The RMIs were musculoskeletal injuries that a licensed physician objectively identified and diagnosed.

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Repetitive Motion Injuries and Ergonomics Training

4. The RMIs were reported by members to the Department in the previous 12 months.

610.4 ADDITIONAL TRAINING AND INFORMATION

Additional training and information should be provided to members:

- (a) When the work site evaluation is updated.
- (b) When exposure control measures are updated.
- (c) When the Department becomes aware of new work-related exposures associated with RMIs.

At a minimum, the Department should provide refresher training on an annual basis.

610.5 TRAINING RECORDS

The Training Officer shall be responsible for maintaining records of all RMI prevention 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, certificate numbers and qualifications of the persons conducting the training.

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

610.6 MANDATORY REPORTING

The Department shall submit any mandated injury report annually for the previous 12-month period.

Respiratory Protection Training

611.1 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.

611.1.1 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.

611.2 POLICY

It is the policy of the Garden City Fire Rescue to protect the health of members by providing respiratory protection training.

611.3 TRAINING REQUIREMENTS

611.3.1 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.

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

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

611.3.2 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).

611.3.3 FREQUENCY OF TRAINING

The Department will provide respiratory protection training:

- (a) Initially, before work site respirator use begins.

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- (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 work site or type of respirator make previous training incomplete or obsolete.

After completing initial training, each member should 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.

611.3.4 CONTENTS OF TRAINING

Members should 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 should include:

- (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 should 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 facepiece and breathing tube damage, and breathing directly from the regulator (where applicable).

611.3.5 SUCCESSFUL COMPLETION

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

- (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.
- (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.

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Respiratory Protection Training

611.4 TRAINING RECORDS

The Training Officer 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, certificate numbers and qualifications of persons conducting the training.
- (e) Documentation of each member's demonstrated performance in meeting the standards detailed in this policy.

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

Training Records

612.1 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.

612.2 POLICY

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

Training records may be documented utilizing either hard copies stored in a traditional filing system or via electronic files. All electronic training records will be redundantly stored using department-approved secure electronic file storage systems.

612.3 MASTER TRAINING CALENDAR

The Training Division 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 training opportunities in the master training calendar should include, but are not limited to:

- (a) All federal or state mandated training. Examples include courses that address sexual harassment prevention, heat illness prevention, medical records privacy, personal protective equipment, bloodborne pathogens, CPR and hearing protection.
- (b) All federal or state mandated training drills, manipulative drills, skills or equipment testing, including annual audiograms and fit testing for National Institute for Occupational Safety and Health (NIOSH)-approved masks and respirators.
- (c) All Georgia Firefighter Standards and Training Council (GFSTC) training provided by the Department.
- (d) 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.
- (e) All NIMS, ICS and NIMS-compliant incident management system courses.
- (f) All Emergency Medical Services (EMS) pre-hospital care, continuing education courses or programs provided by the Department.
- (g) Any training opportunity scheduled through the Training Division and intended to be provided division-wide to each of the Divisions.

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- (h) Any training opportunity utilizing instruction from outside the Department.
- (i) Any interagency cooperative training program or activity.
- (j) 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 in the Training Division files based on department-established records retention schedules.

612.4 DIVISION TRAINING RECORDS

The Training Officer shall be responsible for maintaining records of all training provided by all Divisions of the Department. All Divisions are required to submit documentation for each training session offered. The information in each record shall include, but is not limited to:

- (a) The course title.
- (b) An outline of the subject matter and specific details of any information mandated by federal or state code, regulation or other requirement.
- (c) The dates the course was provided to members.
- (d) The instructor names, qualifications and/or certifications.
- (e) Copies of course curriculum, course duration, information sheets or other course content provided to students.
- (f) Copies of course evaluations submitted by students.
- (g) Attendance records for each course session, including each member's name or other identifier.

612.5 INDIVIDUAL TRAINING RECORDS

The Training Division 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 ends employment with the Department, that member's training file will be archived and maintained for a minimum of seven full calendar years following the member's separation from service or 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 Division should facilitate those requests as soon as practicable but in all cases within 21 days of the

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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 Officer. Members may not add any documents or entries to their training file without the approval of the Training Officer or other approved member of the Training Division staff. 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. Examples include National Wildfire Coordinating Group (NWCG) coursework, NWCG position task books and certifications, NIMS certifications, ICS certifications, GFSTC certifications, and Georgia Department of Public Health pre-hospital care provider continuing education coursework, licensing and certification records (paramedic and Emergency Medical Technician).

612.6 TRAINING RECORDS FROM PREVIOUS EMPLOYERS

Members of the Department may submit training records from previous employers to the Training Division for inclusion in their individual training file. The Training Division staff will evaluate any submitted training records obtained during previous employment and will add any pertinent information to the member's training file as appropriate. New members should submit to the Training Division copies of any licenses, certifications and coursework that are pertinent to their position with the Garden City Fire Rescue.

The Training Division staff may request that new members obtain and submit copies of any previous employer training files for inclusion in their Garden City Fire Rescue training file.

612.7 RELEASE OF FORMER MEMBER TRAINING RECORDS

Upon written request, the individual training file of any former Garden City Fire Rescue 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 Garden City Fire Rescue to release copies to the named third party.

Firefighter Health, Safety and Survival Training

613.1 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.

613.2 POLICY

The Garden City Fire Rescue is committed to providing leadership, accountability and training regarding firefighter health, safety and survival.

613.3 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 Garden City Fire Rescue 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 practicable.

613.4 SUPERVISOR RESPONSIBILITIES

Company 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.

613.5 TRAINING OFFICER RESPONSIBILITIES

The Training Officer is responsible for identifying health, safety and survival training required by the Department.

Required training may include safety-related courses of the National Fallen Firefighters Foundation (NFFF), National Fire Academy, International Association of Fire Chiefs, International Association of Firefighters or other nationally recognized fire service organizations.

Required training should include the Courage to Be Safe® course of the NFFF for all members and should include the Leadership So Everyone Goes Home® course of the NFFF for all supervisors.

613.6 TRAINING RECORDS

The Training Officer 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, certificate numbers and qualifications of persons conducting the training.

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Firefighter Health, Safety and Survival Training

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

Live-Fire Training

614.1 PURPOSE AND SCOPE

The purpose of this policy is to protect the health and safety of members by providing guidelines and responsibilities for live-fire training.

614.2 POLICY

It is the policy of the Department to conduct live-fire training in a safe and effective manner that meets the standards of NFPA 1403 and any applicable state or local law.

614.3 MEMBER PREREQUISITES

Before participating in any live-fire training exercise, members shall, at a minimum, have completed training equivalent to the requirements of NFPA 1001, Firefighter I.

614.4 TRAININGMANAGER RESPONSIBILITIES

The Training Officer shall be responsible for:

- (a) Scheduling live-fire training.
- (b) Confirming that the Deputy Fire Chief Training Division is notified when live-fire training is scheduled.
- (c) Ensuring that all live-fire training provided by the agency is conducted in accordance with state and local requirements.
- (d) Providing a secure structure for the live-fire training consistent with the requirements of this policy.
- (e) Ensuring that all required permits and authorizations, if applicable, have been approved and received before conducting any training exercises.
- (f) Confirming that a sufficient number of instructors will be present for the live-fire training.
 - 1. In no event shall there be fewer than four instructors.
 - 2. There shall be no more than a 5:1 student-to-instructor ratio at any time.
- (g) Confirming that the number of instructors and instructor assignments are detailed in the live-fire training curriculum.
- (h) Designating a qualified safety officer for all live-fire training exercises.
- (i) Ensuring that all live-fire training is conducted using qualified instructors who meet the following requirements:
 - 1. For the lead instructor, NFPA and any applicable state requirements for Fire Instructor II
 - 2. For all other instructors, NFPA and any applicable state requirements for Fire Instructor I
- (j) Ensuring all injuries sustained during live-fire training are documented.

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614.5 SAFETY OFFICER

A safety officer shall be designated for all live-fire training exercises and shall have the same qualifications as the lead instructor. The safety officer has the authority to intervene and control any aspect of the operations when a potential or actual danger, potential accident, or unsafe condition exists. The safety officer may require additional safety personnel as deemed necessary.

The safety officer shall not be assigned duties that interfere with their safety responsibilities.

The safety officer shall be knowledgeable about all the safety features at the training location.

614.6 TRAINING REQUIREMENTS

Before beginning any live-fire training, the designated safety officer shall be responsible for:

- (a) Inspecting all burn locations.
- (b) Ensuring that all members participating in the training meet the prerequisites for participation.
- (c) Inspecting each participant's personal protective equipment (PPE) and SCBA.
- (d) Ensuring that a pre-burn walk-through and briefing for all members and instructors has been conducted.
- (e) Ensuring an Emergency Medical Services (EMS) unit and advanced life support (ALS) crew capable of transporting a patient are on location.

In no event shall a person be used as a simulated victim during live-fire training exercises.

All structures used for live-fire training shall be inspected after use.

614.7 USE OF ACQUIRED STRUCTURES

An acquired structure should not be used for live-fire training unless there is no equivalent purpose-built structure or space for live-fire training (e.g., burn building) available.

Prior to using any acquired structure for live-fire training, the Training Officer shall:

- (a) Inspect the structure to determine whether it can be made sufficiently safe for live-fire training.
- (b) Facilitate the preparation of the structure for safe use (e.g., removal of all asbestos containing materials).
- (c) Confirm that the live-fire training will comply with all local, state, and federal regulations applicable to the open burning of buildings, including the Clean Air Act (42 U.S.C. § 7401 et seq.).

614.8 TRAINING RECORDS

The Training Officer shall be responsible for maintaining records of all live-fire 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.

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Live-Fire Training

- (c) The names or other identifiers and job titles of the members who received the training.
- (d) The names, certificate numbers, and qualifications of persons conducting the training.
- (e) Injuries sustained during training exercises.

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

Chapter 7 - Equipment and Technology

Use of Department-Owned and Personal Property

700.1 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 employment or 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.

700.2 POLICY

It is the policy of the Garden City Fire Rescue 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.

700.3 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 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 practicable 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.

700.3.1 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, 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.

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Use of Department-Owned and Personal Property

- (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.

700.4 FILING CLAIMS FOR PERSONAL PROPERTY

Members are responsible for exercising reasonable care and caution to avoid damage to or loss of personal property while on-duty. However, consistent with collective bargaining agreements and City and department rules, personal property that is lost or damaged during the proper performance of a member's job duties may be replaced or the cost reimbursed by the City or Department when such loss or damage is not the result of intentional or negligent abuse or misuse by the member.

Any claim for the replacement or cost reimbursement for damage to or loss of a member's personal property must be submitted on the proper claim form to the member's immediate supervisor.

The supervisor is responsible for reviewing the claim to assess whether the lost or damaged property was reasonably required for the proper performance of the member's job duties. The supervisor will make a determination as to whether reasonable care was taken to prevent loss or damage and whether proper procedures were followed just prior to the occurrence of the loss or damage. A supervisor may direct a member to submit additional details in a separate written report, if needed.

If approved, the supervisor will forward the claim and related reports to the Deputy Fire Chief, who will determine the appropriate reimbursement value of the property and will forward the claim for payment to the proper entity.

700.4.1 COVERED PERSONAL PROPERTY

Property that is necessary in the performance of the member's job duties or has been specifically stipulated by a collective bargaining agreement should be considered a covered item. The age and condition of the damaged or lost property should be considered when determining replacement or reimbursement value. The member must demonstrate that the damaged or lost property is directly related to the proper performance of the member's duties.

700.4.2 EXCLUDED PERSONAL PROPERTY ITEMS

Members are discouraged from wearing expensive jewelry or watches or bringing personal property items to the workplace that may be damaged, lost or stolen. Personal property that is not eligible for replacement or reimbursement includes:

- (a) Any personal property that is lost or damaged directly or indirectly due to negligence of the member.
- (b) Personal computers, communication devices, cell phones, MP3 players, GPS devices or any other electronic devices that the member voluntarily brings to the workplace and that are not required by the Department for the performance of the member's duties.

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- (c) Any personal property used in place of department-issued property, unless required by the Department.
- (d) Any jewelry, with the exception of watches, which should not exceed a \$100 reimbursement.

700.4.3 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. Members using a personal vehicle for department business shall have the minimum evidence of financial responsibility required for that vehicle (O.C.G.A. § 33-7-11).

700.4.4 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 practicable.
- (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.

700.4.5 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 practicable. 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 practicable 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 Deputy Fire Chief.

Personal Communication Devices

701.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the use of mobile telephones and communication devices, whether issued or funded by the Department or personally owned, while on-duty or when used for authorized work-related purposes.

This policy generically refers to all such devices as Personal Communication Devices (PCDs) but is intended to include all mobile telephones, personal digital assistants (PDAs), and similar wireless two-way communications and/or portable internet access devices. PCD use includes but is not limited to placing and receiving calls, text messaging, blogging and microblogging, emailing, using video or camera features, playing games, and accessing sites or services on the internet.

701.2 POLICY

The Garden City Fire Rescue allows members to utilize department-issued or funded PCDs and to possess personally owned PCDs in the workplace, subject to certain limitations. Any PCD used while on- or off-duty for business-related purposes or reasonably associated with work-related misconduct will be subject to monitoring and inspection consistent with applicable law and this policy.

Additionally, the use of a PCD either on-duty or off-duty for business-related purposes, or reasonably associated with work-related misconduct, may subject the member and the member's PCD records to civil or criminal discovery or disclosure under applicable Georgia Open Recordsdepartment laws.

Members who have questions regarding the application of this policy or the guidelines contained herein are encouraged to seek clarification from supervisory staff.

701.3 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 PCD issued by the Department and shall have no expectation of privacy in their location should the device be equipped with location-detection capabilities. This includes records of all keystrokes or web-browsing history made on the PCD. The fact that access to a database, service, or website requires a username or password will not create an expectation of privacy if it is accessed through department PCDs or networks.

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.

Members have no expectation of privacy regarding any communications while using a personally owned PCD for department-related business or when the use reasonably implicates work-related misconduct.

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Personal Communication Devices

701.4 DEPARTMENT-ISSUED PCD

Depending on a member's assignment and the needs of the position, the Department may, at its discretion, issue or fund a PCD for the member's use to facilitate on-duty performance. Department-issued or funded PCDs may not be used for personal business either on- or off-duty unless authorized by the Fire Chief or the authorized designee. Such devices and the associated telephone number, if any, shall remain the sole property of the Department and shall be subject to inspection or monitoring (including all related records and content) at any time without notice and without cause.

Each of these Units are assigned a Garden City PCD.

- (a) Fire Chief
- (b) Deputy Fire Chief
- (c) Chief Fire Marshal
- (d) Deputy Fire Marshal
- (e) Shift Commander
- (f) Station 1 Officer
- (g) Station 2 Officer

Any GCFR unit assigned a department owned PCD shall:

- (a) Have the equipment available for use during shift time (24/7) with the exception of charging time and emergency calls requiring Turn-out gear.

Unless a member is expressly authorized by the Fire Chief or the authorized designee for off-duty use of the PCD, the PCD will either be secured in the workplace at the completion of duty or will be turned off when leaving the workplace.

701.5 PERSONALLY OWNED PCD

Members may carry a personally owned PCD while on-duty, subject to the following conditions and limitations:

- (a) Permission to carry a personally owned PCD may be revoked if it is used contrary to provisions of this policy.
- (b) The Department accepts no responsibility for loss of or damage to a personally owned PCD.
- (c) The PCD and any associated services shall be purchased, used, and maintained solely at the member's expense.
- (d) The device should not be used for work-related purposes except in exigent circumstances (e.g., unavailability of radio communications) or as otherwise authorized by department procedures.
 - 1. Use of a personally owned PCD for work-related business constitutes consent for the Department to access the PCD to inspect and copy the work-related data

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- (e.g., for litigation purposes, public records retention and release obligations, internal investigations).
2. Use of and data within a personally owned PCD may be discoverable in cases when there is reason to believe it is associated with work-related misconduct.
 3. Searches of a personally owned PCD by the Department should be limited to those matters reasonably associated with the work-related business or work-related misconduct.
- (e) The device shall not be utilized to record or disclose any department business-related information, including photographs, video, or the recording or transmittal of any information or material obtained or made accessible as a result of employment or appointment with the Department, without the express authorization of the Fire Chief or the authorized designee.
 - (f) If the PCD is carried on-duty, members will provide the Department with the telephone number of the device.
 - (g) All work-related documents, emails, photographs, recordings, and other public records created or received on a member's personally owned PCD should be transferred to the Garden City Fire Rescue no later than the end of the member's shift and deleted from the member's PCD as soon as reasonably practicable.

Except with prior express authorization from their supervisors, members are not obligated or required to carry, access, monitor, or respond to electronic communications using a personally owned PCD while off-duty. If a member is in an authorized status that allows for appropriate compensation consistent with policy or existing collective bargaining agreements, or if the member has prior express authorization from their supervisor, the member may engage in department business-related communications. Should members engage in such approved off-duty communications or work, members entitled to compensation shall promptly document the time worked and communicate the information to their supervisors to ensure appropriate compensation. Members who independently document off-duty department-related business activities in any manner shall promptly provide the Department with a copy of such records to ensure accurate recordkeeping.

701.6 USE OF PCD

The following protocols shall apply to all PCDs that are carried while on-duty or used to conduct department business:

- (a) A PCD shall not be carried in a manner that allows it to be visible while in uniform unless it is in an approved carrier.
- (b) All PCDs in the workplace shall be set to silent or vibrate mode.
- (c) A PCD may not be used to conduct personal business while on-duty except for brief personal communications (e.g., informing family of extended hours). Members shall endeavor to limit their use of PCDs to authorized break times unless an emergency exists.

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- (d) Members may use a PCD to communicate with other personnel in situations where the use of radio communications is either impracticable or not feasible. PCDs should not be used as a substitute for, as a way to avoid, or in lieu of regular radio communications.
- (e) Members are prohibited from taking pictures, audio or video recordings, or making copies of any such picture or recording media unless it is directly related to official department business. Disclosure of any such information to any third party through any means requires express authorization of the Fire Chief or the authorized designee.
- (f) Members will not access social networking sites for any purpose that is not official department business. This restriction does not apply to a personally owned PCD used during authorized break times.
- (g) Using PCDs to harass, threaten, coerce, or otherwise engage in inappropriate conduct with any third party is prohibited. Any member having knowledge of such conduct shall promptly notify a supervisor.

701.7 SUPERVISOR RESPONSIBILITIES

The responsibilities of supervisors include but are not limited to:

- (a) Ensuring that members under their command are provided appropriate training on the use of PCDs consistent with this policy.
- (b) Monitoring, to the extent practicable, PCD use in the workplace and taking prompt corrective action if a member is observed or reported to be improperly using a PCD.
 - 1. An investigation into improper conduct should be promptly initiated when circumstances warrant.
 - 2. Before conducting any administrative search of a member's personally owned device, supervisors should consult with the Fire Chief or the authorized designee.

701.8 OFFICIAL USE

Members are reminded that PCDs are not secure devices and conversations may be intercepted or overheard. Caution should be exercised while utilizing PCDs to ensure that sensitive information is not inadvertently transmitted. As soon as reasonably possible, members shall conduct sensitive or private communications on a land-based or other department communications network.

701.9 USE WHILE DRIVING

The use of a PCD while driving can adversely affect safety, cause unnecessary distractions, and present a negative image to the public. Firefighters operating emergency vehicles should restrict the use of these devices to matters of an urgent nature and should, where practicable, stop the vehicle at an appropriate location to use the PCD (O.C.G.A. § 40-6-241).

Except in an emergency, members who are operating vehicles that are not equipped with lights and siren shall not use a PCD while driving unless the device is specifically designed and configured to allow hands-free use (O.C.G.A. § 40-6-241). Hands-free use should be restricted to business-related calls or calls of an urgent nature.

Vehicle and Apparatus Inspections, Testing, Repair, and Maintenance

702.1 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 Georgia Motor Vehicle Code and/or the National Fire Protection Association (NFPA) 1002 and NFPA 1911, current edition. Inspections also ensure that vehicles and apparatus are properly equipped, maintained, and refueled and present a professional appearance.

702.1.1 DEFINITIONS

Definitions related to this policy include:

Apparatus - Vehicle designed to be used under emergency conditions to transport equipment and firefighters or support the mitigation of fires and emergencies.

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 or cross-staffed by members of the Fire Operations Division or that is pre-positioned to be readily available to on-duty Fire Operations personnel for calls for service (e.g., airport rescue, firefighting apparatus).

Staff vehicles - Passenger vehicles modified for emergency response or administrative use.

702.2 POLICY

It is the policy of the Garden City Fire Rescue that all vehicles and apparatus comply with the applicable federal and state vehicle operating and safety criteria. All vehicles and apparatus should be inspected daily, including in-service and in-reserve apparatus. Vehicles and apparatus that are out of service for testing, maintenance, or repair need not be inspected until they are returned to service or released to in-reserve status.

702.3 PROCEDURE

702.3.1 APPARATUS DAILY INSPECTIONS

Operators should be responsible for conducting a daily 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. An inspection list is detailed in the current version of the Georgia Commercial Drivers Manual or in the applicable sections of the current edition of NFPA 1002 and NFPA 1911. The department daily inspection list shall be approved by the Fire Chief.

When an apparatus becomes inoperative or in need of a repair that affects safe operation, the Company Officer shall be immediately notified. Based on the determination of the Company

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Vehicle and Apparatus Inspections, Testing, Repair, and Maintenance

Officer, 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
- Safety 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.

702.3.2 STAFF VEHICLE DAILY INSPECTIONS

Members who are assigned staff vehicles should be responsible for the inspection and daily maintenance of their assigned vehicles. Daily maintenance should include checking and maintaining engine and transmission fluids, checking and maintaining tire inflation pressure, monitoring tire wear, and any other inspection needed to ensure the safe operation of the vehicle.

Any vehicle issues discovered during inspection should be promptly addressed. When a vehicle becomes inoperative or in need of a repair that affects the safe operation of the vehicle, it should be immediately removed from service for repair.

702.3.3 MONTHLY INSPECTIONS

Members also are responsible for completing a monthly inspection and equipment inventory for each assigned apparatus and vehicle and documenting it on the appropriate inspection form. When completed, the form should be forwarded to the Deputy Fire Chief in the member's chain of command.

702.3.4 TESTING AND REPAIR

Fire pumps on apparatus shall be tested as specified in NFPA 1911. Aerial devices shall be inspected and service tested by a competent person as specified in NFPA 1914.

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All repairs and preventive maintenance to apparatus shall be made by personnel deemed qualified by the registered owner of the apparatus.

702.4 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 Fire Operations Deputy Fire Chief and retained by the Department based on established records retention schedules (Ga. Comp. R. & Regs. r. 511-9-2-.07).

Use of Department Vehicles

703.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the procedures for the off-duty use of department take-home vehicles. The use of take-home vehicles is an essential component of the department's recall program, which ensures resources are available in the event of an emergency or critical incident. To facilitate faster response to recalls or for other legitimate department needs, members may be allowed to take department vehicles home. These vehicles provide the means to respond directly to an incident without first diverting to a fire station to retrieve a vehicle and/or needed equipment.

703.1.1 DEFINITIONS

Definitions related to this policy include:

Emergency recall - A member's assignment requires immediate response during off-duty hours to other than the member's normal work location to handle an emergency action.

Investigative recall - A member's assignment requires timely response during off-duty hours to other than the member's normal work location to handle a fire investigation.

Take-home vehicle - A vehicle owned by the Department that is authorized for commuting between work and home and/or off-duty use. Department vehicles secured at a location other than the member's assigned work location for the purpose of shortening a member's commute shall also be considered take-home vehicles.

703.2 POLICY

The Department provides vehicles for official business use and may assign take-home vehicles based on its determination of operational efficiency, economic impact to the Department, emergency and investigative recall, and other considerations.

703.3 PROCEDURE

Department members authorized to use take-home vehicles must adhere to the following guidelines:

- (a) Vehicles shall only be used for official business and, when approved, for commuting to allow members to respond to department-related business and recall to duty outside their regular work hours.
- (b) Members authorized to use take-home vehicles are to monitor the radio whenever they are operating the vehicle. They are to make appropriate notification or take appropriate action on any fire-related matter that may come to their attention via the radio or through personal observation.
- (c) Department members are prohibited from driving department vehicles any time their driving ability may be impaired by prescription or non-prescription drugs or alcoholic beverages.

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- (d) Members operating department-owned vehicles shall not permit persons other than department members or persons required to be conveyed in the performance of duty, or as otherwise authorized, to ride as a passenger in their vehicle.
- (e) Department take-home vehicles are to be left at a fire facility during vacations or other periods of leave in excess of seven days unless approved by the Fire Chief or the authorized designee.
- (f) Department members shall not relinquish control of, nor allow any person to operate, department vehicles if that person is not a member of the Department, except in the case of an emergency where the member is unable to drive him/herself.

703.3.1 ASSIGNED VEHICLE AGREEMENT

Members who have been assigned a take-home vehicle may use the vehicle to commute to their workplace and for department-related business. The member must be approved for an assigned vehicle by the Fire Chief and shall sign an agreement that includes the following criteria:

- (a) The member must live within a 30-minute commute of his/her regularly assigned work location (based on average traffic flow). A longer response time may be allowed based on special assignment of the member.
- (b)
- (c) Department-owned vehicles shall not be used for personal errands or other personal business unless approved by a supervisor for exceptional circumstances.
- (d) The Department should provide necessary care and maintenance supplies.
- (e) Off-street parking shall be available at the member's residence.
- (f) Vehicles shall be locked when not attended.
- (g) All department identification, portable radios and equipment should be secured.

Members are cautioned that under Internal Revenue Service (IRS) rules, personal use of a department-owned vehicle may create an income tax liability to the member. Questions regarding IRS rules should be directed to the member's tax adviser.

The assignment of vehicles is at the discretion of the Fire Chief. Assigned vehicles may be changed at any time. Permission to take home a vehicle may be withdrawn at any time.

703.3.2 VEHICLES SUBJECT TO INSPECTION

All department-owned vehicles are subject to inspection and/or search at any time by a supervisor. No member assigned to or operating such a vehicle shall be entitled to any expectation of privacy with respect to the vehicle or its contents.

703.3.3 ACCESSORIES AND/OR MODIFICATIONS

No modifications, additions or deletions of any equipment or accessories shall be made to department vehicles without written permission from the designated vehicle manager.

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703.3.4 TOLL ROAD USAGE

Members responding to an emergency or incident on toll roads, while on-duty, are exempt from paying the toll. All members passing through a toll facility during a response to an emergency shall draft a memo to the Fire Chief or the authorized designee as soon as practicable explaining the circumstances.

Commuting or returning to the station after an emergency may not qualify for this exemption. Members operating department-owned vehicles are responsible for the toll charge. All members operating a take-home vehicle off-duty on a toll road shall pay all appropriate toll charges.

Information Technology Use

704.1 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.

704.1.1 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 Garden City Fire Rescue 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.

704.2 POLICY

Garden City Fire Rescue 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.

704.3 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 access to a database, service or website requires a username or password will not create an expectation of privacy if it is accessed through department computers, electronic devices or networks.

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704.4 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 passwords, logon information and other individual security data, protocols and procedures unless directed to do so by a supervisor.

704.4.1 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, 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.

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.

704.4.2 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.

704.4.3 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 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.

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704.4.4 OFF-DUTY USE

Members shall only use technological resources related to their job while on-duty or in conjunction with specific on-call assignments unless specifically authorized by a supervisor. This includes the use of telephones, cell phones, texting, email or any other off-the-clock work-related activities. This also applies to personally owned devices that are used to access department resources.

Refer to the Personal Communication Devices Policy for guidelines regarding off-duty use of personally owned technology.

704.5 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. Password length, format, structure and content shall meet the prescribed standards required by the computer system or as directed by a supervisor and shall be changed at intervals as directed by IT staff or a supervisor.

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.

704.6 INSPECTION AND REVIEW

A supervisor or the authorized designee has the express authority to inspect or review the computer system, all temporary or permanent files, related electronic systems or devices, and any contents thereof, whether such inspection or review is in the ordinary course of his/her supervisory duties or based on cause.

Reasons for inspection or review may include, but are not limited to, computer system malfunctions, problems or general computer system failure, a lawsuit against the Department involving one of its members or a member's duties, an alleged or suspected violation of any department policy, a request for disclosure of data, or a need to perform or provide a service.

The IT staff may extract, download or otherwise obtain any and all temporary or permanent files residing or located in or on the department computer system when requested by a supervisor or during the course of regular duties that require such information.

704.7 SECURITY OF DATA

The Fire Chief will select a member of the Department to oversee the security of data. The responsibilities of this position include but are not limited to:

- (a) Developing and maintaining security practices, procedures, and training.

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- (b) Establishing procedures to provide for the preparation, prevention, detection, analysis, and containment of security incidents including cyberattacks.
- (c) Tracking, documenting, and reporting all breach of security incidents to the Fire Chief and the appropriate authorities (O.C.G.A. § 38-3-22.2)

Mobile Data Terminal Use

705.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the guidelines for use of the Mobile Data Terminal (MDT) in the apparatus to access incident and resource information and log unit status. Members using the MDT shall comply with appropriate federal and state rules and regulations.

705.2 POLICY

The MDT shall be used for official department business only. Messages that are of a sexual, racist or offensive nature or are otherwise critical of any member of the Department are strictly forbidden. Messages may be reviewed by supervisors at any time without prior notification. Members generating or transmitting messages not in compliance with this policy are subject to discipline. All calls dispatched to fire companies should be communicated by voice and MDT unless otherwise authorized by the Shift Commander.

705.2.1 USE WHILE DRIVING

Use of the MDT by the apparatus operator should be limited to times when the apparatus is stopped. Sending or reading MDT messages while an apparatus is in motion is a potentially dangerous practice. Reading messages while in motion should be done by the Company Officer or other crew member who is not driving and has access to the MDT.

705.2.2 DOCUMENTATION OF ACTIVITY

MDTs and voice transmissions are used to record the member's daily activity. To ensure the most accurate recording of these activities, the following are required:

- (a) All contacts or activity shall be documented at the time of the contact.
- (b) Whenever the activity or contact is initiated by voice, it shall be entered into the computer-aided dispatch system by a dispatcher.
- (c) Whenever the activity or contact is not initiated by voice, a member of the fire company who is not operating the apparatus shall record it on the MDT.

705.2.3 STATUS CHANGES

All changes in status (e.g., arrival at scene, meal periods, in service) will be transmitted either verbally over the radio or through the MDT system. Members responding to multi-company emergency incidents shall advise changes in status verbally over the radio to assist other companies responding to the same incident. Other changes in status may be entered by depressing the appropriate keys on the MDT. Under normal operating conditions, a status change shall not be sent to a dispatcher via a message format.

705.2.4 EMERGENCY ACTIVATION OF THE MDT

If the emergency signal is activated on the MDT, the dispatcher will call the company on the radio to confirm the safety of the members. If there is no emergency, the company should answer that

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the members are safe. If there is no response from the company or the company answers in a way other than indicating their safety, the dispatcher shall proceed as follows:

- (a) If the unit is not on an incident, notify local law enforcement to assist in locating the unit that is transmitting the emergency using the last known location and time, known destination and departure points or the automatic vehicle location information.
- (b) Notify the Shift Commander of the incident without delay. Companies not involved in the emergency shall refrain from transmitting on the radio until the safety of each member is confirmed, unless they are also handling an emergency.

705.3 MDT CONSIDERATIONS

705.3.1 NON-FUNCTIONING MDT

If possible, members will not use apparatus with malfunctioning MDTs. If members must operate an apparatus in which the MDT is not working, members shall notify Dispatch. It shall be the responsibility of Dispatch to record all information that will then be transmitted verbally over the fire radio.

705.3.2 EXPLOSIVE DEVICE RESPONSES

When assisting on a report of a possible explosive device, members will turn off the MDT. Operating an MDT may cause some devices to detonate.

Knox-Box® Access

706.1 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 Garden City Fire Rescue jurisdiction where it has been determined that a Knox-keyed device is needed or has been provided for accessibility for emergency responders.

706.1.1 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 Garden City Fire Rescue.

Knox master key - A key carried on all fire apparatus which enables department members to access any Knox-keyed device within the jurisdiction.

Knox tones - Electronic tones sent by a dispatcher over the radio to release the Knox master key from the fire apparatus.

706.2 POLICY

It is the policy of the Garden City Fire Rescue 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 Fire Chief or the authorized designee shall appoint a Knox program coordinator, who 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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706.3 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 or by tones issued via two-way radio by Dispatch. 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. Each incident requiring Dispatch to send tones shall have that activity noted in the incident record.

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/assigned shift.

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.

706.4 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.

706.5 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

706.6 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 Garden City Fire Rescue to request a lock-up of the box. Fire prevention 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 the prevention staff.

Members receiving requests for lock-up should refer the owner to the appropriate prevention staff member or get the owner's contact information. All requests shall be forwarded to the appropriate prevention staff member.

706.7 TESTING KEY SWITCHES

After a key switch has been installed, the property owner must contact the Department. The first-in engine company 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 engine company 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.

706.8 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 extra sets of keys are needed for additional fire companies or second alarms arriving later at the same incident. 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

706.9 ANNUAL KNOX-BOX TESTING

The Fire Chief or the authorized designee shall ensure that an annual check is performed on each Knox-Box in the jurisdiction by fire prevention staff or an engine company. This should consist of checking the operation of the box and the keys.

Communications Operations

707.1 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.

707.1.1 FEDERAL COMMUNICATIONS COMMISSION COMPLIANCE

All Garden City Fire Rescue radio operations shall be conducted in accordance with Federal Communications Commission (FCC) procedures and guidelines.

707.2 POLICY

The Garden City Fire Rescue 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.

707.3 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 (Ga. Comp. R. & Regs. r. 511-9-2-.14):

- (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
- (j) Time the apparatus returned to service
- (k) Disposition or status of the reported incident

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- (l) The time of any Incident Commander (IC) requested or automatic timed Personnel Accountability Report (PAR) or building collapse clocks

707.4 RADIO COMMUNICATIONS

Operations are more efficient and member safety is enhanced when dispatchers, supervisors, and members know the status of other companies, divisions, or groups, including their locations and the nature of the tasks or objectives to which they are assigned. Most critical incident communication should occur verbally, over the radio, for this reason.

707.4.1 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 company. 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.

707.4.2 RADIO TESTING

Members assigned to an apparatus for a shift should check for radio functionality at the beginning of each shift to ensure that the mobile and portable radios are working as designed.

Radios that are inoperable or malfunctioning shall be placed out-of-service, an appropriate repair tag completed, and the radio or apparatus placed in the area specified by the maintenance section or contractor.

Public Alerts

708.1 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.

708.2 POLICY

It is the policy of the Garden City Fire Rescue 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 Shift Commander or higher rank.

708.3 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.

The Public Information Officer should be involved in any communiqué released via a Public Alert, if time permits, but certainly in the case of fire prevention campaigns, fire hazard warnings, weather alerts or notification of health information (e.g., pandemics, heat events).

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 is not limited to:

- (a) The Garden City Fire Rescue 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.

708.4 SYSTEM ADMINISTRATION

The Fire Chief or the authorized designee shall appoint an administrator for the Public Alert system. The administrator shall be responsible for all liaison contact with the Public Alert system vendor and all maintenance and upgrades of the system and will ensure the address/telephone number database is updated periodically in accordance with the vendor contract.

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The administrator shall also conduct periodic audits of the system to ensure peak performance in terms of volume of calls reaching the desired number of recipients in a reasonable time. Based on audit results, adjustments may need to be made on the number of outgoing telephone lines or the system capacity.

The Training Officer and the administrator shall coordinate training in the use of the Public Alert system and ensure that the appropriate members receive training.

Photography and Electronic Imaging

709.1 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.

This policy does not apply to media captured through the use of body-worn cameras (see the Body-Worn Cameras Policy).

709.2 POLICY

It is the policy of the Garden City Fire Rescue 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 Garden City Fire Rescue shall respect the privacy rights established in the state and federal constitutions.

709.3 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 Fire Chief (17 USC § 201).

709.4 AUTHORIZED USE OF PHOTOGRAPHY AND ELECTRONIC IMAGING

709.4.1 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, and all fire academy-related 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 Marshal's Office 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) Creation and maintenance of 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) Documentation of any condition, activity, or event related to the department's code enforcement responsibilities.
- (h) Documentation of inspections, code compliance activities, or any other activity of Fire Marshal's Office.
- (i) Unless prohibited elsewhere in this policy, documentation of any department activity for future use in training.
- (j) For any other purpose authorized by the Fire Chief, Shift Commander, or any Deputy Fire Chief.

709.4.2 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 the cause, location, extent, severity, and nature of traumatic injuries of patients at the scene. These images may be transferred to the receiving physician, nurse, or other authorized representative who assumes medical care for the patient.
- (i) Documentation of all aspects of any incident involving hazardous materials.
- (j) Documentation of severe weather events, including any damage, injuries, or fatalities caused by such events.
- (k) Documentation of any other event, situation, or activity as deemed appropriate and necessary by the Incident Commander of any event.

709.5 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.
- (c) Unless requested by the receiving hospital or controlling medical authority or deemed necessary for the future treatment of the patient, no photographs or electronic images should be taken inside a private residence during a non-traumatic medical aid incident.
- (d) Unless requested by the receiving hospital or controlling medical authority or deemed necessary for the treatment of the patient, no photographs or electronic images should be taken of a patient under 18 years of age during a medical aid response.
- (e) Unless requested by the receiving hospital or controlling medical authority or deemed necessary for the future treatment of the patient, no photographs or electronic images depicting patient genitalia or the exposed breasts of female patients should be taken by department members.
- (f) Unless requested by the receiving hospital or controlling medical authority or deemed necessary for the future treatment of the patient, no photograph or electronic image should be taken of a patient being treated by department members if the person expresses or indicates that they do not wish to be photographed. In the event that the need arises to take a photograph or electronic image of a medical patient against the patient's wishes, the medical need for taking the image will be explained to the patient with a witness present. Details regarding the need for the photograph or electronic image, the explanation provided to the patient, and the identity of the witness present shall be included in a Patient Care Report and/or incident report for the response.

Non-Official Use of Department Property

710.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance on the non-official use of department property. Department property includes, but is not limited to, all portable pumps, chain saws, rescue saws, generators, fire hoses, hose adapters, suction hoses, ladders, rescue equipment, small tools or any power driven tools.

710.2 POLICY

The personal use of department property is not authorized. No equipment shall be loaned or used by a member for any purpose other than official department business without the express prior approval of a Shift Commander.

Requests from water companies or other agencies for hose adapters or other equipment should be forwarded to the appropriate Shift Commander for consideration.

Department Use of Social Media

711.1 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 does not address all aspects of social media use. Specifically, it does not address:

- Personal use of social media by department members (see the Speech, Expression, and Social Networking Policy).
- Use of social media in personnel processes (see the Recruitment and Selection Policy).
- Use of social media for issuance of fire hazard warnings, emergency evacuation instructions, and widespread emergencies (see the Public Alerts Policy).

711.1.1 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.

711.2 POLICY

The Garden City Fire Rescue will use social media as a method of effectively informing the public about department services, issues, investigations, 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.

711.3 AUTHORIZED USERS

Only members authorized by the Fire 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 Fire 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.

711.4 AUTHORIZED CONTENT

Only content that is appropriate for public release, supports the department mission, and conforms to all department policies regarding the release of information may be posted.

Examples of appropriate content include:

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- (a) Announcements.
- (b) Tips and information related to fire 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 fire incidents, geographical warnings, or disaster information.
- (f) Media releases.
- (g) Recruitment of personnel.

711.4.1 INCIDENT-SPECIFIC USE

In instances of active incidents where speed, accuracy, and frequent updates are paramount (e.g., incident alerts, public safety information), the Public Information Officer or the authorized designee will be responsible for the compilation of information to be released, subject to the approval of the Incident Commander.

711.5 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.
- (d) Any information that could tend to compromise or damage the mission, function, reputation, or professionalism of the Garden City Fire Rescue or its members.
- (e) Any information that could compromise the safety and security of department operations, members of the Department, victims, patients, 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 they believe is unauthorized 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.

711.5.1 PUBLIC POSTING PROHIBITED

Department social media sites shall be designed and maintained to prevent posting of content by the public.

The Department may provide a method for members of the public to contact department members directly.

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711.6 MONITORING CONTENT

The Fire Chief will appoint a supervisor to review, at least annually, 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.

711.7 RETENTION OF RECORDS

The Administration Deputy Fire Chief should work with the Custodian of Records to establish a method of ensuring that public records generated through the use of social media are retained in accordance with established records retention schedules.

711.8 TRAINING

Authorized members should receive training that, at a minimum, addresses legal issues concerning the appropriate use of social media sites, as well as privacy, civil rights, and the dissemination and retention of information posted on department sites.

Rescue Helmet Use

713.1 PURPOSE AND SCOPE

The purpose of this policy is to establish uniform requirements for the use, maintenance, and inspection of rescue helmets by all personnel of Garden City Fire Rescue, ensuring maximum safety and operational effectiveness during emergency and non-emergency operations.

This policy applies to all personnel of Garden City Fire Rescue engaged in operations where head protection is necessary.

713.2 POLICY STATEMENT

All Garden City Fire Rescue personnel shall wear department-approved rescue helmets during any operation where there is a risk of head injury, including but not limited to technical rescues, extrications, structural collapse, rope rescue, confined space rescue, and other hazardous environments.

713.3 DEFINITIONS

- **Rescue Helmet:** A protective helmet designed to provide impact and penetration protection for rescue operations, compliant with ANSI Z89.1, NFPA 1951, or equivalent.
- **Technical Rescue:** Any operation that involves rope, water, confined space, trench, or structural collapse rescue activities.

713.4 HELMET USE REQUIREMENTS

Personnel must wear rescue helmets during the following situations:

- All technical rescue operations.
- Vehicle extrications.
- Structural collapse or USAR incidents.
- Rope or high-angle rescues.
- Trench or confined space rescues.
- Any situation where there is a known or potential risk of falling debris or head trauma.
- Rescue helmets may be worn during:
 - Training exercises involving physical hazards.
 - Overhaul or salvage operations (where risk of falling debris remains).

713.5 RESCUE HELMET SPECIFICATIONS

- Helmets must be department-issued or approved.
- Helmets must meet NFPA 1951 (Standard on Protective Ensembles for Technical Rescue Incidents) or equivalent.

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Rescue Helmet Use

- Helmets must include:
 - Adjustable chin strap
 - Reflective markings and personnel identification

713.6 CARE AND MAINTENANCE

- Helmets must be inspected by the user **before and after each use**.
- Helmets showing signs of damage, cracks, UV degradation, missing parts, or compromised structural integrity must be **removed from service immediately** and reported to the Equipment Officer.
- Cleaning must be done using mild soap and water. Solvents, abrasives, or harsh chemicals are prohibited.
- Helmets must not be modified without written approval from the Deputy Chief of Operations.

713.7 STORAGE AND REPLACEMENT

- Helmets must be stored in a clean, dry, and secure location when not in use.
- Avoid prolonged exposure to direct sunlight or heat sources.
- Do not store under heavy objects that may deform the helmet.
- Rescue helmets shall be retired and replaced:
 - If components such as straps, suspension, or shell integrity are compromised.
 - After reaching the manufacturer's recommended lifespan (typically 10 years).
 - After a significant impact or structural compromise.

713.8 ENFORCEMENT

Failure to comply with this policy may result in:

- Immediate removal from the operational area
- Counseling or retraining
- Disciplinary action as outlined in GCFR SOPs

713.9 REFERENCES

- NFPA 1951 – Standard on Protective Ensembles for Technical Rescue
- ANSI Z89.1 – Standard for Industrial Head Protection
- Garden City Fire Rescue Standard Operating Procedures (SOPs)

Chapter 8 - Records Management

Records Management

800.1 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.

800.2 POLICY

It is the policy of the Garden City Fire Rescue 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.

800.3 CUSTODIAN OF RECORDS

The Fire Chief shall appoint a Custodian of Records, who will oversee the records management program, including the records retention schedule (O.C.G.A. § 50-18-71). The Custodian of Records or the authorized designee should:

- (a) Remain familiar with the Georgia Open Records Act.
- (b) Identify what records the Department has, where the records are kept, the volume and how the records are used.
- (c) Maintain and update the department's records retention schedule, including:
 - 1. Identifying the minimum length of time the Department must keep records in a series.
 - 2. Identifying the department section or division responsible for the original record.
- (d) Coordinate the placement of inactive records in storage, including:
 - 1. Maintaining a storage inventory.
 - 2. Providing an annual reminder to Deputy Fire Chiefs and section managers to review files to determine if any records should be transferred to storage.
- (e) Manage the destruction of department records, including:
 - 1. Annually reviewing the records retention schedule and storage inventory list to determine which records are eligible for destruction.
 - 2. Providing a list to Deputy Fire Chiefs and section managers of records eligible to be destroyed.
 - 3. Obtaining any required approvals for the destruction of eligible records.
 - 4. Maintaining a list of records that have been destroyed.
- (f) Ensure that confidential and other sensitive records are stored or maintained to protect the sensitive nature of the records.

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Records Management

- (g) Process subpoenas and requests for records as provided in the Subpoenas and Court Appearances, the Release of Records and the Patient Medical Record Security and Privacy policies.
- (h) Manage a document imaging or other process for bulky or rarely accessed records with long retention periods.
- (i) Establish rules regarding the inspection and copying of department records as reasonably necessary for the protection of such records, including (O.C.G.A. § 50-18-71):
 - 1. Identifying records or portions of records that are confidential or exempt under state or federal law and not open for inspection or copying.
 - 2. Maintaining a schedule of fees for public records as allowed by law.
- (j) Ensure that the name of the Custodian of Records is made available to the public upon request, including prominent display on the Garden City Fire Rescue website, as applicable (O.C.G.A. § 50-18-71).

800.4 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.

800.5 COMPANY OFFICERS' RESPONSIBILITY

Company Officers at fire stations are responsible for the management of records at the fire station level. The Company Officers should ensure that all records at the fire stations are retained in accordance with this policy.

800.6 TRAINING

The Custodian of Records should coordinate with the Training Officer to provide training regarding the records management program to the appropriate department members.

Release of Records

801.1 PURPOSE AND SCOPE

This policy establishes guidelines for the public to inspect and obtain copies of public records.

Inspection and release of records with protected health information is covered in the Patient Medical Record Security and Privacy Policy.

801.2 POLICY

The Garden City Fire Rescue is committed to providing public access to records consistent with the Georgia Open Records Act (O.C.G.A. § 50-18-70 et seq.).

801.3 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.

801.3.1 REQUESTS FOR RECORDS

The processing of requests for records is subject to the following (O.C.G.A. § 50-18-71):

- (a) The Department is not required to create records which do not exist.
- (b) 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 released.
 - 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.
- (c) Records shall be produced for inspection or copies provided within three business days of receipt of the request with the following exceptions:
 - 1. If a portion of the records are not available within three business days, the available records shall be produced.
 - 2. If records exist, but cannot be produced within three business days, a description of such record and a timeline for when the records will be available for inspection or copies shall be provided to the requester. Access to the records shall be provided as soon as practicable.
- (d) Records maintained electronically shall be produced by providing to the requester electronic copies or if the requester prefers, printouts of the electronic records. Data held by the Department shall be produced using the computer programs the Department has in its possession.
- (e) In lieu of providing separate printouts or copies of records or data, a requester may be referred to the Department public website to access records.

801.3.2 DENIALS

When a determination is made that all or a portion of a requested record should be withheld, the Custodian of Records shall notify the requester of the specific legal authority exempting the

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requested record from disclosure within three business days of receipt of the request (O.C.G.A. § 50-18-71).

801.4 RELEASE RESTRICTIONS

Examples of records with release restrictions include (O.C.G.A. § 50-18-72):

- (a) Patient Care Reports (PCRs) (45 CFR 164.502) (see the Patient Medical Record Security and Privacy Policy).
- (b) Medical records.
- (c) Records pertaining to pending litigation.
- (d) Legal opinions.
- (e) Pending arson investigations.
- (f) Confidential evaluations submitted to or prepared by a governmental agency and prepared in connection with the appointment or hiring of a public employee.
- (g) Test questions, scoring keys, and other examination data used to administer an examination for employment.
- (h) Public employee personal information that includes but is not limited to home address, home telephone number, personal mobile or wireless telephone number, day and month of birth, Social Security number, insurance information, medical information, certain financial information, passwords, unlisted telephone number if designated in a public record, and identities of family members or dependents. These restrictions do not apply to public records that do not specifically identify public employees or their jobs, titles, or offices.
- (i) Records of pending investigations conducted by the Garden City Fire Rescue for law enforcement purposes.
- (j) Contents of real estate appraisals or engineering or feasibility estimates and evaluations made for or by the Garden City Fire Rescue relative to the acquisition of property or to prospective public supply and construction contracts, until all of the property has been acquired or all contract agreements executed.
- (k) 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.
- (l) Records and information that relate to archeological site information obtained from the Department of Community Affairs.

801.5 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.

Subpoenas and Court Appearances

802.1 PURPOSE AND SCOPE

The purpose of this policy is to establish procedures for receiving, processing and responding to subpoenas to appear or to produce records or evidence. It will allow the Department to cover any related work absences and keep the Department informed about relevant legal matters.

802.2 POLICY

Department members will respond appropriately to all subpoenas and any other court-ordered appearances.

802.3 RECEIPT OF SUBPOENAS

Only department members authorized to receive a subpoena on behalf of the Department or any of its members may do so.

Subpoenas for records should be directed to the Custodian of Records or the authorized designee for processing.

802.3.1 SUBPOENAS OF RECORDS

The Custodian of Records and any authorized designees should receive training in proper intake and processing of subpoenas. Members not designated by the Custodian of Records and properly trained are not authorized to accept subpoenas for department records.

Subpoenas for records shall be date-stamped and logged.

The Custodian of Records will consult with the department privacy officer regarding any request for medical records. The Custodian of Records or the authorized designee will only produce the requested records as provided in this policy and the Patient Medical Record Security and Privacy Policy.

If the Custodian of Records determines that a subpoena involves a request for a confidential record or relates to pending litigation against the Department or City, the request should be promptly brought to the attention of the Fire Chief and legal counsel for the Department.

The Department may be entitled to recoup reasonable costs incurred in production of business records in response to a subpoena. The Custodian of Records should provide a statement reflecting the assessment of these reasonable costs and require payment at the time subpoenaed records are delivered.

802.3.2 CIVIL SUBPOENAS INCLUDING DEPOSITIONS OR NOTICES TO APPEAR

Upon receipt of a civil subpoena, the Custodian of Records or other person authorized to receive a subpoena shall date-stamp and log the subpoena.

The Custodian of Records or other person authorized to receive a subpoena shall ensure timely delivery of the subpoena to the identified member, noting on the log the date and time it was accepted. The receiving member should acknowledge receipt by signing and dating the log.

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Subpoenas and Court Appearances

No subpoena for a member of this department as a witness in a civil action should be accepted unless it is accompanied by the required fee for each day the member's appearance is required pursuant to the subpoena.

Members shall notify their Shift Commander of receipt of a subpoena. Members should contact the attorney issuing the subpoena to confirm the date and time of appearance or to confirm an on-call status. The member shall comply with all instructions on the subpoena and monitor the status of all required appearances to ensure compliance with judicial process. In the event a member will be unavailable to respond to a subpoena, the member shall promptly notify the attorney issuing the subpoena and the member's Shift Commander.

Members who are deposed should request a copy of the transcript.

802.3.3 ON-CALL SUBPOENAS

Upon receipt of a subpoena and after contacting the issuing attorney, a member may make arrangements with the issuing attorney to be placed in an on-call status.

The subpoenaed member shall promptly notify his/her supervisor of the subpoena and any on-call status and make arrangements regarding any potential scheduling conflicts, potential overtime compensation or other follow-up required to coordinate on-call appearance status.

802.3.4 CRIMINAL SUBPOENAS

Upon receipt of a criminal subpoena related to department business, the member shall promptly notify the Shift Commander of his/her appearance and contact legal counsel if he/she has any questions.

802.3.5 CIVIL SUBPOENAS UNRELATED TO OFFICIAL DEPARTMENT BUSINESS

Members properly served with valid subpoenas for civil matters unrelated to their department duties shall comply with the requirements of the subpoena. Members are not entitled to compensation from the Department for any such appearance or deposition and arrangements for time off should be coordinated with their supervisor.

Employees subpoenaed to testify about non work-related matters shall be permitted to take time off to testify but are not entitled to receive wages. Employees may use vacation, personal leave or compensatory time off for the time they will be away from work.

802.4 RESPONSIBILITIES

802.4.1 MEMBERS

Members subpoenaed to appear for any department-related reason or who are subpoenaed to produce records or evidence shall:

- (a) Document the date, time and manner of receipt.
- (b) Promptly contact the Custodian of Records and provide the Custodian with a copy of the subpoena.

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- (c) Make arrangements through the Custodian of Records to obtain any related reports or information.
- (d) Notify their supervisor of the subpoena.

Employees who are subpoenaed to testify about department-related matters shall receive their normal wages. Any witness fees provided to an on-duty employee shall be promptly transmitted to the Department. Members shall coordinate any scheduled appearances with their Company Officer to ensure the efficient use of staffing to minimize the payment of overtime.

Members appearing in court or appearing for court-related functions such as depositions shall appear in uniform or business attire.

Any questions regarding this policy or its requirements shall be promptly directed to a supervisor or department legal counsel.

802.4.2 SUPERVISORS

Supervisors should monitor the schedules of members who have been served subpoenas requiring their appearance to ensure appropriate shift coverage and compensation for the subpoenaed member.

Supervisors shall not intentionally adjust a member's duty schedule for the purpose of creating overtime.

802.5 TESTIFYING AGAINST THE INTEREST OF THE CITY

Any member who has been subpoenaed to testify, has agreed to testify or who anticipates testifying or providing information on behalf of, or at the request of, any party other than the state; any city, county or any of their officers; or agents or employees in which any of those entities or persons are parties to the litigation, will promptly notify his/her supervisor. The supervisor shall notify the Fire Chief, prosecuting attorney in a criminal case and the department's legal counsel, as may be indicated by the case.

This requirement includes:

- (a) Providing testimony or information for the defense in any criminal trial or proceeding.
- (b) Providing testimony or information for the plaintiff in a civil proceeding against any city, county or its officers, agents or employees.
- (c) Providing testimony or information on behalf of, or at the request of, any party other than any City official in any administrative proceeding, including, but not limited to, personnel and/or disciplinary matters.
- (d) No member will be retaliated against for testifying in any matter.

802.6 RECEIPT AND PROCESSING OF A SUMMONS

Upon receipt of a summons and complaint in a matter related to department business, the member shall document the date, time and manner of receipt and promptly notify his/her supervisor and contact legal counsel for the Department.

Patient Medical Record Security and Privacy

803.1 PURPOSE AND SCOPE

The purpose of this policy is to establish appropriate administrative, technical, and physical safeguards for patient medical records and to provide reasonable safeguards against prohibited uses and disclosures of protected health information (PHI) in accordance with federal and state law, to include the following:

- Health Insurance Portability and Accountability Act (HIPAA) (42 USC § 201 et seq.)
- Georgia Open Records Act (O.C.G.A. § 50-18-72)

803.1.1 DEFINITIONS

Definitions related to this policy include:

Health information - Any information, whether oral or recorded in any form or medium, that is created or received by the Department and relates to a person's past, present, or future physical or mental health or condition, or past, present, or future payment for the provision of health care to a person (45 CFR 160.103).

Individually identifiable health information - Health information, including demographic information, created or received by the Department that relates to an individual's past, present, or future physical or mental health or condition, the provision of health care to the individual, or the past, present, or future payment for the provision of health care to an individual, that can either identify the individual or provide a reasonable basis to believe the information can be used to identify the individual (45 CFR 160.103).

Limited data set - PHI that excludes the following direct identifiers of an individual or of relatives, employers, or household members of the individual (45 CFR 164.514(e)):

- Names
- Postal address information, other than town or city, state, and ZIP code
- Telephone or fax numbers
- Email addresses
- Social Security numbers
- Medical record numbers
- Health plan beneficiary numbers
- Account numbers
- Certificate or license numbers
- Vehicle identifiers and serial numbers, including license plate numbers
- Device identifiers and serial numbers

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- Web Universal Resource Locators (URLs)
- Internet Protocol (IP) address numbers
- Biometric identifiers, including finger and voice prints
- Full-face photographic images and/or any comparable images

Patient medical records - Department records or data containing any information identifying a patient. However, media recorded by department body-worn cameras is for quality assessment and improvement purposes, not patient care, and therefore is not part of a patient's medical records.

Protected Health Information (PHI) - Individually identifiable health information that is created or received by the Department. Information is protected whether it is in writing, in an electronic form, or communicated orally (45 CFR 160.103).

Protected Personal Information (PPI) - Information that includes but is not limited to PHI, pictures or other forms of voice or image recording, patient address, telephone numbers, Social Security number, date of birth, age, or any other information that could be reasonably used to uniquely identify the patient or that could result in identity theft if released for unauthorized purposes or to unauthorized personnel.

803.2 POLICY

It is the policy of the Department to reasonably safeguard PHI and comply with HIPAA and the implementing regulations through the use of policy and procedures, system access security and passwords, and limited physical access to hard copy files.

803.3 RESPONSIBILITIES

Members shall protect the security, confidentiality, and privacy of all patient medical records in their custody at all times.

Possessing, releasing, or distributing PPI, including for unauthorized purposes, is prohibited and may violate HIPAA and/or other applicable laws. Members who have not received department training on the proper handling of these records shall not access patient medical records.

Members with occupational access to patient medical records shall be trained in the proper handling of PHI in accordance with the Health Insurance Portability and Accountability Act (HIPAA) Training Policy and shall reasonably ensure that no unauthorized person shall have access to PHI without the valid authorization of the patient, except as provided by law (45 CFR 164.530(b); 45 CFR 164.512).

803.4 PRIVACY OFFICER

The Fire Chief shall designate a privacy officer who is responsible for all matters relating to the privacy of patient medical information, including PHI. The privacy officer shall (45 CFR 164.530):

- (a) Identify who may have access to PPI and PHI.
- (b) Resolve complaints under HIPAA.

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- (c) Mitigate, to the extent practicable, any harmful effects known to the Department regarding any use or disclosure of PHI in violation of this policy or the HIPAA regulations.
- (d) Ensure members are trained in the proper handling of PHI in accordance with the Health Insurance Portability and Accountability Act (HIPAA) Training Policy.
- (e) Ensure technical and physical safeguards are implemented to maintain security and confidentiality of PHI and to allow access to PHI only to those persons or software programs that have been granted access rights.

803.5 PROCEDURE

Records containing PHI or PPI, including Patient Care Reports (PCRs), shall be kept out of view unless the report is being completed during an incident, during input of information into the National Emergency Response Information System (NERIS), or during processing or review at Garden City Fire Rescue facilities by authorized personnel (45 CFR 164.530(c)).

803.6 SECURITY

All patient records containing PHI or PPI shall be kept secure at all times whether the record is in written, verbal, electronic, or any other visual or audible format (45 CFR 164.306(a)).

Documents provided by a patient or caregiver will receive the same level of confidentiality and security as department records during the time department personnel retain possession of the documents.

No patient record, including documents and electronic images containing PHI, shall be visible to the public.

803.6.1 ELECTRONIC PHI SECURITY

All computer workstations and servers within the Department shall require appropriate security measures, such as user identification and login passwords, to access electronic documents, including electronic PHI (45 CFR 164.308(a)(5)).

Members with access to electronic data shall lock their workstations when left unattended and shall shut down their workstations when leaving for the day to prevent unauthorized access to electronic PHI (45 CFR 164.310; 45 CFR 164.312).

Remote access to department computer workstations requires that appropriate security measures be provided for access to PHI (45 CFR 164.312).

PHI may be transmitted electronically, provided the transmission occurs through a secure process that allows end-to-end authentication and the recipient is authorized to receive the information. Electronic transmission consists of email, file transfer protocol, internet web posting, and any configurable data stream. End-to-end authentication is accomplished when the electronic referral does not leave a secure network environment and the recipient is known, or when encryption and authentication measures are used between sender and recipient, thus verifying full receipt by the recipient. Any electronic PHI traveling outside a secure network environment, via the internet, requires encryption and authentication measures (45 CFR 164.312(e)).

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803.6.2 HARD COPIES

Hard copies of PCRs shall be kept in a secured area when unattended by authorized personnel. An area of the Department is considered unattended when members are physically outside of the area and unable to maintain record security. This includes but is not limited to breaks, lunch, or meetings outside the Department.

Hard copies of PCRs should be stored in a locked area whenever practicable for ease of record retention and retrieval.

Patient records shall not be removed from the Department without express authorization from the Custodian of Records.

803.7 PHI RECORD REQUESTS

The following procedures apply to PHI record requests:

- (a) Requests and subpoenas for copies of patient records shall be processed by the Custodian of Records.
- (b) The Custodian of Records or the authorized designee shall not release records containing PHI without a properly completed authorization to release medical records that is signed by the patient or legal representative of the patient.
 - 1. Verification that the person completing the authorization is the patient or the legal representative of the patient shall be made with government-issued identification and documentation (45 CFR 164.508(c)).
- (c) Unless the request for records is from the patient or the parent of a minor patient, PHI shall be redacted from the record. A photocopy of the record shall be distributed to the requestor.
- (d) Requests for records via a valid subpoena do not require that PHI be redacted.
- (e) Fulfilled records requests shall be placed in a sealed envelope for release to the requestor.
- (f) A full copy of the valid subpoena or authorization to release medical records form shall be maintained in the file with the PCR.

803.7.1 PROHIBITED DISCLOSURES OF PHI AND PPI

The Department shall not use or disclose PHI or PPI without authorization. Prohibited disclosures include any form of communication, except as permitted in this policy, including but not limited to (45 CFR 160.103):

- (a) PHI or PPI contained in email or other forms of written communication.
- (b) Sharing of PHI or PPI on any website, blog, or other form of social or public media.
- (c) Verbal discussions.
- (d) The use of any imaging device capable of capturing and storing still or moving images, such as digital or other cameras, video cameras, cellular telephones with picture-taking or video-recording capability, or any other device with picture-taking or video-recording capability while engaged in patient care, while at the scene of a medical

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emergency or hospital, or at any time when such use could reasonably be expected to result in the inappropriate capture of PHI or PPI.

803.7.2 PERMITTED DISCLOSURES OF PHI AND PPI

The Custodian of Records may release records containing PHI or PPI without authorization from the patient under any of the following circumstances:

- (a) For the department's use to carry out treatment, payment, or health care operations (45 CFR 164.506).
- (b) Where the PHI is requested pursuant to a valid subpoena or court order (45 CFR 164.512(e)).
- (c) Where the PHI is part of a limited data set (45 CFR 164.514(e)).
- (d) Where the PHI is used for public health activities authorized by law, including when the information is necessary to report child abuse or neglect (45 CFR 164.512(b)).
- (e) Where the PHI is disclosed to a government authority because the person is believed to be a victim of abuse, neglect, or family violence (45 CFR 164.512(c)).
- (f) To law enforcement as provided in this policy (45 CFR 164.512(f)).
- (g) Where the Department believes that disclosure of the information is necessary to avert a serious threat to the health or safety of a person or the public (45 CFR 164.512(j)).
- (h) Where the PHI is required for workers' compensation purposes (45 CFR 164.512(l)).

803.7.3 REQUIRED DISCLOSURES

The Department must disclose PHI when:

- (a) The PHI is requested by and provided to the individual to whom the PHI belongs (45 CFR 164.502(a)(2)).
- (b) The information is required by the U.S. Secretary of Health and Human Services to investigate compliance with HIPAA (45 CFR 164.502(a)(2)).

803.7.4 SUBPOENAS

Records containing PHI or PPI will be disclosed only if one of the following is present (45 CFR 164.512(e)(1)):

- (a) A court order or subpoena signed (or stamped) by a judge that requires no additional assurances or notification to the individual whose records are requested
- (b) A subpoena or discovery order signed by an attorney which requires additional proof of service that written notification has been given to the individual whose records are requested. In such a case, the subpoena or discovery order must be accompanied by a declaration by the requesting party showing that reasonable efforts have been made to ensure that notice has been provided to the individual whose records are being requested, or that there is a qualified protective order. No records relating to the person named in the notice will be produced until the time to respond to the notice has lapsed and no objections to the production of the materials requested have been made. If

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written notification to the individual is not provided, the declaration must establish all of the following:

1. The requesting party has made a good faith effort to provide written notice to the individual.
2. The notice includes sufficient information about the litigation or proceeding for which the PHI is requested to allow the individual to raise an objection.
3. The time for the individual to raise objections to the court or tribunal has elapsed.
4. No objections were filed or all objections have been resolved.
5. In lieu of a declaration, records may be released if there is a court order or a stipulation by the parties to the litigation that both:
 - (a) Prohibits the parties from using or disclosing the PHI for any purpose other than the litigation or proceeding for which such information was requested.
 - (b) Requires the return to the Department or destruction of the PHI (including all copies made) at the end of the litigation or proceeding.

803.7.5 RELEASE OF PHI TO LAW ENFORCEMENT

The release of PHI to a law enforcement agency is permitted under the following circumstances:

- (a) In response to a peace officer who completes the department's release of PHI to law enforcement form and requires the PHI (45 CFR 164.512(f)(1)):
 1. To report certain types of wounds or other physical injuries.
 2. In compliance with a court order or court-ordered warrant, a subpoena or summons, a grand jury subpoena, or an administrative request.
- (b) In response to a law enforcement officer who completes the department's release of PHI to law enforcement form for the purpose of identifying or locating a suspect, fugitive, material witness, or missing person. In such a case, the Department may only disclose the following PHI (45 CFR 164.512(f)):
 1. Name and address
 2. Date and place of birth
 3. Social Security number
 4. ABO blood type and Rh factor
 5. The character and extent of injuries
 6. Date and time of treatment
 7. Date and time of death, if applicable
 8. A description of distinguishing physical characteristics

803.8 INDIVIDUAL RIGHTS

The privacy officer is responsible for ensuring the Department complies with all of the following rights of patients:

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- (a) The right to request restrictions on certain uses and disclosures of PHI (45 CFR 164.522(a))
- (b) The right to receive their PHI confidentially (45 CFR 164.522(b))
- (c) The right to inspect and copy their PHI (45 CFR 164.524)
- (d) The right to request amendments to their PHI (45 CFR 164.526)
- (e) The right to receive an account of disclosures of PHI (45 CFR 164.528)

803.8.1 PHI AMENDMENT REQUESTS

Patients have the right to review their PHI records and, if necessary, to request that amendments be made. A patient must make a request in writing to have their medical record amended. Included in the request must be the patient's account of the incident and what specific amendment is being requested (45 CFR 164.526(b)(1)).

The privacy officer has the authority to deny the request for amendment where the PHI (45 CFR 164.526(a)(2)):

- (a) Was not created by the Department.
- (b) Is not part of the designated record.
- (c) Is not available for inspection by the requestor pursuant to 45 CFR 164.524.
- (d) Is accurate and complete.

Within 60 days of receipt of the request for amendment, the privacy officer must provide the basis for denial in writing or, in the case that the request is approved, provide notice of approval (45 CFR 164.526(b)(2)).

The time for response may be extended for up to 30 days with a written statement to the requestor identifying the reasons for the delay and the date by which the action will be completed (45 CFR 164.526(b)(2)).

NERIS Incident Report Writing and Completion

804.1 PURPOSE

1.1 The purpose of this policy is to establish standardized requirements for the timely, accurate, and complete documentation of all reportable incidents using the National Emergency Response Information System (NERIS).

1.2 Accurate incident reporting supports operational accountability, firefighter safety, legal defensibility, data integrity, and compliance with nationally recognized standards, including those published by the **National Fire Protection Association** and evaluation criteria utilized by the **Insurance Services Office**.

804.2 SCOPE

2.1 This policy applies to all Garden City Fire Rescue personnel responsible for initiating, completing, reviewing, or approving incident reports.

2.2 This includes, but is not limited to:

- Fire incidents
- Emergency medical responses
- Rescue operations
- Hazardous materials responses
- Service calls
- Investigations
- Any response requiring NERIS documentation

804.3 POLICY

3.1 Garden City Fire Rescue requires that all NERIS incident reports be completed accurately, objectively, and in a timely manner.

3.2 Incident documentation shall meet the requirements of:

- Federal reporting expectations
- State of Georgia reporting and public records laws
- Local jurisdictional policies
- Departmental procedures and records retention policies

804.4 REPORTING DEADLINE

4.1 All NERIS incident reports shall be fully completed and submitted **no later than the end of the assigned 48-hour shift** during which the incident occurred.

4.2 Reports shall not remain in draft, incomplete, or pending status beyond the conclusion of the 48-hour shift.

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NERIS Incident Report Writing and Completion

4.3 Exceptions shall be limited to verified system failures or documented extenuating circumstances and must be reported through the chain of command.

804.5 RESPONSIBILITY

5.1 The **Company Officer** assigned to each responding company is directly responsible for ensuring all incident reports associated with their company are completed accurately, reviewed, and submitted within the required timeframe.

5.2 Delegation of report entry does not relieve the Company Officer of accountability.

5.3 The Battalion Chief or their designee shall review incident reports for accuracy prior to the end of their assigned 48-hour shift.

5.4 Battalion Chief review does not relieve the Company Officer of responsibility for timely and accurate report completion.

5.5 Supervisory officers shall monitor compliance and address deficiencies in accordance with established enforcement procedures.

804.6 COMPLIANCE

6.1 Failure to comply with this policy may result in corrective or disciplinary action consistent with department policy, labor agreements, and applicable law.

NERIS Report Compliance, Progressive Accountability Enforcement Matrix

805.1 PURPOSE

1.1 This matrix establishes a fair, consistent, and progressive approach to addressing NERIS reporting deficiencies.

805.2 ENFORCEMENT MATRIX

Level 1	First late, incomplete, or deficient report identified by Company Officer or Battalion Chief	Informal coaching
Level 2	Repeated deficiencies after Battalion Chief review	Documented verbal counseling
Level 3	Continued noncompliance or failure to correct identified issues	Written corrective action
Level 4	Pattern of neglect or supervisory failure	Formal disciplinary action per policy
Level 5	Falsification or willful misconduct	Immediate investigation and disciplinary action

805.3 SUPERVISORY ACCOUNTABILITY

3.1 Failure of a Company Officer to ensure report completion and correction following Battalion Chief review shall be addressed independently of the reporting member.

3.2 Failure of a Battalion Chief or designee to perform required review may be addressed through supervisory performance evaluation or administrative action.

3.3 Enforcement actions shall reflect the level of responsibility assigned.

805.4 DOCUMENTATION

4.1 All enforcement actions shall be documented and retained in accordance with department policy.

Chapter 9 - Safety

Illness and Injury Prevention Program

900.1 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 Garden City Fire Rescue.

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 supplements but does not supersede any related Citywide safety efforts.

900.2 POLICY

The Garden City Fire Rescue will adopt an Illness and Injury Prevention Program (IIPP) in order to increase the safety of its members.

900.3 ILLNESS AND INJURY PREVENTION PROGRAM PLAN

The Health and Safety Officer (HSO) is responsible for developing an IIPP that shall include:

- (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. Regular member review of the IIPP.
- (h) Establishing Division Safety Coordinators and defining their responsibilities.
- (i) Posting or distributing safety information.
- (j) A system for members to anonymously inform management about workplace hazards.
- (k) Availability of forms that address:
 - 1. Identification, documentation, and correction of hazards, any unsafe condition or work practice, and actions taken to correct them.
 - 2. Investigations and corrective actions taken regarding individual incidents or accidents.

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Illness and Injury Prevention Program

3. Training records of each member, including the member's name or other identifier, training dates, type of training, and training providers.
- (l) Establishing a safety and health committee, which will:
 1. Meet regularly.
 2. Prepare a written record of safety and health committee meetings.
 3. Review the results of periodic scheduled inspections.
 4. Review investigations of accidents and exposures.
 5. Make suggestions to command staff for the prevention of future incidents.
 6. Review investigations of alleged hazardous conditions.
 7. Submit recommendations to assist in the evaluation of member safety suggestions.
 8. Assess the effectiveness of efforts made by the Department to meet standards.

The HSO must conduct and document a review of the IIPP at least annually.

900.3.1 REVIEW OF SAFETY MANDATES

The IIPP shall also include a process to review compliance with safety mandates. The process should include a review of safety mandates relating to:

- (a) Communicable diseases (see the Communicable Diseases Policy).
- (b) Respiratory protection (see the Respiratory Protection Program Policy). _
- (c) Personal protective equipment (see the Personal Protective Equipment Policy).
- (d) Emergency Action Plan and Fire Prevention Plan (see the Emergency Action Plan and Fire Prevention Plan Policy).
- (e) Walking-Working Surfaces (see the Fire Station Living Policy).

900.4 DIVISION SAFETY COORDINATORS

Division Safety Coordinator responsibilities include, but are not limited to:

- (a) Ensuring member compliance with injury and illness prevention guidelines and answering questions from members about this policy.
- (b) Training, counseling, instructing, or making informal verbal admonishments any time safety performance is deficient. Supervisors may also initiate discipline when it is reasonable and appropriate under the Conduct and Behavior Policy.
- (c) Establishing and maintaining communication with members on health and safety issues. This is essential for an injury-free, productive workplace.
- (d) Completing required forms and reports relating to injury and illness prevention; such forms and reports shall be submitted to the Administration Deputy Fire Chief.
- (e) Notifying the HSO when:

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Illness and Injury Prevention Program

1. New substances, processes, procedures, or equipment that present potential new hazards are introduced into the work environment.
2. New, previously unidentified hazards are recognized.
3. Occupational injuries and illnesses occur.
4. New and/or permanent or intermittent members are hired or reassigned to processes, operations, or tasks for which a hazard evaluation has not been previously conducted.
5. Workplace conditions warrant an inspection.

900.5 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.

All significant actions taken and the dates they are completed shall be documented on the appropriate form. This form should be forwarded to the Administration Deputy Fire Chief via the chain of command.

The Administration Deputy Fire Chief will take appropriate action to ensure the IIPP plan addresses potential hazards upon such notification.

900.6 INSPECTIONS

Safety inspections are crucial to a safe work environment. These inspections identify and evaluate workplace hazards and permit mitigation of those hazards. A hazard assessment checklist should be used for documentation and to ensure a thorough assessment of the work environment.

The Division Safety Coordinators shall ensure that the appropriate documentation is completed for each inspection.

900.7 RECORDS

Records relating to injury and illness prevention will be maintained in accordance with the established records retention schedule.

Infectious Disease Exposure Control/ Communicable Diseases

901.1 PURPOSE AND SCOPE

This policy provides general guidelines to assist in minimizing the risk of department members contracting and/or spreading communicable diseases.

901.1.1 DEFINITIONS

Definitions related to this policy include:

Communicable disease - A human disease caused by microorganisms that are present in and transmissible through human blood, bodily fluid, tissue, or by breathing or coughing. These diseases commonly include, but are not limited to, hepatitis B virus (HBV), HIV and tuberculosis.

Exposure - When an eye, mouth, mucous membrane or non-intact skin comes into contact with blood or other potentially infectious materials, or when these substances are injected or infused under the skin; when an individual is exposed to a person who has a disease that can be passed through the air by talking, sneezing or coughing (e.g., tuberculosis), or the individual is in an area that was occupied by such a person. Exposure only includes those instances that occur due to a member's position at the Garden City Fire Rescue (see the exposure control plan for further details to assist in identifying whether an exposure has occurred).

901.2 POLICY

The Garden City Fire Rescue is committed to providing a safe work environment for its members. Members should be aware that they are ultimately responsible for their own health and safety.

901.3 EXPOSURE CONTROL OFFICER

The Health and Safety Officer shall serve as the department's Exposure Control Officer (ECO). The ECO shall develop an exposure control plan that includes:

- (a) Exposure-prevention and decontamination procedures.
- (b) Procedures for when and how to obtain medical attention in the event of an exposure or suspected exposure.
- (c) The provision that department members will have no-cost access to the appropriate personal protective equipment (PPE) (e.g., gloves, face masks, eye protection, pocket masks) for each member's position and risk of exposure.
- (d) Compliance with all relevant laws or regulations related to communicable diseases, including:
 - 1. Responding to requests and notifications regarding exposures covered under the Ryan White law (42 USC § 300ff-133; 42 USC § 300ff-136).

The ECO should also act as the liaison with the Georgia Department of Labor and may request voluntary compliance inspections. The ECO should periodically, at a minimum annually, review and update the exposure control plan and review implementation of the plan.

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Infectious Disease Exposure Control/Communicable Diseases

901.4 EXPOSURE PREVENTION AND MITIGATION

901.4.1 GENERAL PRECAUTIONS

All members are expected to use good judgment and follow training and procedures related to mitigating the risks associated with communicable disease. This includes, but is not limited to:

- (a) Stocking disposable gloves, antiseptic hand cleanser, CPR masks or other specialized equipment in the work area or department vehicle, as applicable.
- (b) Wearing department-approved disposable gloves when contact with blood, other potentially infectious materials, mucous membranes and non-intact skin can be reasonably anticipated.
- (c) Washing hands immediately or as soon as feasible after removal of gloves or other PPE.
- (d) Treating all human blood and bodily fluids/tissue as if it is known to be infectious for a communicable disease.
- (e) Using an appropriate barrier device when providing CPR.
- (f) Using a face mask or shield if it is reasonable to anticipate an exposure to an airborne transmissible disease.
- (g) Decontaminating non-disposable equipment (e.g., laryngoscope, firefighting gloves, clothing, portable radio) as soon as possible if the equipment is a potential source of exposure.
 - 1. Clothing that has been contaminated by blood or other potentially infectious materials shall be removed immediately or as soon as feasible and stored/decontaminated appropriately.
- (h) Handling all sharps and items that cut or puncture (e.g., needles, broken glass, razors, knives) cautiously and using puncture-resistant containers for their storage and/or transportation.
- (i) Avoiding eating, drinking, smoking, applying cosmetics or lip balm, or handling contact lenses where there is a reasonable likelihood of exposure.
- (j) Disposing of biohazardous waste appropriately or labeling biohazardous material properly when it is stored.

901.4.2 IMMUNIZATIONS

Members who could be exposed to HBV due to their positions may receive the HBV vaccine and any routine booster at no cost (O.C.G.A. § 31-35-3). Members may also be screened for exposure to hepatitis C (O.C.G.A. § 31-35-3).

901.5 POST-EXPOSURE

901.5.1 INITIAL POST-EXPOSURE STEPS

Members who experience an exposure or suspected exposure shall:

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Infectious Disease Exposure Control/Communicable Diseases

- (a) Begin decontamination procedures immediately (e.g., wash hands and any other skin with soap and water, flush mucous membranes with water).
- (b) Obtain medical attention as appropriate.
- (c) Notify a supervisor as soon as practicable.

901.5.2 REPORTING REQUIREMENTS

The supervisor on-duty shall investigate every exposure that occurs as soon as possible following the incident. The supervisor shall ensure the following information is documented:

- (a) Name of the members exposed
- (b) Date, incident number, and time of the incident
- (c) Location of the incident
- (d) Potentially infectious materials involved and the source of exposure (e.g., identification of the person who may have been the source)
- (e) Work being done during exposure
- (f) How the incident occurred or was caused
- (g) PPE in use at the time of the incident
- (h) Actions taken post-event (e.g., clean-up, notifications)

The supervisor shall advise the member that disclosing the identity and/or infectious status of a source to the public or to anyone who is not involved in the follow-up process is prohibited. The supervisor should complete the incident documentation in conjunction with other reporting requirements that may apply (see the Work-Related Illness and Injury Reporting and Illness and Injury Prevention Program policies).

901.5.3 MEDICAL CONSULTATION, EVALUATION AND TREATMENT

Department members shall have the opportunity to have a confidential medical evaluation immediately after an exposure and follow-up evaluations as necessary.

The ECO should request a written opinion/evaluation from the treating medical professional that contains only the following information:

- (a) Whether the member has been informed of the results of the evaluation.
- (b) Whether the member has been notified of any medical conditions resulting from exposure to blood or other potentially infectious materials which require further evaluation or treatment.

No other information should be requested or accepted by the ECO.

901.5.4 COUNSELING

The Department shall provide the member, and his/her family if necessary, the opportunity for counseling and consultation regarding the exposure.

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901.5.5 SOURCE TESTING

Testing a person for communicable diseases when that person was the source of an exposure should be done when it is desired by the exposed member or when it is otherwise appropriate. Source testing is the responsibility of the ECO. If the ECO is unavailable to seek timely testing of the source, it is the responsibility of the exposed member's supervisor to ensure testing is sought.

Source testing may be achieved by:

- (a) Obtaining consent from the individual.
- (b) In cases when a member has been exposed during treatment of an inmate in the custody of a state or county correctional institution or a county or municipal jail, by requesting that the person having charge of such inmate obtain consent to test the inmate or apply for a court order for testing (O.C.G.A. § 42-1-6).
- (c) Obtaining a court order through appropriate health officials (O.C.G.A. § 31-14-2; O.C.G.A. § 31-17A-2).

Since there is the potential for overlap between the different manners in which source testing may occur, the ECO is responsible for coordinating the testing to prevent unnecessary or duplicate testing.

The ECO should seek the consent of the individual for testing and consult the City Attorney to discuss other options when no statute exists for compelling the source of an exposure to undergo testing if he/she refuses.

901.6 CONFIDENTIALITY OF REPORTS

Medical information shall remain in confidential files and shall not be disclosed to anyone without the member's written consent (except as required by law). Test results from persons who may have been the source of an exposure are to be kept confidential as well.

High-Visibility Safety Vests

902.1 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 including requirements contained in the federal Manual on Uniform Traffic Control Devices for Streets and Highways.

902.2 POLICY

It is the policy of the Garden City Fire Rescue that all members 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 members 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.

902.3 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.

902.3.1 ASSIGNMENT OF HIGH-VISIBILITY SAFETY VESTS

High-visibility vests shall be assigned to members or apparatus as follows (Ga. Comp. R. & Regs. r. 205-1-2-.03):

- (a) Vests will be assigned to each emergency response apparatus for each member.
- (b)
- (c) Two vests will be assigned to each Shift Commander.
- (d) One vest each will be assigned to the Fire Chief, Assistant Chiefs, Deputy Fire Chiefs, safety officers, investigators and the [Public Information Officer].
- (e) 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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High-Visibility Safety Vests

902.3.2 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.

Apparatus/Vehicle Backing

904.1 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.

904.1.1 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 Garden City Fire Rescue and used for department business.

904.2 POLICY

To promote firefighter safety, it is the policy of the Garden City Fire Rescue 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. Hose lines shall be picked up by driving forward over the hose rather than backing.

904.3 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.

If the driver loses sight of the spotter, the driver shall stop the apparatus or vehicle until the spotter is back in sight.

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Apparatus/Vehicle Backing

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.

904.4 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).
- (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.

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Apparatus/Vehicle Backing

- (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.

Heat Illness Prevention Program

905.1 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 and implementing an effective training program (see the Heat Illness Prevention Training Policy).

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.

905.1.1 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 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

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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.

905.2 POLICY

It is the policy of the Garden City Fire Rescue to require member participation in the heat illness prevention program and the accompanying training.

905.3 REQUIREMENTS

This heat illness prevention program should apply to all emergency operations and training exercises where personnel are exposed to heavy physical exertion and/or extreme heat conditions.

A rehabilitation group should 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** - Company 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.

It is the responsibility of every Company 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

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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.

Respiratory Protection Program

906.1 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 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.

906.1.1 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.

906.2 POLICY

It is the policy of the Garden City Fire Rescue 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 on 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.

906.3 RESPIRATORY PROTECTION PROGRAM ADMINISTRATOR

The Fire Chief will designate a program administrator with sufficient training or experience to 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.
- (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.

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Respiratory Protection Program

- (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 work site conditions
 - 5. Proper maintenance
- (g) Ensure the Department covers the costs associated with respirators, medical evaluations, fit testing, training, maintenance, travel, and wages, 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.

906.4 USE OF RESPIRATORY PROTECTION

Members exposed to harmful environments in the course of their assigned activities shall use respiratory protection devices.

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.

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.

Company 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 Company Officer shall reevaluate the continued effectiveness of the respirator and shall direct the member to leave the respirator use area when:

- (a) It is necessary for the member to wash their face and the respirator facepiece to prevent eye or skin irritation associated with respirator use.
- (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.

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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.

906.4.1 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.

Members shall use SCBA when entering an atmosphere that may be IDLH. These situations may include but are not limited to:

- (a) Entering an area that may be oxygen deficient such as confined spaces, trenches, unventilated structures, or septic tanks.
- (b) Engaging in any firefighting operations, with the possible exception of a vegetation fire.
- (c) Entering the hot zone of a hazardous materials incident.
- (d) Entering any area where contaminant levels may become unsafe without warning, or any situation where exposures cannot be identified or reasonably estimated.
- (e) Any time use is specified by the [Captain] or IC.

Facepieces should 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.

906.4.2 USE OF FULL-FACE RESPIRATORS

Full-face respirators are respirators that fit over the full face to protect the face and eyes from contaminants at the same time they filter air.

Company Officers or the IC may allow the use of full-face respirators in situations where, due to the duration of the incident and level of exposure, the use of SCBA is not necessary or practical. These situations may include but are not limited to:

- (a) Hazardous materials incidents where members are not working in the hot zone.
- (b) Incidents involving weapons of mass destruction where members are outside of the hot zone and not directly exposed to any known hazard.
- (c) Certain emergency medical responses where additional protection is warranted.

Full-face respirators shall not be used when there is a potential for an oxygen-deficient atmosphere.

906.4.3 USE OF CARTRIDGE RESPIRATORS

Cartridge respirators are a type of air-purifying respirator. They may be fitted with mechanical pre-filters or combination cartridge/filter assemblies for use in areas where gases, vapors, dusts, fumes, or mists are present. The correct cartridge must be selected prior to use.

A Company Officer or IC may specify the use of cartridge respirators in situations where the use of an SCBA or a full-face respirator is not necessary. These incidents may include vegetation fires, exposure to a patient with a communicable disease, and certain other incidents. Cartridge

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respirators shall not be used if there is a potential for an oxygen-deficient atmosphere or a risk of exposure to the member's face or eyes.

Cartridge respirator filters shall be replaced whenever:

- The wearer begins to smell, taste, or be irritated by a contaminant.
- The wearer begins to experience difficulty breathing due to filter loading.
- The cartridges or filters become wet.
- The expiration date on the cartridges or canisters has been reached.

906.4.4 USE OF N95 MEDICAL MASKS

N95 medical masks are a class of disposable respirators that are approved by the Food and Drug Administration 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 guidelines for the prevention of tuberculosis 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.

906.4.5 TRAINING

Members should not use respirators unless they have completed the mandatory training requirements for the selected device (see the Respiratory Protection Training Policy).

906.5 EQUIPMENT ACQUISITION AND SPECIFICATIONS

906.5.1 SCBA REQUIREMENTS

Garden City Fire Rescue's SCBA shall meet the standards found in the most current National Fire Protection Association (NFPA) publication and approved for use by NIOSH.

The Garden City Fire Rescue shall use only the respirator manufacturer's NIOSH-approved breathing-gas containers, marked and maintained in accordance with the quality assurance provisions of the NIOSH approval for the SCBA as issued in accordance with the NIOSH respirator certification standard at 42 CFR 84.1 et seq.

906.5.2 COMPRESSED BREATHING AIR

Compressed breathing air used in SCBA should meet at least the requirements for Grade D breathing air as described in the American National Standards Institute (ANSI) Compressed Gas Association Commodity Specification for Air (G-7.1-1918).

906.6 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. Fit tests may only be administered by persons determined to be qualified by the program administrator.

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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., obvious change in body weight, scarring of the face seal area, dental changes, cosmetic surgery, or any other condition that may affect the fit of the facepiece seal).

906.6.1 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.

906.6.2 FIT TESTING RECORDS

The Training Officer shall be responsible for maintaining records of all fit testing.

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:

- (a) Name of person tested.
- (b) Test date.
- (c) Type of fit test performed.
- (d) Description (type, manufacturer, model, style, size) of the respirator tested.
- (e) Results of fit tests (e.g., quantitative fit tests should include the overall fit factor and a printout 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.

906.7 RESPIRATOR MEDICAL EVALUATION QUESTIONNAIRE

All members who are required to use respiratory protection must complete a medical evaluation questionnaire upon initial fit testing and annually thereafter and if any of the following conditions arise between annual tests:

- (a) A member reports medical signs or symptoms that are related to the ability to use a respirator.
- (b) A Physician or Licensed Health Care Professional (PLHCP), a supervisor, or the respirator program administrator informs the employer that an employee needs to be re-evaluated.
- (c) Information from the respiratory protection program indicates a need for an employee re-evaluation; this includes observations made during fit testing and program evaluation.

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- (d) A change occurs in workplace conditions (e.g., physical work effort, protective clothing, temperature) that may result in a substantial increase in the physiological burden placed on an employee.

The questionnaires will be reviewed by a PLHCP selected by the Department to determine which, if any, members need to complete physical examinations.

The Training Officer shall be responsible for maintaining records of all respirator medical evaluation questionnaires and any subsequent physical examination results.

906.8 SCBA INSPECTION, MAINTENANCE, AND STORAGE

Prior to each shift, members are required to physically inspect and operate all SCBA and respirators that are on frontline fire apparatus. If the equipment is not in daily use, it should be inspected at least once a week and after each cleaning. Inspection should include but is not limited to:

- (a) All alarm devices on the SCBA should be tested for proper operation.
- (b) Any SCBA or respirator that 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:
 - 1. Detergent residue, dust particles, or dirt on the valve seal
 - 2. Cracks, tears, or distortion in the valve material or valve seal
 - 3. Missing or defective valve covers
- (f) Filter elements:
 - 1. Proper filter for the hazard
 - 2. Approved designation (NIOSH)
 - 3. Missing or worn gaskets

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4. Worn thread
5. Cracks or dents in filter housing

906.8.1 MAINTENANCE, INSPECTION, AND ANNUAL SERVICE

Members should thoroughly clean and sanitize all SCBA and respirators after each use.

Respirators should be cleaned and sanitized according to manufacturer recommendations.

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.

Every SCBA shall be inspected monthly by the Department and serviced on an annual basis by individuals who have been trained and certified by the SCBA manufacturer to perform such annual servicing. SCBA bottles shall be hydrostatically tested pursuant to applicable federal regulations, state standards, and manufacturer recommendations.

All maintenance and inspection mandates of 29 CFR 1910.134 shall apply.

906.8.2 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.

All filters, cartridges, and canisters shall be properly labeled and color-coded with NIOSH approval labels. Labels shall not be removed and must remain legible.

906.8.3 FLOW TESTING

The Department shall conduct annual flow testing on all SCBA. A flow test, also known as a performance test, ensures that the SCBA is performing to the manufacturer's specifications. Unlike basic inspections and functional testing, flow testing requires specialized equipment. The Department shall use NFPA standards or the SCBA manufacturer's requirements for flow testing, whichever is more stringent.

Exposing SCBA to extreme temperatures, water, or chemicals can degrade SCBA performance. If an SCBA is exposed to any type of corrosive material that could lead to a component failure,

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it should be sent to a certified SCBA technician for testing. If a member suspects that an SCBA has been compromised or damaged, a flow test should be conducted to ensure that it is in good working order.

All annual flow testing must be performed by a certified SCBA technician.

906.9 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. Physical symptoms of hazardous atmosphere exposure may include but are not limited to:

- 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 for the exposure agent should be obtained.

Personal Alarm Devices

907.1 PURPOSE AND SCOPE

The purpose of this policy is to safeguard members who are engaged in interior structural firefighting activities or other immediately dangerous to life and health (IDLH) conditions 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.

907.2 POLICY

It is the policy of the Garden City Fire Rescue 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.

907.3 USE OF PERSONAL ALARM DEVICES

All personal alarm devices shall meet the requirements of the National Fire Protection Association (NFPA) 1982.

Members should wear a personal alarm device any time they are in atmospheres that are IDLH.

The 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.

907.4 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.

Health and Safety Officer (HSO)

908.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the minimum qualifications for, and specify the duties and responsibilities of, the Health and Safety Officer (HSO).

908.2 POLICY

It is the policy of the Garden City Fire Rescue that the HSO will be appointed by the Fire Chief or the authorized designee and shall be responsible for the duties described in this policy and other duties as assigned. When the HSO is unavailable, the Fire Chief or the authorized designee shall identify a replacement.

908.3 QUALIFICATIONS

The department's HSO should be a member with qualifications and training that include:

- (a) Knowledge of federal, state, and local laws regarding occupational health and safety applicable to the fire service.
- (b) Knowledge of the physical health and fitness and behavioral health and fitness factors unique to the fire service.
- (c) Knowledge of health and safety hazards involved in firefighting and related activities.
- (d) Experience in fire suppression, Emergency Medical Services (EMS), and instruction.
- (e) Familiarity with the operation of the department's apparatus and equipment, including emergency communications equipment.
- (f) Management skills appropriate to the operation of a health and safety program.
- (g) The physical capability to conduct operations at an incident scene.
- (h) The following certifications and courses:
 1. Fire Instructor I (NFPA Instructor I)
 2. NFPA Instructor II
 3. NFPA Fire Officer I
 4. Training program management
 5. Incident Safety Officer
 6. Health and Safety Officer

908.4 ADMINISTRATIVE RESPONSIBILITIES

The HSO's administrative responsibilities shall include but are not limited to:

- Developing and maintaining the Illness and Injury Prevention Program (IIPP) and general department safety standards, and serving as the chair of the Health and Safety Committee (see the Illness and Injury Prevention Program Policy).

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- Ensuring that health and safety regulations are followed and that any violations or deficiencies are immediately corrected and reported to the Fire Chief or the authorized designee.
- Ensuring that information provided to the Fire Chief or the authorized designee involving safety issues is also provided to the Health and Safety Committee for review.
- Conducting regular safety inspections.
- Serving as a resource for department officers regarding health and safety matters.
- Identifying, documenting, and notifying members of workplace safety hazards.
- Researching, identifying, and recommending appropriate safety equipment and personal protective equipment (PPE).
- Coordinating with the Training Officer for the development and implementation of behavioral and physical health and safety training topics.
- Providing safety supervision at training activities when requested.
- Developing and distributing safety information to members.
- Ensuring that accidents, exposures, and injuries are thoroughly investigated.
- Developing and maintaining accident, injury, and exposure statistics, reporting on trends, and making recommendations to prevent a reoccurrence.
- Ensuring accidents are investigated and procedures are in place so that investigations will be handled appropriately.

908.5 RESPONSE DUTIES

Whenever available, the HSO will respond to the following incidents and assume the position of Incident Safety Officer to monitor scene safety and enforce appropriate health and safety practices:

- Working structure fires
- Greater alarm assignments
- Hazardous materials (HAZMAT) incidents
- Rescue response incidents, including trench, confined space, high angle, structural collapse, and water rescues
- Serious injury or death of an on-duty member
- Injuries to third parties that may result in hospitalization
- Upon the request of an Incident Commander due to special or unusual circumstances

908.6 HEALTH AND SAFETY INCIDENT REVIEW

The HSO should review health and safety incident reports and ensure copies are forwarded to the Health and Safety Committee (see the Illness and Injury Prevention Program Policy).

Vehicle Safety Belts

909.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that all members of the Department wear safety belts while operating or riding in department vehicles or privately owned vehicles while conducting department business. The use of safety belts and other safety restraints significantly reduces the chance of death or injury in case of a traffic accident.

909.2 POLICY

It is the policy of the Garden City Fire Rescue 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 (O.C.G.A. § 40-8-76.1).

909.3 INOPERABLE SAFETY BELTS

No person shall operate department vehicles in which the safety belt in the driver's position is inoperable. No person shall be transported in a seating position in which the safety belt is inoperable.

No person shall modify, remove, deactivate or otherwise tamper with the vehicle safety belts, 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.

Fire Station Safety

910.1 PURPOSE AND SCOPE

The purpose of this policy is to establish safety procedures for the Garden City Fire Rescue members to follow, with the intent of reducing or eliminating workplace injuries or illnesses to both members and the public.

This policy does not repeat procedures already covered in the Communicable Diseases Policy that relate to fire station safety.

910.2 POLICY

It is the policy of the Garden City Fire Rescue that all members should be involved in daily activities that are designed to provide a safe and healthy workplace and reduce or eliminate injuries or illnesses, both in the field and in the fire station. This policy addresses safety activities in the fire station. All members are expected to follow the procedures outlined in the policy for the safety of themselves, other members, and any visitors to the fire station. Safety practices specific to incident type or task are addressed in other policies.

910.3 PROCEDURE

For the safety of all occupants, the on-duty Company Officer at each fire station is responsible for ensuring the following procedures are applied to activities conducted in the fire station:

- (a) Personal protective equipment (PPE)
 - 1. Use adequate eye and face protection when there is a risk of eye injuries, such as punctures, abrasions, contusions, or burns as a result of contact with flying particles, hazardous substances, or projections. This includes but is not limited to working with grinders, drills, saws, welding equipment, mowers, edgers, and while working under vehicles.
 - 2. Use hand protection when the work involves exposure to materials that are likely to cause cuts, burns, or exposure to chemicals (e.g., working with trimmers, pruners, other tools).
 - 3. Wear hearing protection in compliance with the Hearing Conservation and Noise Control Training Policy.
- (b) Housekeeping and personal hygiene
 - 1. Maintain all rooms, kitchens, offices, hallways, stairways, storage rooms and apparatus rooms, in a clean, orderly, and sanitary condition.
 - 2. Clean and repair the source of water leaks quickly to avoid mold growth.
 - 3. Smoking is prohibited in the building or within 20 feet of an entrance (Unless using the stations designated smoking area), as provided in the Smoking and Tobacco Use Policy (O.C.G.A. § 31-12A-3).
 - 4. Avoid using compressed air to blow dirt, chips, or dust, from clothing while it is being worn.

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5. Maintain cooking appliances and eating utensils in good working order.
 6. Clean kitchen hoods and vents at least monthly. Ensure the hood light is installed and functioning.
 7. Provide and clearly label first-aid supplies.
 8. Post signs in all restrooms reminding employees/visitors to wash their hands.
- (c) Cooking
1. Use caution while cutting food with a kitchen knife. Be sure the item is secure on a flat surface before attempting to cut it.
 2. Use potholders to avoid burns when removing hot items from the oven and/or stovetop.
 3. Do not let pot handles extend over the counter.
- (d) Safe lifting
1. Store heavy or awkward objects at approximately waist level to prevent unnecessary lifting.
 2. Use team lifting for heavy or awkward objects that need to be lifted above the waist level. Do not attempt to lift or carry more than you can easily handle. Injuries frequently occur from lifting items, such as out-of-county bags, drug boxes, and/or map boxes.
 3. Practice safe-lifting techniques: Use the legs to lift; keep the back straight and do not twist while lifting; keep the body as close as possible to the object being lifted.
- (e) Walking surfaces and exits
1. Ensure all primary exit routes are obvious, marked with an "Exit" sign, and free of obstructions.
 2. Remove any objects that block hallways and/or passageways.
 3. Clean up or repair potential slip or trip hazards immediately on apparatus bay floors, kitchen floors, bathroom floors, hallways, and/or outdoor walkways.
 4. Ensure stairways are in good condition with standard railings provided for every flight having four or more risers.
 5. Ensure handrails are of sufficient strength and proper design for all stairways and floor openings.
 6. Ensure all areas of the building are adequately illuminated.
 7. Ensure beds are located to cause minimum interference during dressing.
- (f) Apparatus floor
1. Mark ladders, pike poles and other items projecting from the apparatus clearly with brightly colored flags, stripes, or other identification.
 2. Exercise caution and use handrails when exiting apparatus.

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3. Maintain apparatus doors in a safe, operable condition.
 4. Maintain adequate clearance for vehicles under apparatus doors.
- (g) Equipment, machinery, and tools
1. Observe safety precautions when operating all equipment, machinery, and tools.
 2. Avoid using defective equipment, such as ladders with broken rungs or power equipment without proper safety protection. Repair or replace defective equipment before use.
 3. Mount all equipment and machinery securely to the surface on which it sits.
 4. Ensure grinders and grinding wheels are adequately guarded. Guarding must include work rests, tool rests, eye shields, and spindle/nut/flange coverage.
 5. Work rests and tool rests on grinders shall be within 1/8 inch and 1/4 inch respectively to the grinding wheel.
 6. Ensure all power tools are adequately grounded.
 7. Store maintenance hand tools safely when not being used. They shall be maintained and periodically inspected to ensure they are in a safe and operable condition.
 8. Portable ladders shall be adequate for their purpose, in good condition, and have secure footing.
 9. Fixed ladders shall be equipped with side rails, cages, or special climbing devices.
- (h) Electrical wiring, fixtures, and controls
1. Maintain 36 inches of clear access around all electrical control panels.
 2. Label electrical switches and circuit breakers with their purpose.
 3. Ensure all electrical outlets have cover plates that are secured to the wall outlets.
 4. Ensure all extension cords are properly grounded and approved.
 5. Avoid using flexible cords and cables as a substitute for fixed wiring.
 6. Avoid hanging electrical cords on pipes or nail hooks.
 7. Check all electrical cords for fraying or exposed plug wiring.
 8. Ensure all electrical tools do not have damaged power cords or plugs, worn switches, defective ground circuits or other faults that could render them unsafe for use.
- (i) Fire extinguishers and fire prevention
1. Ensure fire extinguishers are of the proper type for the expected hazards.
 2. Maintain portable fire extinguishers in a fully operable condition.
 3. Ensure fire extinguishers have a durable tag securely attached to show the maintenance or recharge date.

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4. Test the fire alarm system at least annually.
 5. Ensure a qualified person services the sprinkler system at least annually.
 6. Check smoke detectors periodically to ensure they are working properly.
 7. Maintain at least 18 inches of clearance below all sprinkler heads.
- (j) Hazardous materials and exposure prevention
1. Label all hazardous materials containers with the name of the hazardous material, applicable hazard warning, and the name and address of the manufacturer, importer, or responsible party.
 2. Evaluate compatibility of hazardous materials before they are stored. Incompatible hazardous materials shall be separated by distance, partitions, dikes, berms, or secondary containment.
 3. Store hazardous materials separately from food, food preparation and eating areas.
 4. Store ignitable liquids in an approved, vented, flammable, and combustible liquids storage cabinet (Ga. Comp. R. & Regs. R. 110-11-1-.29; Ga. Comp. R. & Regs. r. 120-3-3-.04).
 5. Use safety containers with self-closing lids for the storage of flammable liquids and soiled oily rags.
 6. Store cylinders of compressed gas in an upright position, away from combustible materials.
 7. Avoid wearing or storing turnout gear in the living quarters or buildings.
 8. Clean living quarters thoroughly on a regular basis, including vacuuming or frequently washing blankets, drapes, and upholstered furniture.
 9. Wash clothing regularly, taking care not to spread contamination by taking clothing home.
 10. Use vehicle exhaust collection systems effectively by following all guidelines and manufacturer's recommendations.
 11. Perform regular vehicle inspection and maintenance to minimize diesel particulate and gas emissions.
- (k) Communicable diseases - If a member has been exposed to a hazardous material or a communicable disease, follow the reporting procedure in the Communicable Diseases Policy.
- (l) On-duty physical fitness activities - For safety guidelines during physical fitness, see the Physical Fitness and the Wellness and Fitness Program policies.
- (m) Visitor safety - For visitor safety guidelines, see the Community Fire Station Visitation Program Policy.

Ground Ladder Testing

911.1 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 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.

911.2 POLICY

It is the policy of the Garden City Fire Rescue to perform testing, inspection and certification of all ground ladders for the safety of department members and to comply with applicable standards.

911.3 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 shall 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 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.

911.4 RECORDS

The Deputy Fire Chief shall be responsible for maintaining comprehensive records of all ladder testing and certification for the service life of each ladder.

Personal Protective Equipment

912.1 PURPOSE AND SCOPE

The purpose of this policy is to reasonably protect Garden City Fire Rescue members by providing and maintaining, at no cost to the member, personal protective equipment (PPE), safety devices, and safeguards for workplace activities.

PPE information related to patient care is found in the Communicable Diseases Policy.

PPE information related to respiratory protection is found in the Respiratory Protection Program Policy.

912.2 POLICY

It is the policy of the Garden City Fire Rescue to provide PPE and safeguards of the proper type, design, strength, and quality needed to reasonably eliminate, preclude, or mitigate a hazard.

912.3 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 wear appropriate PPE any time there is a risk of exposure to a hazard.

The Department shall apply the following guidelines, requirements, and standards to all PPE:

- (a) The PPE provided shall meet nationally recognized standards and all state-required standards (O.C.G.A. § 25-3-23; Ga. Comp. R. & Regs. r. 205-1-2-.03).
- (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 Deputy Fire Chief in charge of the Division where the equipment will be used.
- (c) PPE shall be distinctly marked to facilitate easy identification of the manufacturer.
- (d) The Training Officer shall ensure that the member is properly instructed and uses PPE in accordance with the manufacturer's instructions.
- (e) Members are responsible for maintaining their assigned PPE in a safe and sanitary condition.
- (f) Supervisors are responsible for ensuring that all PPE is maintained in a safe and sanitary condition.
- (g) PPE shall be of such design, fit, and durability as to provide adequate protection against the hazards for which they are designed.
- (h) PPE shall be reasonably comfortable and shall not unduly encumber member movements that are necessary to perform work.

912.3.1 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 ANSI standard under which it was approved. At

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a minimum, the marking shall identify the manufacturer, the ANSI-designated standard number and date, and the ANSI-designated class of helmet. 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.

912.3.2 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.

912.3.3 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 destroyed or removed and not worn until properly cleaned.

912.3.4 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, and 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.

912.3.5 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.

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912.3.6 PERSONAL FALL PROTECTION SYSTEMS

Members working in assignments where there is a risk of fall (e.g., climbing to, operating at, or rappelling from unsafe heights) shall use appropriate fall protection equipment such as ropes, harnesses, or other devices.

912.4 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.

912.4.1 SELECTION

The PPE selection process should be conducted consistent with the protocols developed by the Health and Safety Officer (see the Health and Safety Officer (HSO) Policy).

The PPE selection process should include:

- (a) A risk assessment at least every two years to include expected hazards, frequency of use, past experiences, geographic location, and climatic conditions.
 - 1. The assessment should include a review of the current risk assessment and necessary changes.
- (b) The evaluation of comparative information on all ensemble elements to ensure they will interface and perform based on the risk assessment.
- (c) Considerations should include the following:
 - 1. PPE performance expectations, including thermal and physiological effects
 - 2. Style and design for user comfort and wear performance
 - 3. Construction for quality, durability, and garment life
 - 4. Manufacturer ability to meet performance demand requirements, technical information, service, warranty, and customer support needs
 - 5. Any necessary changes in operating procedures.

912.4.2 INSPECTION

There are two primary types of PPE inspection:

Routine inspection - Firefighters shall conduct a routine inspection of their issued PPE at the beginning of each shift, after each use, and anytime the PPE has been exposed or is suspected of having been exposed to damage or contamination.

PPE should be inspected to determine the level of cleaning necessary. The inspections should include the following, as applicable:

- (a) Coat, trousers, gloves, and hood should be checked for the following:
 - 1. Soiling

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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
 - (f) Loss of elasticity or flexibility at openings
 - (g) Excessive wear to the liners
- (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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- (d) Fall protection 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) Excessive stretching
 - (d) Distorted or damaged hardware

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.

Advanced inspections shall only be conducted by trained and certified members or a manufacturer-approved vendor certified to conduct advanced inspections. 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 nationally recognized standards.

912.4.3 CLEANING AND DECONTAMINATION

The following rules and restrictions shall apply to the cleaning and decontamination of PPE:

- (a) Soiled and contaminated PPE elements shall undergo either a routine/Preliminary Exposure Reduction (PER), an advanced cleaning, or a specialized cleaning.
- (b) Soiled and contaminated PPE should not be taken home, washed in the home, or washed in public laundries unless the business is dedicated to handling firefighting protective clothing.
- (c) Commercial dry cleaning shall not be used.
- (d) The Department will examine the manufacturer's label and user information for specific cleaning instructions.
- (e) Chlorine bleach or chlorinated solvents shall not be used to clean or decontaminate PPE elements.
- (f) Scrubbing or spraying with high-velocity water jets, such as a power washer, shall not be used.
- (g) All contract cleaning or decontamination businesses shall demonstrate procedures for cleaning and decontamination that do not compromise the performance of PPE ensembles and elements.
- (h) Department standards identify and define three primary types of cleaning: routine/PER, advanced, and specialized.
 - 1. **Routine cleaning/PER** - After each use, any elements that are soiled shall receive routine cleaning. It is the firefighter's responsibility to routinely clean their PPE ensemble or elements using the following process:

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- (a) Initiate cleaning at the incident scene.
 - (b) Brush off any dry debris.
 - (c) Gently rinse off debris with a water hose.
 - (d) If necessary, scrub gently with a soft bristle brush and rinse off again. Spot clean utilizing a utility sink.
 - (e) Inspect for soiling and contamination and repeat the process if necessary.
 - (f) All elements shall be air-dried in an area with good ventilation. Do not dry in direct sunlight or use a machine dryer.
2. **Advanced cleaning** - Should routine cleaning fail to render the elements clean enough to be returned to service, advanced cleaning is required. In addition, elements that have been issued, used, and soiled shall undergo advanced cleaning every six months, at a minimum.
- (a) The department's Health and Safety Officer (HSO) shall manage all advanced cleaning utilizing a qualified contract cleaner.
 - (b) Advanced cleaning will be coordinated with the HSO by either the crew or by the individual. Loaner PPE will be provided for any member scheduled to work.
 - (c) Station laundering machines designed for cleaning station uniforms and other standard items shall not be used to clean PPE elements.
3. **Specialized cleaning** - PPE elements that are contaminated with asbestos, opioid drugs, bedbugs, hazardous materials, or biological agents shall undergo specialized cleaning as necessary to remove the specific contaminants.
- (a) The PPE elements that are contaminated or suspected to be contaminated shall be isolated, tagged, bagged, and removed from service until they undergo specialized cleaning to remove the specific contaminant. All bagged PPE shall include the member's name, company, and shift. Universal precautions shall be observed when handling known or suspected contaminated PPE elements. For more information on decontamination of PPE after exposure, refer to the Communicable Diseases Policy.
 - (b) The department's HSO shall manage all specialized cleaning and will utilize a qualified contract cleaner. The Department, if possible, shall identify the suspected contaminant and consult the manufacturer for an appropriate decontamination agent and process.
 - (c) PPE components contaminated with blood, bodily fluids, or other biological contaminants should be sanitized (e.g., clothing, fabrics) or disinfected (e.g., helmet shells, other hard surfaces).

912.4.4 CBRNE-CONTAMINATED PPE

All PPE elements that have been contaminated by chemical, biological, radiological, nuclear, or explosive (CBRNE) agents shall be removed as soon as possible, bagged, and permanently

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removed from service. Such PPE elements shall be disposed of pursuant to department procedures.

912.4.5 REPAIR OF DAMAGED PPE

Damaged PPE shall not be used. The department's HSO 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. Loaner PPE shall be available to members while repairs are being made.

912.4.6 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 or indirect sunlight, or exposed to ultraviolet radiation or fluorescent lighting 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 F or above 180 degrees F.
- (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.
- (i) Proximity PPE (i.e., specialized PPE designed to protect workers from high levels of radiant heat) shall not be stored folded.

912.5 ISSUING PPE

All PPE ensembles or elements shall be issued through the department's HSO. All fittings shall be completed by the HSO and/or by a manufacturer's representative.

- Members shall only use department issued or approved PPE, including accessories.
- Members shall minimize the public's exposure to soiled or contaminated PPE and avoid wearing PPE to non-fire related emergencies.
- Members shall not wear PPE inside station living quarters or other department facilities.

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912.6 MEMBER-PROVIDED PPE

Members who desire to use personally owned PPE are required to have the PPE approved and inspected by the HSO prior to use. All personally owned PPE is subject to the requirements of this policy.

912.7 PPE TRAINING

The Training Officer should verify that members receive and demonstrate an understanding of PPE training consistent with their duties before performing work requiring the use of the PPE. This should include:

- (a) Determining when PPE is necessary and what kind should be used.
- (b) How to properly wear, adjust, and remove PPE.
- (c) The limitations of the PPE.
- (d) Upon issue, all members shall be provided training on this policy along with the manufacturer's written instructions on the care, use, and maintenance of their PPE, including any warnings issued by the manufacturer.
- (e) New firefighters shall receive training in the care, use, and maintenance of their PPE before participating in any hands-on training or operations. All other firefighters shall receive training as needed when PPE ensembles or elements are upgraded or changed.
- (f) The useful life and disposal of PPE.

Supervisors who believe a member does not have the understanding and skill required for PPE use, whether or not the member has received training on the PPE, should take appropriate steps to have the member retrained.

912.8 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 and findings of complete liner inspections.
- (h) The dates of advanced cleaning, specialized cleaning, decontamination, or sanitation, and by whom it was performed.
- (i) The date of any repairs, the person who repaired the PPE, and a brief description of the repair.

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- (j) The date the element was removed from service (retirement).
- (k) The date and method used to dispose of the element.

912.9 PPE RETIREMENT

PPE ensembles and elements should be retired as follows:

- (a) When worn or damaged to the extent that the Department deems that it is not possible or cost-effective to repair.
- (b) When no longer useful for emergency operations.
- (c) If more than 10 years old, except for the reflective outer shell of proximity PPE, which should be retired after five years.

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."

912.10 SPECIAL INCIDENT PROCEDURE

If any member of the Garden City Fire Rescue suffers a serious injury or death while wearing PPE, the following procedure should be followed:

- (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 PPE shall be made available to the department's investigation team (see the Line-of-Duty Death and Serious Injury Investigations Policy) or outside experts as approved by the Fire Chief or the authorized designee, to determine the condition of the PPE.
- (e) The Fire Chief or the authorized designee shall determine the retention period for the storage of PPE.

912.11 REPORTING

The HSO should report all PPE health and safety concerns caused by, or suspected to have been caused by, element failure to the PPE element manufacturer and certifying organization.

Hazardous Energy Control

913.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the minimum hazardous energy control requirements. The control requirements are intended to isolate a machine or equipment from all energy sources to prevent the start-up of the machine or equipment or the release of stored energy, both of which could cause injury.

The control requirements apply to the servicing or maintenance of machines and equipment used in a fire station or on an apparatus. This policy includes member training and periodic control and inspection requirements.

913.1.1 DEFINITIONS

Definitions related to this policy include:

Affected member - A member whose job duties require him/her to work in an area where hazardous energy exposure could result from cleaning, repairing, servicing, setting up or adjusting machines or equipment under lockout or tagout.

Authorized member - A member who is qualified to perform lockout or tagout of machines or equipment, in order to clean, repair, service, set up or adjust its operations. An affected member becomes an authorized member when that member's duties include performing the maintenance operations covered in this policy.

Hazardous energy - The unexpected energization or activation of equipment, or the release of stored energy, that could potentially cause injury.

Lockout or tagout - The use of devices, positive methods and procedures that result in the effective isolation or securing of machinery and equipment from all hazardous energy sources (e.g., mechanical, hydraulic, pneumatic, chemical, electrical or thermal).

913.2 POLICY

It is the policy of the Garden City Fire Rescue to implement and maintain a written hazardous energy control program to prevent the unexpected release of stored energy or unexpected start-up of machines or equipment.

913.3 RESPONSIBILITIES

The Fire Chief or the authorized designee shall have overall responsibility for meeting the requirements of the hazardous energy control program. Department members shall be trained commensurate with their duties to perform lockout/tagout and other hazardous energy control procedures. The program should include, but is not limited to:

- (a) Guidelines and procedures that specifically outline the scope, purpose, authorization, rules and techniques to be utilized when working in proximity to, and for the control of, hazardous energy and the means to enforce compliance, including, but not limited to:
 - 1. A statement of the intended use of the procedure.

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2. Procedural steps for shutting down, isolating, blocking and securing machines or equipment to control hazardous energy.
 3. The procedural steps for the placement, removal and transfer of lockout and tagout devices.
 4. The requirements for testing a machine or equipment to determine and verify the effectiveness of lockout, tagout and other hazardous energy control devices.
- (b) As needed, the Department shall develop separate procedural steps for the safe lockout or tagout of each machine or piece of equipment affected by the hazardous energy control program.
- (c) The Department shall develop and maintain a list of all machines or equipment affected by the hazardous energy control program. The list may include, but is not limited to:
1. Extrication tools
 2. Chain saws
 3. Hydraulic systems (e.g., rack, jacks)
 4. Complex electrical systems (e.g., generators, pumps, radios)

913.4 LOCKOUT AND TAGOUT

An authorized member shall be responsible for the following, before working on de-energized electrical equipment or systems, unless the equipment is physically removed from the wiring system:

- (a) Notification of all involved personnel.
- (b) Locking the disconnect means in the “open” position with the use of lockable devices (e.g., padlocks or combination locks), or disconnecting the conductor or other positive methods or procedures. This will effectively prevent unexpected or inadvertent energizing of a designated circuit, machine or appliance.
- (c) Tagging the disconnect means with appropriate accident prevention tags. Lockout is not required when the tagging procedures are used as specified here and where the disconnect means is accessible only to personnel trained in tagout procedures.
- (d) Blocking the operation or dissipation of energy of all stored energy devices that present a hazard (e.g., capacitors or pneumatic, spring-loaded mechanisms).

913.5 INSPECTIONS

The Garden City Fire Rescue shall conduct a periodic inspection of the hazardous energy control program components at least annually to evaluate its continued effectiveness and to determine the necessity for updating any methods or procedures.

- (a) The periodic inspection shall be performed by an authorized member other than the members utilizing the hazardous energy control procedures that are being inspected.
- (b) Where lockout and/or tagout are used for hazardous energy control, the inspector shall provide a review of roles and responsibilities to the authorized members.

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- (c) The Health and Safety Officer (HSO) shall certify that the periodic inspections have been performed. The certification shall identify the machine or equipment that was inspected, the date of the inspection, the authorized members included and the name of the person performing the inspection.

913.6 TRAINING

The Training Officer shall be responsible for ensuring that members receive training on hazardous energy control methods and procedures, based on the reasonably expected workplace exposure. Members shall receive training prior to any work assignment in which a potential hazard exists. Training should include, but is not limited to, the following topics:

- (a) Definitions of hazardous energy
- (b) Workplace hazards
- (c) Work techniques, hazards and injuries involved in energized equipment
- (d) Lockout and tagout procedures, equipment and its proper use
- (e) Authorized and affected employees
- (f) Safety precautions required when energized electrical equipment is not under the control of an authorized member
- (g) Refresher training on an annual basis, depending on the results of the annual inspection process

913.7 TRAINING RECORDS

The Training Officer shall document the hazardous energy control training provided to members both initially and annually and shall retain those records for one year. Documentation shall include:

- (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 ranks of the members who received the training.
- (d) The names, certificate numbers and qualifications of persons conducting the training.

Hazardous Chemical Communication/Employee Right to Know (ERTK) Program

914.1 PURPOSE AND SCOPE

The purpose of this policy is to protect the health and safety of department members who may be occupationally exposed to hazardous chemicals in the workplace by initiating a Hazardous Chemical Communication Program that meets the requirements of the Public Employee Hazardous Chemical Protection and Right to Know Act of 1988 (ERTKA).

914.2 POLICY

It is the policy of the Garden City Fire Rescue to develop, implement, and maintain a written hazardous chemical communication/employee right to know (ERTK) program for members to use as a reference. The program shall minimally describe how department members will receive information and training on the criteria specified for labels and other forms of warning and Safety Data Sheets (SDS).

914.3 PROCEDURE

The Fire Chief or the authorized designee should develop, implement, and maintain a written hazardous chemical communication/ERTK program that includes but is not limited to (O.C.G.A. § 45-22-8):

- (a) A list of hazardous chemicals known to be present in the workplace. The list may be compiled for the workplace as a whole or for individual work areas and shall be available for public inspection at the workplace (O.C.G.A. § 45-22-9).
- (b) The methods the Department will use to inform and train members of the hazards of non-routine tasks and the hazards associated with chemicals in unlabeled pipes in member work areas.
- (c) The Department shall make the written hazardous chemical communication/ERTK program available, upon request, to members, to their designated representatives, and to the National Institute of Occupational Safety and Health (NIOSH).
- (d) The Department shall establish a procedure to ensure that each container of a hazardous chemical is labeled, tagged, or marked according to the requirements of the Occupational Safety and Health Administration (OSHA) standards (O.C.G.A. § 45-22-3) and with the following information:
 1. Identity of the hazardous chemical
 2. Appropriate hazard warnings
 3. Name and address of the manufacturer, importer, or other responsible party

914.4 SAFETY DATA SHEETS

The Department shall have an SDS for each hazardous chemical that is in use in the workplace. The SDS concerning a hazardous chemical shall be readily accessible to members and prepared

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Hazardous Chemical Communication/Employee Right to Know (ERTK) Program

and retained in accordance with the Public Employee Hazardous Chemical Protection and Right to Know Act of 1988 (O.C.G.A. § 45-22-7).

914.5 TRAINING REQUIREMENTS

See the Hazardous Chemical Communication/Employee Right to Know Program Training Policy.

Personal Firearms

915.1 PURPOSE AND SCOPE

The purpose of this policy is to promote the safety of all members by providing guidance on the possession of firearms in the workplace.

915.2 POLICY

The Garden City Fire Rescue will make reasonable efforts to reduce risk to members and the public by placing limitations on firearms being brought onto department property or carried by members while on-duty or while representing the Department in any capacity.

915.3 PROHIBITIONS

Members are prohibited from possessing a firearm while on-duty or while on or in department property or vehicles except as provided in this policy and consistent with state law.

915.4 FIREARMS IN VEHICLES

A member who is a lawful weapons carrier is permitted to carry or store a firearm in the member's personal vehicle parked on department property, provided the firearm is safely secured out of sight and the vehicle is locked, and provided there are no statutory exceptions (O.C.G.A. § 16-11-135).

Roadway Incident Safety

916.1 PURPOSE AND SCOPE

The purpose of this policy is to set forth department Fire Chief responsibilities for development of practices used by members who are engaged in any operations occurring on roadways.

916.2 POLICY

It is the policy of the Garden City Fire Rescue to provide traffic incident management (TIM) practices for the protection of members, personnel responding from other agencies, and victims operating on roadways.

916.3 FIRE CHIEF RESPONSIBILITIES

The Fire Chief should ensure that the Department adopts TIM procedures. Procedures should include but not be limited to:

- Use of the Incident Command System at all roadway incidents.
- Coordination and cooperation with law enforcement on-scene, including establishing a unified command, depending on the location, size, and complexity of the incident.
- Scene identification and size-up.
- Establishing a temporary traffic control zone including:
 - Placement of apparatus.
 - Use of traffic control devices.
 - Personnel assigned to TIM duties.

916.3.1 MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES (MUTCD)

Procedures should also include any requirements in the Manual of Uniform Traffic Control Devices adopted by the state, including but not limited to the following (O.C.G.A. § 32-6-50:

- Use of emergency vehicle lighting
- Safe positioning of emergency vehicles
- Use of traffic flaggers

Chapter 10 - Personnel

Recruitment and Selection

1000.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the recruiting, selection, training, and retention processes utilized by the Garden City Fire Rescue. This policy supplements any rules that govern employment practices for the Garden City Fire Rescue.

1000.2 POLICY

In accordance with applicable federal, state, and local law, the Garden City Fire Rescue provides equal opportunities for applicants and department members regardless of actual or perceived race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, pregnancy, genetic information, veteran status, marital status, and any other classification or status protected by law. The Department does not show partiality or grant any special status to any applicant, member, or group of members unless otherwise required by law.

1000.3 RECRUITMENT

The Administration Division 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) Expanded outreach through partnerships with media, community groups, citizen academies, local colleges, universities, and the military.
- (e) Member referral and recruitment incentive programs.
- (f) Consideration of shared or collaborative regional testing processes.

The Administration Division shall avoid advertising, recruiting, and screening practices that tend to stereotype, focus on homogeneous applicant pools, or screen applicants in a discriminatory manner.

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.

1000.4 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

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should employ a comprehensive screening, background investigation, and selection process that assesses cognitive and physical abilities and includes review and verification of the following:

- 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
- Financial history consistent with the Fair Credit Reporting Act (FCRA) (15 USC § 1681 et seq.)
- Local, state, and federal criminal history record checks
- Medical and(may only be given after a conditional offer of employment)
- Review board or selection committee assessment

See GCFR Procedure 206 for Hiring Process

1000.5 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 Garden City Fire Rescue.

1000.5.1 NOTICES

The Administration Division shall ensure that investigations are conducted and notices provided in accordance with the requirements of the FCRA, the Georgia Fair Business Practices Act, and Georgia Crime Information Center (GCIC) regulations (15 USC § 1681d; O.C.G.A. § 10-1-393.14; O.C.G.A. § 35-3-34; O.C.G.A. § 35-3-35).

1000.5.2 CRIMINAL BACKGROUND INFORMATION

Criminal background information, whether directly from the GCIC or provided by a third party, may have restrictions on the access, use, security, and release of the information. The Administration Division shall establish procedures to ensure compliance with any applicable requirements and security limitations (O.C.G.A. § 35-3-34; O.C.G.A. § 35-3-35).

1000.5.3 REVIEW OF SOCIAL MEDIA SITES

Due to the potential for accessing unsubstantiated, private, or protected information, the Administration Division should not require candidates to provide passwords, account information, or access to password-protected social media accounts.

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The Administration Deputy Fire Chief should consider utilizing the services of an appropriately trained and experienced third party to conduct open source, internet-based searches and/or review information from social media sites to ensure that:

- The legal rights of candidates are protected.
- Material and information to be considered are verified, accurate, and validated.
- The Department fully complies with applicable privacy protections and local, state, and federal law.

Regardless of whether a third party is used, the Administration Deputy Fire Chief should ensure that potentially impermissible information is not available to any person involved in the candidate selection process.

1000.5.4 RECORDS RETENTION

The background report and all supporting documentation shall be maintained in accordance with the established records retention schedule.

1000.5.5 DOCUMENTING AND REPORTING

The background investigator shall summarize the results of the background investigation in a report that includes sufficient information to allow the reviewing authority to decide whether to extend a conditional offer of employment. The report shall not include any information that is prohibited from use, including that from social media sites, in making employment decisions. The report and all supporting documentation shall be included in the candidate's background investigation file.

1000.6 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.

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Recruitment and Selection

1000.7 EMPLOYMENT STANDARDS

All candidates shall meet the minimum standards required by state law. 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.

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 (see the Position Descriptions Policy). Each standard should include performance indicators for candidate evaluation. The Department of Human Resources should maintain validated standards for all positions.

Selection standards for promotional opportunities are detailed in the Promotions and Transfers Policy.

1000.7.1 STANDARDS FOR FIREFIGHTERS

Candidates shall meet the following requirements (O.C.G.A. § 25-4-8; Ga. Comp. R. & Regs. r. 205-1-3-.04):

- (a) Be at least 18 years of age.
- (b) Possess or achieve within 12 months after employment a high school diploma or obtained a recognized equivalent, or a waiver approved by the Georgia Firefighter Standards and Training Council (GFSTC).
- (c) Have an affidavit of good moral character as determined by investigation approved by the GFSTC and signed by the fire chief.
- (d) Be fingerprinted and a search made of local, state, and national fingerprint files to disclose any criminal record.
- (e) Be in good physical condition as determined by a medical examination and successfully pass the minimum physical agility requirements as established by the GFSTC.
- (f) Have not been convicted of a felony in the past 10 years (except as provided in O.C.G.A. § 25-4-8).

1000.8 TRAINING

All entry-level firefighter candidates shall complete training in an accredited fire training program established by the GFSTC for firefighter certification (O.C.G.A. § 25-4-8; O.C.G.A. § 25-4-9; Ga. Comp. R. & Regs. r. 205-1-3-.04).

The entry-level training academy shall consist of at least 345 hours of training in accordance with the Basic Firefighter Training Curriculum offered by the Georgia Public Safety Training Center (GPSTC).

1000.9 RETENTION

The primary focus should be on hiring those who are the best fit for a particular position. In order to retain quality members, the Department should:

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- Seek member input on retention strategies.
- Develop a workplace that respects, encourages, and enables a work/life balance.
- Facilitate training and career development opportunities.
- Develop and maintain quality supervisors.
- Provide regular and meaningful performance feedback.
- Promote an environment where members are able to speak freely.
- Treat members fairly, equitably, and consistently.
- Consider ways to reward excellent performance.
- Follow up on any feedback acquired during an exit interview process.

Retention incentives may include items from employment benefits, seniority benefits, forms of recognition, etc.

Performance Evaluations

1001.1 PURPOSE AND SCOPE

The purpose of this policy is to detail the Garden City Fire Rescue performance evaluation system, which is used to record work performance for both the Department and the employee, giving recognition for good work and providing a guide for improvement where needed. The employee performance evaluation report is a gauge in measuring performance and is used for making personnel decisions relating to merit increase, promotion, reassignment, discipline, demotion and termination. The report also provides a guide for mutual work planning and review, and an opportunity to convert general impressions into a more objective history of work performance based on job standards.

1001.2 POLICY

The City of Garden City evaluates employees in a nondiscriminatory manner based upon job-related factors specific to the employee's position, without regard to actual or perceived race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, pregnancy, genetic information, veteran status, marital status, and any other classification or status protected by law.

1001.3 PROCEDURE

Within one year of appointment to a supervisory position, all supervisors should attend an approved supervisory course that includes training on the completion of performance evaluations.

Each evaluation will cover a specific time and should be based on the employee's performance during that period. Evaluations are based on observed or documented behavior. If a supervisor becomes aware of or witnesses either outstanding or unsatisfactory performance by an employee, the performance should be noted and a conversation between the employee and the supervisor should take place as soon as practicable after the performance is noted. This conversation is to immediately reinforce outstanding behavior, or correct and counsel unsatisfactory behavior. The supervisor should create a documentation of the performance and the follow-up conversation and use this documentation at the next evaluation period.

The performance evaluation report will be completed by the employee's immediate supervisor. Other supervisors directly familiar with the employee's performance during the rating period should be consulted by the immediate supervisor for their input.

1001.4 FULL-TIME PROBATIONARY EMPLOYEES

All personnel will serve a 12-month probationary, working test period before being eligible for certification as permanent employees. Probationary firefighters shall be evaluated monthly during the probationary period.

Performance evaluation reports shall be completed as defined by the Department of Human Resources by specific job classification for all other full-time personnel during the probationary period.

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Performance Evaluations

1001.5 FULL-TIME PERMANENT STATUS EMPLOYEES

Permanent employees are subject to three types of performance evaluations:

Regular - A performance evaluation report shall be completed once each year by the employee's immediate supervisor on the anniversary of the employee's date of hire, except for employees who have been promoted. In the case of promotion, a performance evaluation report shall be completed on the anniversary of the employee's date of last promotion.

Promotional - If an employee is promoted from one assignment to another in the middle of an evaluation period and less than six months have transpired since the transfer, an evaluation shall be completed by the current supervisor with input from the previous supervisor.

Special - A special evaluation may be completed any time the rater and the rater's supervisor believe one is necessary due to employee performance deficiencies. Generally, the special evaluation will be used to document areas of performance deemed less than standard when follow-up action is planned (e.g., action plan, remedial training, retraining). The evaluation form and associated documentation shall be submitted as one package.

1001.5.1 RATINGS

Outstanding - Performance that is well beyond that expected or required in the standards for the position. It is exceptional performance, definitely superior or extraordinary.

Exceeds standards - Performance that is better than expected of a fully competent employee. It is superior to what is expected or required by the standards for the position but is not of such rare nature to warrant outstanding status.

Meets standards - Performance expected of a fully competent employee and meets the standards required of the position.

Needs improvement - Performance that is less than that expected of a fully competent employee and less than the standards required of the position. A needs improvement rating should be thoroughly discussed with the employee and include a structured plan intended to improve performance, with short-interval interim evaluations.

Unsatisfactory - Performance that is inadequate or undesirable, intolerable and inferior to the standards required of the position.

Written comments should be used by the rater to document the employee's strengths and weaknesses and make any suggestions for improvement. Any job dimension rating marked unsatisfactory or outstanding should be substantiated in the rater comments section.

1001.6 EVALUATION INTERVIEW

When a supervisor has completed the preliminary evaluation, arrangements shall be made for a private discussion of the evaluation with the employee. The supervisor should discuss the results with the employee and answer any questions the employee may have. If the employee has valid and reasonable protests of any of the ratings, the supervisor may make appropriate changes to the evaluation. Areas needing improvement and goals for reaching the expected level

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Performance Evaluations

of performance should be identified and discussed. The supervisor should also provide relevant counseling regarding advancement and training opportunities. The supervisor and employee will sign and date the evaluation. Permanent employees may also write comments in the employee comments section of the performance evaluation report.

1001.7 EVALUATION REVIEW

After the supervisor finishes the discussion with the employee, the signed performance evaluation report should be forwarded to the rater's supervisor for review.

The second-level supervisor should review the evaluation for fairness, impartiality, uniformity and consistency, and evaluate the first-level supervisor on the quality of the ratings provided to the employee.

1001.8 RECORDS MANAGEMENT

The original performance evaluation report should be maintained in the employee's personnel file for the tenure of the employee's employment. A copy should be provided to the employee and a copy should be forwarded to the Department of Human Resources.

Performance evaluation reports will be permanently destroyed in accordance with established records retention schedules.

Promotions and Transfers

1002.1 PURPOSE AND SCOPE

The purpose of this policy is to establish required and desirable qualifications for promotion and transfer within the ranks of the Garden City Fire Rescue.

1002.2 POLICY

The Garden City Fire Rescue determines promotions and transfers in a nondiscriminatory manner. It is the policy of the Garden City Fire Rescue to utilize the promotional testing criteria, study materials, and testing instruments available from authenticated and validated local, regional, and nationally recognized best practices in the fire service. This policy will establish the required and desirable qualifications for promotion and transfer within the ranks of the Department based on these criteria.

1002.3 GENERAL REQUIREMENTS

The following conditions will be used in evaluating members for promotion and transfer:

- (a) Presents a professional, neat appearance
- (b) Maintains a physical condition that aids in their performance
- (c) Demonstrates the following traits:
 - 1. Emotional stability and maturity
 - 2. Stress tolerance
 - 3. Sound judgment and decision-making ability
 - 4. Personal integrity and ethical conduct
 - 5. Leadership
 - 6. Initiative
 - 7. Adaptability and flexibility
 - 8. Ability to conform to organizational goals and objectives in a positive manner

1002.4 TRANSFERS

The following position is defined as a transfer and is not considered a promotion:

- Training Officer

1002.4.1 DESIRABLE TRANSFER QUALIFICATIONS

The following qualifications are considered for transfer:

-
- Completion of the probationary period with the Garden City Fire Rescue
- Expressed interest in the transfer position

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- Education, training, and demonstrated abilities in areas related to the transfer position
- Completion of any local, regional, or national training or certification for the transfer position

1002.4.2 TRANSFER CRITERIA

The following criteria apply to transfers:

- (a) Administrative evaluation as determined by the Fire Chief. This shall include a review of supervisor recommendations. Each supervisor who has supervised or otherwise been involved with the candidate should submit these recommendations.
- (b) The supervisor recommendations should be submitted to the Deputy Fire Chief for whom the candidate will work. The Deputy Fire Chief should schedule interviews with each candidate.
- (c) Based on supervisor recommendations and those of the Deputy Fire Chief after the interview, the Deputy Fire Chief should submit his/her recommendation to the Fire Chief.
- (d) Transfers will be made by the Fire Chief.

The policy and procedures for all positions may be waived for temporary assignments, for emergency situations or for training.

1002.5 PROMOTIONS

Specifications for promotional opportunities are on file with the Garden City Fire Rescue.

1002.6 TRAINING OFFICER RESPONSIBILITIES

It is the responsibility of the Training Officer to maintain a training file on each member of the Department. Any relevant training certificate or certification document submitted to the Department by a member should be permanently retained in the member's training file.

Position Descriptions

1003.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a comprehensive description of overall duties and responsibilities of each rank or job classification within the Department.

1003.2 POLICY

It is the policy of the Garden City Fire Rescue to develop unique position descriptions for each assignment within an established rank or classification.

1003.3 PROCEDURE

The Department of Human Resources will generally develop and maintain classification specifications (e.g., firefighter, Company Officer, Shift Commander). Within the classification specifications there may be multiple assignments. The descriptions will detail the unique duties and responsibilities of each assignment.

Position descriptions should be considered living documents and should be reviewed and evaluated for modification. This should occur at least annually and any time duties or expectations of a specific position substantially change.

Position descriptions should be reviewed prior to hiring to ensure the candidate's knowledge, skills and abilities are consistent with the current performance expectations of the position.

1003.4 POSITION DESCRIPTION

Job Title: Assistant Fire Chief Operations

Department: Fire

Pay Grade: 114

FLSA Status: Exempt

PURPOSE OF CLASSIFICATION

The purpose of this classification is to manage, direct, and coordinate departmental operations and training activities in accordance with statutory and departmental requirements. The Assistant Fire Chief of Training/Operations reports to the Fire Chief.

ESSENTIAL JOB 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.

- Develops and coordinates departmental operational/training activities; consults with the fire chief and/or other officials to review activities, resolve problems, provide recommendations, or receive advice/direction; ensures departmental compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures; initiates any actions necessary to correct deviations or violations.

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- Develops, implements, and evaluates operational and/or training programs related to fire suppression, hazardous materials, and specialty training.
- Manages operations/training of the department, including assigned vehicles and equipment; assigns vehicles and related equipment to personnel for operational and/or training use; manages the accountability of equipment for operational and/or training and pre-planned events.
- Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counselling, disciplining, and completing employee performance appraisals; provides and directs operational/training activities.
- Ensures that all employees receive the required hours of annual fire training; tracks all departmental training.
- Prepares budget request for operational/training needs; initiates orders for operational and or training materials and supplies.
- Provides information and education to the public regarding fire safety, fire prevention, and firefighting.
- Communicates with the fire chief, administrative assistant, employees, other departments, fire officials, law enforcement officials, medical personnel, property owners/occupants, victims, utility companies, civic organizations, the public, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.
- Maintains a comprehensive, current knowledge and awareness of applicable laws, regulations, policies and procedures; maintains an awareness of new equipment, procedures, trends, and advances in the profession; reads professional literature; maintains professional affiliations; participates in continuing education activities; attends shift meetings, workshops and seminars as appropriate.
- Plans and directs firefighting and other emergency operations of assigned personnel; plans and directs fire suppression or rescue operations until relieved by a chief officer.
- Enforces departmental standard operating procedures, operational rules and regulations, and safety procedures up to and including a documented (Disciplinary Notice Form) formal warning in accordance with Garden City's Disciplinary and Corrective Procedures (Section 5.4 in Garden City's Personnel Policy and Procedure Employment Manual).
- Coordinates pre-fire planning including equipment and water availability, fire exits, and number of people, and updates territorial maps.
- Responds to alarms and direct activities at the scene of major emergencies, as required.
- Stays abreast of professional trends, practices and related legal matters in the public safety and emergency management field; attends conferences, training seminars, etc. Consults with other jurisdictions regarding facility design and implementation, risk management, programs and service issues. Advises other jurisdictions upon request.
- Represent the department in a variety of local, county, regional, state, and other organizations and committees.
- Assists in the development of department standard operating procedures and policies.
- Performs other related job duties as assigned.

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Education and Experience:

Associate's Degree with coursework emphasis in fire science, ems, or related field is required. Future enrollment into a Bachelor Degree Program is required upon acceptance for the position/classification of Assistant Fire Chief of Training/Operations. 10 years of previous experience and/or training that includes progressively responsible experience in fire administration, fire training, fire safety, firefighting, and emergency medical care; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Special Qualifications:

Must possess a valid Georgia E or F Driver's license. Must meet the current requirements set forth by the National Fire Protection Association and the Georgia Firefighter Standards and Training Act. Must possess and maintain a valid State of Georgia Firefighter certification. Must possess and maintain a valid State of Georgia Emergency Medical Technician (Basic) certification. Must possess National Professional Qualifications (NPQ) as a Firefighter II, Fire Officer II, and Instructor II.

Knowledge, Skills and Abilities:

- Knowledge of the policies, procedures, and activities of the Garden City Fire Department as they pertain to the performance of duties relating to the position of Assistant Fire Chief.
- Knowledge of the terminology used within the department.
- Knowledge of firefighting techniques, firefighting apparatus and equipment, hydraulics, local, state and federal fire codes, NFPA guidelines, local geography, streets and buildings, hazardous materials, first responder emergency medical care, building codes, building construction, basic mechanics and procedures and methods as required in the performance of duties.
- Skills in the use of pumper, jaws of life, power tools, ladders, positive pressure blower fan, electrical power generator, pick-head axe, K-12 saw, spanner wrench, medical supplies, mechanics and electrical tools, firefighting equipment, etc.
- Ability to prepare vehicle maintenance reports, training reports, workstation schedules, rescue reports, fire loss reports, incident reports, tour reports, water usage reports, gas reports and pre-fire plans using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to compile, organize, prepare and manage an assortment of records, reports and information in an effective manner and according to departmental and/or governmental regulations.
- Ability to communicate effectively with supervisors, subordinates, and other staff members.
- Ability to use independent judgment in routine and non-routine situations.
- Ability to handle required mathematical calculations.
- Ability to plan, organize and/or prioritize daily assignments and work activities. Is able to comprehend and apply regulations and procedures of the department.
- Ability to maintain City standards of conduct, which includes being respectful of others, possessing cultural awareness and sensitivity, being flexible, and demonstrating a dedication to the position as well as to the community.

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- Ability to demonstrate good workmanship, including performing tasks neatly and in a timely manner.
- Ability to report on time for work and perform the duties of the position as required.
- Ability to maintain a neat, clean and acceptable personal appearance.
- Ability to demonstrate a good work ethic, including a willingness to perform job place tasks and to assist coworkers without unnecessary directive.

PHYSICAL DEMANDS

The work is heavy to very heavy work, which includes exerting in excess of 100 pounds of force occasionally and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects. Additionally, the following physical abilities are required:

- Balancing: Maintaining body equilibrium to prevent falling while walking, standing or crouching on narrow, slippery, or erratically moving surfaces. The amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized.
- Crawling: Moving about on hands and knees or hands and feet.
- Crouching: Bending the body downward and forward by bending leg and spine.
- Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Grasping: Applying pressure to an object with the fingers and palm
- Handling: Picking, holding, or otherwise working, primarily with the whole hand
- Hearing 1: Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Hearing 2: Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Kneeling: Bending legs at knee to come to a rest on knee or knees.
- Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- Mental Acuity: Ability to make rational decisions through sound logic and deductive processes.
- Pulling: Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
- Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
- Reaching: Extending hand(s) and arm(s) in any direction.
- Repetitive Motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Speaking: Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.

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- Standing: Particularly for sustained periods of time.
- Stooping: Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
- Talking 1: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Talking 2: Shouting in order to be heard above ambient noise level.
- Visual Acuity 1: Have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.
- Visual Acuity 2: Including color, depth perception, and field vision.
- Visual Acuity 3: Visual Acuity to determine the accuracy, neatness, and thoroughness of the work assigned or to make general observations of facilities or structures.
- Visual Acuity 4: Have visual acuity to operate motor vehicles and/or heavy equipment.
- Visual Acuity 5: Have close visual acuity to perform an activity such as: visual inspection involving small defects, small parts, operation of machines; using measurement devices; and/or assembly or fabrication parts at distances close to the eyes.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

WORK ENVIRONMENT

This job is performed in an industrial type setting with exposure to hot, cold, humid, and wet weathers conditions; extreme heat (non-weather); flames, fumes or airborne particles; toxic or caustic chemicals; work with explosives; risk of electrical shock; work in high places as well as confined spaces and precarious places; work around loud noise; and an environment with frequent changes in the level of personal risk.

Job Title: Fire Captain
Department: Fire
Pay Grade: 113
FLSA Status: Non-Exempt

JOB SUMMARY

This position is responsible for coordinating, planning and directing the functions and activities of an assigned shift of firefighters. Supervises all other shift Lieutenants and reports to the Fire Chief.

ESSENTIAL JOB FUNCTIONS

- Plans and directs firefighting and other emergency operations of assigned personnel; plans and directs fire suppression or rescue operations until relieved by a chief officer.
- Enforces departmental standard operating procedures, operational rules and regulations, and safety procedures up to and including a documented (Disciplinary Notice Form) formal warning

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in accordance with Garden City's Disciplinary and Corrective Procedures (Section 5.4 in Garden City's Personnel Policy and Procedure Employment Manual).

- Supervises, directs and evaluates assigned staff.
- Prepares training records and prepares and submits various reports regarding personnel training and fire safety.
- Conducts training for personnel assigned to his/her shift in fire suppression techniques, use of equipment and field operations.
- Coordinates pre-fire planning including equipment and water availability, fire exits, and number of people, and updates territorial maps.
- Responds to alarms and direct activities at the scene of major emergencies, as required.
- Stays abreast of professional trends, practices and related legal matters in the public safety and emergency management field; attends conferences, training seminars, etc. Consults with other jurisdictions regarding facility design and implementation, risk management, programs and service issues. Advises other jurisdictions upon request.
- Assists in the development of department standard operating procedures.
- Performs communication and education outreach to the general public.
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

Successful completion of Garden City Fire Department's Professional Development Program as it pertains to education and experience requirements; as directed by the Fire Chief. Enrollment into an Associate's Degree Program is recommended.

Special Qualifications:

Must possess a valid Georgia E or F Driver's license. Must meet the current requirements set forth by the National Fire Protection Association and the Georgia Firefighter Standards and Training Act. Successful completion of Garden City Fire Department's Professional Development Program; as directed by the Fire Chief. Must have or obtain certification as a Georgia Emergency Medical Technician (Basic).

Knowledge, Skills and Abilities:

- Knowledge of the policies, procedures, and activities of the Garden City Fire Department as they pertain to the performance of duties relating to the position of Firefighter.
- Knowledge of the terminology used within the department.
- Knowledge of firefighting techniques, firefighting apparatus and equipment, hydraulics, local, state and federal fire codes, NFPA guidelines, local geography, streets and buildings, hazardous materials, first responder emergency medical care, building codes, building construction, basic mechanics and procedures and methods as required in the performance of duties.
- Skills in the use of pumper, jaws of life, power tools, ladders, positive pressure blower fan, electrical power generator, pick-head axe, K-12 saw, spanner wrench, medical supplies, mechanics and electrical tools, firefighting equipment, etc.

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- Ability to prepare vehicle maintenance reports, training reports, workstation schedules, rescue reports, fire loss reports, incident reports, tour reports, water usage reports, gas reports and pre-fire plans using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to compile, organize, prepare and maintain an assortment of records, reports and information in an effective manner and according to departmental and/or governmental regulations.
- Ability to communicate effectively with supervisors, and other staff members.
- Ability to use independent judgment in routine and non-routine situations.
- Ability to handle required mathematical calculations.
- Ability to plan, organize and/or prioritize daily assignments and work activities. Is able to comprehend and apply regulations and procedures of the department.
- Ability to work a regular 24-hour shift and any required overtime.
- Ability to maintain City standards of conduct, which includes being respectful of others, possessing cultural awareness and sensitivity, being flexible, and demonstrating a dedication to the position as well as to the community.
- Ability to demonstrate good workmanship, including performing tasks neatly and in a timely manner.
- Ability to report on time for work and perform the duties of the position as required.
- Ability to maintain a neat, clean and acceptable personal appearance.
- Ability to establish and maintain effective working relationships with supervisors, coworkers and the public.
- Ability to demonstrate a good work ethic, including a willingness to perform job place tasks and to assist coworkers without unnecessary directive.

PHYSICAL DEMANDS

The work is heavy to very heavy work, which includes exerting in excess of 100 pounds of force occasionally and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects. Additionally, the following physical abilities are required:

- **Balancing:** Maintaining body equilibrium to prevent falling while walking, standing or crouching on narrow, slippery, or erratically moving surfaces. The amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- **Climbing:** Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized.
- **Crawling:** Moving about on hands and knees or hands and feet.
- **Crouching:** Bending the body downward and forward by bending leg and spine.
- **Feeling:** Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- **Fingering:** Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- **Grasping:** Applying pressure to an object with the fingers and palm

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- Handling: Picking, holding, or otherwise working, primarily with the whole hand
- Hearing 1: Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Hearing 2: Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Kneeling: Bending legs at knee to come to a rest on knee or knees.
- Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- Mental Acuity: Ability to make rational decisions through sound logic and deductive processes.
- Pulling: Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
- Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
- Reaching: Extending hand(s) and arm(s) in any direction.
- Repetitive Motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Speaking: Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
- Standing: Particularly for sustained periods of time.
- Stooping: Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
- Talking 1: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Talking 2: Shouting in order to be heard above ambient noise level.
- Visual Acuity 1: Have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.
- Visual Acuity 2: Including color, depth perception, and field vision.
- Visual Acuity 3: Visual Acuity to determine the accuracy, neatness, and thoroughness of the work assigned or to make general observations of facilities or structures.
- Visual Acuity 4: Have visual acuity to operate motor vehicles and/or heavy equipment.
- Visual Acuity 5: Have close visual acuity to perform an activity such as: visual inspection involving small defects, small parts, operation of machines; using measurement devices; and/or assembly or fabrication parts at distances close to the eyes.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

WORK ENVIRONMENT

This job is performed in an industrial type setting with exposure to hot, cold, humid, and wet weathers conditions; extreme heat (non-weather); flames, fumes or airborne particles; toxic or caustic chemicals; work with explosives; risk of electrical shock; work in high places as well as

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confined spaces and precarious places; work around loud noise; and an environment with frequent changes in the level of personal risk.

Job Title: Fire Lieutenant
Department: Fire
Pay Grade: 111
FLSA Status: Non-Exempt

JOB SUMMARY

This position is responsible for coordinating, planning and directing the functions and activities of an assigned company of firefighters. Functions as the shift commander/supervisor in the absence of the Fire Captain. Reports to the Fire Captain, and/or Assistant Fire Chief.

ESSENTIAL JOB FUNCTIONS

- Plans and directs firefighting and other emergency operations of assigned personnel; plans and directs fire suppression or rescue operations until relieved by a chief officer.
- Enforces departmental standard operating procedures, operational rules and regulations, and safety procedures up to and including a documented (Disciplinary Notice Form) informal warning in accordance with Garden City's Disciplinary and Corrective Procedures (Section 5.4 in Garden City's Personnel Policy and Procedure Employment Manual).
- Supervises, directs and evaluates assigned staff.
- Prepares training records and prepares and submits various reports regarding personnel training and fire safety.
- Conducts training for personnel assigned to his/her shift in fire suppression techniques, use of equipment and field operations.
- Coordinates pre-fire planning including equipment and water availability, fire exits, and number of people, and updates territorial maps.
- Responds to alarms and direct activities at the scene of major emergencies, as required.
- Stays abreast of professional trends, practices and related legal matters in the public safety and emergency management field; attends conferences, training seminars, etc. Consults with other jurisdictions regarding facility design and implementation, risk management, programs and service issues. Advises other jurisdictions upon request.
- Assists in the development of department standard operating procedures.
- Performs communication and education outreach to the general public.
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

Successful completion of Garden City Fire Department's Professional Development Program as it pertains to education and experience requirements; as directed by the Fire Chief.

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Special Qualifications:

Must possess a valid Georgia Driver's license. Must meet the current requirements set forth by the National Fire Protection Association and the Georgia Firefighter Standards and Training Act. Successful completion of Garden City Fire Department's Professional Development Program; as directed by the Fire Chief. Must have or obtain certification as a Georgia Emergency Medical Technician (Basic).

Knowledge, Skills and Abilities:

- Knowledge of the policies, procedures, and activities of the Garden City Fire Department as they pertain to the performance of duties relating to the position of Firefighter.
- Knowledge of the terminology used within the department.
- Knowledge of firefighting techniques, firefighting apparatus and equipment, hydraulics, local, state and federal fire codes, NFPA guidelines, local geography, streets and buildings, hazardous materials, first responder emergency medical care, building codes, building construction, basic mechanics and procedures and methods as required in the performance of duties.
- Skills in the use of pumper, jaws of life, power tools, ladders, positive pressure blower fan, electrical power generator, pick-head axe, K-12 saw, spanner wrench, medical supplies, mechanics and electrical tools, firefighting equipment, etc.
- Ability to prepare vehicle maintenance reports, training reports, workstation schedules, rescue reports, fire loss reports, incident reports, tour reports, water usage reports, gas reports and pre-fire plans using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to compile, organize, prepare and maintain an assortment of records, reports and information in an effective manner and according to departmental and/or governmental regulations.
- Ability to communicate effectively with supervisors, and other staff members.
- Ability to use independent judgment in routine and non-routine situations.
- Ability to handle required mathematical calculations.
- Ability to plan, organize and/or prioritize daily assignments and work activities. Is able to comprehend and apply regulations and procedures of the department.
- Ability to work a regular 24-hour shift and any required overtime.
- Ability to maintain City standards of conduct, which includes being respectful of others, possessing cultural awareness and sensitivity, being flexible, and demonstrating a dedication to the position as well as to the community.
- Ability to demonstrate good workmanship, including performing tasks neatly and in a timely manner.
- Ability to report on time for work and perform the duties of the position as required.
- Ability to maintain a neat, clean and acceptable personal appearance.
- Ability to establish and maintain effective working relationships with supervisors, coworkers and the public.
- Ability to demonstrate a good work ethic, including a willingness to perform job place tasks and to assist coworkers without unnecessary directive.

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PHYSICAL DEMANDS

The work is heavy to very heavy work, which includes exerting in excess of 100 pounds of force occasionally and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects. Additionally, the following physical abilities are required:

- **Balancing:** Maintaining body equilibrium to prevent falling while walking, standing or crouching on narrow, slippery, or erratically moving surfaces. The amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- **Climbing:** Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized.
- **Crawling:** Moving about on hands and knees or hands and feet.
- **Crouching:** Bending the body downward and forward by bending leg and spine.
- **Feeling:** Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- **Fingering:** Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- **Grasping:** Applying pressure to an object with the fingers and palm
- **Handling:** Picking, holding, or otherwise working, primarily with the whole hand
- **Hearing 1:** Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- **Hearing 2:** Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- **Kneeling:** Bending legs at knee to come to a rest on knee or knees.
- **Lifting:** Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- **Mental Acuity:** Ability to make rational decisions through sound logic and deductive processes.
- **Pulling:** Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
- **Pushing:** Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
- **Reaching:** Extending hand(s) and arm(s) in any direction.
- **Repetitive Motion:** Substantial movements (motions) of the wrist, hands, and/or fingers.
- **Speaking:** Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
- **Standing:** Particularly for sustained periods of time.
- **Stooping:** Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
- **Talking 1:** Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- **Talking 2:** Shouting in order to be heard above ambient noise level.

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- Visual Acuity 1: Have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.
- Visual Acuity 2: Including color, depth perception, and field vision.
- Visual Acuity 3: Visual Acuity to determine the accuracy, neatness, and thoroughness of the work assigned or to make general observations of facilities or structures.
- Visual Acuity 4: Have visual acuity to operate motor vehicles and/or heavy equipment.
- Visual Acuity 5: Have close visual acuity to perform an activity such as: visual inspection involving small defects, small parts, operation of machines; using measurement devices; and/or assembly or fabrication parts at distances close to the eyes.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

WORK ENVIRONMENT

This job is performed in an industrial type setting with exposure to hot, cold, humid, and wet weathers conditions; extreme heat (non-weather); flames, fumes or airborne particles; toxic or caustic chemicals; work with explosives; risk of electrical shock; work in high places as well as confined spaces and precarious places; work around loud noise; and an environment with frequent changes in the level of personal risk.

Job Title: Advanced Firefighter

Department: Fire

Pay Grade:

FLSA Status: Non-Exempt

JOB SUMMARY

This position, under direction, performs highly responsible work involving the prevention and suppression fires, and skilled Emergency Medical Technician lifesaving and technical emergency medical services work in the field. This position is responsible for responding to emergency situations and assisting in the control and resolution of the situation. This position also participates in fire prevention and safety activities, and education. Duties and responsibilities include, but are not limited to, performing fire suppression activities, performing rescue, salvage and overhaul operations, inspecting and maintaining fire apparatus equipment, conducting station tours, serving as apparatus driver, and performing additional tasks as assigned within the scope of established Fire Department rules, regulations and procedures. The exercise of considerable independent judgement and initiative is expected in all emergency situations with the objective to prevent and minimize injury and/or the loss of life and property.

ESSENTIAL JOB FUNCTIONS

- Responds to fires and performs fire suppression activities, using firefighting equipment and techniques, i.e. Nozzle operation, directing fire stream and building ventilation.

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Position Descriptions

- Rescues victims from fire, vehicles, drowning, accidents and other harmful conditions; performs duties in compliance with all lifesaving policies and procedures as they apply to the Emergency Medical Technician.
- Communicates radio information.
- Performs rescue, salvage and overhaul operations.
- Assists in fire drills and mock disasters, including set-up and evacuation.
- Tillers back of ladder truck as necessary.
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

High school diploma or an acceptable equivalency diploma (GED); and two (2) years of firefighting experience; or any equivalent combination of education and experience.

Special Qualifications:

Must possess a valid Georgia E or F Driver's license. Must complete specialized training in the field of firefighting with certification as a Firefighter I and II awarded as outlined under Georgia Firefighting Standards and Training Act. Certification as a Georgia Emergency Medical Technician (Basic) is desirable. NIMS 100, 200, 700, & 800.

Knowledge, Skills and Abilities:

- Knowledge of the policies, procedures, and activities of the Garden City Fire Department as they pertain to the performance of duties relating to the position of Firefighter.
- Knowledge of the terminology used within the department.
- Knowledge of firefighting techniques, firefighting apparatus and equipment, hydraulics, local, state, and federal fire codes, NFPA guidelines, local geography, streets and buildings, hazardous materials, first responder emergency medical care, building codes, building construction, basic mechanics and procedures and methods as required in the performance of duties.
- Skills in the use of pumper, jaws of life, power tools, ladders, positive pressure blower fan, electrical power generator, pick-head axe, K-12 saw, spanner wrench, medical supplies, mechanics and electrical tools, firefighting equipment, etc.
- Ability to prepare vehicle maintenance reports, training reports, workstation schedules, rescue reports, fire loss reports, incident reports, tour reports, water usage reports, gas reports and pre-fire plans using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to compile, organizes, prepare, and maintain an assortment of records, reports, and information in an effective manner and according to departmental and/or governmental regulations.
- Ability to communicate effectively with supervisors, and other staff members.
- Ability to use independent judgment in routine and non-routine situations.
- Ability to handle required mathematical calculations.

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- Ability to plan, organize and/or prioritize daily assignments and work activities. Is able to comprehend and apply regulations and procedures of the department.
- Ability to work a regular 24-hour shift and any required overtime.
- Ability to maintain City standards of conduct, which includes being respectful of others, possessing cultural awareness and sensitivity, being flexible, and demonstrating a dedication to the position as well as to the community.
- Ability to demonstrate good workmanship, including performing tasks neatly and in a timely manner.
- Ability to report on time for work and perform the duties of the position as required.
- Ability to maintain a neat, clean, and acceptable personal appearance.
- Ability to establish and maintain effective working relationships with supervisors, coworkers and the public.
- Ability to demonstrate a good work ethic, including a willingness to perform job place tasks and to assist coworkers without unnecessary directive.
- Ability to be held accountable for inventory/property management.
- Ability to use small office equipment, including copy machines or multi-line telephone systems.
- Ability to use computers for data entry.
- Ability to use computers for word processing and/or accounting purposes.
- Ability to use or repair small/light equipment, such as power tools.
- Ability to use or repair medium equipment and machinery, such as vehicles or commercial mowers.
- Ability to use or repair heavy or complex machinery, such as HVAC systems, construction equipment or water plants.

PHYSICAL DEMANDS

The work is heavy to very heavy work, which includes exerting in excess of 100 pounds of force occasionally and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects. Additionally, the following physical abilities are required:

- Balancing: Maintaining body equilibrium to prevent falling while walking, standing, or crouching on narrow, slippery, or erratically moving surfaces. The amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized.
- Crawling: Moving about on hands and knees or hands and feet.
- Crouching: Bending the body downward and forward by bending leg and spine.
- Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Grasping: Applying pressure to an object with the fingers and palm
- Handling: Picking, holding, or otherwise working, primarily with the whole hand

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Position Descriptions

- Hearing 1: Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Hearing 2: Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Kneeling: Bending legs at knee to come to a rest on knee or knees.
- Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- Mental Acuity: Ability to make rational decisions through sound logic and deductive processes.
- Pulling: Using upper extremities to exert force in order to draw haul or tug objects in a sustained motion.
- Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward, or outward.
- Reaching: Extending hand(s) and arm(s) in any direction.
- Repetitive Motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Speaking: Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
- Standing: Particularly for sustained periods of time.
- Stooping: Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
- Talking 1: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Talking 2: Shouting in order to be heard above ambient noise level.
- Visual Acuity 1: Have close visual acuity to perform an activity Such as preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.
- Visual Acuity 2: Including color, depth perception, and field vision.
- Visual Acuity 3: Visual Acuity to determine the accuracy, neatness, and thoroughness of the work assigned or to make general observations of facilities or structures.
- Visual Acuity 4: Have visual acuity to operate motor vehicles and/or heavy equipment.
- Visual Acuity 5: Have close visual acuity to perform an activity Such as visual inspection involving small defects, small parts, operation of machines; using measurement devices; and/or assembly or fabrication parts at distances close to the eyes.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

WORK ENVIRONMENT

This job is performed in an industrial type setting with exposure to hot, cold, humid, and wet weather conditions; extreme heat (non-weather); flames, fumes or airborne particles; toxic or caustic chemicals; work with explosives; risk of electrical shock; work in high places as well as

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Position Descriptions

confined spaces and precarious places; work around loud noise; and an environment with frequent changes in the level of personal risk.

Job Title: Firefighter
Department: Fire
Pay Grade:
FLSA Status: Non-Exempt

JOB SUMMARY

This position, under direction, performs highly responsible work involving the prevention and suppression fires, and skilled Emergency Medical Technician lifesaving and technical emergency medical services work in the field. This position is responsible for responding to emergency situations and assisting in the control and resolution of the situation. This position also participates in fire prevention and safety activities, and education. Duties and responsibilities include, but are not limited to, performing fire suppression activities, performing rescue, salvage and overhaul operations, inspecting and maintaining fire apparatus equipment, conducting station tours, serving as apparatus driver, and performing additional tasks as assigned within the scope of established Fire Department rules, regulations and procedures. The exercise of considerable independent judgment and initiative is expected in all emergency situations with the objective to prevent and minimize injury and/or the loss of life and property.

ESSENTIAL JOB FUNCTIONS

- Responds to fires and performs fire suppression activities, using firefighting equipment and techniques, i.e. Nozzle operation, directing fire stream and building ventilation.
- Rescues victims from fire, vehicles, drowning, accidents and other harmful conditions; performs duties in compliance with all lifesaving policies and procedures as they apply to the Emergency Medical Technician.
- Communicates radio information.
- Performs rescue, salvage and overhaul operations.
- Assists in fire drills and mock disasters, including set-up and evacuation.
- Tills back of ladder truck as necessary.
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

High school diploma or an acceptable equivalency diploma (GED).

Special Qualifications:

Must possess a valid Georgia E or F Driver's license. Must complete specialized training in the field of firefighting with certification as a Firefighter I and Hazmat Awareness awarded as outlined under Georgia Firefighting Standards and Training Act. Certification as a Georgia Emergency Medical Technician (Basic)..

Knowledge, Skills and Abilities:

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- Knowledge of the policies, procedures, and activities of the Garden City Fire Department as they pertain to the performance of duties relating to the position of Firefighter.
- Knowledge of the terminology used within the department.
- Knowledge of firefighting techniques, firefighting apparatus and equipment, hydraulics, local, state, and federal fire codes, NFPA guidelines, local geography, streets and buildings, hazardous materials, first responder emergency medical care, building codes, building construction, basic mechanics and procedures and methods as required in the performance of duties.
- Skills in the use of pumper, jaws of life, power tools, ladders, positive pressure blower fan, electrical power generator, pick-head axe, K-12 saw, spanner wrench, medical supplies, mechanics and electrical tools, firefighting equipment, etc.
- Ability to prepare vehicle maintenance reports, training reports, workstation schedules, rescue reports, fire loss reports, incident reports, tour reports, water usage reports, gas reports and pre-fire plans using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to compile, organizes, prepare, and maintain an assortment of records, reports, and information in an effective manner and according to departmental and/or governmental regulations.
- Ability to communicate effectively with supervisors, and other staff members.
- Ability to use independent judgment in routine and non-routine situations.
- Ability to handle required mathematical calculations.
- Ability to plan, organize and/or prioritize daily assignments and work activities. Is able to comprehend and apply regulations and procedures of the department.
- Ability to work a regular 24-hour shift and any required overtime.
- Ability to maintain City standards of conduct, which includes being respectful of others, possessing cultural awareness and sensitivity, being flexible, and demonstrating a dedication to the position as well as to the community.
- Ability to demonstrate good workmanship, including performing tasks neatly and in a timely manner.
- Ability to report on time for work and perform the duties of the position as required.
- Ability to maintain a neat, clean, and acceptable personal appearance.
- Ability to establish and maintain effective working relationships with supervisors, coworkers and the public.
- Ability to demonstrate a good work ethic, including a willingness to perform job place tasks and to assist coworkers without unnecessary directive.
- Ability to be held accountable for inventory/property management.
- Ability to use small office equipment, including copy machines or multi-line telephone systems.
- Ability to use computers for data entry.
- Ability to use computers for word processing and/or accounting purposes.
- Ability to use or repair small/light equipment, such as power tools.
- Ability to use or repair medium equipment and machinery, such as vehicles or commercial mowers.

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- Ability to use or repair heavy or complex machinery, such as HVAC systems, construction equipment or water plants.

PHYSICAL DEMANDS

The work is heavy to very heavy work, which includes exerting in excess of 100 pounds of force occasionally and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects. Additionally, the following physical abilities are required:

- **Balancing:** Maintaining body equilibrium to prevent falling while walking, standing, or crouching on narrow, slippery, or erratically moving surfaces. The amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- **Climbing:** Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized.
- **Crawling:** Moving about on hands and knees or hands and feet.
- **Crouching:** Bending the body downward and forward by bending leg and spine.
- **Feeling:** Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- **Fingering:** Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- **Grasping:** Applying pressure to an object with the fingers and palm
- **Handling:** Picking, holding, or otherwise working, primarily with the whole hand
- **Hearing 1:** Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- **Hearing 2:** Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- **Kneeling:** Bending legs at knee to come to a rest on knee or knees.
- **Lifting:** Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- **Mental Acuity:** Ability to make rational decisions through sound logic and deductive processes.
- **Pulling:** Using upper extremities to exert force in order to draw haul or tug objects in a sustained motion.
- **Pushing:** Using upper extremities to press against something with steady force in order to thrust forward, downward, or outward.
- **Reaching:** Extending hand(s) and arm(s) in any direction.
- **Repetitive Motion:** Substantial movements (motions) of the wrist, hands, and/or fingers.
- **Speaking:** Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
- **Standing:** Particularly for sustained periods of time.
- **Stooping:** Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.

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Position Descriptions

- Talking 1: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Talking 2: Shouting in order to be heard above ambient noise level.
- Visual Acuity 1: Have close visual acuity to perform an activity Such as preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.
- Visual Acuity 2: Including color, depth perception, and field vision.
- Visual Acuity 3: Visual Acuity to determine the accuracy, neatness, and thoroughness of the work assigned or to make general observations of facilities or structures.
- Visual Acuity 4: Have visual acuity to operate motor vehicles and/or heavy equipment.
- Visual Acuity 5: Have close visual acuity to perform an activity Such as visual inspection involving small defects, small parts, operation of machines; using measurement devices; and/or assembly or fabrication parts at distances close to the eyes.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

WORK ENVIRONMENT

This job is performed in an industrial type setting with exposure to hot, cold, humid, and wet weathers conditions; extreme heat (non-weather); flames, fumes or airborne particles; toxic or caustic chemicals; work with explosives; risk of electrical shock; work in high places as well as confined spaces and precarious places; work around loud noise; and an environment with frequent changes in the level of personal risk.

Job Title: Fire Marshal

Department: Fire

Pay Grade: 113

FLSA Status: Exempt

JOB SUMMARY

This position is responsible for conducting and reviewing construction and development plans, building inspections, and administrating and enforcing State fire and life safety codes and local ordinances. Coordinating yearly Fire Inspection in accordance with State fire and life safety codes and local ordinances. The Fire Marshal reports directly to the Fire Chief or his/her designee.

ESSENTIAL JOB FUNCTIONS

- Coordinates daily work activities; organizes, prioritizes, and assigns work; develops work schedules to ensure adequate coverage; monitors status of work in progress and inspects completed work; and consults with assigned staff, assists with complex/problem situations, and provides technical expertise.
- Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.

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Position Descriptions

- Conducts and coordinates training for personnel assigned to the Fire Marshal's Office and Fire Department for fire inspections and code violations.
- Develops and implements work methods and practices, policies, standard operating procedures, training and recruiting programs, record keeping systems etc. for assigned area; monitors implementation of departmental rules and regulations; and updates departmental guidelines according to federal, state, or local legislation.
- Insures departmental compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures; and initiates any actions necessary to correct deviations or violations.
- Acts as the principal enforcing officer of and expert regarding fire codes; interprets code requirements; confers with other departments, agencies and the general public regarding the application of local, state and federal codes and ordinances applicable to fire safety and prevention; provides critical building information to fire staff and operational units; and provides technical expertise to and testimony in court as needed.
- Supervises and conducts field inspections of new and existing buildings and special event venues to ensure compliance with all adopted local, state and federal fire prevention and life safety codes and ordinances.
- Supervises and conducts building site plan reviews; receives and analyzes building site plans, architectural drawings and other documentation; determines minimum compliance with appropriate codes and ordinances; and reviews and analyzes code compliance of fire alarm systems, fire suppression systems, hydrant flow calculations, occupancy and load capacities or other items.
- Supervises and conducts fire inspection activities; investigates complaints of unsafe construction, unsafe conditions of construction or occupancy and other complaints; identifies code violations; and initiates any actions necessary to correct deviations or violations.
- Meets with architects, engineers, property owners, and other individuals to answer questions and discuss violations; and provides advice and direction regarding minimum code compliance and corrective actions.
- Supervises and issues code compliance notices, official correction notices and stop work orders to inform violators of discrepancies and compliance deadlines; performs follow-up site inspections as needed; manages appeals processes.
- Receives applications for fire permits; reviews permit for completeness and accuracy; verifies compliance with applicable local, state and federal codes and regulations; approves or denies application; issues approved permits; and records, files and maintains records of permits issued as required.
- Develops relationships with various organizations and departments.
- Prepares and administers the budget for assigned area; makes recommendations regarding capital improvements and expenditures; monitors expenditures against approved budget; and maintains all related documentation.
- Coordinates pre-fire planning including equipment and water availability, fire exits, and number of people, and updates territorial maps.
- Responds to alarms and direct activities at the scene of major emergencies, as required.

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Position Descriptions

- Stays abreast of professional trends, practices and related legal matters in the public safety and fire inspections field; attends conferences, training seminars, etc. Consults with other jurisdictions regarding facility design and implementation, risk management, programs and service issues. Advises other jurisdictions upon request.
- Performs communication and education outreach to the general public.
- Attends training programs and seminars to update and maintain certifications, knowledge, and skills.
- Assists in the City in various functions during a natural or other emergency incident.
- Performs other related job duties as may be agreed upon.

QUALIFICATIONS

Education and Experience:

Bachelor's degree from an accredited college or university in fire sciences or a related field; and five (5) years of firefighting experience; or any equivalent combination of education and experience that meets the requirements of the position duties.

Special Qualifications:

Must possess a valid Georgia Driver's license. Must meet the current requirements set forth by the National Fire Protection Association and the Georgia Firefighter Standards and Training Act to include: Georgia State Firefighter 1, NPQ Firefighter I & II, Fire Inspector I, Life Safety Code, and National Fire Academy Plans Review or the Georgia Public Safety Training Center Plans Review certification. May be required to obtain and maintain additional certifications as deemed necessary. Must have or be able to obtain CPR and First Responder Certification.

Knowledge, Skills and Abilities:

- Knowledge of the policies, procedures, and activities of the Garden City Fire Department as they pertain to the performance of duties relating to the position of Firefighter and Fire Marshal.
- Knowledge of the terminology used within the department.
- Knowledge of various Fire Inspection and Plan Review software.
- Knowledge of firefighting techniques, firefighting apparatus and equipment, hydraulics, local, state and federal fire codes, NFPA guidelines, local geography, streets and buildings, hazardous materials, first responder emergency medical care, building codes, building construction, basic mechanics and procedures and methods as required in the performance of duties.
- Skills in the use of pumper, jaws of life, power tools, ladders, positive pressure blower fan, electrical power generator, pick-head axe, K-12 saw, spanner wrench, medical supplies, mechanics and electrical tools, firefighting equipment, etc.
- Ability to prepare vehicle maintenance reports, training reports, workstation schedules, rescue reports, fire loss reports, incident reports, tour reports, water usage reports, gas reports and pre-fire plans using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style.

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Position Descriptions

- Ability to compile, organize, prepare and maintain an assortment of records, reports and information in an effective manner and according to departmental and/or governmental regulations.
- Ability to communicate effectively with supervisors, and other staff members.
- Ability to use independent judgment in routine and non-routine situations.
- Ability to handle required mathematical calculations.
- Ability to plan, organize and/or prioritize daily assignments and work activities. Is able to comprehend and apply regulations and procedures of the department.
- Ability to work a regular 8-hour shift and any required overtime.
- Ability to maintain City standards of conduct, which includes being respectful of others, possessing cultural awareness and sensitivity, being flexible, and demonstrating a dedication to the position as well as to the community.
- Ability to demonstrate good workmanship, including performing tasks neatly and in a timely manner.
- Ability to report on time for work and perform the duties of the position as required.
- Ability to maintain a neat, clean and acceptable personal appearance.
- Ability to establish and maintain effective working relationships with supervisors, coworkers and the public.
- Ability to demonstrate a good work ethic, including a willingness to perform job place tasks and to assist coworkers without unnecessary directive.

PHYSICAL DEMANDS

The work is heavy to very heavy work, which includes exerting in excess of 100 pounds of force occasionally and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects. Additionally, the following physical abilities are required:

- **Balancing:** Maintaining body equilibrium to prevent falling while walking, standing or crouching on narrow, slippery, or erratically moving surfaces. The amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- **Climbing:** Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized.
- **Crawling:** Moving about on hands and knees or hands and feet.
- **Crouching:** Bending the body downward and forward by bending leg and spine.
- **Feeling:** Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- **Fingering:** Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- **Grasping:** Applying pressure to an object with the fingers and palm
- **Handling:** Picking, holding, or otherwise working, primarily with the whole hand
- **Hearing 1:** Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discrimination in sound.

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Position Descriptions

- Hearing 2: Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Kneeling: Bending legs at knee to come to a rest on knee or knees.
- Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- Mental Acuity: Ability to make rational decisions through sound logic and deductive processes.
- Pulling: Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
- Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
- Reaching: Extending hand(s) and arm(s) in any direction.
- Repetitive Motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Speaking: Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
- Standing: Particularly for sustained periods of time.
- Stooping: Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
- Talking 1: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Talking 2: Shouting in order to be heard above ambient noise level.
- Visual Acuity 1: Have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.
- Visual Acuity 2: Including color, depth perception, and field vision.
- Visual Acuity 3: Visual Acuity to determine the accuracy, neatness, and thoroughness of the work assigned or to make general observations of facilities or structures.
- Visual Acuity 4: Have visual acuity to operate motor vehicles and/or heavy equipment.
- Visual Acuity 5: Have close visual acuity to perform an activity such as: visual inspection involving small defects, small parts, operation of machines; using measurement devices; and/or assembly or fabrication parts at distances close to the eyes.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

WORK ENVIRONMENT

This job is performed in an industrial type setting with exposure to hot, cold, humid, and wet weathers conditions; extreme heat (non-weather); flames, fumes or airborne particles; toxic or caustic chemicals; work with explosives; risk of electrical shock; work in high places as well as confined spaces and precarious places; work around loud noise; and an environment with frequent changes in the level of personal risk.

Job Title: Administrative Assistant
Department: Fire

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Position Descriptions

Pay Grade: 106
FLSA Status: Non-Exempt

JOB SUMMARY

This position performs general clerical support duties for a City department including organizing and maintaining record keeping systems and reception duties. Work requires general clerical skill and thorough knowledge of the department and City policy and procedures dealing with area of responsibility. This position is under the administrative and direct supervision of the department's director.

ESSENTIAL JOB FUNCTIONS

- Opens, sorts, and distributes incoming correspondence, including faxes and email. Reads and analyzes incoming memos, submissions, and reports to determine their significance and plan their distribution. Prepares responses to correspondence containing routine inquiries.
- Prepares invoices, reports, memos, letters, financial statements and other documents, using word processing, spreadsheet, and or other City provided software.
- Maintains departmental budget information including expenditure details; future budgetary data; cost comparisons obtained; and compares to monthly financial reports received from the Finance department.
- Prepares department's employee timesheets for submittal to payroll for processing and maintains all leave PTO and PCL requests for time off.
- Enters purchase orders and prepares check requests for department purchases.
- Oversees employee safety records including first report of injury and related documentation for workers compensation claims and notification of claims to the Human Resources Department.
- Maintains records on department equipment; coordinates and ensures maintenance is completed on a scheduled basis.
- Maintains inventory records and inventory control of equipment, including the date of use, and whom the equipment is issued to on any given workday.
- Runs errands for the department, including maintenance of supplies and making bank deposits.
- Prepare agendas and make arrangements for meetings called by the department's director.
- Represents the department at applicable City meetings as directed by the director and communicates details of the meeting to the director for his or her action or follow-up.
- Works in a safe manner and reports unsafe activity and conditions.
- Cross-trains in one or more areas of department functions.
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

High school diploma or an acceptable equivalency diploma (GED); and two (2) years of general office experience; or any equivalent combination of experience and education.

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Position Descriptions

Special Qualifications:

Must possess a valid Georgia Driver's license.

Knowledge, Skills and Abilities:

- Knowledge of grammar, spelling, punctuation, and simple math calculations as is normally acquired through attainment of a High School diploma or GED.
- Knowledge of City Personnel Policies and Procedures and the department's operating procedures.
- Skills in excellent reading comprehension- literacy in English with the ability to understand and carry out oral and written instructions.
- Skills as used in the comparison of numbers and simple facts in selecting the correct action.
- Ability to work evenings and weekends as needed.
- Ability to use computers, fax machines, copiers, multi-line telephone systems and calculators.
- Ability to use Microsoft Excel.
- Ability to prepare and/or process purchase orders.
- Ability to maintain City standards of conduct, which includes being respectful of others, possessing cultural awareness and sensitivity, being flexible, and demonstrating a dedication to the position as well as to the community.
- Ability to demonstrate good workmanship, including performing tasks neatly and in a timely manner.
- Ability to report on time for work and perform the duties of the position as required.
- Ability to maintain a neat, clean, and acceptable personal appearance.
- Ability to establish and maintain effective working relationships with supervisors, coworkers and the public.
- Ability to demonstrate a good work ethic, including a willingness to perform job place tasks and to assist coworkers without unnecessary directive.
- Ability to understand/recall verbal and written instructions, read, interacts with the public or coworkers in person, follow instructions, function independently, cope with potentially stressful situations, maintain professional work place conduct, and complete tasks during assigned time periods.

PHYSICAL DEMANDS

The work is light work, which includes exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. Additionally, the following physical abilities are required:

- Crouching: Bending the body downward and forward by bending leg and spine.
- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Grasping: Applying pressure to an object with the fingers and palm
- Handling: Picking, holding, or otherwise working, primarily with the whole hand

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Position Descriptions

- Hearing 1: Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Kneeling: Bending legs at knee to come to a rest on knee or knees.
- Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- Mental Acuity: Ability to make rational decisions through sound logic and deductive processes.
- Reaching: Extending hand(s) and arm(s) in any direction.
- Repetitive Motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Speaking: Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
- Stooping: Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
- Talking 1: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Visual Acuity 1: Have close visual acuity to perform an activity Such as preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.
- Visual Acuity 4: Have visual acuity to operate motor vehicles and/or heavy equipment.

WORK ENVIRONMENT

This job is typically performed in a general office setting with acceptable lighting, temperature, and air conditions. Will require driving from one location to another. Depending on the department, this job may be performed in an industrial setting.

Job Title: Engineer

Department: Fire

Pay Grade:

FLSA Status: Non-Exempt

JOB SUMMARY

This position, under direction, performs highly responsible work involving the prevention and suppression fires, and skilled Emergency Medical Technician lifesaving and technical emergency medical services work in the field. Drives and operates fire apparatus and performs a variety of technical tasks in fire suppression, rescue, emergency medical services, prevention, investigation, administrative and other special assignments. POSSIBLE ADDITIONAL ASSIGNMENTS WITHIN THIS RANK This position also participates in fire prevention and safety activities, and education. Duties and responsibilities include, but are not limited to, performing fire suppression activities, performing rescue, salvage and overhaul operations, inspecting and maintaining fire apparatus equipment, conducting station tours, serving as apparatus driver, and performing additional tasks as assigned within the scope of established Fire Department rules, regulations and procedures. The exercise of considerable independent judgment and initiative is expected in

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Position Descriptions

all emergency situations with the objective to prevent and minimize injury and/or the loss of life and property.

ESSENTIAL JOB FUNCTIONS

- Responds to fires and performs fire suppression activities, using firefighting equipment and techniques, i.e. Nozzle operation, directing fire stream and building ventilation.
- Drives and operates fire apparatus and performs a variety of technical tasks in fire suppression, rescue, emergency medical services, prevention, investigation, administrative and other special assignments.
- Rescues victims from fire, vehicles, drowning, accidents and other harmful conditions; performs duties in compliance with all lifesaving policies and procedures as they apply to the Emergency Medical Technician.
- Communicates radio information.
- Performs rescue, salvage and overhaul operations.
- Assists in fire drills and mock disasters, including set-up and evacuation.
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

High school diploma or an acceptable equivalency diploma (GED); and two (2) years of firefighting experience; or any equivalent combination of education and experience.

Special Qualifications:

Must possess a valid Georgia E or F Driver's license. Must complete specialized training in the field of firefighting with certification as a Firefighter I and II awarded as outlined under Georgia Firefighting Standards and Training Act. Certification as a Georgia Emergency Medical Technician (Basic) is desirable. NPQ Driver Operator.. Must meet Advanced Firefighter qualifications.

Knowledge, Skills and Abilities:

- Drives various fire apparatus to incident scene in response to fire alarms, emergency medical service calls and other emergency calls
- Operates numerous types of rescue, salvage, emergency and fire suppression equipment
- Responsible for overall maintenance of all assigned apparatus to include all equipment on board, and maintains proper stock of supplies on apparatus.
- Responds to fire alarms, emergency medical service calls and other emergency calls
- Performs fire-fighting operations including deploying and operating hoses, pumping apparatus, directing water streams or other chemicals and raising and climbing unsupported ladders including ground and aerial of up to 100 feet.
- Performs search and rescue for trapped or injured persons to include swift water rescue work with and without use of boat

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- Administers first aid and emergency medical service to injured persons to level authorized by Emergency Medical Technician (EMT) or Paramedic Certification.
- Communicates with dispatch and command personnel through the use of specialized communications equipment such as two-way radio systems, data link in stations to administration and dispatch.
- Works shift schedules including weekends, holidays, and extended hours in emergency, disaster or other situations influenced by workload or staffing difficulties.
- Runs, walks, stoops, bends, crawls, rolls, climbs, jumps, lifts, (heavy objects weighing up to and exceeding 200 lbs., including human bodies and hoses), carries, drags and operates assigned equipment, vehicles while performing fire prevention and suppression duties.
- With assistance, advances charged and flowing fire hoses discharging up to 250 gpm at 100 psi spray or fog or 50psi straight bore tip pressure.
- Is exposed to harsh weather, poor or no lighting, exposure to hazardous chemicals, fire and smoke, extremes in temperature, electrical hazards, confined or high work places, dangerous animals, extreme noise, traffic, natural and man-made disasters, etc.
- Is exposed to human body fluids, infectious diseases, victims of fire and accident scenes, bodies recovered from fire and accident scenes, etc
- Interprets and explains city and department policies and procedures for the public • Works under stress and uses good judgment in emergency situations
- Prepares and maintains records regarding status of hydrant maintenance
- Cleans and maintains station facilities, grounds, equipment, apparatus and hydrants
- Establishes and maintains cooperative working relationships
- Tactfully responds to requests and inquiries from the general public, other department personnel and other city employees
- Communicates clearly and concisely, both orally and in writing
- Resolves a variety of situations characterized by conflict or danger
- Conducts pre-fire planning and prepares reports regarding hazardous materials, emergency and incidents and building surveys
- May perform duties of higher classification in an acting capacity as needed
- Participates on department committees and attends staff meetings as required
- Assists in providing public fire education
- Provides fire station tours; presents information to students at local schools
- Assists in developing and presenting a variety of training programs relative to fire suppression and prevention activities and operations and hazardous materials handling
- Must learn streets and routes within the City of Carrollton and surrounding areas to include the location of medical facilities to ensure expeditious response times
- Operates departmental computer equipment to review records, inquire about activities and programs and input various data
- Operates numerous types of rescue, salvage, emergency and fire suppression equipment, including vehicles, hydraulic powered spreaders, cutter, rams, come a long, air chisel, air bags, ropes and pulleys Fire Apparatus Operator

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Position Descriptions

- Operates firefighter hand tools including nozzle, axe, pry bars, fire hose, and ground ladders; common hand tools include wrenches, screwdrivers, and hammers
 - Operates power tools, including exhaust fans, portable pump, chain saws, generators, and air compressors
 - Operates departmental computer equipment to input and extract data.
 - Personal protective gear. KNOWLEDGE, SKILLS, AND ABILITIES:
 - Knowledge of fire suppression and prevention principles and practices, and emergency medical services
 - Knowledge of specialized communication equipment
 - Knowledge of safe work practices and procedures
 - Knowledge of technical aspects of fire prevention and suppression including operation of fire hydrants, use of ladders, use of water and various chemicals to suppress fire, salvage and rescue operations
 - Knowledge of procedures and techniques involved in responding to and handling incidents involving hazardous materials
 - Knowledge of pertinent Federal, State and local laws, codes and regulations
 - Exercises sound judgment and rational thinking under dangerous circumstances.
 - Skill in calculating engine pressures and friction losses of fire hose using mathematics and physics
 - Skill in operating two-way radio equipment
 - Skill in driving and operating various apparatus.
 - Two years' experience in next lower position
 - Must be on a certified and current eligibility list.
 - Must possess and maintain a valid Georgia Class E or F driver's license and meet all city policies regarding insurability; must pass MVR check
 - Must pass physical examination prior to promotion into this rank
- Must maintain necessary physical condition to carry out all essential functions of rank/assignment

PHYSICAL DEMANDS

The work is heavy to very heavy work, which includes exerting in excess of 100 pounds of force occasionally and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects. Additionally, the following physical abilities are required:

- Balancing: Maintaining body equilibrium to prevent falling while walking, standing, or crouching on narrow, slippery, or erratically moving surfaces. The amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized.
- Crawling: Moving about on hands and knees or hands and feet.
- Crouching: Bending the body downward and forward by bending leg and spine.
- Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.

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- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Grasping: Applying pressure to an object with the fingers and palm
- Handling: Picking, holding, or otherwise working, primarily with the whole hand
- Hearing 1: Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Hearing 2: Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Kneeling: Bending legs at knee to come to a rest on knee or knees.
- Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- Mental Acuity: Ability to make rational decisions through sound logic and deductive processes.
- Pulling: Using upper extremities to exert force in order to draw haul or tug objects in a sustained motion.
- Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward, or outward.
- Reaching: Extending hand(s) and arm(s) in any direction.
- Repetitive Motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Speaking: Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
- Standing: Particularly for sustained periods of time.
- Stooping: Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
- Talking 1: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Talking 2: Shouting in order to be heard above ambient noise level.
- Visual Acuity 1: Have close visual acuity to perform an activity Such as preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.
- Visual Acuity 2: Including color, depth perception, and field vision.
- Visual Acuity 3: Visual Acuity to determine the accuracy, neatness, and thoroughness of the work assigned or to make general observations of facilities or structures.
- Visual Acuity 4: Have visual acuity to operate motor vehicles and/or heavy equipment.
- Visual Acuity 5: Have close visual acuity to perform an activity Such as visual inspection involving small defects, small parts, operation of machines; using measurement devices; and/or assembly or fabrication parts at distances close to the eyes.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

WORK ENVIRONMENT

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Position Descriptions

This job is performed in an industrial type setting with exposure to hot, cold, humid, and wet weathers conditions; extreme heat (non-weather); flames, fumes or airborne particles; toxic or caustic chemicals; work with explosives; risk of electrical shock; work in high places as well as confined spaces and precarious places; work around loud noise; and an environment with frequent changes in the level of personal risk.

Classification Specifications

1004.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the origin and maintenance processes of the job classifications applicable to the Garden City Fire Rescue.

1004.2 POLICY

It is the policy of the Garden City Fire Rescue to coordinate with the Department of Human Resources for the development of job classifications unique to the Department.

1004.3 PROCEDURE

The Fire Chief should appoint an officer from the Administration Division to work with the Department of Human Resources to develop, update and maintain the job classifications. These should include information from each employee group; should identify the duties and responsibilities, authority, reporting requirements and chain of command for the member; and should include expected working hours, attire and working location.

1004.3.1 POSITION DESCRIPTIONS

Multiple position descriptions may be needed for each job specification (e.g., a Company Officer assigned to the Training Division will have the same job specification, but will have a considerably different position description than a Company Officer assigned to the Fire Operations Division). Position descriptions may be addressed in the collective bargaining agreements with the various employee groups or in the Position Descriptions Policy.

Career Tracks

1005.1 PURPOSE AND SCOPE

The purpose of this policy is to establish specific career tracks for each classification specification within the Garden City Fire Rescue.

1005.2 POLICY

It is the policy of the Garden City Fire Rescue to ensure that each member is provided to the full extent, and without any limitation, the same access to advancement available to other members in each classification specification. To increase member job satisfaction and retain quality members, the Department shall ensure each member understands his/her career track and the opportunity for career advancement. A career track change may also be available, if the member obtains additional education, certification or licensing, which could open other opportunities.

All members must maintain levels of certification in order to maintain the adjusted hourly wage.

1005.3 PROCEDURE

The City of Garden City Department of Human Resources, as well as the Deputy Chief of the Garden City Fire Rescue Department shall maintain all information on classification specifications, promotional opportunities and career tracks.

Each member is responsible for communicating with the Fire Chief, Deputy Chief and Training Officer in regards to the direction in which they choose in the career path. The Fire Chief will regulate the number of certifications that each member chooses on an annual basis based on the Fire Departments annual budget. The current limit remains at 2 certifications annually unless otherwise approved by the City Manager. All personnel will be given equal opportunity for training. The exception would be for specialty training in a specific field based on the needs of the department.

Documentation will include Training Request as per GCFR Procedure for Submitting Training Request Policy 600 and the GCFR Career Tracking Form found in this policy. The Career Tracking form will be kept in digital format and in the members personnel file for the department and in the members Garden City Personnel file in the Human Resources department.

The GCFR Career Track Base Salaries are subject to change if so directed by City Manager and City Council based on annual budget.

1005.4 CAREER TRACK DOCUMENT

See attachment: [Garden City Fire Rescue 24.48 Hr Career Track Employee Form.xlsx](#)

Fire Officer Development

1006.1 PURPOSE AND SCOPE

The purpose of this policy is to outline the required and recommended competencies in the Garden City Fire Rescue's fire officer development program.

1006.2 POLICY

It is the policy of the Garden City Fire Rescue to use professionally recognized programs and resources to train and develop members for supervisory roles.

1006.3 RESOURCES

To assist members in developing the needed competencies for supervisory roles, the Garden City Fire Rescue will utilize such resources as:

- The Georgia Firefighter Standards and Training Council Fire Officer Certification Task Books and testing program.
- The Georgia Public Safety Training Center Fire Officer Series.
- The Center for Public Safety Excellence's (CPSE) Fire Officer Designation (FO).
- The National Fire Academy's (NFA) Executive Fire Officer Program (EFOP).
- The National Fire Protection Association (NFPA) 1021, Standard for Fire Officer Professional Qualifications.
- The International Association of Fire Chiefs' (IAFC) *Officer Development Handbook*.
- The Georgia Association of Fire Chiefs certification program.
- Other department-approved certification programs for the professional development of fire officers.

Tuition Reimbursement

1007.1 PURPOSE AND SCOPE

Garden City Fire Rescue recognizes that the skills and knowledge of its employees are critical to the success of the Department. The Education Assistance Program encourages personal development through formal education so employees can elect to maintain and improve job related skills or enhance their ability to compete for reasonably attainable jobs within the Department.

1007.2 POLICY

It is the policy of Garden City Fire Rescue to establish a tuition reimbursement policy and to review requests for tuition reimbursement to ensure the following criteria are met.

1007.2.1 ELIGIBILITY

Eligible employees include:

- a. Employees who have completed one full year of service as a regular full-time employee and have received an above average rating on performance appraisals;
- b. Employees who remain on the active payroll and are performing their job satisfactorily through completion of each course;
- c. Employees who have completed and submitted a written request and have obtained prior approval from their supervisor, Department Head and City Manager; and
- d. Those who submit receipts for reimbursement. Courses submitted for reimbursement shall not exceed more than two per semester or quarter unless otherwise approved by the City Manager; or
- e. Those whose training is explicitly authorized by the Department Head.

Individual courses or classes that are part of a degree, licensing, or certification program must be related to the employee's current job duties or a foreseeable future position with the City in order to be eligible for educational assistance.

1007.2.2 FUNDS AVAILABILITY

Approval for participation in the program will depend on availability of funds in the budget.

1007.2.3 MAXIMUM CREDIT HOURS PER YEAR

1007.2.4 OTHER CONSIDERATIONS

The guidelines for reimbursement include courses taken and passed with a grade of "C" or better in the course or upon proof of having been awarded of certification as may be applicable to the educational training. This will also entitle the employee to receive reimbursement of tuition, books, and lab fees.

While educational assistance is expected to enhance employee performance and professional abilities, Garden City Fire Rescue cannot guarantee that participation in formal education will entitle the employee to automatic advancement, a different job assignment, or any pay increase.

Tuition will be reimbursed only for accredited, academic institutions.

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Tuition Reimbursement

Employees who are required to attain certifications, training, college level or other courses of study as part of their job or to enhance their skills will receive straight-time compensation for time spent attending classes.

Employees voluntarily attending educational classes will not be compensated for hours spent in class attendance.

Costs of additional education, at an undergraduate or postgraduate college level, will be paid only when the course or degree pursued is relative to the field in which the employee is now working or may reasonably be expected to work, and are limited to the following minus any grant, scholarship or other payment received by the employee attending the educational program which is applied toward the cost of:

- a. Training materials.
- b. Textbooks.
- c. Fee charged by the educational institution.
- d. Tuition charged by the educational institution or, in lieu of tuition, instructors' salaries and the related share of indirect costs of the educational institution to the extent that the sum thereof is not in excess of the tuition which would have been paid to the participating educational institution.

If an employee voluntarily separates from employment with Garden City Fire Rescue, the employee will be required to repay to the City the educational assistance received as follows:

- a. Within 1 year repayment will be 100%
- b. Within 2 years repayment will be 80%
- c. Within 3 years repayment will be 60%
- d. Within 4 years repayment will be 40%
- e. Within 5 years repayment will be 20%

1007.3 PROCEDURE

Approval of the Fire Chief or the authorized designee should be obtained in advance of enrollment. To request reimbursement, satisfactory evidence of fees paid, other allowable expenses and proof of satisfactory completion of the course must be submitted to the Fire Chief or the authorized designee for approval and then forwarded for processing of the payment. Copies of diplomas, certificates or grade notices shall be retained in the employee's file.

1007.4 RESPONSIBILITY

The Department of Human Resources is responsible for Citywide administration and coordination of this policy. The Department should use this policy for employee development in keeping with city goals and with the current and anticipated department needs. The Fire Chief should administer this policy for the employees within the limits of the funds that have been allocated for this purpose.

The City of Garden City at its option, may change, delete, suspend or discontinue parts or the policy in its entirety, at any time without prior notice. In the event of a policy change, employees will be notified. Any such action shall apply to existing as well as to future employees.

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Tuition Reimbursement

1007.5 RECORDS

The Training Officer should retain all records of training completed by employees in accordance with established records retention schedules.

1007.6 TAX CONSIDERATIONS

It is highly recommended that employees receiving a reimbursement consult with their tax adviser. Tuition reimbursement may be considered taxable income in some instances. The Department will report tuition reimbursement payments to the Internal Revenue Service (IRS) in accordance with state and federal tax codes.

Reporting for Duty

1008.1 PURPOSE AND SCOPE

This policy describes the department's expectations of its employees when reporting for duty, to ensure that all members are fully capable of functioning in their capacity.

1008.2 POLICY

It is the policy of this department to identify the expectations required of its members when reporting for duty in order to provide efficient and quality services to the community and to provide for the safety of its members.

1008.3 PUNCTUALITY

All members should be punctual and be ready to immediately perform their duties at the assigned time. The assigned time for Garden City Fire Rescue is 0700 for line personnel.

1008.4 RELIEF

Members are required to remain on-duty until relieved. Upon entering the station, it is the member's responsibility to contact the member being relieved and receive a briefing.

Company Officers shall remain on-duty until change-of-crew unless they are relieved or otherwise directed by a Shift Commander. Company Officers may not be absent from their place of assignment without the specific permission of a Shift Commander.

1008.5 READINESS FOR DUTY

Upon reporting for duty, all members should prepare themselves and their gear to be immediately available to respond to calls for service. This should include, but is not limited to, placing personal protective equipment (PPE) on the member's assigned apparatus.

1008.6 PERSONAL APPEARANCE

All members should don the appropriate uniform prior to the start of their work assignments and be properly attired at all times when representing the Department. Each member should wear the appropriate uniform or protective equipment that has been approved for the activity being performed.

1008.7 CLEANLINESS

All members should keep their persons, uniforms, desks, cars, beds and lockers in a neat and clean condition. If a persistent problem is noticed, the member should be notified immediately.

1008.8 INABILITY TO REPORT FOR DUTY

Members should notify their Company Officer at his/her duty assignment location as soon as practicable (prior to 0630 on the day of their first shift, and by 1830 on the shift prior to second shift) of any inability to report for duty at the time required. If members are unable to make contact with the Company Officer at the duty station, members should notify the duty Shift Commander. Utilizing the 48/96 schedule, if the oncoming employee is unable to report for duty, they must

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Reporting for Duty

contact the on duty shift commander or the Deputy Chief by 0630 on shift day. If that employee is unable to report for the second shift, they must call in to the shift commander by 1830 on the day before the second shift. The shift commander shall make contact with the employee if the employee has not contacted the shift commander by 1900. The shift commander shall contact the employee on mandatory hold as soon as possible but before 2000 hours to notify that employee that they are needed for duty the following morning. This is to allow the 2nd shift hold employee sufficient time to prepare for the hold shift.

1008.9 EMERGENCY RECALL

Upon receipt of an emergency recall, without delay, members should secure and/or stabilize their home and family, and report for duty at the appropriate work location. Members shall recognize the potential for emergency recall and take measures in advance to properly prepare their families. Except when otherwise instructed, members should travel to their normal work assignment once they have received the notice of recall. Members shall not leave their duty assignments until properly relieved. Members shall follow the procedures detailed in the Emergency Recall Policy.

1008.10 RELIEVED FROM DUTY FOR VIOLATIONS

Any Company Officer may relieve a member under his/her command from duty, when, in the Company Officer's judgment, an alleged offense committed is sufficiently serious to warrant immediate action. A report of such action shall be immediately made to the appropriate Shift Commander, followed by written charges and documentation in accordance with department procedures.

Emergency Recall

1009.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the right of the Garden City Fire Rescue to recall off-duty employees in the event of a large-scale or protracted emergency, natural disaster or other unusual situation that depletes on-duty resources. The policy also establishes the procedures to be used to recall off-duty employees, in accordance with state and federal laws.

1009.1.1 DEFINITIONS

Definitions related to this policy include:

Automatic aid - Apparatus and firefighters who are dispatched automatically by contractual agreement between two fire departments, communities or fire districts.

Mutual aid - Apparatus and firefighters who are dispatched, upon request, by the responding fire department. Mutual aid is defined by a signed contractual agreement between the Garden City Fire Rescue and neighboring jurisdictions.

1009.2 POLICY

It is the policy of the Garden City Fire Rescue to provide sufficient resources at the scene of an emergency to reasonably provide for the safety of the employees working at the scene, and to ensure adequate resources are available for additional emergency calls. In some instances, this may require the emergency recall of employees.

1009.3 PROCEDURES

The Fire Chief or any other chief officer, Shift Commander or Incident Commander (IC) may initiate an emergency recall by providing Dispatch the Deputy Chief, Fire Chief or other designated resource with brief information regarding the emergency, where members are to report for duty and the name or names of personnel required.

1009.3.1 TRIGGERING INCIDENTS

The types of incidents that may require the initiation of an emergency recall include, but are not limited to:

- One major incident affecting a localized or widespread area.
- Two or more incidents causing a high demand for resources at different locations.
- Numerous incidents causing a peak demand on the entire resource system.
- Any time designated by the Fire Chief or the authorized designee.

1009.3.2 DISPATCH RESPONSIBILITIES

None at this time.

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Emergency Recall

1009.3.3 FIREFIGHTER RESPONSIBILITIES

Firefighters should reply to an emergency recall immediately or provide notification within 10 minutes with their status and estimated time of arrival. If applicable, they should report for duty with their personal protective equipment.

1009.3.4 EXCEPTIONS

Members may not refuse an emergency recall notice. Firefighters who receive an emergency recall notification and are under the influence of any impairment, such as medications or alcohol, should advise the caller of the impairment and should not report for duty.

1009.4 OTHER RESOURCES

If sufficient resources cannot be assembled by an emergency recall, the Department may consider other options such as:

- Automatic aid
- Mutual aid
- Additional chief officers

Overtime

1010.1 PURPOSE AND SCOPE

The purpose of this policy is to identify the use and management of overtime by Garden City Fire Rescue employees and to establish an overtime compensation request process.

1010.2 POLICY

It is the policy of the Garden City Fire Rescue to maintain a degree of flexibility concerning the overtime policy due to the nature of fire service work and the needs of the Department.

1010.3 PROCEDURE

Overtime may be available due to unforeseen personnel absences, emergency incidents or constant staffing requirements. The Fire Chief or the authorized designee should develop a plan for the fair distribution of both the workload and the income opportunity if a plan is not stipulated in the collective bargaining agreement. The plan should consider the City's interest in managing overtime costs.

Any instance of work that requires overtime compensation shall be approved in advance by a supervisor. If circumstances do not permit prior approval, then approval shall be sought as soon as practicable during the overtime shift and in no case later than the end of the shift in which the overtime is worked.

Employees classified as non-exempt by the Fair Labor Standards Act (FLSA) are not authorized to volunteer work time to the Department. Non-exempt employees who work authorized overtime and are compensated, either by payment of wages as agreed upon and in effect by the allowance of accrual of compensatory time off, should submit a request for overtime payment as soon as practicable after overtime is worked (O.C.G.A. § 45-19-46).

The individual employee may request compensatory time in lieu of receiving an overtime payment. However, the employee may not exceed the number of hours allowed by the City rules and regulations, or the FLSA (29 CFR 553.22).

1010.4 OVERTIME COMPENSATION REQUESTS

Employees should submit all overtime compensation requests to their immediate supervisor as soon as practicable for verification and forwarding to the Administration Division. Failure to submit a request for overtime compensation in a timely manner may result in discipline.

1010.5 ACCOUNTING FOR OVERTIME

Employees should record the actual time worked in an overtime status.

1010.5.1 ACCOUNTING FOR PORTIONS OF AN HOUR

Authorized overtime work shall be accounted in the increments as listed::

TIME WORKED	RECORD
Up to 15 minutes	.25 hour

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Overtime

16 to 30 minutes	.50 hour
31 to 45 minutes	.75 hour
46 to 60 minutes	1 hour

1010.5.2 VARIATION IN TIME REPORTED

Where two or more employees are assigned to the same incident or activity, and the amount of time for which compensation is requested varies between the employees, the Shift Commander or other approving supervisor may require each employee to include the reason for the variation on the overtime compensation request.

Discriminatory Harassment

1011.1 PURPOSE AND SCOPE

The purpose of this policy is to prevent department members from being subjected to discriminatory harassment, including sexual harassment and retaliation. Nothing in this policy is intended to create a legal or employment right or duty that is not created by law.

1011.2 POLICY

The Garden City Fire Rescue 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 and privileges 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.

1011.3 DEFINITIONS

Definitions related to this policy include:

1011.3.1 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 actual or perceived race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, pregnancy, genetic information, veteran status, marital status, and any other classification or status 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; making 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.

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Discriminatory Harassment

1011.3.2 RETALIATION

Retaliation is treating a person differently or engaging in acts of reprisal or intimidation against the person because the person has engaged in protected activity, filed a charge of discrimination, participated in an investigation, or opposed a discriminatory practice. Retaliation will not be tolerated.

1011.3.3 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 as 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.

1011.3.4 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 guidelines.
- (b) Bona fide requests or demands by a supervisor that the member improve the member's work quality or output, that the member report to the job site on time, that the member comply with or City department rules or regulations, or any other appropriate work-related communication between supervisor and member.

1011.4 RESPONSIBILITIES

This policy applies to all department members, who shall follow the intent of these guidelines in a manner that reflects department policy, professional standards, and the best interest of the Garden City Fire Rescue 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 the member's 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 Human Resources Director, or the City Manager.

Any member who believes, in good faith, that the member has been discriminated against, harassed, or subjected to retaliation, or who has observed harassment, discrimination, or retaliation, is encouraged to promptly report such conduct in accordance with the procedures set forth in this policy.

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Discriminatory Harassment

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 a resolution as stated below.

1011.4.1 QUESTIONS OR CLARIFICATION

Members with questions regarding what constitutes discrimination, sexual harassment, or retaliation are encouraged to contact a supervisor, a manager, the Fire Chief, the Human Resources Director, or the City Manager for further information, direction, or clarification.

1011.4.2 SUPERVISOR RESPONSIBILITIES

The responsibilities of supervisors and managers shall include but are not limited to:

- (a) Continually monitoring the work environment and striving to ensure that it is free from all types of unlawful discrimination, including harassment or retaliation.
- (b) Taking prompt, appropriate action within their work units to avoid and minimize the incidence of any form of discrimination, harassment, or retaliation.
- (c) Ensuring that their subordinates understand their responsibilities under this policy.
- (d) Ensuring 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.
- (e) Making a timely determination regarding the substance of any allegation based upon all available facts.
- (f) Notifying the Fire Chief or the Human Resources Director in writing of the circumstances surrounding any reported allegations or observed acts of discrimination, harassment, or retaliation no later than the next business day.

1011.4.3 SUPERVISOR'S ROLE

Supervisors and managers shall be aware of the following:

- (a) Behavior of supervisors and managers should represent the values of the Department and professional standards.
- (b) False or mistaken accusations of discrimination, harassment, or retaliation can have negative effects on the careers of innocent members.

Nothing in this section shall be construed to prevent supervisors or managers 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.

1011.5 INVESTIGATION OF COMPLAINTS

Various methods of resolution exist. During the pendency of any such investigation, the supervisor of the involved member should take prompt and reasonable steps to mitigate or eliminate any continuing abusive or hostile work environment. It is the policy of the Garden City Fire Rescue that

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all complaints of discrimination, retaliation, or harassment shall be fully documented, and promptly and thoroughly investigated.

1011.5.1 SUPERVISOR RESOLUTION

Members who believe they are experiencing discrimination, harassment, or retaliation should be encouraged to inform the individual that the behavior is unwelcome, offensive, unprofessional, or inappropriate. However, if the member feels uncomfortable or threatened or has difficulty expressing the member's concern, or if this does not resolve the concern, assistance should be sought from a supervisor or manager who is a rank higher than the alleged transgressor.

1011.5.2 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 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 an 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 and 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 Human Resources Director, or the City Manager.

1011.5.3 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 against, 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.

1011.6 DOCUMENTATION OF COMPLAINTS

All complaints or allegations shall be thoroughly documented on the appropriate forms and in a manner designated by the Fire Chief. The outcome of all reports shall be:

- (a) Approved by the Fire Chief, the City Manager, or the Human Resources Director, depending on the ranks of the involved parties.
- (b) Maintained in accordance with the established records retention schedule.

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1011.6.1 NOTIFICATION OF DISPOSITION

The complainant and/or victim will be notified in writing of the disposition of the investigation and the actions taken to remedy or address the circumstances giving rise to the complaint.

1011.7 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 the member has been advised of this policy, is aware of and understands its contents, and agrees to abide by its provisions during the member's 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, understand its contents, and agree that they will continue to abide by its provisions.

Conduct and Behavior

1012.1 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.

1012.2 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.

1012.3 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 that 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.

1012.4 INTERACTION WITH THE PUBLIC

In the performance of their duties, members should be courteous to the public and tactful. They should control their tempers, should 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 or discrimination.

1012.5 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 or discrimination.

1012.6 DISCRIMINATION, OPPRESSION, OR FAVORITISM

Unless required by law or policy, discriminating against, oppressing, or providing favoritism to any person because of actual or perceived characteristics such as race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, economic status, cultural group, veteran status, marital status, and any other classification or status protected by law, or intentionally denying or impeding another in the exercise or enjoyment of any right, privilege, power, or immunity, knowing the conduct is unlawful, is prohibited.

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Conduct and Behavior

1012.7 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.

1012.8 DEROGATORY OR MALICIOUS STATEMENTS

Members should not be a party to any malicious gossip, report or activity that 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.

1012.9 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 (O.C.G.A. § 45-11-10).

1012.10 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.

1012.11 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.

1012.12 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.

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.

1012.13 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.

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1012.14 ABUSE OF POSITION

Members should not use their official positions, 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 (O.C.G.A. § 25-13-4).

1012.15 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.

Personnel Complaints

1013.1 PURPOSE AND SCOPE

This policy provides guidelines for reporting, investigation and disposition of complaints regarding the conduct of members of this department and the service provided by this department. This policy shall not apply to any questioning, counseling, instruction, informal verbal admonishment or other routine or unplanned contact of a member in the normal course of duty, by a supervisor or any other member, nor shall this policy apply to a criminal investigation.

1013.2 POLICY

This department takes seriously all complaints regarding service provided by the Department and the conduct of its members.

The Department will accept and address all complaints of member misconduct in accordance with this policy and applicable federal, state and local law, municipal and county rules and the requirements of any collective bargaining agreement.

It is also the policy of this department to ensure that the community can report misconduct without concern for reprisal or retaliation.

1013.3 PERSONNEL COMPLAINTS

Personnel complaints consist of any allegation of misconduct or improper job performance by any employee that, if true, would constitute a violation of department policy or rule or federal, state or local law. Allegations or complaints may be generated internally or by the public.

Inquiries about employee conduct or performance that, if true, would not violate department policy or rule or federal, state or local law, may be handled informally by a supervisor and shall not be considered a personnel complaint. Such inquiries generally include clarification regarding policy, procedures or the response to specific incidents by the Department.

1013.3.1 CLASSIFYING COMPLAINTS

Personnel complaints shall be classified in one of the following categories:

Informal - A matter in which the member's Shift Commander is satisfied that appropriate action has been taken by a supervisor of rank greater than the accused member.

Formal - A matter in which a supervisor determines that further action is warranted. Such complaints may be investigated by a supervisor of rank greater than the accused member or referred to the designated department representative, depending on the seriousness and complexity of the investigation.

Incomplete - A matter in which the complaining party either refuses to cooperate or becomes unavailable after diligent follow-up investigation. At the discretion of the assigned supervisor or the designated department representative, such matters need not be documented as personnel complaints but may be further investigated or resolved as a complaint, depending on the seriousness of the complaint and the availability of sufficient information.

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Personnel Complaints

1013.4 AVAILABILITY AND ACCEPTANCE OF COMPLAINTS

1013.4.1 AVAILABILITY OF COMPLAINT FORMS

Personnel complaint forms will be available and clearly visible in public access locations within department facilities. Forms will also be available on the department website. Forms may also be available at other government offices and facilities. Personnel complaint forms in languages other than English may also be provided as determined necessary or practicable.

Every supervisor is responsible for monitoring public satisfaction or inquiries regarding the personnel complaint process and forwarding to the Shift Commander any suggestions for improvement or changes.

1013.4.2 SOURCES OF COMPLAINTS

- (a) Members of the public may make complaints in any form, including in writing, by email, in person or by telephone.
- (b) Any department member becoming aware of alleged misconduct shall immediately notify a supervisor.
- (c) Supervisors shall initiate a complaint based upon observed misconduct or receipt from any source alleging the misconduct of a member that, if true, could result in disciplinary action.
- (d) Anonymous complaints and third-party citizen complaints should be accepted and investigated to the extent that sufficient information is provided.

1013.4.3 ACCEPTANCE OF COMPLAINTS

All complaints will be courteously accepted by any member and promptly given to the appropriate supervisor. Although written complaints are preferred, a complaint may also be filed verbally, either in person or by telephoning the Department, and will be accepted by any supervisor. If a supervisor is not immediately available to take a verbal complaint, the receiving member shall obtain contact information sufficient for the supervisor to contact the complainant. The supervisor, upon contact with the complainant, shall complete and submit a complaint form as appropriate.

Although not required, complainants should be encouraged to file complaints in person so that proper identification, signatures, photographs or physical evidence may be obtained as necessary.

1013.5 COMPLAINT DOCUMENTATION AND TRACKING

Supervisors shall ensure that all formal and informal complaints are documented on a complaint form. The supervisor shall ensure that the nature of the complaint is defined as clearly as possible.

All complaints and inquiries should be documented in a log that records and tracks complaints. The log shall include the nature of the complaint and the actions taken to address the complaint. On an annual basis, the Department should audit the log and send an audit report to the Fire Chief or the authorized designee.

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1013.6 DISCIPLINARY INVESTIGATIONS

All allegations of misconduct will be investigated as follows:

1013.6.1 SUPERVISOR RESPONSIBILITIES

In general, the primary responsibility for the investigation of a complaint rests with the member's immediate supervisor, unless the supervisor is the complainant, is the ultimate decision-maker regarding disciplinary action or has any personal involvement regarding the alleged misconduct. The Fire Chief or the authorized designee may direct that another supervisor investigate any complaint.

A supervisor who becomes aware of alleged misconduct shall take reasonable steps to prevent aggravation of the situation.

The responsibilities of supervisors include, but are not limited to:

- (a) Department supervisors should respond to all complaints in a courteous and professional manner.
- (b) A supervisor receiving a formal complaint involving allegations of a potentially serious nature shall ensure that the Shift Commander, Deputy Fire Chief and Fire Chief are notified as soon as practicable.
- (c) A supervisor receiving or initiating any formal complaint shall ensure that a personnel complaint form has been completed as fully as possible. The original complaint form will then be directed to the Shift Commander of the accused member via the chain of command. The Shift Commander will forward a copy of the complaint to the Deputy Fire Chief to take any appropriate action and/or assign the complaint for investigation. In circumstances where the integrity of the investigation could be jeopardized by reducing the complaint to writing or where the confidentiality of a complainant is at issue, a supervisor may orally report the matter to the Shift Commander, Deputy Fire Chief or Fire Chief.
- (d) A supervisor investigating any complaint should:
 - 1. Make reasonable efforts to obtain names, addresses and telephone numbers of additional witnesses.
 - 2. When appropriate, provide immediate medical attention and take photographs of alleged injuries as well as accessible areas of non-injury.
- (e) When the nature of a personnel complaint relates to sexual, racial, ethnic or other forms of prohibited harassment or discrimination, the supervisor receiving the complaint shall promptly contact the Department of Human Resources and the Shift Commander for direction regarding his/her role in addressing the complaint.
- (f) Supervisors who receive a citizen complaint that can be resolved immediately should do so. Follow-up contact with the person who made the complaint should be made within 24 hours of the Department receiving the complaint. If the matter is resolved and no further action is required, the supervisor will note the resolution on a complaint form and forward the form to the Shift Commander.

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- (g) Unresolved citizen complaints shall be forwarded to the Shift Commander to determine whether to contact the person who made the complaint or assign the complaint for investigation.
- (h) The supervisor shall ensure that the procedural rights of the accused member are followed.
- (i) Within three days after assignment, the complainant should be informed of the investigator's name and the complaint number.
- (j) Interviews of the complainant should be conducted during reasonable hours.

1013.6.2 INVESTIGATION PROCEDURES

The following procedures should be followed with regard to any accused member subject to investigation by the Department:

- (a) Prior to any interview, the member should be informed of the nature of the investigation.
- (b) Interviews of accused members should be conducted during reasonable work hours of the member and, if the member is off-duty, the member shall be compensated if required.
- (c) No more than two interviewers should ask questions of an accused member to prevent confusion or misunderstanding.
- (d) All interviews shall be for a reasonable period or duration and the member's personal needs shall be accommodated.
- (e) No member shall be subjected to offensive or threatening language nor shall any promises, rewards or other inducements be used to obtain answers. Any member refusing to answer questions directly related to the investigation may be ordered to answer questions and subject to discipline for failing to do so. Nothing administratively ordered may be provided to a criminal investigator.
- (f) The interviewer should record all interviews of members and witnesses. The member may also record the interview. If the member has been previously interviewed, a copy of that recorded interview should be provided to the member prior to any subsequent interview.
- (g) A member subjected to interviews that could result in punitive action shall have the right to have a representative of his/her choosing during any interrogation. However, in order to maintain the integrity of each individual member's statement, involved members shall not consult or meet with representatives or attorneys collectively or in groups prior to being interviewed.
- (h) All members shall provide complete and truthful responses to questions posed during interviews.
- (i) No member may be compelled to submit to a polygraph examination, nor shall any refusal to submit to such examination be mentioned in any investigation.

1013.6.3 INVESTIGATION FORMAT

Investigations of complaints should be timely, detailed, complete and follow this format:

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Introduction - Include the identity of the member, the identity of the assigned investigators, the initial date and source of the complaint.

Synopsis - Provide a very brief summary of the facts giving rise to the investigation.

Summary of allegations - List the allegations separately, including applicable policy sections, with a very brief summary of the evidence relevant to each allegation.

Evidence as to each allegation - Each allegation should be set forth with the details of the evidence applicable to each allegation and include comprehensive summaries of member and witness statements. Other evidence related to each allegation should also be detailed in this section.

Conclusion - A recommendation regarding further action or disposition should be provided.

Exhibits - A separate list of exhibits (e.g., recordings, photos, documents) should be attached to the report.

1013.6.4 ADMINISTRATIVE LEAVE

When a complaint of misconduct is of a serious nature, or when circumstances dictate that allowing the accused to continue to work would adversely affect the mission of the Department, the Fire Chief or the authorized designee may temporarily assign an accused employee to administrative leave. The Fire Chief or the authorized designee shall notify the Department of Human Resources in writing of the employee's administrative leave and the cause for the leave.

1013.7 POST-INVESTIGATION PROCEDURES

Upon completion, the report should be forwarded to the Fire Chief through the chain of command of the involved member. Each level of command should review and include their comments in writing before forwarding the report. The Fire Chief may accept or modify the classification and recommendation for disciplinary action contained in the report.

1013.7.1 DEPUTY FIRE CHIEF RESPONSIBILITIES

Upon receipt of any completed personnel investigation, the Deputy Fire Chief of the involved member shall review the entire investigative file, the member's personnel file and any other relevant materials.

The Deputy Fire Chief may make recommendations regarding the disposition of any allegations and the amount of discipline, if any, to be imposed.

Prior to forwarding recommendations to the Fire Chief, the Deputy Fire Chief may return the entire investigation to the assigned investigator or supervisor for further investigation or action.

When forwarding any written recommendation to the Fire Chief, the Deputy Fire Chief shall include all relevant materials supporting the recommendation. Actual copies of a member's existing personnel file need not be provided and may be incorporated by reference.

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1013.7.2 RESPONSIBILITIES OF THE FIRE CHIEF

Upon receipt of any written recommendation for disciplinary action, the Fire Chief shall review the recommendation and all accompanying materials. The Fire Chief may modify any recommendation and/or may return the file to the Deputy Fire Chief for further investigation or action.

Once the Fire Chief is satisfied that no further investigation or action is required by staff, the Fire Chief shall determine the amount of discipline, if any, to be imposed. In the event that disciplinary action is proposed, the Fire Chief shall provide the member with a written notice and the following:

- (a) Access to all of the materials considered by the Fire Chief in recommending the proposed discipline.
- (b) An opportunity to respond orally or in writing to the Fire Chief within five days of receiving the notice.
 - 1. Upon a showing of good cause by the member, the Fire Chief may grant a reasonable extension of time for the member to respond.
 - 2. If the member elects to respond orally, the presentation shall be recorded by the Department. Upon request, the member shall be provided with a copy of the recording.
- (c) Once the member has completed his/her response, or if the member has elected to waive any such response, the Fire Chief shall consider all information received in regard to the recommended discipline. The Fire Chief shall thereafter render a timely written decision to the member and specify the grounds and reasons for discipline and the effective date of the discipline. Once the Fire Chief has issued a written decision, the discipline shall become effective.

1013.8 PRE-DISCIPLINE MEMBER RESPONSE

The pre-discipline process is intended to provide the accused member with an opportunity to present a written or oral response to the Fire Chief after having had an opportunity to review the supporting materials and prior to imposition of any recommended discipline. The member shall consider the following:

- (a) This response is not intended to be an adversarial or formal hearing.
- (b) Although the member may be represented by an uninvolved representative or legal counsel, the response is not designed to accommodate the presentation of testimony or witnesses.
- (c) The member may suggest that further investigation could be conducted or the member may offer any additional information or mitigating factors for the Fire Chief to consider.
- (d) In the event that the Fire Chief elects to cause further investigation to be conducted, the member shall be provided with the results of such subsequent investigation prior to the imposition of any discipline.
- (e) The member may thereafter have the opportunity to further respond orally or in writing to the Fire Chief on the limited issues of information raised in any subsequent materials.

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1013.9 RESIGNATIONS/RETIREMENTS PRIOR TO DISCIPLINE

In the event that a member tenders a written retirement or resignation prior to the imposition of discipline, it shall be noted in the file. The tender of a retirement or resignation by itself shall not serve as grounds for the termination of any pending investigation or discipline.

1013.10 POST-DISCIPLINE APPEAL RIGHTS

Non-probationary members may appeal a suspension without pay, punitive transfer, demotion, reduction in pay or step and termination from employment.

1013.11 AT-WILL AND PROBATIONARY MEMBERS

At-will and probationary members may be disciplined and/or released from employment without adherence to any of the procedures set out in this policy and without notice or any cause at any time. These members are not entitled to any rights under this policy.

Any probationary period may be extended at the discretion of the Fire Chief in cases where the member has been absent for more than a week or when additional time to review the member is considered to be appropriate.

Outside Employment

1014.1 PURPOSE

The purpose of this policy is to establish guidelines to be followed by any Garden City Fire Rescue members considering outside employment.

1014.2 POLICY

It is the policy of the Garden City Fire Rescue to allow members to engage in employment other than with the Department if the Fire Chief determines that such outside employment is not in conflict with his/her duties and the duties, functions and responsibilities of the Department.

Members shall not represent the Department while performing employment outside the Department.

1014.3 PROCEDURE

No member shall be employed or self-employed in any manner outside of City employment without prior written authorization from the Fire Chief.

Any member requesting authorization for outside employment must submit the request in writing and provide sufficient detail to enable the Fire Chief to determine whether to approve the request. At a minimum the request should include the number of hours, types of duties and the physical demands of the proposed employment.

1014.3.1 REVIEW OF FINANCIAL RECORDS

Prior to providing written approval for outside employment, the Department may request that a member provide his/her personal financial records for review/audit if the Department has reason to believe a conflict of interest exists. Failure of the member to provide the requested personal financial records could result in denial of the outside employment approval.

If, after approving a request for outside employment, the Department has reason to believe that a conflict of interest exists based on a financial reason, the Department may request that the member provide his/her personal financial records for review/audit. If the member does not provide the requested records, his/her outside employment approval may be revoked.

1014.4 PROHIBITED OUTSIDE EMPLOYMENT

The Fire Chief, at his/her discretion, may deny any outside employment request submitted by a member seeking to engage in any activity which:

- (a) Involves the member's use of department time, facilities, equipment or supplies, or the use of the department badge, uniform, prestige or influence for private gain or advantage.
- (b) Involves the member's receipt or acceptance of any money or other consideration from anyone other than this department for the performance of an act that the member, if not performing such act, would be required or expected to render in the regular course of employment or as a part of the member's duties as a member of this department.

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- (c) Involves the performance of an act in other than the member's capacity as a member of this department that may later be subject directly or indirectly to the control, inspection, review, audit or enforcement of any other member of this department.
- (d) Involves time demands that would render performance of the member's duties for the Department less efficient.
- (e) Involves time demands that would affect the member's regular work shift or ability to respond to emergencies or mandated overtime.
- (f) Involves employment with an individual or organization that does business with the Department.
- (g) Would otherwise compromise the ability of the Department to conduct its business in an efficient manner.
- (h) Would give the appearance of impropriety or otherwise appear inconsistent, incompatible or in conflict with the member's employment with the Department.

1014.5 WITHDRAWAL OF APPROVAL FOR OUTSIDE EMPLOYMENT

The following circumstances may affect existing approval of outside employment:

- (a) Should a member's performance at the Department decline to a point where it is evaluated by a supervisor as needing improvement to reach an overall level of competency, the Fire Chief may, at his/her discretion, withdraw approval for any outside employment.
- (b) Withdrawal of approval of outside employment may be included as a term or condition of sustained discipline.
- (c) If, at any time, a member's conduct or outside employment conflicts with the provisions of department policy, the approval for outside employment may be withdrawn.
- (d) When a member is unable to perform at a full-duty capacity due to an injury or other condition, approval of outside employment may be withdrawn until the member has returned to full-duty status for any of the following reasons:
 - 1. The outside employment is medically detrimental to the total recovery of the disabled member, as indicated by the department's medical advisers.
 - 2. The outside employment performed requires the same or similar physical ability as would be required of an on-duty member.
 - 3. The member fails to make timely notice of his/her intention to continue outside employment to his/her supervisor.

1014.6 APPEALS

If a member's outside employment request is denied or withdrawn, the member should be informed of the action and reason in writing.

The member may file a written notice of appeal to the Fire Chief within 10 days of the date of the written denial or withdrawal.

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If the member's appeal is denied, the member may file a grievance pursuant to the procedure set forth in the current collective bargaining agreement.

1014.7 CHANGES IN OUTSIDE EMPLOYMENT STATUS

If a member terminates his/her outside employment, the member should promptly submit written notification of such termination to the Fire Chief. Any subsequent request for renewal or continued outside employment should be processed and approved through normal procedures set forth in this policy.

Members should also promptly submit in writing to the Fire Chief any material changes in outside employment, including any change in the number of hours, types of duties or demands of any approved outside employment. Members who are uncertain whether a change in outside employment is material should report the change.

Department members who are engaged in outside employment while on full duty and are placed on disability leave or temporary modified duty due to illness or injury should inform their immediate supervisor in writing as soon as practicable regarding whether they intend to continue to engage in outside employment while on leave or modified-duty status.

1014.8 PROHIBITED USE OF DEPARTMENT RESOURCES

Members are prohibited from using any department equipment or resources in the course of or for the benefit of any outside employment. This includes access to official records or databases of this department or other agencies through the member's position with this department.

Personal Projects On-Duty

1015.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the specific conditions in which privileges may be granted to conduct some personal projects while on-duty.

1015.2 POLICY

It is the policy of the Garden City Fire Rescue to consider granting privileges to members to conduct personal projects while on-duty in some circumstances. Firefighters assigned to a fire station may experience downtime during their shift and have an opportunity to engage in some personal projects. When this opportunity arises, permission may be granted, subject to the following conditions:

- (a) Personal projects shall not interfere with emergency response demands.
- (b) Personal projects shall not interfere with other assigned station duties.
- (c) At their discretion, the Company Officer or Shift Commander may deny or revoke permission for a personal project while on-duty.
- (d) Department equipment or resources shall not be used for personal projects.
- (e) Office supplies and office equipment (e.g., copiers, fax machines) shall not be used for personal projects.
- (f) All department policies must be followed while engaged in the personal project.

1015.3 PROHIBITED PERSONAL PROJECTS

For the purposes of this policy, the following personal projects are prohibited:

- (a) Any project for which someone other than the Department is compensating the member.
- (b) Any project that has no association to the Department and/or the fire service.
- (c) Any project that has no personal, career-related or promotional value.
- (d) Any project that has the potential to cause injury or illness to anyone, or the potential to create risk or liability for the Department.

On-Duty Voting in Statewide Elections

1016.1 PURPOSE AND SCOPE

Although members are encouraged to use alternative voting methods, such as absentee ballots or early voting, this policy provides guidelines to enable members to vote in all statewide elections.

1016.2 POLICY

It is the policy of the Garden City Fire Rescue to provide members a reasonable opportunity to vote in all statewide elections.

1016.3 PROCEDURES

Polls are generally open from 7:00 a.m. to 7:00 p.m. each Election Day for statewide elections. Members scheduled to be at work during a time when polls are open, either on Election Day or on a day designated for advance in-person voting, may take up to two hours off to vote without losing any pay (O.C.G.A. § 21-2-403; O.C.G.A. § 21-2-404).

Employees who need time off to vote must provide their supervisor with reasonable notice to request necessary time off to vote.

Supervisors shall allow members time off to vote according to the following:

- (a) Employees may take as much time as needed to vote, but only two hours of that time will be paid.
- (b) Authorized time off for voting should be at the beginning or end of a regular work shift, whichever allows the most free time for voting and the least time off from the regular working shift.
- (c) Members working 24-hour shifts ending on the day of the election will be relieved early to vote.

1016.4 POSTED NOTICE

The Fire Operations Deputy Fire Chief should ensure that the required notice informing employees of their voting rights under state law is conspicuously posted not less than 10 days before every statewide election.

The notice should be posted in all fire stations and at all fire department facilities. Notices from the Georgia Secretary of State may be used for this purpose.

Personnel Records

1017.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the maintenance of, retention of and access to personnel files in accordance with established law.

1017.1.1 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 employee 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.

1017.1.2 EMPLOYEE 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 Department of Human Resources as a permanent record of a member's employment with the Department.

Division file - Any file maintained internally by a member's supervisor in an assigned division for the purpose of collecting information to prepare performance evaluations.

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.

Investigations 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.

1017.2 POLICY

It is the policy of the Department to maintain personnel records pursuant to the laws of Georgia.

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1017.3 REQUESTS FOR DISCLOSURE

All records kept by Georgia public agencies are considered public unless they are covered by specific disclosure statutes (O.C.G.A. § 50-18-72).

Any member receiving a request for a personnel record shall promptly notify the Custodian of Records.

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 practicable that such a request has been made.

The Custodian of Records shall ensure that an appropriate response to the request is made in a timely manner, in accordance with 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.

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.

1017.4 RELEASE OF PERSONNEL INFORMATION

Personnel records are subject to disclosure as provided by this policy, pursuant to a lawful process, state law or with the member's written consent.

Materials relating to the investigation of complaints and the suspension or termination of any member will remain confidential for 10 days following the suspension or termination, or other conclusion of the investigation (O.C.G.A. § 50-18-72(a)(8)).

1017.5 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.

Any member seeking the removal of any item from his/her personnel file shall submit a written request to the Fire Chief via the chain of command. The Department shall thereafter remove any such item, if appropriate, or as soon as practicable provide the member with a written explanation why the contested item will not be removed.

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:

- Ongoing investigations, to the extent the Department, in its sole discretion, determines that disclosure could jeopardize or compromise the investigation, pending final disposition or notice to the member of the intent to discipline.
- Confidential portions of an investigation that have not been sustained against the member.

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1017.6 PURGING

Should the personnel records of a terminated member, as a condition of a settlement agreement, be partially or totally purged, the Fire Chief shall clearly designate with a notation in the affected record, including the personnel file and any associated work history, that the record has been purged as a condition of a settlement agreement. Such notation shall be disclosed to any subsequent government entity seeking information about the former member's work history for the sole purpose of making a hiring decision (O.C.G.A. § 45-1-5).

Commendations and Meritorious Service

1018.1 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.

1018.2 POLICY

It is the goal of the Garden City Fire Rescue to recognize members through an awards system for exceptional performance.

1018.3 PROCEDURES

Community and department members may report acts of exceptional public service through any department supervisor.

1018.3.1 TYPES OF AWARDS

The types of awards offered by the Garden City Fire Rescue include:

- (a) Letter of Appreciation from a citizen or coworker
- (b) Letter of Appreciation from the Fire Chief
- (c) Company Citation
- (d) Commendation
- (e) Meritorious Service Award
- (f) Life-Saving Award
- (g) Years of service in increments of 5 years.
- (h) Firefighter of the year.
- (i) Fire Officer of the year.
- (j) Delivery of baby.

1018.3.2 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 or a Special Purpose Form, available at all fire stations during normal business hours, and submitting it to the Administration Division.

1018.3.3 AWARD CRITERIA, APPROVAL AND PRESENTATION

The Fire Chief should appoint a review committee to 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 review committee 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 Shift Commander should approve this presentation. A supervisor should present the letter to the member in the presence of the company or station members.
- (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 review committee may choose to have a Letter of Appreciation drafted to the member, for the Fire Chief's signature, detailing the specifics of the incident and how the member excelled. A Shift Commander should approve this award before sending the letter to the Fire Chief for signature. The Shift Commander should present the Letter of Appreciation to the member in the presence of the company or station members.
- (c) If an award nomination is determined to be for team performance beyond what is expected during the normal course of a company's assigned job duties, the review committee may elect to have a Company Citation drafted to the company, for the Fire Chief's signature, detailing the specifics of the incident and how the company excelled. A Shift Commander should approve this award before sending the letter to the Fire Chief for signature and should present the letter to the company in the presence of other members of the battalion, if practicable.
- (d) 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 review committee may elect to have a Commendation drafted for the Fire Chief's signature, detailing the specifics of the incident and how the individual or team excelled. The Fire Chief should approve this award. The Fire Chief should present this award, at his/her discretion, in a manner befitting the circumstances.
- (e) 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 review committee may elect to have a Meritorious Service Award or Life-Saving Award conferred by the Fire Chief. The Fire Chief should approve this award. This award should typically be conferred publicly, at the discretion and direction of the Fire Chief.

1018.4 REVIEW DISPOSITIONS

The review committee should review award reports and nominations at least quarterly. Each nomination should be given a disposition of:

- (a) Copy of nomination placed in the member's file

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- (b) Letter of Appreciation, approved/disapproved
- (c) Company Citation, approved/disapproved
- (d) Commendation, approved/disapproved
- (e) Meritorious Service Award, approved/disapproved
- (f) Life-Saving Award, approved/disapproved

Grievance Procedure

1019.1 PURPOSE AND SCOPE

This policy establishes processes for resolving disputes or concerns regarding conditions of employment, unethical or wasteful conduct or other inappropriate conduct.

This policy does not apply to complaints related to alleged acts of discrimination or harassment or complaints of discrimination on the basis of other protected categories subject to the Discriminatory Harassment Policy. This policy also does not apply to complaints consisting of any alleged misconduct or improper job performance by any member that, if true, would constitute a violation of federal, state or local law, or a violation of department policy or the standards established in the Personnel Complaints Policy.

This policy does not prohibit adverse administrative action taken for legitimate nondiscriminatory or non-retaliatory reasons, including for-cause discipline.

The procedures set forth herein are intended to supplement and not limit a member's access to other applicable remedies. 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, state law, local ordinance.

1019.1.1 GRIEVANCE DEFINED

A grievance is any difference of opinion concerning terms or conditions of employment or a dispute involving the interpretation or application of any of the following documents:

-
- This Policy Manual
- Rules and regulations covering personnel practices or working conditions of members

A grievance includes any claim of waste, abuse of authority, or gross mismanagement and any practice within the Department which may pose a threat to health, safety or security.

Grievances may be brought by an individual member or by a group representative.

1019.2 POLICY

It is the policy of this department that all grievances be handled quickly and fairly without retaliation against a member who files a grievance, whether or not there is a basis for the grievance. It is the philosophy of this department to promote free verbal communication between members and supervisors.

1019.3 RETALIATION PROHIBITED

No member may retaliate against any person for reporting or making a complaint under this policy or for opposing a practice believed to be improper, unethical, wasteful or retaliatory or participating in any investigation pursuant to this policy or any other policy in this Policy Manual (see the Anti-Retaliation Policy).

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Employees found to be in violation of this policy are subject to discipline. Supervisors who condone or ignore violations of this policy or otherwise fail to take appropriate action to enforce this policy are also subject to discipline.

1019.4 PROCEDURE

Except as otherwise required under a collective bargaining agreement, grievances as defined above should be resolved using the following procedure.

1019.4.1 COMMUNICATING GRIEVANCES

Members are encouraged to communicate with supervisory personnel regarding any workplace problem or issue they feel needs immediate attention. Generally, any concern about a workplace situation should be first raised with the member's immediate supervisor unless that supervisor is part of the member's concern. It is recognized, however, that there may be occasions where the use of the normal chain of command may not be appropriate.

Any member who feels threatened in any manner or is otherwise concerned about reporting to his/her immediate supervisor may report this information directly to the Fire Chief or Department of Human Resources without first reporting the information to their immediate supervisor or following the chain of command.

This alternate process shall not be used to circumvent or avoid addressing issues through the normal chain of command.

1019.4.2 GRIEVANCE RECEIPT

Upon receipt of an oral or written grievance, the receiving supervisor will promptly document the grievance, initiate the investigative process and ensure that the appropriate supervisor and the Department of Human Resources are notified.

Investigations are generally more effective when the identity of the grieving member is known, thereby allowing investigators to obtain additional information from the reporting member. However, a grievance may be made anonymously.

All reasonable efforts should be made to protect the reporting member's identity. However, confidential information may be disclosed to the extent required by law or to the degree necessary to conduct an adequate investigation and make a determination regarding a grievance. In some situations, the investigative process may not be complete unless the source of the information and a statement by the member is produced as part of the process.

The supervisor receiving the grievance should explain to the grieving member how the matter will be handled.

1019.4.3 RESOLVING GRIEVANCES

- (a) Supervisors receiving grievances should attempt to resolve the issue through informal discussion with the member.

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- (b) If after a reasonable amount of time, generally seven days, the grievance cannot be settled by the immediate supervisor, the member may request a meeting with the Shift Commander.
- (c) If a successful resolution is not found with the Shift Commander, the member may request a meeting with the Fire Chief.
- (d) If the member and the Fire Chief are unable to arrive at a mutual solution, then the member shall proceed as follows:
 - 1. Submit a written statement of the grievance and deliver one copy to the Fire Chief and another copy to the immediate supervisor and include the following information:
 - (a) The basis for the grievance
 - (b) What remedy or goal is being sought by this grievance
- (e) The Fire Chief will receive the written grievance. The Fire Chief and the City executive will review and analyze the facts or allegations and respond to the member within 14 calendar days. The response shall identify any corrective measures or other remedies as appropriate. The decision of the City executive is considered final.

1019.5 RESPONSIBILITIES

1019.5.1 MEMBER RESPONSIBILITIES

This policy is intended to support efforts to identify and remediate workplace issues appropriately. Members are encouraged to identify workplace issues to bring about positive change in the Department. Members shall act in good faith and not file trivial grievances or grievances intended to harass or deflect scrutiny or blame to another member.

Members shall make reasonable efforts to verify facts before making a grievance. Members shall not report or threaten to report information or a grievance knowing it to be false, with willful or reckless regard for the truth or falsity of the information or otherwise made in bad faith.

When making a grievance, members should provide as much information as possible and should cooperate fully with all investigations. Members shall maintain the confidentiality of any statements made in conjunction with an active grievance pursuant to this policy. This provision is not intended to diminish a member's rights or remedies afforded by applicable federal law.

Any employee who believes that he/she has been subjected to reprisal or retaliation should immediately report the matter to a supervisor in the member's chain of command or to the Department of Human Resources.

1019.5.2 SUPERVISOR RESPONSIBILITIES

Supervisors should make reasonable efforts to identify and remediate workplace issues and bring about positive change in the Department before issues escalate to the grievance level. Once a member has made the decision to file a grievance, supervisors shall not attempt to discourage

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the member, shall accept grievances and shall ensure that reasonable efforts are made to reach a prompt and fair resolution.

Supervisory personnel will:

- (a) Document all grievances received and all steps taken to resolve the issue.
- (b) Forward the documentation to the Administration Deputy Fire Chief through the chain of command.
- (c) Monitor the work environment to ensure that any member making a grievance is treated with respect and no differently than non-complaining employees.
- (d) Communicate to all members the obligation not to engage in retaliation and follow-up periodically with the grieving member to ensure that retaliation is not occurring.

1019.5.3 COMMAND STAFF RESPONSIBILITIES

Command staff should ensure prompt resolution of all grievances, including the following:

- (a) Timely grievance recognition and acceptance
- (b) Appropriate documentation of the process and investigation
- (c) Remediation of any inappropriate conduct or condition and the implementation of measures to minimize the likelihood of reoccurrence
- (d) Timely communication of the outcome to the grieving member

1019.6 MEMBER REPRESENTATION

Members are entitled to have representation during the grievance process and may seek advice, counsel or the assistance of other employees or representatives in their presentation of a grievance.

1019.7 GRIEVANCE RECORDS

At the conclusion of the grievance process, all documents pertaining to the process shall be forwarded to the Administration Deputy Fire Chief.

1019.8 GRIEVANCE AUDITS

The Administration Deputy Fire Chief or the authorized designee should perform an annual audit of all grievances filed the previous calendar year to evaluate whether any policy, procedure or training changes may be appropriate. The Administration Deputy Fire Chief shall record these findings in a confidential memorandum to the Fire Chief without including any identifying information from any individual grievance.

Wellness and Fitness Program

1020.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance on establishing and maintaining a proactive wellness program for department members.

The wellness program is intended to be a holistic approach to a member's well-being and encompasses aspects such as mental health and overall wellness.

Additional information on member wellness is provided in the:

- Critical Incident Stress Debriefing Policy.
- Chaplains Policy.
- Drug- and Alcohol-Free Workplace Policy.
- Physical Fitness Policy.

1020.1.1 DEFINITIONS

Definitions related to this policy include:

Peer support – Mental and emotional wellness support provided by peers trained to help members cope with critical incidents and certain personal or professional problems.

Peer support member – A certified peer counselor of the Department or an employee of the Office of Public Safety Support (OPSS) who has been trained and certified by the OPSS to provide support to members for post-traumatic stress disorder or trauma associated with public safety (O.C.G.S. § 24-5-510; O.C.G.A. § 35-2-163).

1020.2 POLICY

It is the policy of the Garden City Fire Rescue to prioritize member wellness to foster fitness for duty and support a healthy quality of life for department members. The Department will maintain a wellness program that supports its members with proactive wellness resources, critical incident response, and follow-up support.

1020.3 WELLNESS COORDINATOR

The Health and Safety Officer (HSO) is the designated department wellness coordinator. The coordinator should report directly to the Fire Chief or the authorized designee and should collaborate with advisers (e.g., Department of Human Resources, legal counsel, licensed psychotherapist, qualified health professional) as appropriate to fulfill the responsibilities of the position, including but not limited to:

- (a) Identifying wellness support providers (e.g., licensed psychotherapists, external peer support providers, physical therapists, dietitians, physical fitness trainers holding accredited certifications).
 1. As appropriate, selected providers should be trained and experienced in providing mental wellness support and counseling to public safety personnel.

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2. When practicable, the Department should not use the same licensed psychotherapist for both member wellness support and fitness-for-duty evaluations.
- (b) Developing management and operational procedures for department peer support members, such as:
1. Peer support member selection and retention.
 2. Training and applicable certification requirements.
 3. Deployment.
 4. Managing potential conflicts between peer support members and those seeking service.
 5. Monitoring and mitigating peer support member emotional fatigue (i.e., compassion fatigue) associated with providing peer support.
 6. Using qualified peer support personnel from other public safety agencies or outside organizations for department peer support as appropriate.
- (c) Verifying members have reasonable access to peer support or licensed psychotherapist support.
- (d) Facilitating the delivery of wellness information, training, and support through various methods appropriate for the situation (e.g., phone hotlines, electronic applications).
- (e) Verifying a confidential, appropriate, and timely Employee Assistance Program (EAP) is available for members. This also includes:
1. Obtaining a written description of the program services.
 2. Providing for the methods to obtain program services.
 3. Providing referrals to the EAP for appropriate diagnosis, treatment, and follow-up resources.
 4. Obtaining written procedures and guidelines for referrals to, or mandatory participation in, the program.
 5. Obtaining training for supervisors in their role and responsibilities, and identification of member behaviors that would indicate the existence of member concerns, problems, or issues that could impact member job performance.
- (f) Making annual medical examinations available to members. Medical examination specifics should be established by a qualified health professional.
- (g) Coordinating with qualified health care professionals to develop a fitness assessment questionnaire to be administered to members annually. The questionnaire should evaluate both immunization and disease screening as well as physical fitness and conditioning.
- (h) Establishing an annual immunization and disease screening schedule for members. Specific vaccinations and diseases should be identified by a qualified health care professional.

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- (i) Maintaining familiarity with the guidelines published by the following and incorporating procedures and practices, as appropriate, into the department wellness program:
 - 1. International Association of Fire Fighters
 - 2. International Association of Fire Chiefs
 - 3. Fire Service Joint Labor Management Wellness-Fitness Initiative
 - 4. NFPA 1500, Standard on Fire Department Occupational Safety, Health, and Wellness Program
 - 5. National Fallen Firefighters Foundation Initiative 13
 - 6. NFPA 1582, Standard on Comprehensive Occupational Medical Program for Fire Departments

1020.3.1 MEDICAL EXAMINATIONS

All firefighting members should have an annual medical examination. Medical examination specifics should be established by a qualified health care professional but may include:

- Medical history
- Blood draw/analysis
- Vital signs
- Cardiovascular
- Pulmonary
- Gastrointestinal
- Genitourinary, hernia exam
- Lymph nodes exam
- Neurological exam
- Musculoskeletal
- Urinalysis
- Vision test
- Hearing
- Chest X-ray (initial baseline and repeat every five years or as required)
- Cancer screening

1020.3.2 FITNESS EVALUATIONS

All firefighting members should have an annual fitness evaluation consisting of an assessment questionnaire (developed by a qualified health care professional or best practice standard) and testing to evaluate both immunization and disease screening, as well as physical fitness and conditioning.

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1020.3.3 IMMUNIZATION AND DISEASE SCREENING

All firefighting members should have an annual immunization and disease screening to ensure all recommended vaccinations against work-related exposures are current and that members are free from work-related disease. Specific vaccinations and diseases should be identified by a qualified medical professional and may include:

- Tuberculosis
- Hepatitis C
- Hepatitis B
- Tetanus/diphtheria vaccine (booster every 10 years)
- Measles, mumps, rubella (MMR)
- Varicella (chicken pox)
- Polio
- Influenza
- H1N1
- HIV (optional)

1020.3.4 PHYSICAL FITNESS AND CONDITIONING

A physical fitness and conditioning program should correspond to the physical movement patterns and aerobic capacity required in the performance of firefighter duties. The program should also provide, for example, fitness equipment in fire stations with the available space or a fitness club membership to a facility that is within the fire station's response area. The fitness and conditioning program should be developed in coordination with a trained and certified fitness and conditioning trainer and should comply with the Physical Fitness Policy.

1020.3.5 PEER FITNESS TRAINERS

Selected PFTs shall receive specialized fitness and conditioning training and education sufficient to pass certification requirements. PFTs will assist in the promotion of the Wellness and Fitness Program and be capable of assisting firefighters on a one-to-one basis to increase levels of fitness.

1020.4 DEPARTMENT PEER SUPPORT

1020.4.1 PEER SUPPORT MEMBER SELECTION CRITERIA

The selection of a department peer support member will be at the discretion of the coordinator. Selection should be based on the member's:

- Desire to be a peer support member.
- Experience or tenure.
- Demonstrated ability as a positive role model.
- Ability to communicate and interact effectively.

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- Evaluation by supervisors and any current peer support members.
- Ability to maintain confidentiality.
- Ability to learn about the psycho-social process.

1020.4.2 PEER SUPPORT MEMBER RESPONSIBILITIES

The responsibilities of department peer support members include:

- (a) Providing pre- and post-critical incident support (see the Critical Incident Stress Debriefing Policy).
- (b) Presenting department members with periodic training on wellness topics including but not limited to:
 1. Stress management.
 2. Suicide prevention.
 3. How to access support resources.
- (c) Providing referrals to licensed psychotherapists and other resources, where appropriate.
 1. Referrals should be made to department-designated resources in situations that are beyond the scope of the peer support member's training.

1020.4.3 PEER SUPPORT MEMBER TRAINING

A department peer support member shall complete training required by the Office of Public Safety Support and any department-approved training prior to being assigned. Training should include initial training and continuing education in Critical Incident Stress Debriefing (CISD) principles and procedures (O.C.G.A. § 35-2-163).

1020.5 PEER SUPPORT COMMUNICATIONS

Communications between members and peer support members concerning post-traumatic stress disorder or trauma associated with public safety are privileged unless an exception applies under Georgia state law (O.C.G.A. § 24-5-510).

The Department will honor the sensitivity and confidentiality of communications with and between peer support members, though there is no legal privilege to such communications.

For additional policy guidance regarding the confidentiality of communications with peer support members during a CISD, see the Critical Incident Stress Debriefing Policy.

1020.6 WELLNESS PROGRAM AUDIT

At least annually, the coordinator or the authorized designee should audit the effectiveness of the department's wellness program and prepare a report summarizing the findings. The report shall not contain the names of members participating in the wellness program, and should include the following information:

- Data on the types of support services provided

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- Wait times for support services
- Participant feedback, if available
- Program improvement recommendations
- Policy revision recommendations

The coordinator should present the completed audit to the Fire Chief for review and consideration of updates to improve program effectiveness.

1020.7 TRAINING

The coordinator or the authorized designee should collaborate with the Training Officer to provide all members with regular education and training on topics related to member wellness, including but not limited to:

- The availability and range of department wellness support systems.
- Suicide prevention.
- Recognizing and managing mental distress, emotional fatigue, post-traumatic stress, and other possible reactions to trauma.
- Alcohol and substance use disorder awareness.
- Countering sleep deprivation and physical fatigue.
- Anger management.
- Marriage and family wellness.
- Benefits of exercise and proper nutrition.
- Effective time and personal financial management skills.

Training materials, curriculum, and attendance records should be forwarded to the Training Officer as appropriate for inclusion in training records.

Physical Fitness

1021.1 PURPOSE AND SCOPE

The purpose of this policy is to provide firefighters with on-duty physical fitness guidelines. The Department provides on-duty time for firefighter physical fitness to assist personnel in achieving and maintaining optimal health and physical fitness.

1021.2 POLICY

It is the policy of the Garden City Fire Rescue to establish guidelines for physical fitness activities that are designed to prevent injuries while maintaining fitness. The ultimate goals of this policy are to:

- Meet the physical demands required on emergency responses.
- Reduce the risk of member injury or illness.
- Enhance the overall health, fitness, and safety of members.

Physical fitness activities should not interfere with primary job duties (e.g., emergency responses, public education, training activities, other legal responsibilities), nor should physical fitness activities delay an emergency response in any way.

The Department retains the right to prohibit any physical fitness activity that, in its sole discretion, presents greater risks than benefits.

1021.3 PROCEDURE

The time, location, and duration of company physical fitness activities are at the discretion of the on-duty Shift Commander and the Company Officer. In all cases, the location for physical fitness must be within the company's first-in response area or approved arrangements for coverage, be consistent with this policy, and not result in a response delay.

All Fire Operations members should be allowed to participate in physical fitness activities during the course of their shift. Members who choose not to participate in physical fitness activities shall conduct duties as assigned by the Company Officer during the designated physical fitness period. Members who have provided the Department with written physical restrictions from a qualified health care provider shall not participate in any physical activity that conflicts with the restriction.

At the discretion of the Department, one or more of the following may apply:

- (a) Station physical fitness equipment
 1. Physical fitness equipment is available for the use of members at fire stations with adequate space. Members assigned to these stations should utilize the fitness equipment for their on-duty physical fitness activities.
- (b) Fitness club membership
 1. Members assigned to fire stations that are not equipped with physical fitness equipment may be provided, at the department's discretion, with fitness club memberships for on-duty physical fitness activities.

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1021.4 PHYSICAL FITNESS GUIDELINES

Physical fitness and conditioning activities should be designed to maintain or improve flexibility, muscular strength, endurance, and anaerobic and aerobic capacity. They should also correspond to the physical movement patterns required in the performance of firefighter duties.

The Health and Safety Officer (HSO) is the designated fitness coordinator and is responsible for establishing guidelines for any on-duty physical fitness program, including:

- (a) Voluntary participation by members.
- (b) Allowable physical fitness activities, including:
 - 1. Stretching.
 - 2. Running, jogging, walking, or rowing.
 - 3. Weight training (with spotter present).
 - 4. Stationary aerobic training (e.g., stair-climber, treadmill, stationary bicycle).
 - 5. Core strengthening.
 - 6. Firefighter-specific activities (e.g., hose drag, simulated ventilation, dummy drag).
- (c) Physical fitness activities as recommended by the Department peer fitness trainers (PFTs).
- (d) Acceptable use of department-approved physical fitness facilities and equipment.
- (e) Individual education (e.g., nutrition, sleep habits, proper exercise, injury prevention) and goal-setting.
- (f) Standards for fitness incentive programs. The fitness coordinator should collaborate with the appropriate entities (e.g., human resources, legal counsel) to verify that any standards are nondiscriminatory.
- (g) Maintenance of physical wellness logs (e.g., attendance, goals, standards, progress).
- (h) Ongoing support and evaluation.

The physical fitness program should be developed in coordination with a certified fitness and conditioning trainer and the department HSO and be consistent with the department's overall wellness program.

Member participation in competitive or contact sports is not recommended while on-duty.

1021.5 INJURY PREVENTION

- (a) When participating in approved on-duty physical fitness activities, reasonable precautions should be taken to avoid injury. Common reasons for injuries sustained during physical activity include but are not limited to:
 - 1. Insufficient warm-up.
 - 2. Poor core stabilization.
 - 3. Exceeding physical capabilities.

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4. Improper equipment use.
 5. Defective equipment.
 6. Lack of proper instruction.
- (b) Members who are participating in physical fitness activities are expected to:
1. Allow sufficient time to warm up muscles prior to engaging in exercise for optimum performance and to reduce the risk of injury.
 2. Develop sufficient trunk muscle strength to keep the spine and body stable in order to remain strong and balanced.
 3. Maintain realistic goals and limits for physical fitness routines.
 4. Develop an understanding of how to use fitness equipment properly and safely.
 5. Check equipment prior to use to ensure safe operation, report defective or broken equipment to the safety officer as soon as practicable, and disable equipment to prevent others from using it, if necessary.
 6. Develop and maintain sufficient fitness training knowledge, accounting for fitness level, age, and previous injuries or limitations, to avoid fitness-related injuries.

1021.6 PEER FITNESS TRAINERS (PFTS)

Volunteers should be solicited to serve as PFTs. Selected PFTs shall receive specialized fitness and conditioning training and education sufficient to pass certification requirements determined by the Department. PFTs will assist in the promotion of the physical fitness program and be capable of assisting firefighters on a one-to-one basis to increase fitness levels.

Critical Incident Stress Debriefing

1022.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a Critical Incident Stress Debriefing (CISD) program. The Garden City Fire Rescue recognizes that during the course of performing job duties, members may become involved in or be exposed to incidents that have the potential to cause various forms of short- or long-term emotional trauma.

1022.1.1 DEFINITIONS

Definitions related to this policy include:

Critical incident stress - A strong emotional, cognitive, or physical reaction that has the potential to interfere with daily life, including physical and emotional illness, loss of interest in the job, personality changes, marital discord, and loss of ability to function.

Critical Incident Stress Debriefing (CISD) - A standardized approach using a group format to provide education, an atmosphere and opportunity for emotional release through discussion, and support for members who are involved in emergency incidents under conditions of extreme stress. CISD is not a diagnostic or treatment process like that provided in counseling sessions by a mental health professional. Instead, it is a service that provides education and support.

1022.2 POLICY

It is the policy of the Garden City Fire Rescue to implement a CISD program to provide support and professional intervention to members of this department following exposure to situations that are likely to create unusually strong emotional reactions.

1022.3 CISD PROGRAM

The Department should establish a committee responsible for implementing and managing the CISD program. The Fire Chief or the authorized designee is responsible for appointing members to the committee who represent all levels of department personnel. The department's Health and Safety Officer serves as the committee chairperson.

Functions of the committee include but are not limited to:

- Providing input and assistance to the development and implementation of the CISD program.
- Recommending the type and content of critical incident-related programs, workshops, and seminars.
- Distributing CISD-related information to members.
- Providing the administrative and technical support needed to implement CISD activities.
- Coordinating and following up on requests for CISD.
- Identifying state and local peer CISD organizations and teams.

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Critical Incident Stress Debriefing

1022.4 CISD COMPONENTS

The CISD program should include pre-incident, on-scene, and post-incident activities, including education, diffusion of emotional reactions, and debriefing. The purpose of the program is to minimize the impact of stress on members following major incidents.

Ideally, CISD should incorporate the services of both peer support members and trained professionals, such as physicians, psychologists, or counselors.

The program is intended to be consistent with the recommendations of the National Fire Protection Association (NFPA) and the Fire Service Joint Labor Management Wellness-Fitness Initiative developed by the International Association of Fire Fighters (IAFF) and the International Association of Fire Chiefs (IAFC).

1022.4.1 ACTIVATION

The following are examples of incidents that may initiate a CISD response:

- Major disaster or mass casualty incidents
- Serious injury, death, or suicide of a firefighter, police officer, or other emergency service provider
- Serious injury or death of a civilian resulting from emergency service operations
- Death of a child or similar incident involving a profound emotional response
- Any incident that attracts significant media attention
- Loss of life following an unusual or extremely prolonged expenditure of emotional and physical energy by emergency services personnel
- Any unusual incident that produces an extreme, immediate, or delayed emotional response
- Cumulative trauma from multiple incidents

Any time it has been determined that a critical incident has occurred and intervention may be needed, a CISD should be requested. The request may be made either directly to peer support members or through the CISD committee. Depending on the type and magnitude of the incident and services that may be needed, the CISD may be activated either during or after a critical incident.

All members are responsible for recognizing incidents that may need a CISD. Once an incident has been identified as a critical incident, a CISD should be initiated as soon as practicable.

Debriefing may be conducted anywhere there is ample space, privacy, and freedom from distractions. Consideration should be given to including responders from other agencies who were involved in the incident, including but not limited to communications personnel, law enforcement officers, and paramedics or ambulance personnel.

For additional guidance on members requesting peer support or professional help on an individual basis, see the Wellness Program Policy.

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1022.4.2 CISD PROVIDERS

CISD providers should include mental health professionals and peer support members.

- (a) The duties and responsibilities of mental health professionals include the following:
 - 1. Supervise and advise on all clinical aspects of the program
 - 2. Ensure the quality of CISD services
 - 3. Offer clinical support and program guidance to the CISD committee and peer support members.
 - 4. Provide guidance to peer support members
 - 5. Assist in training peer support members and with continuing education
 - 6. Advise on the development of policy and written operational CISD protocols
- (b) Mental health professionals involved in the CISD program should have the following qualifications:
 - 1. Be a licensed mental health professional
 - 2. Be trained and experienced in a recognized CISD model
 - 3. Demonstrate experience in counseling emergency services personnel
- (c) The duties and responsibilities of peer support members related to CISD services include the following:
 - 1. Assist and support the CISD mental health professionals as necessary
 - 2. Provide referrals to mental health professionals, where appropriate
 - 3. Provide support and basic education to members and their families
 - 4. Serve as a CISD provider with mental health professionals

1022.5 DEBRIEFING

The CISD format used should depend on the nature of the incident and how early the intervention is activated. The use of one format does not preclude the use of others for the same critical incident.

Common CISD formats include:

- (a) On-scene debriefing: Peer support members or mental health professionals respond to the scene as observers and advisers to watch for the development of acute reactions. They may offer encouragement and support, check on the well-being of personnel, and allow for individual discussion of feelings and reactions.
- (b) Initial defusing: This usually takes place within a few hours of the incident and is generally facilitated by peer support members. It is an informal process encouraging open and free expression of feelings without a critique of the incident. The purpose is to stabilize involved members so they can go home or return to service.
- (c) Formal debriefing: Debriefing led by a CISD program mental health professional and peer support members that usually takes place 24 to 48 hours after the conclusion of the incident. Members involved in the critical incident are given the opportunity for

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free expression of feelings. This expression should be met with acceptance, support, and understanding.

- (d) Follow-up debriefing: If deemed necessary, follow-up may be facilitated by the CISD mental health professional and peer support members several weeks or months after a critical incident. The main purpose is to resolve any issues or problems that were not initially resolved. The follow-up debriefing may include the entire group or a portion of those originally involved.

Regardless of the type of debriefing, a CISD is not a critique of department operations at the incident. The CISD provides a setting in which members can discuss their feelings and reactions as a means to reduce the stress resulting from exposure to critical incidents. Performance issues should not be discussed during the debriefing.

No one has rank during the debriefing process. Everyone is equal.

Following any intervention, members who need additional assistance should contact peer support members or the wellness coordinator to obtain information.

1022.6 ATTENDANCE

Only those involved in the incident and CISD team members should be present. Members directly exposed to the traumatic aspects of an incident are strongly encouraged to participate in a CISD.

Under special circumstances, the supervising officer may make attendance mandatory. Even if attendance is mandatory, members should not be obligated to speak or express their feelings during the CISD.

During debriefings, involved members should be out of service with radios, personal communications devices, or other distractions turned off.

1022.7 ROTATION OF PERSONNEL

Incident Commanders should minimize members' exposure at critical incidents by rotating or removing initial responding personnel from the immediate scene and reassigning them to less stressful operations as soon as possible. Members directly involved in critical incidents should be considered a high priority for immediate reassignment or removal from the scene. Relief from duty may also be considered.

Peer support members may make a request to their Company Officer or Shift Commander for relief or reassignment during a shift to participate in CISD activities. The peer support members should provide on-scene services, including on-site evaluation, encouragement, and consultation. They should also be considered an available resource for assignment to rehab, medical, or other areas as needed.

Circumstances of a critical incident may result in a recommendation that individuals or companies be taken out of service. The Shift Commander is responsible for making the appropriate arrangements.

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Under no circumstances is being taken out of service to be construed as critical or negative. Personnel taken out of service are to be viewed as deserving of the same consideration as an injured firefighter.

1022.8 CONFIDENTIALITY

The Department considers all CISD, regardless of type, as strictly confidential. Notes, other than those specifically identified in this policy, are prohibited. No audio or video recording may be made without the express consent of all participants.

Exceptions to confidentiality include when:

- (a) There is reasonable evidence to assume a risk of harm to the member or to others. If the risk is to another person, that person is identifiable and there are means to contact the person.
- (b) Participants divulge information that falls under any applicable state mandatory reporting duties.

Discussions with Communications between members peer support members concerning critical incidents certified peer counselors are privileged as to non-criminal information. Peer counselors shall not disclose any such communications made to them except as allowed by unless an exception applies under Georgia state law, including (O.C.G.A. § 24-5-510).

- (a) The disclosure was authorized by the member, the executor or administrator of their estate, or their next of kin, when applicable.
- (b) The disclosure is compelled by court order.
- (c) The peer support member was an initial first responder, witness, or party to the event that is the subject of the communication.
- (d) The peer support member was not acting in their official capacity.
- (e) The member has been charged with a crime.

1022.9 RECORD-KEEPING

Following a CISD, the committee chairperson should prepare a summary report and forward it to the CISD program committee for statistical record-keeping. The report should be limited to the following information:

- (a) Incident date and time
- (b) Brief description of incident facts
- (c) Intervention date and location
- (d) Names of CISD team members conducting the intervention
- (e) Numbers of participants from each agency involved

Names of participants should not be recorded.

Workplace Violence

1023.1 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 that is or can be perceived as threatening, hostile, and/or violent.

1023.2 POLICY

It is the policy of the Garden City Fire Rescue to provide and maintain a safe work environment for its employees, 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.

1023.3 PROHIBITED BEHAVIOR

No member shall engage in, encourage, or promote violent behavior toward any person while conducting department business or on department property.

No member engaged in department business shall carry or possess weapons or explosives unless either:

- (a) Permitted by department policy
- (b) State or local law prohibits the Department from restricting the possession of the weapon or explosive

1023.4 REPORTING AND INVESTIGATING

1023.4.1 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 practicable to a supervisor, a manager or a human resources representative and to the local police department, if a threat has been made or 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.

1023.4.2 SUPERVISOR, MANAGER, SHIFT COMMANDER, AND DEPUTY 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. If the report is found to be credible, the next immediate supervisor shall be notified as soon as practicable and appropriate action taken.

Local law enforcement personnel shall be notified immediately of all threatening or violent behavior.

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1023.4.3 INVESTIGATION

The Administration Division will promptly, impartially, and with as much confidentiality as practicable 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.

1023.4.4 REPORTING NON-WORK-RELATED THREATENING OR VIOLENT BEHAVIOR

Department members who are victims of family violence 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 supervisors.

Supervisors receiving any such report shall contact the Administration Division as soon as practicable so that any appropriate safety measures or plans may be developed.

1023.5 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.

1023.6 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 Human Resources Director. The Department needs this information in order to provide a safe workplace.

1023.7 FOLLOW-UP ACTION

Any employee reported to have exhibited violent or potentially violent behavior will be afforded all rights provided by law and the applicable personnel rules, memorandum of understanding before the Department takes any disciplinary action.

Actions that may be taken when an employee has been found to have violated this policy include but are not limited to the following:

- Mandatory participation in counseling
- Placing the employee on paid administrative leave pending investigation into an alleged threat or act
- Corrective/disciplinary action up to and including termination
- Criminal arrest and prosecution
- Special procedures, such as job relocation or initiation of a court order

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If, upon investigation, it is determined that an allegation is false or was made maliciously, the employee who provided the false information will be subject to disciplinary action, up to and including termination, as well as possible criminal arrest and prosecution.

1023.8 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 (O.C.G.A. § 34-1-7).

1023.9 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. Administrative leave would be unpaid in the case of a volunteer.
- Reassigning the member to a different work location.
- Referring the member to conflict resolution training sessions.
- Referring the member to the Employee Assistance Program (EAP).
- Modifying workstation designs and office traffic flow patterns.
- Requiring the member to attend a fitness-for-duty evaluation.
- Developing specific workplace violence procedures for incident response, prevention, and corrective actions.

1023.10 WORKPLACE VIOLENCE PREVENTION

All department members are responsible for assisting in the prevention of violence in the workplace.

The Department will provide appropriate training to members regarding workplace violence.

In the event a violent incident occurs in the workplace, the Fire Chief 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.

Lactation Breaks

1024.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance regarding reasonable accommodations for lactating members.

1024.2 POLICY

It is the policy of the Garden City Fire Rescue to provide, in compliance with federal and state law, reasonable accommodations for lactating members. This includes break time and appropriate facilities to accommodate any member desiring to express breast milk for a nursing child for up to one year after the child's birth (29 USC § 218d; 42 USC § 2000gg-1; 29 CFR 1636.3; O.C.G.A. § 45-1-7).

1024.3 LACTATION BREAK TIME

A rest period should be permitted each time the member requires a lactation break (29 USC § 218d; 42 USC § 2000gg-1; 29 CFR 1636.3; O.C.G.A. § 45-1-7). In general, lactation breaks that cumulatively total 30 minutes or less during any four-hour work period or major portion of a four-hour work period would be considered reasonable. However, individual circumstances may require more or less time.

Lactation breaks, if feasible, should be taken at the same time as the member's regularly scheduled rest or meal periods. While a reasonable effort will be made to provide additional time beyond authorized breaks, any such time exceeding regularly scheduled and paid break time will be unpaid.

Members desiring to take a lactation break shall notify Dispatch or a supervisor prior to taking such a break. Such breaks may be reasonably delayed if they would seriously disrupt department operations.

Once a lactation break has been approved, the break should not be interrupted except for emergency or exigent circumstances.

1024.4 PRIVATE LOCATION

The Department will make reasonable efforts to accommodate members with the use of an appropriate room or other location to express milk in private. Such room or place should be in close proximity to the member's work area and shall be other than a bathroom or toilet stall. The location must be shielded from view, free from intrusion from coworkers and the public, and otherwise satisfy the requirements of federal and state law (29 USC § 218d; 42 USC § 2000gg-1; 29 CFR 1636.3; O.C.G.A. § 45-1-7).

Members occupying such private areas shall either secure the door or otherwise make it clear to others that the area is occupied with a need for privacy. All other members should avoid interrupting a member during an authorized break, except to announce an emergency or other urgent circumstance.

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Authorized lactation breaks for members assigned to the field may be taken at the nearest appropriate private area.

1024.5 STORAGE OF EXPRESSED MILK

Any member storing expressed milk in any authorized refrigerated area within the Department shall clearly label it as such and shall remove it at the end of their shift.

Smoking and Tobacco Use

1025.1 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 Garden City Fire Rescue 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.

1025.2 POLICY

The Garden City Fire Rescue 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.

1025.3 SMOKING AND TOBACCO USE

Smoking and tobacco use by members is prohibited any time members are in public view representing the Garden City Fire Rescue.

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. There shall be designated areas for employees to use such tobacco at each facility. This area should be near the rear of the structure.

1025.4 ADDITIONAL PROHIBITIONS

No person shall smoke tobacco products within any facility that is owned or operated by the City (O.C.G.A. § 31-12A-3).

1025.5 NOTIFICATION TO PROSPECTIVE EMPLOYEES

Policy and statutory prohibitions related to smoking shall be communicated to prospective employees upon their application for employment (O.C.G.A. § 31-12A-5).

Drug- and Alcohol-Free Workplace

1026.1 PURPOSE AND SCOPE

The Garden City Fire Rescue prohibits the use of drugs and alcohol in the workplace in order to provide a safer work environment for members and 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 (41 USC § 8103).

1026.2 POLICY

It is the policy of the Garden City Fire Rescue to provide a drug- and alcohol-free workplace for all members.

1026.3 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.

Members who have consumed an amount of an alcoholic beverage or taken any medication, or a combination thereof, that would tend to adversely affect their mental or physical abilities shall not report for duty. Affected members shall notify the Fire Chief or the appropriate supervisor as soon as they are aware that they will not be able to report to work. If a member is unable to make the notification, every effort should be made to have a representative contact the supervisor in a timely manner. If the member is adversely affected while on-duty, the member shall be immediately removed and released from work (see the Work Restrictions section in this policy).

1026.3.1 USE OF MEDICATIONS

Members should not use any medications that will impair their ability to safely and completely perform their duties. Members who are medically required or need to take any such medication shall report that need to their immediate supervisor prior to commencing any on-duty status.

1026.3.2 MEDICAL CANNABIS

Possession, use, or being under the influence of medical cannabis on-duty is prohibited and may lead to disciplinary action.

1026.4 MEMBER RESPONSIBILITIES

Members shall come to work 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.

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Drug- and Alcohol-Free Workplace

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).

1026.5 EMPLOYEE ASSISTANCE PROGRAM

A voluntary employee assistance program may be available to assist those who wish to seek help for alcohol and drug problems (41 USC § 8103). Insurance coverage that provides treatment for drug and alcohol abuse also may be available. Employees should contact the Department of Human Resources, their insurance providers, or the employee assistance program for additional information. It is the responsibility of each employee to seek assistance before alcohol or drug problems lead to performance problems.

1026.6 WORK RESTRICTIONS

If a member informs a supervisor that the member has consumed any alcohol, drug, or medication that could interfere with a safe and efficient job performance, the member may be required to obtain clearance from a physician before continuing to work.

If the supervisor reasonably believes, based on objective facts, that a member is impaired by the consumption of alcohol or other drugs, the supervisor shall prevent the member from continuing work and request that a Shift Commander respond to the location of the impaired member. The Shift Commander shall ensure the member is transported to a safe location and that the continuity of department operations is maintained.

1026.7 REQUESTING SCREENING TESTS

A supervisor or Shift Commander may request that an employee submit to a screening test under any of the following circumstances:

- (a) The supervisor or Shift Commander reasonably believes, based upon objective facts, that the employee is under the influence of alcohol or drugs that are impairing the employee's ability to perform duties safely and efficiently.
- (b) During the performance of duties, the employee drives a motor vehicle and becomes involved in an incident that results in bodily injury to the employee or another person or substantial damage to property.
- (c) The employee discharges a firearm in the performance of their duties, excluding training.
- (d) The employee discharges a firearm issued by the Department while off-duty, resulting in injury, death, or substantial property damage.

1026.7.1 SHIFT COMMANDER RESPONSIBILITY

The Shift Commander shall ensure written records are prepared documenting the specific facts that led to the decision to request the test, and shall inform the employee in writing of the following:

- (a) The test will be given to detect either alcohol or drugs, or both.

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- (b) The result of the test is not admissible in any criminal proceeding against the employee.
- (c) The employee may refuse the test, but refusal may result in dismissal or other disciplinary action.

1026.7.2 SCREENING TEST DISPOSITION

Employees may be subject to disciplinary action if they:

- (a) Fail or refuse to submit to a screening test as requested.
- (b) After taking a screening test that indicates the presence of a controlled substance, fail to provide proof, within 72 hours after being requested, that they took the controlled substance as directed, pursuant to a current and lawful prescription issued in their name.
- (c) Violate any provisions of this policy.

1026.8 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).

1026.8.1 COMPLIANCE WITH STATE DRUG-TESTING REQUIREMENTS

The [agencyHead] shall designate a member to coordinate be responsible for compliance with random drug testing required by the Georgia Firefighter Standards and Training Council, including (O.C.G.A. § 25-4-11.1):

- (a) Maintaining a list of employees required to submit to the random drug testing.
- (b) Coordinating rules and regulations established by the Georgia Firefighter Standards Council related to testing, collection, storage, transportation, and handling of specimens, disclosure of and access to results, and procedures for members to contest results and provide pre-test information of prescription drug use that could affect test results.

1026.9 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 employee assistance program are considered confidential medical records and shall be maintained separately from the employee's other personnel files.

Personal Appearance Standards

1027.1 PURPOSE AND SCOPE

In order to project uniformity and neutrality, members shall maintain their personal hygiene and appearance to ensure a professional image appropriate for this department and for their assignment.

The procedures contained herein are intended to promote uniformity of the members of the Department by addressing specific grooming items. However, nothing herein shall limit the department's ability to address any other grooming or personal appearance issues that may be deemed improper for members of the Department.

1027.2 POLICY

It is the policy of the Garden City Fire Rescue that all members meet required personal hygiene and grooming standards while on-duty or conducting official business.

1027.3 GROOMING STANDARDS

The following appearance standards shall apply to all members except those whose current assignment would deem them not appropriate or where the Fire Chief or the authorized designee has granted an exception.

1027.3.1 PERSONAL HYGIENE

All members must maintain proper personal hygiene. Examples of improper personal hygiene include but are not limited to dirty fingernails, bad breath, body odor, and dirty or unkempt hair. Any member who has a condition due to a protected category (e.g., race, physical disability) which affects any aspect of personal hygiene covered by this policy may qualify for an accommodation and should report any need for an accommodation to a supervisor or the Department of Human Resources.

1027.3.2 HAIR

The hairstyle of all members shall be neat in appearance. Hair must be no longer than the horizontal level of the bottom of the uniform collar when the member is standing erect. Hairstyles that extend below the top edge of the uniform collar should be secured in a tightly wrapped braid or ponytail.

1027.3.3 MUSTACHES

A short and neatly trimmed mustache may be worn. Mustaches shall not extend more than 1 inch below the corners of the mouth or beyond the natural hairline of the upper lip. Mustache must not interfere with the proper fitting and use of respiratory mask.

1027.3.4 SIDEBURNS

Sideburns shall not extend below the bottom of the ear and shall be trimmed and neat.

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Personal Appearance Standards

1027.3.5 BEARDS AND GOATEES

Beards, goatees, or any hair on the chin is prohibited.

1027.3.6 FACIAL HAIR

Facial hair other than sideburns, mustaches, and eyebrows shall not be worn, unless authorized by the Fire Chief or the authorized designee.

1027.3.7 COSMETICS

Members are permitted to wear cosmetics of conservative color and amount.

1027.3.8 FINGERNAILS

Fingernails extending beyond the tip of the finger can pose a safety hazard to members working in the field. For this reason, fingernails shall be trimmed so that no point of the nail extends beyond the tip of the finger.

1027.3.9 JEWELRY AND ACCESSORIES

No jewelry or personal ornaments shall be worn by members on-duty on any part of the uniform or equipment, except those authorized within this manual. Members should be mindful of wearing jewelry that can become snagged or caught during performance of fire suppression duties.

- Necklaces or jewelry worn around the neck shall not be visible above the shirt collar.
- It is recommended that members refrain from wearing rings while assigned to suppression.

1027.4 TATTOOS

At no time will tattoos on the arms below the wrist be visible while on-duty. Any tattoo, brand, or mutilation on the head, neck, scalp, face, or hand must be covered by way of a uniform, business attire, or neutral-colored skin patch while on-duty. Tattoos, brands, or mutilations that are inappropriate, as determined at the sole discretion of the Fire Chief, must also be covered. Inappropriate marks may include but are not limited to marks that exhibit or advocate discrimination; marks that promote or express gang, supremacist, or extremist group affiliation; and marks that depict or promote drug use, sexually explicit acts, or other obscene material.

1027.5 BODY PIERCING OR ALTERATION

Except for a single-stud pierced earring worn in the lobe of each ear, no body piercing shall be visible while any member is on-duty or representing the Department in any official capacity.

Alteration to any area of the body visible in any authorized uniform or attire that is a deviation from normal anatomical features and which is not medically required is prohibited. Such body alteration includes but is not limited to:

- (a) Tongue splitting or piercing.
- (b) The complete or trans-dermal implantation of any material other than hair replacement.
- (c) Abnormal shaping of the ears, eyes, nose, or teeth.

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- (d) Branding or scarification.

1027.6 RELIGIOUS ACCOMMODATION

The religious beliefs and needs of [department_agency] members should be reasonably accommodated. Requests for religious accommodation should generally be granted unless there is a compelling security or safety reason and denying the request is the least restrictive means available to ensure security or safety. The [agencyHead] should be advised any time a request for religious accommodation is denied.

Those who request to wear headscarves, simple head coverings, certain hairstyles, or facial hair for religious reasons should generally be accommodated absent unusual circumstances.

Uniform Regulations

1028.1 PURPOSE AND SCOPE

The purpose of this policy is to establish uniform regulations for members in order to enhance the department's overall professional and positive image.

1028.2 POLICY

It is the policy of the Garden City Fire Rescue that members shall wear the proper uniform at all times when on-duty or engaged in department-related activities off-duty. Members shall maintain an adequate supply of uniforms to meet the needs of their assignment and maintain the uniforms in an acceptable condition. This policy does not supersede department regulations regarding the use of any personal protective equipment (PPE).

1028.3 STANDARD WORK UNIFORM

The standard work uniform for Company Officers, apparatus operators and firefighters shall consist of a navy blue short- or long-sleeve shirt, navy blue trousers, department-issued badge, standard belt with department buckle and black leather boots.

The standard work uniform shall be worn as directed. Members are not required to wear the standard work uniform underneath personal protective equipment (PPE) in order to complete the PPE ensemble.

Officers shall wear appropriate rank insignia on the standard work uniform.

1028.3.1 UNIFORM JACKETS

Uniform jackets and Job shirts may be worn as described in this subsection:

- At any time over the standard work uniform shirt
- For an emergency response, over an approved t-shirt
- In transit to and from a physical fitness location
- Uniform jackets are not fire resistive and shall not be worn underneath PPE.

1028.3.2 T-SHIRTS

Official department on-duty t-shirts or plain white t-shirts may be worn:

- Under the standard work uniform shirt.
- Uncovered and tucked into the trousers, at the Company Officer's discretion, while working at the fire station or while engaged in company level manipulative training that does not require PPE.
- Long-sleeve t-shirts, either official or plain white, shall be worn as a layering component under wildland PPE.

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1028.3.3 BASEBALL CAPS

Official department on-duty baseball caps may be worn, at the discretion of the Company Officer, except:

- When a helmet is required.
- At formal or semi-formal events or occasions.

1028.4 PHYSICAL FITNESS UNIFORMS

The physical fitness uniform shall primarily be worn when engaged in physical fitness. It may also be worn in quarters but only as directed on weekdays or any time on holidays and weekends.

The fitness uniform shall be covered with an appropriate work uniform or combination of PPE and work uniform while in transit to and from a physical fitness location.

Nylon or other synthetic material shorts and other fitness uniform items should not be worn under PPE because those fabrics may melt.

1028.5 DRESS UNIFORMS

Dress uniforms shall be worn as directed by the Fire Chief and when attending the following types of events:

- Funerals and memorials
- Formal department functions, such as graduations and badge ceremonies
- Formal City functions

1028.6 UNIFORM MAINTENANCE

- Uniforms shall be clean, neat and in good condition and should fit well.
- Boots and belts shall be clean and polished with black polish.
- Metal badges shall be clean and free from excessive scratches.

1028.7 DUTY UNIFORM SHORTS

Duty Uniform Shorts may be worn on duty during normal conditions and while conducting normal duties. except:

- While attending formal training.
- Conducting public education.
- Attending public or city meetings.

Proper PPE must be worn over shorts when responding to Fire and Rescue incidents.

Badges

1029.1 PURPOSE AND SCOPE

The name of the Garden City Fire Rescue and the department badge and uniform patches are property of the Department. This policy establishes the rules associated with Garden City Fire Rescue badges and any likeness of the badge.

1029.2 POLICY

The Garden City Fire Rescue 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.

1029.3 BADGE TYPES

1029.3.1 SWORN MEMBER FLAT BADGES

Sworn 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.

A sworn member may sell, exchange or transfer a flat badge only to another sworn member of the Garden City Fire Rescue and only with the written approval of the Fire Chief.

1029.3.2 CIVILIAN MEMBER BADGES

Curved uniform badges issued to Civilian personnel shall be clearly marked to reflect the position of the assigned member (e.g., dispatcher, [Public Information Officer], inspectors).

- (a) Civilian 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) Civilian 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.
- (c) Civilian personnel may not purchase, carry or display a flat badge.

1029.3.3 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 Garden City Fire Rescue and may be revoked in the event of misuse or abuse.

An honorably retired sworn member of the Department may keep his/her flat badge upon retirement.

1029.3.4 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:

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- (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 Fire Chief.

1029.4 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.

1029.5 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 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 (O.C.G.A. § 25-13-4).

Members may not use the department badge, uniform patch 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.

1029.6 PERMITTED BADGE USE BY MEMBER GROUPS

The likeness of the department badge shall not be used by any member group without the express prior authorization of the Fire Chief and shall be subject to the following (O.C.G.A. § 25-13-4):

- (a) The member associations may use the likeness of the department badge for merchandise and official association business provided the merchandise is used in a clear representation of the association and not the Garden City Fire Rescue. The following modifications shall be included:
 - 1. Any text referring to the Garden City Fire Rescue shall be replaced with the name of the member association.
 - 2. The badge number portion of the image shall display the name or acronym of the member association.

Identification Cards

1030.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the guidelines for issuing and possessing Garden City Fire Rescue identification cards. Any image or likeness of the identification card and the name of the Garden City Fire Rescue are the property of the Department and their use shall be restricted as specified in this policy.

1030.2 POLICY

It is the policy of the Garden City Fire Rescue that identification cards shall be issued to all department members. All members shall be in possession of their department-issued identification card at all times while on-duty or otherwise acting in an official or authorized capacity. The use and display of department identification cards shall be in compliance with this policy.

1030.3 IDENTIFICATION CARD CONTENT

Department-issued identification cards shall include the following information:

- The department name
- An image of the department badge
- A photograph of the member
- The full name of the member
- The rank of the member
- The members EMS License level.
- A statement indicating that the identification card is the property of the Garden City Fire Rescue and that if found, the card must be returned to the Department

1030.4 RETIREE IDENTIFICATION CARD

Upon honorable retirement members may be issued a retiree identification card. The card shall clearly indicate that the holder is a "Retired" member of the Department.

1030.5 UNAUTHORIZED USE

Department identification cards may not be displayed for any purpose other than official use.

Members may not use an image or likeness of the department identification card in any material (printed matter, products or other items) without prior written approval from the Fire Chief.

Members shall not loan department identification cards to others and shall not permit the identification card to be reproduced or duplicated.

1030.6 LOSS OF DEPARTMENT IDENTIFICATION CARD

The loss of the department identification card must be immediately reported to the Department. An identification card should be considered lost whenever it is not in the direct control of the member.

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1030.7 REPLACING IDENTIFICATION CARDS

Identification cards should be replaced whenever they become damaged, faded or otherwise difficult to read, whenever a member changes rank or when the member's photograph becomes outdated or no longer presents an accurate depiction of the member.

Work-Related Illness and Injury Reporting

1031.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance regarding the timely reporting of work-related injuries and occupational illnesses.

1031.1.1 DEFINITIONS

Definitions related to this policy include:

Work-related injury - Injury by accident arising out of and in the course of the employment. A Diseases is included only where it results naturally and unavoidably from the accident (O.C.G.A. § 34-9-1).

Work-related illness - Diseases contracted as a direct result of on-duty exposure (O.C.G.A. § 25-3-23; O.C.G.A. § 34-9-280).

1031.2 POLICY

The Garden City Fire Rescue will address work-related illnesses and injuries appropriately, and will comply with applicable state workers' compensation requirements (O.C.G.A. § 34-9-1 et seq.).

1031.3 RESPONSIBILITIES

1031.3.1 MEMBER RESPONSIBILITIES

A member sustaining any work-related illness or injury shall report such event to a supervisor as soon as practicable, but no later than 30 days after the accident or exposure and shall seek medical care when appropriate (O.C.G.A. § 34-9-80).

1031.3.2 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 Shift Commander of the reported illness or injury.

Supervisors shall ensure that required workers' compensation documents regarding the illness or injury are completed and forwarded to the Shift Commander promptly. Any related Citywide illness- or injury-reporting protocol shall also be followed.

1031.3.3 SHIFT COMMANDER RESPONSIBILITIES

The Shift Commander 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. The report shall then be forwarded to the Fire Chief, the City's risk management entity and the Administration Deputy Fire Chief to ensure any required outside agency reporting is completed as required in the illness and injury prevention plan identified in the Illness and Injury Prevention Program Policy.

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Work-Related Illness and Injury Reporting

1031.3.4 FIRE CHIEF RESPONSIBILITIES

The Fire Chief shall review and forward copies of the report to the Department of Human Resources. Copies of the report and related documents retained by the Department shall be filed in the member's confidential medical file.

1031.4 OTHER ILLNESS OR INJURY

Illnesses and injuries caused or occurring on-duty that do not qualify for workers' 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 appropriate Deputy Fire Chief through the chain of command and a copy sent to the Administration Deputy Fire 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.

1031.5 SETTLEMENT OFFERS

When a member sustains a work-related illness or injury that is caused by another person and is subsequently contacted by that person, his/her agent, insurance company or attorney and offered a settlement, the member shall take no action other than to submit a written report of this contact to his/her supervisor as soon as possible.

1031.5.1 NO SETTLEMENT WITHOUT PRIOR APPROVAL

No less than 10 days prior to accepting and finalizing the settlement of any third-party claim arising out of or related to a work-related illness or injury, the member shall provide the Fire Chief with written notice of the proposed terms of such settlement. In no case shall the member accept a settlement without first providing written notice to the Fire Chief. The purpose of such notice is to permit the City to determine whether the offered settlement will affect any claim the City may have regarding payment for damage to equipment or reimbursement for wages against the person who caused the accident or injury, and to protect the City's right of subrogation, while ensuring that the member's right to receive compensation for injuries is not affected.

Temporary Modified-Duty Assignments

1032.1 PURPOSE AND SCOPE

This policy establishes procedures for providing temporary modified-duty assignments. This policy is not intended to affect the rights or benefits of employees under federal or state law, City rules, or current collective bargaining agreements. For example, nothing in this policy affects the obligation of the Department to engage in a good faith, interactive process to consider reasonable accommodations for any employee with a temporary or permanent disability or limitation that is protected under federal or state law.

1032.2 POLICY

Subject to operational considerations, the Garden City Fire Rescue may identify temporary modified-duty assignments for employees who have an injury or medical condition resulting in temporary work limitations or restrictions. A temporary assignment allows the employee to work, while providing the Department with a productive employee during the temporary period.

1032.3 GENERAL CONSIDERATIONS

Priority consideration for temporary modified-duty assignments will be given to employees with work-related injuries or illnesses that are temporary in nature. Employees having disabilities covered under the Americans with Disabilities Act (ADA) or Georgia Equal Employment for Persons With Disabilities Code shall be treated equally, without regard to any preference for a work-related injury.

No position in the Garden City Fire Rescue shall be created or maintained as a temporary modified-duty assignment.

Temporary modified-duty assignments are a management prerogative and not an employee right. The availability of temporary modified-duty assignments will be determined on a case-by-case basis, consistent with the operational needs of the Department. Temporary modified-duty assignments are subject to continuous reassessment, with consideration given to operational needs and the employee's ability to perform in a modified-duty assignment.

Temporary modified-duty assignments shall generally not exceed a cumulative total of 1,040 hours in any one-year period.

1032.4 PROCEDURE

Employees may request a temporary modified-duty assignment for short-term injuries or illnesses.

Employees seeking a temporary modified-duty assignment should submit a written request to their Deputy Fire Chief or the authorized designee. The request should, as applicable, include a certification from the treating medical professional containing:

- (a) An assessment of the nature and probable duration of the illness or injury.
- (b) The prognosis for recovery.
- (c) The nature and scope of limitations and/or work restrictions.

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- (d) A statement regarding any required workplace accommodations, mobility aids, or medical devices.
- (e) A statement that the employee can safely perform the duties of the temporary modified-duty assignment.

The Deputy Fire Chief will make a recommendation through the chain of command to the Fire Chief regarding temporary modified-duty assignments that may be available based on the needs of the Department and the limitations of the employee. The Fire Chief or the authorized designee shall confer with the Department of Human Resources or the City Attorney as appropriate.

1032.5 ACCOUNTABILITY

Written notification of assignments, work schedules, and any restrictions should be provided to employees assigned to temporary modified-duty assignments and their supervisors. Those assignments and schedules may be adjusted to accommodate department operations and the employee's medical appointments, as mutually agreed upon with the Deputy Fire Chief.

1032.5.1 EMPLOYEE RESPONSIBILITIES

The responsibilities of employees assigned to temporary modified duty shall include but are not limited to:

- (a) Communicating and coordinating any required medical and physical therapy appointments in advance with their supervisors.
- (b) Promptly notifying their supervisors of any change in restrictions or limitations after each appointment with their treating medical professionals.
- (c) Communicating a status update to their supervisors no less than once every 30 days while assigned to temporary modified duty.
- (d) Submitting a written status report to the Deputy Fire Chief that contains a status update and anticipated date of return to full duty when a temporary modified-duty assignment extends beyond 60 days.

1032.5.2 SUPERVISOR RESPONSIBILITIES

The employee's immediate supervisor shall monitor and manage the work schedule of an employee assigned to temporary modified duty.

The responsibilities of supervisors shall include but are not limited to:

- (a) Periodically apprising the Deputy Fire Chief of the status and performance of employees assigned to temporary modified duty.
- (b) Notifying the Deputy Fire Chief and ensuring that the required documentation facilitating a return to full duty is received from the employee.
- (c) Ensuring that employees returning to full duty have completed any required training and certification.

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1032.6 MEDICAL EXAMINATIONS

Prior to returning to full-duty status, employees shall be required to provide certification from their treating medical professionals stating that they are medically cleared to perform the essential functions of their jobs without restrictions or limitations.

The Department may require a fitness-for-duty examination prior to returning an employee to full-duty status.

1032.7 PREGNANCY

If an employee is temporarily unable to perform regular duties due to a pregnancy, childbirth, or a related medical condition, the employee will be treated the same as any other temporarily disabled employee (42 USC § 2000e(k)). A pregnant employee shall not be involuntarily transferred to a temporary modified-duty assignment.

If notified by an employee or the employee's representative regarding limitations related to pregnancy, childbirth, or related medical conditions, the Department should make reasonable efforts to provide an accommodation for the employee in accordance with federal law. The accommodation should be provided without unnecessary delay, as appropriate (42 USC § 2000gg-1; 29 CFR 1636.3; 29 CFR 1636.4).

1032.7.1 NOTIFICATION

Pregnant employees should notify their immediate supervisors as soon as practicable and provide a statement from their medical providers identifying any pregnancy-related job restrictions or limitations. If at any point during the pregnancy it becomes necessary for the employee to take a leave of absence, such leave shall be granted in accordance with the City's personnel rules and regulations regarding family and medical care leave.

1032.8 PROBATIONARY EMPLOYEES

Probationary employees who are assigned to a temporary modified-duty assignment may have their probation extended by a period of time equal to their assignment to temporary modified duty.

1032.9 MAINTENANCE OF CERTIFICATION AND TRAINING

Employees assigned to temporary modified duty shall maintain all certification, training, and qualifications appropriate to both their regular and temporary duties, provided that the certification, training, or qualifications are not in conflict with any medical limitations or restrictions. Employees who are assigned to temporary modified duty shall inform their supervisors of any inability to maintain any certification, training, or qualifications.

Release of HIPAA-Protected Information

1033.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a pre-authorization process for the release of a member's protected health information (PHI), which is protected by Health Insurance Portability and Accountability Act (HIPAA) regulations, in the event of an on-duty injury or illness.

1033.2 POLICY

It is the policy of the Garden City Fire Rescue to allow members to complete a pre-authorization for the release of their PHI to a family member or other specific individuals in the event the member becomes injured or ill on-duty.

1033.3 GUIDELINES

The Fire Chief or the authorized designee should ensure procedures are in place to address:

- (a) The right of members to voluntarily complete a pre-authorization for the release of PHI to a family member or other specific individuals.
- (b) Storage and security of completed pre-authorization forms.
- (c) Supervisor access to completed forms during both business and non-business hours.
- (d) Expiration and renewal requirements for the pre-authorization form.
- (e) Situations or circumstances in which members can expect the Department to release their PHI to the pre-authorized family member or other specific individual.

Return to Work

1034.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the process through which an employee who has been off work for an extended period of time due to an injury or illness may return to work.

1034.1.1 DEFINITIONS

Definitions related to this policy include:

Interactive process - An informal meeting between employer and employee, designed to identify the precise limitations resulting from a disability and any potential reasonable accommodations that could overcome those limitations and allow the employee to return to work, either in their usual and customary position or some other type of work.

1034.2 POLICY

It is the policy of the Garden City Fire Rescue to assist injured employees, to the extent reasonably practicable, in returning to work as soon as they are medically able to perform meaningful work for the Department.

1034.3 EMPLOYEE RESPONSIBILITIES

It is the employee's responsibility to inform the Department of his/her absence and to immediately advise the Department when the employee believes that he/she will be medically released to return to work, with or without restrictions. If practicable, the employee shall provide advance notice of his/her potential return to work and shall provide written medical verification of the clearance and any restrictions.

If an employee has restrictions prescribed by a qualified health care professional, it is the responsibility of the employee to ensure he/she is not performing work that violates any restriction. If the employee believes he/she has been requested or directed to perform work that violates the restrictions, the employee should make a prompt report to the Department of Human Resources.

1034.4 DEPARTMENT RESPONSIBILITIES

The Department will evaluate the employee's request to return to work and the written medical verification, and will consult with the Department of Human Resources in order to make a determination whether:

- (a) The employee may return to full duty based on the medical verification provided by the employee.
- (b) The employee may return to work to a temporary modified-duty assignment and whether the Department has a need that fits with the employee's restrictions.
- (c) The employee should have a fitness-for-duty evaluation.
- (d) The employee has reached a permanent and stationary rating and it is necessary to engage in an interactive process to determine a reasonable accommodation.

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The Department of Human Resources, in consultation with the department representative, should make a recommendation to the Fire Chief or the authorized designee regarding the status of the employee. The Department of Human Resources should communicate with the employee about plans for the employee to return to work, after consulting with the Fire Chief or the authorized designee.

Line-of-Duty Death

1035.1 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 or Emergency Medical Services (EMS) 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.

1035.2 POLICY

It is the policy of the Garden City Fire Rescue to assist and support the family members and coworkers of fallen members to the extent reasonably practicable, while also investigating the cause of death, making appropriate notifications, and fielding press inquiries.

1035.3 RESPONSIBILITIES

1035.3.1 FIRE CHIEF

In the event of being notified of a line-of-duty death, the Fire 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) Request that the Administration Division assemble personal data, such as date of birth, file photograph, 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 chief officer to act as the auditing officer to secure the personal effects of the deceased and deliver them to the Administration Division.
- (e) Assign a Family Support Liaison to facilitate communication between the deceased member's family and the Department.
- (f) Document all actions, contacts, requests, and other pertinent data.
- (g) Provide briefing to labor representatives regarding the incident and the deceased member only as is necessary to initiate labor organization benefits and honors.

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- (h) Preserve any equipment, turnouts, and breathing apparatus used by the deceased firefighter for the investigation.

The Fire Chief should determine if it is necessary to request outside resources to assist in the staffing or investigation of the incident, as needed.

1035.3.2 SHIFT COMMANDER

In the event of a line-of-duty death, the Shift Commander or the authorized designee shall:

- (a) Secure the scene of the incident with the assistance of the Incident Commander, fire prevention personnel, and local law enforcement.
- (b) Immediately notify the Deputy Fire Chief and the Fire 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.

1035.3.3 PUBLIC INFORMATION OFFICER

In the event of a line-of-duty death, the Public Information Officer shall:

- (a) Collect facts of the incident from the Shift Commander or the authorized designee and keep in contact to maintain available current information and direction on what information should be released.
- (b) Withhold any release of personal information relating to the member's death pending notification of next of kin and until approval is given by the Fire Chief or the authorized designee.
- (c) Instruct the involved incident crews that they shall not release any statements to the media or anyone else and should direct any inquiries to the Public Information Officer.
- (d) Prepare a written press release.
- (e) Ensure that the release of any member medical information complies with the Health Insurance Portability and Accountability Act (HIPAA) and the Patient Medical Record Security and Privacy Policy in this manual.

1035.3.4 AUDITING OFFICER

The auditing officer is responsible for ensuring the security and proper disposition of a member's personal effects in the event of a 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 carried by the member once those items have been released by investigators, in accordance with the Line-of-Duty Death and Serious Injury Investigations Policy.

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In the event of a member's line-of-duty death, the following steps shall be followed in gathering and disposing of personal effects:

- (a) All personal effects at the station shall be taken to the Administration Division to be kept in a secure location.
- (b) The deceased member's vehicle will be secured at the work site and the keys forwarded to the Administration Division and secured.
- (c) A designee from the Administration Division should conduct an inventory of all personal items received and make a written report.
- (d) 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 Administration Division for placement in the deceased member's personnel file.

1035.3.5 ADMINISTRATION DIVISION

The Administration Division will have the following responsibilities:

- (a) Receive, inventory, and secure the deceased member's personal belongings and hold them until such time as the investigation team approves their release.
- (b) Establish the deceased member's survivor benefits (e.g., workers' compensation, life insurance, unused medical leave, retirement benefits, other salary pay, vacation pay).
- (c) Review the Public Safety Officers' Benefit Program to determine benefits and the process for securing benefits for surviving next of kin.
- (d) Assist and coordinate with the next of kin in the process of securing all the benefits to which the survivor is entitled.

1035.4 FAMILY SUPPORT LIAISON

The appointed Family Support Liaison should conduct all duties in accordance with the Family Support Liaison Policy.

1035.5 FUNERAL ARRANGEMENTS

Funeral arrangements should be made in accordance with the Funerals Policy.

1035.6 LINE-OF-DUTY DEATH INVESTIGATIONS

For line-of-duty death investigation procedures, see the Line-of-Duty Death and Serious Injury Investigations Policy.

Line-of-Duty Death and Serious Injury Notification

1036.1 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.

1036.2 POLICY

It is the policy of the Garden City Fire Rescue to ensure, to the extent reasonably practicable, 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.

1036.3 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 Shift Commander at the scene of the serious injury or death will immediately notify the Deputy Fire Chief and provide the necessary information.
- (c) The Deputy Fire 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 IC, the Public Information Officer, or the Shift Commander, as appropriate.
- (e) In the event of the death of a member, the Shift Commander must immediately initiate the procedures in the Line-of-Duty Death and Serious Injury Investigations Policy.

1036.4 DEATH NOTIFICATIONS

The Deputy Fire Chief, in coordination with the Fire Chief or the authorized designee, will assign a two-person notification team consisting of either a Shift Commander and department chaplain or two Shift Commanders to 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. The team should:

- (a) Contact the Administration Division to obtain information regarding the member's next of kin.
- (b) Call back operations staff, if necessary.

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Line-of-Duty Death and Serious Injury Notification

1036.4.1 NOTIFICATION TEAM RESPONSE

The notification team shall make the necessary family notification as quickly as practicable, with the goal of making the notification within two hours of the Shift Commander learning of the serious injury or death. The notification team should:

- (a) Gather and validate as much information about the incident as possible.
- (b) Wear the dress uniform, if possible.
- (c) Plan the appropriate timing and schedule when it is necessary to make the notification to more than one person or family group (e.g., spouse and parent).
- (d) Meet prior to making the notification to establish roles of the team members and allow the exchange of known facts.
- (e) Determine if the Shift Commander, Deputy Fire Chief, or Fire Chief is aware of a special relationship between the deceased member's family and another member. If so, it may be appropriate to have that member accompany the notification team. Prior to arrival, the team should clarify the member's role in the notification process.

1036.4.2 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.
- (b) In most cases, if a chaplain is part of the notification team, the chaplain should make the notification.
- (c) Notification should be made briefly and directly.
- (d) Information regarding precipitating factors or information that is not verified should not be provided until an investigation has been completed.
- (e) Team members should communicate the support and sympathy of the Fire Chief and all members of the Department.
- (f) Team members should ask family members whether they would like the team to notify other parties, such as clergy or grief counselors.

1036.4.3 NOTIFICATION OF FAMILY OUT OF THE AREA

If the immediate next of kin of the deceased employee lives more than two hours away, the Shift Commander 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.

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Line-of-Duty Death and Serious Injury Notification

- (c) Whoever is selected to make the notification should be provided with the information contained in this policy.
- (d) The notification plan must include a coordinated telephone call with the family and the Deputy Fire Chief.

1036.4.4 INTERNAL DEPARTMENT NOTIFICATIONS

The following internal notifications should be made in advance of any media release:

- (a) All on-duty Shift Commanders should be notified.
- (b) All members should be notified as soon as possible after the family notification is made.

1036.4.5 GOVERNING BODY AND LABOR NOTIFICATIONS

The Shift Commander will ensure that additional notifications are made as required, after the next-of-kin notification. Notifications that are required as soon as practicable after a confirmed line-of-duty death or serious injury include the following:

- (a) Department Health and Safety Officer, who will make the necessary notifications in coordination with the Shift Commander
- (b) Elected officials or board of directors
- (c) City Manager
- (d) Employee labor representatives
- (e) Other notifications as determined by the Fire Chief

1036.4.6 EXTERNAL NOTIFICATIONS

The following external notifications will be made:

- (a) Notification to the state Fire Marshal for a line-of-duty death
- (b) Notification to the National Institute for Occupational Safety and Health (NIOSH)
- (c) Notification to the U.S. Department of Justice Public Safety Officers' Benefit Program
- (d) Notification to the United States Fire Administration (USFA)
- (e) Notification to the National Fallen Firefighters Foundation (NFFF)
- (f) Notification to other agencies as mandated by federal and state law and local ordinance

1036.5 FAMILY SUPPORT

The Shift Commander should appoint a Family Support Liaison, who should refer to the Family Support Liaison Policy for duties and responsibilities.

In the event of a line-of-duty death, the Fire Chief or the authorized designee should appoint a funeral detail officer to administer the Funerals Policy.

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1036.6 NEWS MEDIA AND COMMUNITY RELATIONS

It is the policy of the Garden City Fire Rescue 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 employee'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 Public Information Officer or 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 employee's name should be made by the Fire Chief or the authorized designee.

Prior to confirmation that the employee's family has been notified, no details will be released concerning the death. If the news media are on-scene and aware of the death, the Public Information Officer will simply confirm that a death has occurred and communicate the department's compassion and concern for the employee's family and colleagues. The Public Information Officer will advise the media that the full details will be provided as soon as they are known and after proper notification of next of kin has been made.

If an employee death occurs in the midst of ongoing news coverage of a fire or other emergency, the Public Information Officer will focus on handling the details concerning the death. Another trained spokesperson will be assigned to handle the media relations for the incident.

1036.7 SERIOUSLY INJURED OR HOSPITALIZED EMPLOYEE

Some of the notification and support procedures described in this policy for a line-of-duty death may be applied to any instance of an employee who has been seriously injured in the line of duty, except as noted below:

- (a) If the seriously injured employee has been taken to a hospital, a Deputy Fire Chief should assign a Shift Commander who is not involved in the incident to go to the hospital and become the hospital liaison.
- (b) The Shift Commander should establish communications with the hospital and report regularly to the Deputy Fire Chief on the employee's condition.
- (c) A representative of the employee's labor organization will also be sent to the hospital, if possible.

The hospital liaison and labor representative should work cooperatively for the benefit of the employee and the employee's family. In addition, the Deputy Fire Chief should ensure close coordination with the treating medical facility.

Family Support Liaison

1037.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the position, role and responsibilities of the Family Support Liaison. The procedure describes the conditions under which the position is activated and identifies the department personnel responsible for the activation.

1037.2 POLICY

It is the policy of the Garden City Fire Rescue to assign a member to act as a Family Support Liaison, as soon as practicable, to the family of any member who has been seriously injured or has died in the line of duty. The member assigned should be the most appropriate person for the circumstances, without regard for rank.

1037.3 PROCEDURE

1037.3.1 LIAISON ACTIVATION CRITERIA

The Department will assign a member to the Family Support Liaison position whenever any department member has been seriously injured or has died in the line of duty. At the discretion of the Fire Chief, the position may be activated and filled in the event of an off-the-job serious injury or death or in the event of a member's catastrophic loss.

1037.3.2 LIAISON ROLE AND RESPONSIBILITIES

The Family Support Liaison will coordinate the needs and wishes of an employee's family with the responsibilities and needs of the Department and will represent the Department in helping meet the needs of the employee's family by communicating directly with the Fire Chief or the authorized designee. Responsibilities shall include, but are not limited to:

- (a) Establish ongoing communication with the member's Shift Commander and obtain a briefing regarding circumstances of the event, family contacts up to the present and other relevant information.
- (b) Establish contact with family members. Identify immediate needs and questions and provide appropriate solutions or responses. Relay any unfilled needs and unanswered questions to the Fire Chief.
- (c) Coordinate or provide transportation to hospitals, places of worship and/or other appropriate locations.
- (d) Within 24 hours of an employee's line-of-duty death, arrange for the Fire Chief to visit the family.
- (e) Establish contact with the department [Public Information Officer] and coordinate media information needs, while considering the privacy wishes of the family.
- (f) Coordinate with local law enforcement to provide for the physical security of the family.
- (g) Establish communications with other support personnel or groups, including department chaplains, employee associations, human resources representatives and appropriate labor organizations.

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Family Support Liaison

- (h) If appropriate, coordinate with the department-appointed funeral detail officer.
- (i) Ensure the family knows how to reach him/her and establish a time to contact the family in the future.

1037.3.3 SELECTION AND REPORTING REQUIREMENTS

The affected member's Shift Commander will select the Family Support Liaison. The following guidelines should be used for selection:

- (a) The liaison should be an individual the family knows and with whom they are comfortable working.
- (b) If the family has no preference, the selection may be made from names recommended by the affected member's supervisor and/or coworkers.
- (c) The liaison should report directly to the affected member's Shift Commander.
- (d) If the selected liaison does not already have an assigned department pager or cellular telephone, one or both should be assigned to facilitate the necessary communications.

Funerals

1038.1 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.

1038.1.1 DEFINITIONS

Definitions related to this policy include:

Level I, Line-of-Duty Death - Considered for all firefighters (career, reserve and volunteer) 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 Employee 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 Employee or Staff Professional - The death of a retiree or professional staff employee 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.

1038.2 POLICY

It is the policy of the Garden City Fire Rescue 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 employee has passed away. Activities should be in accordance with the Line-of-Duty Death, Line-of-Duty Death and Serious Injury Notification and Family Support Liaison policies.

If a responsible family member requests department assistance, the Fire Chief or the authorized designee should appoint, with the approval of the family member, an employee to act as a funeral detail officer and oversee all of the arrangements. The Fire Chief may deny the option

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of department participation if the circumstances of the member's death may reasonably bring discredit to the Department.

The Fire Chief or the authorized designee should determine the highest level of participation the Department can provide, based on the cause of death.

1038.3 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
 - 3. Helicopter fly-over
- (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 from the firefighter's current battalion
 - 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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1038.4 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 with the Officer in Charge.
- **Funeral detail officer** - An employee 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.
- **Honor Guard Commander/Officer in Charge of the Honor Guard and pipe and drum band** - This position will be filled by a member of the Honor Guard and will be responsible for the coordination of the Honor Guard, Color Guard and the pipe and drum band.
- **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.
- **Officer in Charge/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.
- **[Public Information Officer] (as needed)** - The Public Information Officer will coordinate all media and public relations issues.
- **Pallbearers** - The pallbearers in a Level I funeral 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).

Family and Medical Leave

1039.1 PURPOSE AND SCOPE

The purpose of this policy is to provide general guidance for managing unpaid leave for eligible employees for qualified medical and family reasons, including (29 USC § 2612):

- The birth, adoption, or foster care placement of a child.
- To care for an immediate family member (spouse, child, or parent) with a serious health condition.
- When an employee is unable to work because of his/her own serious health condition.
- To care for a spouse, son, daughter, parent, or next of kin who is a service member of the United States Armed Forces and who has a serious injury or illness incurred in the line of duty.

This policy does not address all possible situations and circumstances that may arise when an employee requests leave for family or medical reasons. As these leave situations arise, supervisors should consult with the Department of Human Resources or legal counsel to obtain specific guidance regarding leave rights and obligations.

Nothing in this policy supersedes any provision of any collective bargaining agreement, civil service, or other local rule, or any law that provides greater family or medical leave rights.

1039.1.1 DEFINITIONS

Definitions related to this policy include:

Child - A child under 18 years of age, or 18 years of age or older who is incapable of self-care because of a mental or physical disability (29 USC § 2611; 29 CFR 825.102; 29 CFR 825.122). An employee's child is one for whom the employee has actual day-to-day responsibility for care and includes a biological, adopted, or foster child; stepchild; or a child for whom the employee is standing in loco parentis (in place of a parent).

FMLA - The federal Family and Medical Leave Act (29 USC § 2601 et seq.).

Qualified health care professional - A physician, surgeon, doctor of osteopathy, podiatrist, dentist, psychologist, optometrist, nurse practitioner, nurse midwife, clinical social worker, or physician assistant duly licensed and authorized to practice medicine; chiropractors for some purposes; any health care provider from whom the department benefits plan will accept certification of the existence of a serious health condition to substantiate a claim for benefits (29 CFR 825.125).

Spouse - The person with whom an employee has entered into a marriage defined or recognized by the location in which the marriage was entered into (29 USC § 2611(13); 29 CFR 825.102; 29 CFR 825.122).

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Family and Medical Leave

1039.2 POLICY

It is the policy of the Garden City Fire Rescue to manage unpaid leave for eligible employees for qualified medical and family reasons in compliance with federal and state law and any applicable collective bargaining agreement.

1039.3 ELIGIBLE EMPLOYEES

Employees are eligible for FMLA after working for the Garden City Fire Rescue for at least one year and completing 1,250 hours over the 12 months prior to the commencement of the leave (29 USC § 2611; 29 CFR 825.110). Employees may not be eligible for leave if there are less than 50 other employees within 75 miles of the employee's work site.

1039.4 TYPE AND DURATION OF LEAVE

Generally, eligible employees are entitled under FMLA to 12 work weeks of unpaid leave during a 12-month period (29 USC § 2612; 29 CFR 825.100). Up to 26 weeks of unpaid leave during a single 12-month period may be available to care for certain injured military service members. The 12-month period is measured backward from the date leave is taken and continuously with each additional leave day taken.

1039.4.1 SERIOUS HEALTH CONDITIONS

Eligible employees may take up to 12 weeks of leave to care for a spouse, child, or parent with a serious health condition or when the employee is unable to work because of his/her own serious health condition (29 USC § 2612(a)(1); 29 CFR 825.200).

If both spouses are employed by the Garden City Fire Rescue, the combined number of work weeks to care for a sick parent is limited to 12 work weeks during any 12-month period (29 USC § 2612(f); 29 CFR 825.201).

Generally, a serious health condition is an illness, injury, impairment, or physical or mental condition that involves (29 USC § 2611; 29 CFR 825.113):

- An overnight stay in a hospital, hospice, or residential medical care facility (29 CFR 825.114).
- Continuing treatment by a qualified health care professional due to a serious health condition of more than three full consecutive calendar days (29 CFR 825.115(a)).
- Any period of incapacity due to pregnancy complications or prenatal care (29 CFR 825.115(b)).
- A chronic condition which requires treatment (29 CFR 825.115(c)).
- A permanent condition for which treatment may not be effective (such as Alzheimer's or the terminal stages of a disease) (29 CFR 825.115(d)).
- Any period of absence to receive multiple treatments, including any recovery period, either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three consecutive calendar days without medical intervention or treatment (such as cancer chemotherapy or physical therapy for arthritis) (29 CFR 825.115(e)).

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1039.4.2 BIRTH OR PLACEMENT OF A CHILD

Eligible employees may take up to 12 weeks of leave for the birth, adoption, or foster care placement of a child of the employee (29 USC § 2612; 29 CFR 825.200). The leave must be concluded within one year of the birth or placement of the child (29 CFR 825.120; 29 CFR 825.121).

If both parents are employed by the Garden City Fire Rescue, the combined number of work weeks of leave is limited to 12 work weeks during any 12-month period (29 USC § 2612(f); 29 CFR 825.120; 29 CFR 825.121).

1039.4.3 MILITARY EXIGENCY LEAVE

Eligible employees may take service member leave of up to 12 weeks for qualifying exigencies occurring because a spouse, child, or parent is on covered active duty or has been notified of an impending order to active duty (29 USC § 2612(a)(1)(E); 29 CFR 825.200). This type of leave is available to a family member of a person in the National Guard, Reserves, or members of the regular Armed Forces deployed to a foreign country. Qualifying exigencies include (29 CFR 825.126):

- Addressing issues that arise from a short notice (seven or fewer days) deployment.
- Attending military events related to the active duty or call to duty.
- Attending family support or assistance programs.
- Making child care or educational arrangements or attending school activities arising from active duty or a call to active duty.
- Making financial and legal arrangements.
- Spending time with a military member who is on short-term rest-and-recuperation leave during a period of deployment.
- Attending post-deployment activities.
- Addressing issues that arise from the death of a military member, such as making funeral arrangements.
- Caring for a military employee's parent who is incapable of self-care, such as providing care on an immediate need basis or arranging for alternative care.

1039.4.4 MILITARY CAREGIVER LEAVE

Eligible employees may take up to 26 weeks of leave in a single 12-month period to care for a spouse, son, daughter, parent, or next of kin who has incurred an injury or illness in the line of duty while on active duty in the Armed Forces, provided that such injury or illness may render the family member medically unfit to perform work (29 USC § 2612; 29 CFR 825.200).

Military caregiver leave is also available to family members of covered veterans who were members of the Armed Forces, including the National Guard or Reserves, at any point in the five years preceding the date on which the veteran undergoes medical treatment, recuperation, or therapy (29 USC § 2612; 29 CFR 825.127).

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Family and Medical Leave

During the single 12-month period, employees are entitled to no more than a combined total of 26 weeks of FMLA leave. In any case in which both spouses are employed by the Garden City Fire Rescue, the combined number of work weeks of leave is limited to 26 work weeks during any 12-month period (29 USC § 2612(f); 29 CFR 825.127).

Service member FMLA leave runs concurrent with other leave entitlements provided under federal, state, and local law. Where FMLA leave qualifies as both military caregiver leave and care for a family member with a serious health condition, the leave will be designated as military caregiver leave first.

1039.4.5 INTERMITTENT LEAVE

An employee may take leave for the employee's own serious health condition, for the serious health condition of the employee's spouse, child, or parent, or to care for a covered service member with a serious injury or illness, intermittently or on a reduced schedule if medically necessary, and if that medical need can best be accommodated by an intermittent schedule as defined in federal law (29 USC § 2612(b); 29 CFR 825.202; 29 CFR 825.124).

Leave due to a military exigency may be taken on an intermittent or reduced-leave schedule (29 CFR 825.202).

Intermittent leave for the birth, adoption, or foster care placement of a child is only available if granted at the discretion of the Fire Chief, unless the employee has a serious health condition in connection with the birth or if the newborn child has a serious health condition (29 CFR 825.120; 29 CFR 825.121).

Intermittent leave for any employee shall be tracked and calculated.

1039.4.6 PREGNANCY DISABILITY LEAVE

Pregnant employees who are disabled by pregnancy may be entitled to a disability leave in addition to any FMLA leave. The duration of leave is dependent on the circumstances. The Department shall defer to a pregnant member's qualified health care professional in assessing the member's ability to work.

1039.5 EMPLOYEE BENEFITS WHILE ON LEAVE

While on leave, employees will continue to be covered by any group health insurance to the same extent that coverage is provided while the employee is on the job (29 USC § 2614(c); 29 CFR 825.209). However, employees will not continue to be covered under non-health benefit plans.

Employees are responsible for any health plan employee contributions while on leave (29 CFR 825.210). Employee contribution rates are subject to any change in rates that occurs while the employee is on leave. If an employee fails to return to work after his/her leave entitlement has been exhausted or expires, the Department may recover its share of health plan premiums for the entire leave period unless the employee does not return because of the continuation, recurrence, or onset of a serious health condition of the employee or his/her family member that would entitle the employee to leave, or because of circumstances beyond the employee's control (29 CFR

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825.213). The Department may recover premiums through deduction from any sums (e.g., unpaid wages, vacation pay).

Employees may not earn additional time off while on unpaid leave.

1039.6 SUBSTITUTION OF PAID ACCRUED LEAVES

Subject to applicable collective bargaining agreements and civil service rules, employees are required to exhaust all applicable paid leave before taking unpaid leave. Paid accrued leave includes vacation leave, sick leave, personal leave, and compensatory time earned in lieu of overtime, pursuant to the Fair Labor Standards Act, during FMLA leave. Employees may not use paid accrued leave to extend FMLA leave beyond 12 work weeks per year.

1039.7 USE OF FMLA LEAVE

If an employee takes a leave of absence for any reason that is FMLA qualifying, the Department may designate that non-FMLA leave as running concurrently with the employee's 12-week FMLA leave entitlement.

1039.8 PROCEDURES

The following procedures will apply for all employees requesting leave under FMLA:

- (a) When a leave is requested for a medical or other FMLA-related treatment appointment, the employee must make a reasonable effort to schedule the appointment at a time that minimizes disruption to the department's operations (29 USC § 2612; 29 CFR 825.302).
- (b) An employee who wishes to take FMLA must provide his/her supervisor with 30 days' advanced notice when the leave is foreseeable or as soon as practicable if the need for leave is not foreseeable (29 USC § 2612; 29 CFR 825.302; 29 CFR 825.303).
- (c) At the time of the request, the employee must complete a FMLA request form.

Requests for medical leave shall be accompanied by a qualified health care professional statement, including the date on which the serious health condition began and the estimated date of return to work (29 USC § 2613; 29 CFR 825.302).

Once the leave is requested or designated by the Department, the supervisor should forward the request and any medical certifications to the Department of Human Resources and ensure the employee is provided the necessary forms and FMLA information within five days (29 CFR 825.300).

Employees are required to provide medical certification of a qualified health care professional or military documentation, if requested (29 CFR 825.305; 29 CFR 825.308; 29 CFR 825.309; 29 CFR 825.310).

Employees shall be required to periodically report on their status and intent to return to work (29 USC § 2614; 29 CFR 825.311). This may assist in avoiding a delay in reinstatement when the employee is ready to return to work.

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Employees returning from a medical leave from the employee's own serious health condition will be required to present medical verification from a qualified health care professional of the employee's ability to return to work and a list of any restrictions that need to be accommodated (29 USC § 2614; 29 CFR 825.100; 29 CFR 825.312).

1039.9 REINSTATEMENT FOLLOWING LEAVE

Generally, employees returning from FMLA leave within the qualified period will be restored to their original job or to an equivalent job with equivalent pay and benefits (but not seniority), unless the employee would not otherwise have been employed at the time reinstatement is requested (e.g., in the case of a layoff) (29 USC § 2614; 29 CFR 825.214; 29 CFR 825.216).

If the same position is no longer available, such as in a layoff, the employee will be entitled to a position that is comparable in pay, job content, and promotional opportunities and geographic location, if such a comparable position exists.

If upon return from leave an employee is unable to perform the essential functions of the job because of a physical or mental disability, the supervisor should work with the Department of Human Resources or legal counsel to engage in an interactive process with the employee to identify a potential reasonable accommodation.

After exhausting paid FMLA leave, non-paid leave will continue until the conclusion of the protected 12- or 26-week time limit. Following the protected leave, the Fire Chief, in consultation with the legal counsel or the Department of Human Resources, will determine whether non-FMLA leave should apply.

1039.10 RESPONSIBILITY

Supervisors should work with the Department of Human Resources or legal counsel regarding questions relating to leave or reinstatement from leave under this policy. The Department of Human Resources should advise the supervisor and inform members of their rights and responsibilities.

1039.11 RECORDS

The Department will maintain leave-related records as required by 29 CFR 825.500 for at least three years and in compliance with the department's established records retention schedule.

Records and documents related to doctor certifications and other medical information created for purposes of complying with FMLA and this policy shall be maintained as confidential medical records in separate files from employee personnel files.

1039.12 NOTICE TO EMPLOYEES

The Human Resources Director should ensure that a notice explaining the FMLA's provisions and procedures is prominently posted in conspicuous places in the Department where it can be readily seen by all employees and applicants for employment. Electronic posting is sufficient as long as the other posting requirements have been met as provided by 29 CFR 825.300 (29 CFR 825.300).

Military Leave

1040.1 PURPOSE AND SCOPE

This policy provides general guidance regarding leave to perform military service as a member of the Reserves or National Guard, or for active duty in the U.S. Armed Forces in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA) (38 USC § 4301 et seq.).

This policy does not address every situation or circumstance that may arise when an employee is performing military service or ordered to active duty. As military leave situations arise, supervisors should consult with the Department of Human Resources or legal counsel to obtain specific guidance regarding military leave rights.

1040.2 POLICY

The Garden City Fire Rescue supports employees who may be called or who volunteer to serve in the military. The Department will comply with USERRA and state laws relating to military leave.

1040.3 MILITARY LEAVE

Generally, employees on military leave are entitled to the same rights and benefits that are provided to employees having similar seniority, status, and pay who are on furlough or leave of absence (38 USC § 4316).

1040.3.1 LENGTH OF LEAVE

Employees are entitled to military leave of absence for up to a maximum of five years. Military leave is available for both voluntary and mandatory service (38 USC § 4303; 38 USC § 4312).

There are exceptions to the five-year cumulative total, including inactive duty training (drills), annual training, involuntary recall or retention in support of war, national emergency, certain operational missions, or training or retraining requirements (38 USC § 4312).

1040.3.2 TEMPORARY MILITARY DUTY LEAVE OF ABSENCE

Under Georgia law, an eligible employee who is a voluntary member of the National Guard, organized militia or any reserve force or reserve component of the U.S. Armed Forces is entitled to temporary military leave not to exceed six months in any four-year period to travel to and from and attend any service school or schools conducted by the U.S. Armed Forces (O.C.G.A. § 38-2-279).

An eligible employee who is a voluntary member of the National Guard or any reserve force or reserve component of the U.S. Armed Forces is entitled to a paid leave of absence not to exceed 18 days in any one-year period to engage in and travel to and from the performance of ordered military duty. This includes attendance at service school or schools conducted by the U.S. Armed Forces (O.C.G.A. § 38-2-279).

An eligible employee ordered to active duty as a member of the Georgia National Guard because of an emergency declared by the Governor is entitled to paid leave for a period not exceeding 30 days in any one-year period (O.C.G.A. § 38-2-279).

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1040.4 PROCEDURES AND RESPONSIBILITIES

Employees who require military leave shall provide as much advance written or verbal notice of the pending service as reasonably possible (38 USC § 4312).

Additionally, the employee should:

- (a) Provide copies of official orders or other official documentation, if available.
- (b) Select the benefit options desired during absence, if applicable.
- (c) Retain copies of all submitted documents.

1040.5 COORDINATION WITH CONTRACTS, PRACTICES, AND OTHER RULES

Wherever USERRA has more generous protections and benefits than state or local law, any applicable collective bargaining agreement, or local policy or practice, the Department will apply the more beneficial right or benefit (38 USC § 4302).

1040.6 LEAVE ACCRUALS

Employees are not required to use accrued leave while on military leave. However, employees may choose to use accrued annual leave or earned compensatory time at their discretion (38 USC § 4316).

Employees will not accrue sick days or paid time-off days during any period of military leave without pay. However, upon return, military leave time will be included in determining leave accruals. For example, if vacation accrual increases from two weeks to three weeks upon completion of five years of service, then a person who works for two years, serves two years on active duty, and then returns would be entitled to three weeks of vacation one year after reemployment.

1040.7 RETURN FROM DUTY

Employees returning from approved military leave of absence must report to work as follows (38 USC § 4312; 20 CFR 1002.118):

- (a) For periods of service less than 31 days, employees must report back to work no later than the beginning of the first shift that begins on the first full day that follows the end of the employee's service period, plus a reasonable time to travel to the employee's residence, plus eight hours. If reporting within this period is impossible or unreasonable through no fault of the employee, the employee must return as soon as possible after expiration of the eight-hour period.
- (b) For periods of service of more than 30 days but less than 181 days, employees must apply for reemployment verbally or in writing no later than 14 days after completing service, or, if impossible or unreasonable to do so through no fault of the employee, no later than the next first full calendar day when it is possible to do so.
- (c) For periods of service of more than 180 days, employees must apply for reemployment verbally or in writing no later than 90 days after completion of service.

Employees who are recovering from an illness or injury incurred in or aggravated during military service must report to the Department or apply for reemployment as provided in this policy at the

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end of the period necessary to recover from such illness or injury. The recovery period may not exceed two years, except when circumstances beyond the employee's control exist.

An employee who fails to report or apply for reemployment in a timely manner will be subject to the department's rules of conduct and established policies covering absence from scheduled work.

1040.8 REEMPLOYMENT RIGHTS

An employee returning from an approved temporary military duty leave of absence is generally entitled to reinstatement to the position and benefits they would have attained if not absent for military duty or, in some cases, a comparable job (38 USC § 4312).

1040.8.1 FORMER POSITION

An employee returning from approved regular active military leave is entitled to reinstatement in the position that they would have attained had the employee not taken leave. If the leave exceeded 90 days, the employee is also entitled to a position of like seniority, status, and pay (38 USC § 4313).

If an employee returning from approved military leave is not able to perform the essential duties of the position the employee would have attained, the Department will make reasonable efforts to help the employee become qualified (20 CFR 1002.198). If the employee remains unable to perform the essential duties of the position after the department's reasonable efforts, the employee is entitled to their previously held position at the time of departure or, in the case the leave exceeded 90 days, a position of like seniority, status, and pay. Where an employee remains unqualified for both of these positions after reasonable efforts by the Department, the employee is entitled to the nearest approximation to these positions (38 USC § 4313).

When a returning employee cannot become qualified because of a disability incurred in or aggravated during uniformed service, the Department, after making reasonable accommodations, must find a position of equivalent seniority, status, and pay for which the employee is qualified, or the nearest equivalent (38 USC § 4313; 20 CFR 1002.198).

1040.8.2 COMPENSATION AND BENEFITS

Upon return from regular active military duty, an employee is entitled to seniority and seniority-based rights and benefits, including but not limited to:

- (a) Receiving credit for the time spent in uniformed service under honorable conditions for purposes of seniority, retirement, promotion, and merit salary increases (20 CFR 1002.210).
- (b) Receiving credit for time spent on approved military leave for purposes of calculating eligibility for leave under the Family and Medical Leave Act (20 CFR 1002.210).
- (c) Returning to the level in the salary range that the employee would have attained had they not left on approved military leave (20 CFR 1002.236).
- (d) Receiving the same contribution to retirement benefits upon reemployment that the Department would have contributed had they not taken leave (20 CFR 1002.261).

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- (e) Being treated as not having a break in service for purposes of participation, vesting, and accrual of pension benefits (38 USC § 4316; 38 USC § 4318).
- (f) Reenrolling in department health benefits without any waiting period.
- (g) Restoring benefits that were elected by the employee and their dependents at the time military service began, as well as to any other benefits that began during the leave for which the employee would reasonably have become eligible.

1040.8.3 EMPLOYEE REEMPLOYMENT RESPONSIBILITIES

An employee returning from approved regular active military leave is entitled to reinstatement rights only if the employee (38 USC § 4312):

- (a) Has given advance written or verbal notice of such service, unless precluded by military necessity.
- (b) Has served in the uniformed service for no more than five years cumulatively while employed at the Garden City Fire Rescue, except as provided in 38 USC § 4312(c).
- (c) Has been issued a discharge under honorable conditions.
- (d) Reports to the Garden City Fire Rescue or applies for reemployment in a timely manner as provided in this policy.
 - 1. In the case that the military leave exceeds 30 days, submits documentation showing (20 CFR 1002.121; 20 CFR 1002.123):
 - (a) The application for reemployment is timely.
 - (b) The employee has not exceeded the cumulative five-year limit of service in the uniformed services, except as provided in 38 USC § 4312(c).
 - (c) The employee's separation or dismissal from service was not disqualifying.

1040.8.4 DEPARTMENT REEMPLOYMENT RESPONSIBILITIES

The Department shall promptly reinstate employees entitled to reinstatement but no later than 14 days after a request for reinstatement. In the case of unusual circumstances, the Department shall reinstate employees as soon as practicable (20 CFR 1002.181).

The Department is not required to reemploy a person after approved military leave if any of the following conditions exist (38 USC § 4312):

- (a) The department's circumstances have so changed as to make such reemployment impossible or unreasonable.
- (b) Such reemployment would impose an undue hardship upon the Department.
- (c) The person held a nonrecurrent job for a brief period of time and had no reasonable expectation that such employment would continue.

Supervisors should consult with the Department of Human Resources or legal counsel before determining whether any of these conditions exist.

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1040.9 RETENTION

An employee who is reinstated after returning from approved military leave may not be discharged, except for cause (38 USC § 4316; 20 CFR 1002.247):

- (a) For 180 days after the date of reemployment if the most recent period of military service was more than 30 days and less than 181 days.
- (b) For one year after the date of reemployment if the most recent period of military service was more than 180 days.

1040.10 DISCRIMINATION AND RETALIATION PROHIBITED

Discrimination or retaliation against any employee for participation in military service is prohibited, whether the employee volunteers or is ordered to active military service (38 USC § 4311).

Driver's License Requirements

1041.1 PURPOSE AND SCOPE

The purpose of this policy is to establish procedures to ensure that all Garden City Fire Rescue members who drive as a part of their duties have and maintain required driving licenses.

1041.2 POLICY

In order to promote driver safety, it is the policy of the Garden City Fire Rescue 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, has and maintains driving privileges and licenses consistent with his/her duties.

1041.3 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 appropriate for the class of vehicle.

Any member who is driving a vehicle shall have a valid driver's license appropriate for that class of vehicle on his/her person (O.C.G.A. § 40-5-29). Any member driving a Fire Apparatus shall be licensed for such vehicle. New Apparatus operators shall start with a learners permit for such classes of licenses.

1041.3.1 REVIEW OF RECORDS

The Fire Chief shall appoint an officer to 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 driving records for potential problem behavior.

The officer appointed to monitor driving records shall be responsible for reviewing the driver's license reports as part of the hiring process and any time an incident occurs that affects a member's eligibility to drive.

Whenever the officer appointed to monitor driving records becomes aware of changes that could affect a member's eligibility to drive, the officer should notify the affected member, the member's immediate supervisor and the Health and Safety Officer.

1041.3.2 NEW EMPLOYEES

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.

1041.3.3 CURRENT EMPLOYEES

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.

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Driver's License Requirements

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 driver's license shall not drive any vehicle while conducting 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 Georgia Department of Driver Services Motor Vehicle Report (MVR), 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 without pay for up to a maximum of six months from the date of the MVR 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.

Nepotism and Conflicting Relationships

1042.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure equal opportunity and effective employment practices by avoiding actual or perceived favoritism, discrimination or actual or potential conflicts of interest by or between members of this department. These employment practices include: recruiting, testing, hiring, compensation, assignment, promotion, use of facilities, access to training opportunities, supervision, performance appraisal, discipline and workplace safety and security.

1042.1.1 DEFINITIONS

Definitions related to this policy include:

Business relationship - Serving as an employee, independent contractor, compensated consultant, owner, board member, shareholder or investor in an outside business, company, partnership, corporation, venture or other transaction, where the employee's annual interest, compensation, investment or obligation is greater than \$250.

Conflict of interest - Any actual, perceived or potential conflict of interest in which it reasonably appears that an employee's action, inaction or decisions are or may be influenced by the employee's personal or business relationship.

Nepotism - The practice of showing favoritism to relatives over others in appointment, employment, promotion or advancement by any public official in a position to influence these personnel decisions.

Personal relationship - Includes marriage, cohabitation, dating or any other intimate relationship beyond mere friendship.

Public official - A supervisor, officer or employee vested with authority by law, rule or regulation or to whom authority has been delegated.

Relative - An employee's parent, stepparent, spouse, domestic partner, significant other, child (natural, adopted or step), sibling or grandparent.

Subordinate - An employee who is subject to the temporary or ongoing direct or indirect authority of a supervisor.

Supervisor - An employee who has temporary or ongoing direct or indirect authority over the actions, decisions, evaluation and/or performance of a subordinate employee.

1042.2 POLICY

The Garden City Fire Rescue is committed to fair and equitable treatment of all members and to creating a work atmosphere that is free of both actual and apparent conflicts of interest that could compromise this principle.

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1042.3 RESTRICTED DUTIES AND ASSIGNMENTS

The Department will not prohibit all personal or business relationships between employees. However, in order to avoid nepotism or other inappropriate conflicts, the following reasonable restrictions should apply:

- (a) Employees are prohibited from directly supervising, occupying a position in the line of supervision or being directly supervised by any other employee who is a relative or with whom they are involved in a personal or business relationship.
 - 1. If circumstances require that such a supervisor/subordinate relationship exist temporarily, the supervisor should make every reasonable effort to defer matters pertaining to the involved employee to an uninvolved supervisor.
 - 2. When personnel and circumstances permit, the Department will attempt to make every reasonable effort to avoid placing such employees in supervisor/subordinate situations. The Department, however, reserves the right to transfer or reassign any employee to another position within the same classification in order to avoid conflicts with any provision of this policy.
- (b) Employees are prohibited from participating in, contributing to or recommending promotions, assignments, performance evaluations, transfers or other personnel decisions affecting an employee who is a relative or with whom they are involved in a personal or business relationship.
- (c) Whenever possible, trainers should not be assigned to train relatives. Trainers are prohibited from entering into or maintaining personal or business relationships with any member they are assigned to train until such time as the training has been successfully completed and, if an employee, off probation.
- (d) To avoid actual or perceived conflicts of interest, members of this department should refrain from developing or maintaining personal or financial relationships with victims, witnesses or other individuals during the course of or as a direct result of any official contact.
- (e) Except as required in the performance of official duties, or in the case of immediate relatives, employees should not develop or maintain personal or financial relationships with any individual they know or reasonably should know is under criminal investigation, is a convicted felon, parolee, fugitive, registered sex or arson offender, or who engages in serious violations of state or federal laws.

1042.3.1 EMPLOYEE RESPONSIBILITY

Employees shall avoid situations that create a conflict of interest. Employees should take reasonable steps to address a perception of a conflict of interest when such a perception is reasonably foreseeable and avoidable (e.g., deferring a decision to an uninvolved employee).

Whenever any employee is placed in circumstances that would require the employee to take enforcement action or provide official information or services to any relative or individual with whom

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the employee is involved in a personal or business relationship, the employee should promptly notify his/her uninvolved, immediate supervisor. In the event that no uninvolved supervisor is immediately available, the employee should promptly notify dispatch to have another uninvolved employee either relieve the involved employee or, minimally, remain present to witness the action.

1042.3.2 SUPERVISOR'S RESPONSIBILITY

Upon being notified of, or otherwise becoming aware of any circumstance that could result in or constitute an actual or potential violation of this policy, a supervisor should take all reasonable steps to promptly mitigate or avoid such violations whenever possible.

Supervisors should also promptly notify the Fire Chief of such actual or potential violations through the chain of command.

Member Speech, Expression, and Social Networking

1043.1 PURPOSE AND SCOPE

This policy is intended to address issues associated with member use of social networking sites and to provide guidelines for the regulation and balancing of member speech and expression with the needs of the Department.

Nothing in this policy is intended to prohibit or infringe upon any communication, speech, or expression that is protected or privileged 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 an employee from speaking as a private citizen, including acting as an authorized member of a recognized bargaining unit, about matters of public concern, such as misconduct or corruption.

Members are encouraged to consult with their supervisor regarding any questions arising from the application or potential application of this policy.

1043.1.1 APPLICABILITY

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.

1043.2 POLICY

Public employees occupy a trusted position in the community, and thus, their statements have the potential to contravene the policies and performance of this department. Due to the nature of the work and influence associated with the fire 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 Garden City Fire Rescue will carefully balance the individual member's rights against the department's needs and interests when exercising a reasonable degree of control over its members' speech and expression.

1043.3 SAFETY

Members should consider carefully 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 the Garden City Fire Rescue members, such as posting personal information in a public forum, 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. Examples of the type of information that could reasonably be expected to compromise safety include:

- Disclosing the address of a fellow firefighter.

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- Otherwise disclosing where another firefighter can be located off-duty.

1043.4 PROHIBITED SPEECH, EXPRESSION, AND CONDUCT

To meet the department's safety, performance, and public-trust needs, the following is prohibited unless the speech is otherwise protected (for example, an employee speaking as a private citizen, including acting as an authorized member of a recognized bargaining unit, 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 Garden City Fire Rescue or its members.
- (b) Speech or expression that, while not made pursuant to an official duty, is significantly linked to or related to the Garden City Fire Rescue and tends to compromise or damage the mission, function, reputation, or professionalism of the Garden City Fire Rescue or its members. Examples may include:
 - 1. Statements that indicate disregard for the law of the state or U.S. Constitution.
 - 2. Expression that demonstrates support for criminal activity.
 - 3. Participating 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 as a witness. For example, posting statements or expressions to a website 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 Firefighters' Code of Ethics as adopted by the Garden City Fire Rescue.
- (f) Use or disclosure, through whatever means, of any information, photograph, video, or other recording obtained or accessible as a result of employment with the Department for financial or personal gain, or any disclosure of such materials without the express authorization of the Fire Chief or the authorized designee.
- (g) Posting, transmitting, or disseminating any photographs, video or audio recordings, likenesses, or images of department logos, emblems, uniforms, badges, patches, marked vehicles, equipment, or other material that specifically identifies the Garden City Fire Rescue on any personal or social networking or other website or web page without the express authorization of the Fire Chief.
- (h) Accessing websites for non-authorized purposes, or use of any personal communication device, game device, or media device, whether personally or department-owned, for personal purposes while on-duty, except in the following circumstances:
 - 1. When brief personal communication may be warranted by the circumstances (e.g., inform family of extended hours).

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2. During authorized breaks; however, such usage should be limited as much as practicable to areas out of sight and sound of the public and shall not be disruptive to the work environment.

Members must take reasonable and prompt action to remove any content, including content posted by others, that is in violation of this policy from any web page or website maintained by the member (e.g., social or personal website).

1043.4.1 UNAUTHORIZED ENDORSEMENTS AND ADVERTISEMENTS

Although members are not restricted from engaging in the following activities as private citizens or as authorized members of a recognized bargaining unit, members may not represent the Garden City Fire Rescue or identify themselves in any way that could be reasonably perceived as representing the Garden City Fire Rescue in order to do any of the following, unless specifically authorized by the Fire Chief (O.C.G.A. § 45-10-1):

- (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, public broadcast, or on any website

Additionally, when it can reasonably be construed that a member, acting in an individual capacity or through an outside group or organization (e.g., bargaining group), is affiliated with this department, the member shall give a specific disclaiming statement that any such speech or expression is not representative of the Garden City Fire Rescue.

Members retain their right to vote as they choose, to support candidates of their choice, and to express their opinions as private citizens, including as authorized members of a recognized bargaining unit, 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 an election or a nomination 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).

1043.4.2 POLITICAL ACTIVITY

No member shall be prohibited from engaging in political activity, unless otherwise prohibited by law, in violation of department policy or any time a member is on-duty or in uniform.

Members shall not be coerced or required to engage in political activity (O.C.G.A. § 45-11-10).

1043.5 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

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accessed, transmitted, received, or reviewed on any department technology system (see the Information Technology Use Policy for additional guidance).

1043.6 CONSIDERATIONS

In determining whether to grant authorization of any speech or conduct that is prohibited under this policy, the factors that the Fire 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 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.

1043.7 TRAINING

Subject to available resources, the Department should provide training regarding member speech and the use of social networking to firefighters and supervisors.

Anti-Retaliation

1044.1 PURPOSE AND SCOPE

This policy prohibits retaliation against members who identify workplace issues, such as fraud, waste, abuse of authority, gross mismanagement or any inappropriate conduct or practices, including violations that may pose a threat to the health, safety or well-being of members.

This policy does not prohibit actions taken for nondiscriminatory or non-retaliatory reasons, such as discipline for cause.

These guidelines are intended to supplement and not limit members' access to other applicable remedies. 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, law, or ordinance.

1044.2 POLICY

The Garden City Fire Rescue has a zero tolerance for retaliation and is committed to taking reasonable steps to protect from retaliation members who, in good faith, engage in permitted behavior or who report or participate in the reporting or investigation of workplace issues. All complaints of retaliation will be taken seriously and will be promptly and appropriately investigated.

1044.3 RETALIATION PROHIBITED

No member may retaliate against any person for engaging in lawful or otherwise permitted behavior; for opposing a practice believed to be unlawful, unethical, discriminatory or retaliatory; for reporting or making a complaint under this policy; or for participating in any investigation related to a complaint under this or any other policy.

Retaliation includes any adverse action or conduct, including, but not limited to:

- Refusing to hire or denying a promotion.
- Extending the probationary period.
- Unjustified reassignment of duties or change of work schedule.
- Real or implied threats or other forms of intimidation to dissuade the reporting of wrongdoing or filing of a complaint, or as a consequence of having reported or participated in protected activity.
- Taking unwarranted disciplinary action.
- Spreading rumors about the person filing the complaint or about the alleged wrongdoing.
- Shunning or unreasonably avoiding a person because he/she has engaged in protected activity.

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Anti-Retaliation

1044.4 COMPLAINTS OF RETALIATION

Any member who feels he/she has been retaliated against in violation of this policy should promptly report the matter to any supervisor, a command staff member, the Fire Chief or the City Human Resources Director.

Members shall act in good faith, not engage in unwarranted reporting of trivial or minor deviations or transgressions, and make reasonable efforts to verify facts before making any complaint in order to avoid baseless allegations. Members shall not report or state an intention to report information or an allegation knowing it to be false or with willful or reckless disregard for the truth or falsity of the information, or otherwise act in bad faith.

Investigations are generally more effective when the identity of the reporting member is known, thereby allowing investigators to obtain additional information from the reporting member. However, complaints may be made anonymously. All reasonable efforts shall be made to protect the reporting member's identity. However, confidential information may be disclosed to the extent required by law or to the degree necessary to conduct an adequate investigation and make a determination regarding a complaint. In some situations, the investigative process may not be complete unless the source of the information and a statement by the member is part of the investigative process.

1044.5 SUPERVISOR RESPONSIBILITIES

Supervisors are expected to remain familiar with this policy and ensure that members under their command are aware of its provisions.

The responsibilities of supervisors include, but are not limited to:

- (a) Ensuring complaints of retaliation are investigated as provided in the Personnel Complaints Policy.
- (b) Receiving all complaints in a fair and impartial manner.
- (c) Documenting the complaint and any steps taken to resolve the problem.
- (d) Acknowledging receipt of the complaint, notifying the Fire Chief via the chain of command and explaining to the member how the complaint will be handled.
- (e) Taking appropriate and reasonable steps to mitigate any further violations of this policy.
- (f) Monitoring the work environment to ensure that any member making a complaint is not subjected to further retaliation.
- (g) Periodically following up with the complainant to ensure that retaliation is not continuing.
- (h) Not interfering with or denying the right of a member to make any complaint.
- (i) Taking reasonable steps to accommodate requests for assignment or schedule changes made by a member who may be the target of retaliation if it would likely mitigate the potential for further violations of this policy.

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Anti-Retaliation

1044.6 COMMAND STAFF RESPONSIBILITIES

The Fire Chief should communicate to all supervisors the prohibition against retaliation.

Command staff shall treat all complaints as serious matters and shall ensure that prompt actions take place, including, but not limited to:

- (a) Communicating to all members the prohibition against retaliation.
- (b) Reviewing complaint investigations in a timely manner.
- (c) Taking steps toward remediation of any inappropriate conduct or condition and instituting measures to eliminate or minimize the likelihood of recurrence.
- (d) Communicating the outcome to the complainant in a timely manner.

1044.7 WHISTLE-BLOWING

Georgia law protects public employees who object to, or refuse to participate in, any activity, policy or practice of the public employer that the employee has reasonable cause to believe is in violation of or not in compliance with a law, rule or regulation (O.C.G.A. § 45-1-4). Members who believe they have been the subject of retaliation for engaging in such protected behaviors should promptly report it to a supervisor. Supervisors should refer the complaint to the Fire Chief or the authorized designee through the appropriate supervisory chain of command for investigation pursuant to the Personnel Complaints Policy.

1044.8 RECORDS RETENTION AND RELEASE

The Custodian of Records shall ensure that documentation of investigations is maintained in accordance with the established records retention schedules.

1044.9 TRAINING

This policy should be reviewed with each new member.

All members should receive periodic refresher training on the requirements of this policy.

Sick Leave

1045.1 PURPOSE AND SCOPE

This policy provides general guidance regarding the use and processing of sick leave. Additional terms for the use of sick leave for eligible employees may be covered in the City personnel manual, employee handbook, or applicable employee agreement.

This policy is not intended to cover all types of sick or other leaves. For example, employees may be entitled to additional paid or unpaid leave for certain family and medical reasons as addressed in the Family and Medical Leave Policy.

1045.2 POLICY

It is the policy of the Garden City Fire Rescue to provide eligible employees with a sick-leave benefit.

1045.3 USE OF SICK LEAVE

Sick leave is intended to be used for qualified absences. Sick leave is not considered vacation. Abuse of sick leave may result in discipline, denial of sick-leave benefits, or both.

Employees on sick leave shall not engage in other employment or self-employment or participate in any sport, hobby, recreational activity, or other activity that may impede recovery from the injury or illness (see the Outside Employment Policy).

Qualified appointments should be scheduled during a member's non-working hours when it is reasonable to do so.

1045.3.1 NOTIFICATION

All members should notify the Deputy Fire Chief or appropriate supervisor as soon as they are aware that they will not be able to report to work and no less than one hour before the start of their scheduled shifts. If, due to an emergency, a member is unable to contact the supervisor, every effort should be made to have a representative for the member contact the supervisor.

When the necessity to be absent from work is foreseeable, such as planned medical appointments or treatments, the member shall, whenever possible and practicable, provide the Department with no less than 30 days' notice of the impending absence.

Upon return to work, members are responsible for ensuring their time off was appropriately accounted for, and for completing and submitting the required documentation describing the type of time off used and the specific amount of time taken.

1045.4 EXTENDED ABSENCE

Members absent from duty for more than two consecutive shifts shall be required to furnish a statement from a health care provider or verification supporting the need to be absent and/or the ability to return to work. Members on an extended absence shall, contact their Administrative Staff each Monday by 0900 to provide an update on their absence and expected date of return.

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Nothing in this section precludes a supervisor from requiring, with cause, a health care provider's statement or verification for an absence of three or fewer days.

1045.5 SUPERVISOR RESPONSIBILITIES

The responsibilities of supervisors include but are not limited to:

- (a) Monitoring and regularly reviewing the attendance of those under their command to ensure that the use of sick leave and absences is consistent with this policy.
- (b) Attempting to determine whether an absence of four or more days may qualify as family medical leave and consulting with legal counsel or the [Personnel Department] as appropriate.
- (c) Addressing absences and sick leave use in the member's performance evaluation when excessive or unusual use has:
 - 1. Negatively affected the member's performance or ability to complete assigned duties.
 - 2. Negatively affected department operations.
- (d) When appropriate, counseling members regarding excessive absences and/or inappropriate use of sick leave.
- (e) Referring eligible members to an available employee assistance program when appropriate.

1045.6 STATE MANDATES AND OTHER RELEVANT LAWS

Each calendar year, eligible employees may use up to five days or 48 hours of earned sick leave to care for an immediate family member (O.C.G.A. § 34-1-10).

Trade Time

1046.1 PURPOSE

The purpose of this document is to establish a policy for "Trade-Time". To provide an alternative means for personnel to be off duty using "Trade-Time" shifts.

1046.2 DEFINITIONS

Trade-Time is defined as the time when one member voluntarily works for another by their mutual agreement.

Shift Commander: The ranking officer on duty.

Shift Supervision: A Captain or Sergeant on a twenty-four (24) hour shift

1046.3 POLICY

- (a) Trade-Time is voluntary
- (b) Trade-Time is three (3) per quarter
- (c) **The City of Garden City and The Garden City Fire Department does not assume any responsibility for compensating a member who voluntarily agrees to work for another employee without a Time Clock Verification form.**
- (d) **"Trade-Time" is a privilege allowed by the Garden City Fire Department and reserves the right to deny any "Trade-Time" as deemed necessary for needs of the department.**
- (e) The member who is scheduled to work their designated shift will be responsible for ensuring that their position is filled by an appropriate member. If the position is not filled, the member scheduled to work may be subject to disciplinary action.
- (f) **"Trade-Time" cannot put any member working over forty-eight (48) hours.**
- (g) Section 7(p)(3) of the FLSA provides that two individuals employed in the same capacity by the same public agency may agree, solely at their option and with the approval of the public agency, to substitute for one another during scheduled work hours. 29 U.S.C. §207(p)(3)
- (h) The implementing regulations provide that when "one employee substitutes for another, each employee will be credited as if he or she had worked his or her normal work schedule for that shift." 29 CFR §553.31(a).
- (i) The implementing regulations also provide guidance on satisfying the statutory requirement for a public agency to approve an agreement between employees to substitute for one another. This approval requirement is satisfied "when the employer is aware of the substitution and indicates approval in whatever manner is customary." 29 CFR §553.31(d).
- (j) Finally, there is no provision in section 7(p)(3) or its implementing regulations that could be construed to require one individual to "repay" the other individual who agrees to a work substitution arrangement.

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- (k) Neither section 7(p)(3) nor its implementing regulations limit the number of substitutions between employees.
- (l) Salaried employees are only eligible to Trade with other salaried employees.

Procedure

- (a) Complete the trade-time form
- (b) Form will then be submitted to both shift commanders by email fourteen (14) days prior to the date of the Trade
- (c) The two members trading time will update the station calendars
- (d) Emergency Trades will be taken on a case-by-case basis

NOTE: The Trade Time form will now include the Verification form. Upon signing the form, both parties agree to the adjustment of timecards.

Chapter 11 - Facility

Facility Security

1100.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the physical security of fire stations and other department facilities. The safety and security of department members is the primary purpose of this policy. Department members should be mindful of their responsibility to protect themselves from any potential physical threats and to protect the security of department facilities.

1100.2 POLICY

It is the policy of the Garden City Fire Rescue to provide physical security measures for all facilities under department control.

1100.3 GUIDELINES

Members are responsible for ensuring that all department facilities remain secured from unauthorized access at all times.

Department members should apply the following guidelines whenever practicable.

1100.3.1 ADMINISTRATION, FIRE PREVENTION AND OTHER PUBLIC ACCESS AREAS

Public access facilities should only be accessible to the public during published business hours and only when sufficient staffing is available to monitor the movement of visitors and restrict access to areas containing confidential or sensitive materials or information. Any facility allowing access to the public should have a designated reception area and some method of limiting public access to controlled areas.

A visitor control process should be implemented at each facility that allows public access. The control process should include a visitor's log. Each visitor should record his/her name and purpose of the visit. Completed visitor logs should be retained for the period prescribed in the department's records retention schedule. All visitors entering controlled areas of any facility that allows public access should be issued a visitor's badge. The badge should be prominently displayed on the outermost layer of the visitor's clothing throughout the visitor's stay in the facility. Visitors should be accompanied at all times while inside the controlled areas of the facility and monitored throughout the visit.

Members of the public should be prohibited from using photographic, electronic imaging or recording equipment while inside the controlled areas of the facility, unless such use is necessary for the business purpose of the visit and then only with the approval of the facility's manager or a chief officer.

No public access to the facility should be permitted outside of the published business hours. The facility should be secured against unauthorized entry when closed or when sufficient department personnel are not available to monitor visitor access.

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1100.3.2 FIRE STATIONS

Fire stations are considered secure facilities with limited public access. Public access to a fire station shall only be permitted into the designated public access area, which should be kept free of confidential records, reports or other protected materials.

A member of the Department should accompany any visitor entering the controlled areas of the fire station. All visitors should be monitored throughout their stay in the fire station. The public should not be allowed access to the member sleeping quarters of the station or to any area where members have private lockers or storage for personal belongings. Visitors should not be allowed to take photographs, electronic images or other recordings while inside a fire station, unless it is essential to the purpose of the visit.

All fire station exterior doors should be equipped with self-closing and self-locking doors. All exterior doors should be kept closed and locked at all times, including apparatus bay doors, unless a member is present to prevent unauthorized access. All points of access to the fire station should be closed and locked any time no members are present. All exterior storage rooms, lockers or other facilities should remain locked at all times unless directly observed by a member. Secure parking areas (fenced/gated) should be kept secured at all times unless directly observed by a member.

1100.3.3 BREACH OF SECURITY

All members are responsible for assisting in maintaining the security of department facilities.

Any breach in security should be reported as soon as practicable through the chain of command to the chief officer responsible for the facility.

Any criminal activity that occurs and that poses a threat to department members should immediately be reported to local law enforcement. If warranted by conditions or circumstances, all on-duty members should be notified of the incident and any recommended precautions as soon as practicable. Other members of the Department should be notified of the incident as soon as practicable, given the totality of the circumstances.

1100.3.4 SUSPICIOUS ACTIVITY

Department members should be vigilant about any suspicious activity occurring in or around department facilities and should report any such activity through the chain of command to the chief officer responsible for the facility. In some circumstances it may be necessary to immediately contact law enforcement to investigate a suspicious activity or circumstance. Suspicious activity may include, but is not limited to:

- Anyone loitering in the vicinity of the facility for an extended period of time.
- Unknown individuals photographing or taking images of the facility, of members of the Department assigned to the facility or of department vehicles or apparatus.
- Unknown individuals who appear to be monitoring the activities taking place at the facility.

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- Anyone attempting to gain access or requesting access to department facilities without proper authorization.
- Any abandoned packages or other items left on department grounds or adjacent to department facilities.
- Any unknown or abandoned vehicles left on department grounds or adjacent to the department facility.

Emergency Power

1101.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a process for identifying emergency power needs or relocation plans for critical facilities and/or equipment. The Department provides critical emergency services to the community and must be able to respond to incidents with fully functioning equipment, regardless of commercial power failures.

1101.2 POLICY

It is the policy of the Garden City Fire Rescue to provide emergency power sources at its facilities where necessary.

1101.3 RESPONSIBILITIES

The Fire Chief or the authorized designee shall develop a plan to:

- (a) Identify critical resources and the equipment necessary for the department's mission and determine the department's needs for emergency power.
- (b) Equip facilities and/or equipment identified as crucial to the mission of the Department with electrical generators, uninterruptible power sources or other means of sustaining critical business components in the event of a loss of commercial power.
 1. All emergency power sources selected shall be in compliance with all building codes, environmental codes and Georgia rules and regulations governing the use of such equipment.
- (c) In the event that an alternative source of power for critical equipment cannot be found, relocate the equipment to reduce the risk of having inoperative equipment.

1101.4 PROCEDURE

The following aspects of maintaining and operating emergency power sources for fire stations and other facilities should be identified in the plan:

- Specific apparatus, equipment, computers or systems that should be served by the emergency power at each facility
- Permit requirements associated with the type of equipment proposed in the plan
- Identification of the person responsible for periodically testing and maintaining the proposed equipment
- Fueling procedure for any generator fuel tanks in the proposed system
- Details of any fuel service contracts
- Identification of the person responsible for ensuring the tanks are full at all times and for refilling the tanks during/following a protracted event
- Identification of the person responsible for annually procuring a maintenance contract for the proposed equipment

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- Identification of the vendor and how the vendor is contacted, during and after regular business hours
- Details of the record-keeping system for testing and maintenance of the proposed equipment
- Contingency plans for a failure of the backup system
- If there is no contingency plan for the backup system, identification of alternatives to the critical equipment or apparatus needed to accomplish the mission

Wastewater Discharge

1102.1 PURPOSE AND SCOPE

The practices detailed in this policy are intended to minimize runoff releases associated with firefighting, fire training, emergency scene spills and discharges, trauma scene waste management and fire facility maintenance activities.

1102.2 POLICY

It is the policy of the Garden City Fire Rescue to adhere to local, state and federal regulations established to minimize the adverse impacts to the environment from wastewater discharges by ensuring best management practices for department activities.

1102.3 NON-EMERGENCY ACTIVITIES

1102.3.1 DISCHARGES ASSOCIATED WITH FIRE TRAINING ACTIVITIES

Training activities should be performed in a manner that reduces or prevents discharges to the storm water systems. Occasionally, discharge into the storm water system is unavoidable (e.g., equipment failures). However, the following measures should be implemented to minimize the impact on water quality:

- (a) Conduct fire training, where feasible, in facilities where runoff controls that protect the storm drain system have been engineered and built into the facility.
- (b) Direct water flows to landscape or greenbelt areas whenever possible.
- (c) When flowing water cannot be contained in the landscape areas, survey the area prior to the training exercise to ensure that debris will not enter the storm water system as a result of water flow generated during the drill.
- (d) When practicable and necessary, divert flows to the sewer, with the permission of the local sewer agency.
- (e) Use fog streams for short durations.
- (f) Use lower gallon-per-minute nozzle settings.
- (g) Prevent discharge of foam to the storm drain system. If training activities involve the use of foam, block off all potentially affected storm drain inlets with plastic sheeting and sandbags, construct a temporary berm, collect the runoff, and discharge to the sanitary sewer after a defoaming agent has been applied (O.C.G.A. § 25-2-41).

1102.3.2 VEHICLE AND EQUIPMENT WASHING AND CLEANING

The following should be considered in order to prevent or reduce the discharge of pollutants to the storm drain system from vehicle and equipment washing and cleaning:

- (a) Use cleaning methods that employ the minimal use of water, such as a wet chamois or non-water rinse, when applicable.
- (b)

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- (c) Remove debris from any area or facility that is used for washing and/or cleaning vehicles.
- (d) Direct water flows to landscape or green areas, or contain the water on-site and allow it to evaporate and infiltrate whenever it is safe to do so without causing damage or erosion.
- (e) Use designated wash areas (preferably covered and bermed) to contain and/or divert the wash water to the sewer, either through the use of a wet-vac or a plumbed sanitary sewer connection.
- (f) Use self-contained water recycling systems.
- (g) Use off-site commercial washing and steam-cleaning facilities. Prohibit all steam cleaning discharge from entering the storm drain. Direct all steam-cleaning discharge to the sanitary sewer.

1102.3.3 VEHICLE FUELING

- (a) The following measures should be taken to reduce the impact to storm water:
 - 1. Protect the fueling area from storm water by installing a canopy.
 - 2. Pave fueling area surfaces with Portland cement concrete (or other equivalent smooth impervious surface) with a 2 percent to 4 percent slope to prevent puddles.
 - 3. Keep perimeter drains clear of debris at all times.
 - 4. If a perimeter drain is not installed, install a berm or graded area to prevent run-off of storm water and spilled liquids.
 - 5. Use a deadend sump to collect spills or install an oil-water separator.
 - 6. Utilize vapor recovery nozzles to help control drips as well as air pollution.
 - 7. Maintain a spill control kit at the refueling site.
- (b) When fueling fire vehicles, members should take the following measures to prevent fuel spills and leaks:
 - 1. Avoid fueling during rainy conditions in fuel areas that do not have a canopy.
 - 2. When necessary to refuel during rainy conditions in fueling areas that do not have a canopy, the person refueling shall not leave the fueling area while fuel is flowing from the pump.
 - 3. Avoid topping-off fuel tanks.
 - 4. Use absorbent material on small spills and for general cleaning rather than hosing down an area. Remove the absorbent material promptly and dispose as hazardous waste.

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5. Avoid mobile fueling during non-emergency events if the vehicles and/or equipment can be brought to the refueling facility.

1102.3.4 VEHICLE AND EQUIPMENT MAINTENANCE AND REPAIR

A “dry shop” can help prevent or reduce the discharge of pollutants from vehicle and equipment maintenance as follows:

- (a) Conduct vehicle and equipment maintenance in areas where precautions have been taken to prevent spills from entering the storm drain system.
- (b) Use dry cleaning methods in maintenance and repair areas unless adequate precautions have been taken to prevent the discharge of wash water to the storm drain.

1102.3.5 HOSE WASHING AND CLEANING

The discharge of pollutants from washing and cleaning fire hoses and equipment may be prevented or reduced by using the following safeguards, as appropriate:

- (a) Design new areas or facilities that will be used for washing and/or cleaning fire hoses in a way that prevents wash water or other debris from entering the storm drain or from receiving water that has not been adequately treated.
- (b) Direct water flows to landscaped or green areas, or contain the water on-site and allow it to percolate through plant material or the landscape, or to evaporate completely whenever it is safe to do so without causing damage or erosion.
- (c) Use designated wash areas (preferably covered and bermed) to contain and/or divert the wash water to the sewer either through the use of a wet-vac or a plumbed sanitary sewer connection.
- (d) When cleaning the wash area, use wet mop cleaning methods in small areas, when feasible.
- (e) Use methods of cleaning fire hoses that employ the minimal use of water, such as high-pressure spray washers, when applicable.
- (f) Consider the use of biodegradable cleaning agents.

1102.3.6 FACILITY MAINTENANCE

Facility maintenance should be conducted as follows:

- (a) Use dry cleaning methods (e.g., sweeping) to clean impervious hardscape areas, such as apparatus floors, driveways, patios and walkways. Place debris in receptacles for solid waste disposal.
- (b) Maintain landscape areas as required to limit introduction of leaves and other landscape waste into the storm water system.
- (c) Monitor and maintain irrigation systems as required to minimize off-site discharge of irrigation run-off.
- (d) Maintain and repair structures using methods that do not result in the release of water, soil or waste into the storm drain system.

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1102.3.7 SOLID WASTE AND HAZARDOUS MATERIALS STORAGE AREAS

Solid waste and hazardous materials storage areas should be maintained as follows:

- (a) There should be a canopy or roof over solid waste and hazardous materials storage areas.
- (b) There should be secondary containment (e.g., a metal or plastic pan with a raised edge) for hazardous materials storage areas.
- (c) All trash and solid waste receptacles should have lids. Keep lids closed to prevent contact with rainfall and to ensure containment of waste within the storage area.

1102.4 EMERGENCY ACTIVITIES

It is not always possible to prevent discharge that occurs during emergency firefighting activities (e.g., flows necessary for the protection of life and property). However, when practicable, the following should be considered.

1102.4.1 DISCHARGES ASSOCIATED WITH EMERGENCY FIREFIGHTING ACTIVITIES

To the extent allowed by the circumstances at the scene and without compromising the health and safety of department members or the public, emergency firefighting activities should be performed in a manner that avoids or minimizes discharges to the storm water system, including the following:

- If possible, avoid directing firefighting flows directly on erodible surfaces if run-off will enter receiving waters or storm drains.
- If possible, apply firefighting flows so run-off will flow over vegetated areas prior to entering receiving waters or storm drains.

1102.4.2 TRAUMA SCENE CLEANUP

Trauma scene wastes (e.g., blood, human tissue) may be generated at various types of crime, vehicle accident or other accident scenes. This type of waste can pose a health risk to those responsible for overseeing and conducting the cleanup. The following procedures should be used when practicable to protect members and prevent any unnecessary discharge of material into the storm drain.

1102.4.3 CLEANUP OF TRAUMA SCENE WASTE ON PUBLIC PROPERTY

The Incident Commander (IC) should be familiar with any City ordinances regarding the cleanup of trauma scene waste on public property.

Decontamination and cleanup operations may include, but are not limited to, the following:

- (a) Before proceeding with site cleanup, emergency responders must have the proper personal protective equipment (PPE), adequate supplies of bleach and sufficient water to properly complete the operation. Universal precautions must be utilized during any cleanup operation. Additional information and guidance for cleanup policies and procedures for bodily fluids may be obtained 24 hours a day by contacting the public health department.

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- (b) Personnel shall wear gloves when washing or handling contaminated equipment, clothing or other materials. Additional PPE may be necessary if there is the potential for splashing.
- (c) The Coroner should remove any human tissue or body parts at the scene of a fatality, following its own policies and procedures. The Coroner will generally not respond to a non-fatal incident for the purpose of human tissue removal.
- (d) Human tissue, body parts or blood/bodily fluids in a solid state should not be allowed to enter a storm drain. Tissue found in the storm drain system should be removed to the maximum extent practicable.
- (e) The public health department may be contacted, if needed, for consultation or assistance in trauma scene management or questions regarding legal disposition of medical waste.

1102.4.4 SPECIFIC CLEANUP PROCEDURES FOR SMALL SPILLS

- (a) Garden City Fire Rescue members may decontaminate and then wash down small amounts of human blood/bodily fluids that are still in a liquid state. A small spill is defined as a spill that can be thoroughly and completely disinfected with one gallon of 10 percent chlorine disinfectant. This determination should be made with the understanding that multiple applications may be necessary to accomplish full disinfection.
 - 1. Members shall wear PPE to protect skin, mucus membranes, lungs and clothing from chlorine or trauma scene waste.
 - 2. Members shall apply disinfectant to the liquid biowaste (foam may develop) and let it sit for a minimum of 10 minutes.
 - 3. After 10 minutes, members shall wash down the area using a fire hose or pressurized water extinguisher.
- (b) In non-emergency situations and when circumstances permit, members should also:
 - 1. Attempt to move trash or miscellaneous debris from the path of the run-off so no additional or unnecessary material is discharged or carried into the storm drain.
 - 2. If there is a choice between directing the run-off down a storm drain or a sewer, use the sewer.
 - 3. Porous surfaces, such as asphalt, may require multiple repetitions to completely disinfect and thoroughly clean the area.

1102.4.5 DISCHARGES ASSOCIATED WITH HAZARDOUS MATERIAL SPILLS

The City is the authority with responsibility for coordinating a response to hazardous material spills. The Garden City Fire Rescue is a participating agency with specified responsibilities within the jurisdiction. The Garden City Fire Rescue operates under a hazardous materials response plan that describes procedures for the allocation of resources and assigns tasks during a hazardous

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Wastewater Discharge

materials release emergency. Fire department and law enforcement members shall respond to hazardous material releases according to response protocols established by each department under oversight of the City.

1102.4.6 NOTIFICATION OF SPILLS, RELEASES AND DISCHARGES

Spills, releases and discharges of pollutants shall be reported by the IC as required by all applicable state and federal laws. In addition, any such spills, releases and illegal discharges with the potential to endanger health, safety or the environment shall be reported by the IC to the Department of Natural Resources, Environmental Protection Division (EPD) State Warning Point, as soon as practicable after discovery. If it is safe to do so, necessary actions shall be taken to contain and minimize the spill, release or discharge (O.C.G.A. § 12-14-3).

Flag Display

1103.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance to members of the Garden City Fire Rescue regarding the proper display of the flags of both the United States and the State of Georgia.

1103.2 POLICY

It is the policy of the Garden City Fire Rescue to display flags at department facilities in compliance with Georgia and federal laws.

1103.3 DISPLAYING THE FLAG OF THE UNITED STATES

Federal law providing for the use and the display of the U.S. flag is contained in Title 4 Chapter 1 of the United States Code, commonly referred to as the "Flag Code." Members of this department will display the flag of the United States in accordance with the provisions of 4 USC § 1 through 4 USC § 10.

1103.3.1 DISPLAY OF THE U.S. FLAG IN DAILY OPERATIONS

Department members should consult the Flag Code for guidance whenever the flag of the United States is to be displayed in any manner. This is to ensure that the display is presented in accordance with the Flag Code and as follows:

- (a) The United States flag should be conspicuously posted on all department facilities during hours of operation.
- (b) It is the universal custom to display the flag only from sunrise to sunset on buildings and on a stationary flagstaff in the open. However, the flag may be displayed 24 hours a day if it is properly illuminated during the hours of darkness (4 USC § 6).
- (c) The flag should not be displayed on days when the weather is inclement, except when an all-weather flag is displayed (4 USC § 6).
- (d) The U.S. flag may only be flown at half-staff by Presidential or Gubernatorial decree, and on Memorial Day until noon (4 USC § 7).

Whenever the U.S. flag is displayed in conjunction with other flags or symbols it should occupy the "Place of Honor" (4 USC § 7).

1103.4 DISPLAY OF THE GEORGIA STATE FLAG

Members of the Garden City Fire Rescue will display the Georgia state flag prominently and in the proper position of honor in accordance with the United States Flag Code (O.C.G.A. § 45-12-83.1).

1103.4.1 DISPLAY OF THE GEORGIA FLAG IN DAILY OPERATIONS

Department members should consult the Georgia Secretary of State for guidance whenever the flag is to be displayed in any manner to ensure that the display is presented appropriately. Displays of the flag should be consistent with the following protocol:

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Flag Display

- (a) The flag should be conspicuously posted on all department facilities during hours of operation.
- (b) Generally, the flag should be displayed only from sunrise to sunset on buildings and on a stationary flagstaff in the open. However, the flag may be displayed 24 hours a day if it is properly illuminated during the hours of darkness.
- (c) The flag should not be displayed on days when the weather is inclement, except when an all-weather flag is displayed.
- (d) The flag shall be flown at half-staff whenever the flag of the United States is flown at half-staff, and may only be flown at half-staff at other times by order of the Governor of Georgia.
- (e) Whenever the flag is displayed in conjunction with the United States flag, the United States flag shall occupy the position of first honor (4 USC § 7). When the flag is displayed in conjunction with other flags or symbols, it should occupy the position of honor.

For flag display protocol subsequent to a line-of-duty death, see the Line-of-Duty Death Policy.

Department Use of Fire Detection and Suppression Systems

1104.1 PURPOSE AND SCOPE

Automatic fire detection and suppression systems can enhance safety and preserve property in the event of a fire. This policy addresses the limitations and requirements of using facilities equipped with automatic fire detection and suppression systems for departmentGarden City Fire Rescue Department -sponsored functions.

1104.2 POLICY

It is the policy of the Garden City Fire Rescue to enhance the safety of its members and preserve property by providing workspace equipped with fire detection and suppression systems when reasonably practicable. Department members should also promote the use of space equipped with fire detection and suppression systems within the community.

1104.3 PROCEDURE

When reasonably practicable, the Department should use only those facilities with automatic fire detection and suppression systems installed throughout when renting or acquiring office space, conference rooms or other facilities for department-sponsored functions.

Department members should also encourage fire service and other groups to use facilities and lodging that are protected by automatic fire detection and suppression systems for their sponsored activities.

Subject to available resources, the Garden City Fire Rescue will upgrade to current standards any department-owned or operated facilities that do not have automatic fire detection and suppression systems.

Members traveling on City business shall seek hotel or motel accommodations that are protected by automatic fire detection and suppression systems. When protected lodging is not available within a reasonable distance from the traveler's destination, or if the cost of protected lodging is 25 percent above the cost of unprotected lodging, unprotected lodging facilities may be used with the approval of the Deputy Fire Chief.

Fire Station Living

1105.1 PURPOSE AND SCOPE

The purpose of this policy is to provide for the health of all members and visitors by establishing guidelines for fire station cleanliness and maintenance, to ensure that stations and equipment are properly maintained and that clean and sanitary conditions exist in the living spaces.

1105.2 POLICY

It is the policy of the Garden City Fire Rescue that routine care, maintenance, and cleaning shall be conducted daily at each station by members on all shifts.

1105.3 PROCEDURE

Each company shall be assigned responsibility for a specific area of the station and should cooperate with other companies to ensure all duties are completed during the course of a shift.

All fire stations and equipment shall be inspected by a Shift Commander. The focus of the inspections shall be the proper maintenance and overall cleanliness of the station and equipment.

All members should keep desks, cars, beds, and lockers in a neat and clean condition. Supervisors are responsible for monitoring member housekeeping and hygiene and immediately addressing any issue that disrupts the good working order of the station or detracts from a professional image.

- (a) The station and equipment shall be maintained in a clean, orderly, and sanitary condition. Daily tasks to accomplish this shall include but are not limited to:
 - 1. Vacuuming.
 - 2. Sweeping and mopping floors.
 - 3. Dusting.
 - 4. Polishing.
 - 5. Cleaning restrooms.
 - 6. Cleaning apparatus bays.
- (b) Additional station and equipment maintenance and cleaning should be conducted weekly or on an as-needed basis. Sporadic tasks shall be divided between shifts so there is a shared responsibility for the overall condition of the station and the equipment.
- (c) Safety considerations regarding cleaning and maintenance may include but are not limited to:
 - 1. Cleaning and repairing the source of water leaks quickly to avoid mold growth.
 - 2. Avoiding the use of compressed air to blow dust and debris from clothing while the clothing is being worn.
 - 3. Maintaining cooking appliances and eating utensils in good working order.
 - 4. Cleaning vents at least monthly

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Fire Station Living

5. Providing and clearly labeling first-aid supplies.
 6. Posting signs in all restrooms reminding employees/visitors to wash their hands.
 7. Using department-provided fall protection systems or fall protection personal protective equipment when working above ground level.
 8. Addressing hazards associated with walking-working surfaces.
 9. Major repairs or Maintenance needs shall be reported to the Shift Commander, Deputy Fire Chief, and Fire Chief via the Damage Property Report.
- (d) All members shall follow established policies and procedures regarding:
1. Beginning and end of shift preparation, readiness, equipment inventory, and testing.
 2. Meal plans for the shift.
 3. Shift change station cleanup.
 4. Sleeping quarter assignments.
 5. Permissible and restricted activities and hours.
 6. Use of technology and electronics on-duty.
 7. Employees shall keep all clothing and other personal belongings in a locker or closet. Lockers and closets shall be kept neat and orderly.
 8. Employees are highly encouraged to lock up their personal belongings.

Any disputes shall be resolved by a supervisor.

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Attachments

Org Chart JPEG.jpg

Deputy Fire Marshal 2024 1.pdf

Job Title:	Deputy Fire Marshal

Department: Fire

Pay Grade:

FLSA Status: Non-Exempt

JOB SUMMARY

This position is responsible for conducting and reviewing construction and development plans, building inspections, and administering and enforcing State fire and life safety codes and local ordinances. Coordinating annual Fire Inspection in accordance with State fire and life safety codes and local ordinances. This position reports to the Fire Chief and works under the direction and supervision of the Fire Marshal.

ESSENTIAL JOB FUNCTIONS

- Conducts inspection of new, existing, and/or under construction buildings and businesses to ensure compliance with applicable fire code and regulations; conduct follow-up inspections as required.
- Issues court citations for uncorrected violations, testifies in court for issued citations and recommends closing of business or construction sites for violations
- Conducts building site plan reviews; receives and analyzes building site plans, architectural drawings, and other documentation; determines minimum compliance with appropriate codes and ordinances; and reviews and analyzes code compliance of fire alarm systems, fire suppression systems, hydrant flow calculations, occupancy and load capacities or other items.
- Conducts Fire Inspection activities; investigates complaints of unsafe construction, unsafe conditions of construction or occupancy and other complaints; identifies code violations; and initiates any actions necessary to correct deviations or violations.
- Establishes relationships with the public and business owners to promote positive public relations for the department.
- Ensures City and departmental compliance with all applicable codes, laws, rules, regulations, standards, policies, and procedures; and initiates any actions necessary to correct deviations or violations.
- Reviews construction, development, and renovation plans and specifications for compliance with State and local fire safety codes.
- Develops relationships with various organizations and departments.
- Prepares and submits various required reports for fire inspections, and code violations to the Fire Marshal.

- Conducts training for personnel assigned to the Fire Department for fire inspections and code violations.
- Assists in pre-fire planning including equipment and water availability, fire exits, and number of people, and updates territorial maps.
- Responds to alarms and assist in activities at the scene of major emergencies, as required.
- Attends training programs and seminars to obtain and/or maintain certifications; and to update knowledge and skills to meet and maintain State, County and City requirements.
- Stays abreast of professional trends, practices and related legal matters in the public safety and fire inspections field; attends conferences, training seminars, etc. Consults with other jurisdictions regarding facility design and implementation, risk management, programs, and service issues. Advises other jurisdictions upon request.
- Assists in the development of department standard operating procedures.
- Performs communication and education outreach to the general public.
- Assists in the City in various functions during a natural or other emergency incident.
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

Associates Degree from an accredited college or university in fire sciences or a related field; and three (3) years of firefighting experience or fire inspection experience; or any equivalent combination of education and experience.

Special Qualifications:

Must possess a valid Georgia Driver's license. Must meet the current requirements set forth by the Georgia Firefighter Standards and Training Act for Georgia State Firefighter I. Must have National Professional Qualification for Firefighter II. Must have or be able to obtain and maintain CPR and First Responder Certification. Must have or obtain certification as a Georgia Fire Inspector and International Code Council Fire Inspector I. Must have or obtain either National Fire Academy Plans Review or the Georgia Public Safety Training Center Plans Review certification within twenty-four (24) months of hire.

Knowledge, Skills, and Abilities:

- Knowledge of the policies, procedures, and activities of the Garden City Fire Department as they pertain to the performance of duties relating to the position of Firefighter and Fire Marshal.
- Knowledge of the terminology used within the department.
- Knowledge of various Fire Inspection and Plan Review software.
- Knowledge of firefighting techniques, firefighting apparatus and equipment, hydraulics, local, state, and federal fire codes, NFPA guidelines, local geography, streets and buildings, hazardous materials, first responder emergency medical care, building codes, building construction, basic mechanics and procedures and methods as required in the performance of duties.
- Knowledge in the use of pumper, jaws of life, power tools, ladders, positive pressure blower fan, electrical power generator, pick-head axe, K-12 saw, spanner wrench, medical supplies, mechanics and electrical tools, firefighting equipment, etc.

- Ability to prepare vehicle maintenance reports, training reports, workstation schedules, rescue reports, fire loss reports, incident reports, tour reports, water usage reports, gas reports and pre-fire plans using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to compile, organize, prepare, and maintain an assortment of records, reports and information in an effective manner and according to departmental and/or governmental regulations.
- Ability to communicate effectively with supervisors, and other staff members.
- Ability to use independent judgment in routine and non-routine situations.
- Ability to handle required mathematical calculations.
- Ability to plan, organize and/or prioritize daily assignments and work activities. Is able to comprehend and apply regulations and procedures of the department.
- Ability to work a regular 8-hour shift and any required overtime.
- Ability to maintain City standards of conduct, which includes being respectful of others, possessing cultural awareness and sensitivity, being flexible, and demonstrating a dedication to the position as well as to the community.
- Ability to demonstrate good workmanship, including performing tasks neatly and in a timely manner.
- Ability to report on time for work and perform the duties of the position as required.
- Ability to maintain a neat, clean, and acceptable personal appearance.
- Ability to establish and maintain effective working relationships with supervisors, coworkers, and the public.
- Ability to demonstrate a good work ethic, including a willingness to perform job place tasks and to assist coworkers without unnecessary directive.

PHYSICAL DEMANDS

The work is heavy to very heavy work, which includes exerting in excess of 100 pounds of force occasionally and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects. Additionally, the following physical abilities are required:

- Balancing: Maintaining body equilibrium to prevent falling while walking, standing, or crouching on narrow, slippery, or erratically moving surfaces. The amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized.
- Crawling: Moving about on hands and knees or hands and feet.
- Crouching: Bending the body downward and forward by bending leg and spine.
- Feeling: Perceiving attributes of objects, such as size, shape, temperature, or texture by touching with skin, particularly that of fingertips.
- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Grasping: Applying pressure to an object with the fingers and palm
- Handling: Picking, holding, or otherwise working, primarily with the whole hand
- Hearing 1: Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discrimination in sound.

- Hearing 2: Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Kneeling: Bending legs at knee to come to a rest on knee or knees.
- Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- Mental Acuity: Ability to make rational decisions through sound logic and deductive processes.
- Pulling: Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
- Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward, or outward.
- Reaching: Extending hand(s) and arm(s) in any direction.
- Repetitive Motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Speaking: Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
- Standing: Particularly for sustained periods of time.
- Stooping: Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
- Talking 1: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Talking 2: Shouting in order to be heard above ambient noise level.
- Visual Acuity 1: Have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.
- Visual Acuity 2: Including color, depth perception, and field vision.
- Visual Acuity 3: Visual Acuity to determine the accuracy, neatness, and thoroughness of the work assigned or to make general observations of facilities or structures.
- Visual Acuity 4: Have visual acuity to operate motor vehicles and/or heavy equipment.
- Visual Acuity 5: Have close visual acuity to perform an activity such as: visual inspection involving small defects, small parts, operation of machines; using measurement devices; and/or assembly or fabrication parts at distances close to the eyes.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

WORK ENVIRONMENT

This job is performed in an industrial type setting with exposure to hot, cold, humid, and wet weathers conditions; extreme heat (non-weather); flames, fumes, or airborne particles; toxic or caustic chemicals; work with explosives; risk of electrical shock; work in high places as well as confined spaces and precarious places; work around loud noise; and an environment with frequent changes in the level of personal risk.

Employee Signature and Date Received

**Garden City Fire Rescue 24.48 Hr
Career Track Employee Form.xlsx**

FIRE SCENE EXAMINATION CONSENT FORM.pdf



FIRE SCENE EXAMINATION CONSENT FORM

I, _____, the owner and/or occupant of the residence or other real property at: _____ do hereby, grant permission to: FIREFIGHTERS, FIRE CHIEFS, FIRE INSPECTORS, FIRE INVESTIGATORS of the GARDEN CITY FIRE DEPARTMENT, and/or any others they may request, to enter upon said property for the purpose of conducting an investigation to determine the origin and cause of a fire or fires which occurred on: _____. Further that said permission is granted to: GARDEN CITY FIRE DEPARTMENT and/or their employees to remove from the premises fixtures, personal property and materials deemed pertinent for further study and examination to determine the origin and cause of the fire or fires. I/We further understand that items removed for additional examination, inspection or prevention from accidental destruction will have no monetary value and GARDEN CITY FIRE DEPARTMENT is authorized to destroy those items upon complete examination unless I/We advise in writing to the contrary within 60 days of removal.

Further that GARDEN CITY FIRE DEPARTMENT and/or their employees have permission to enter the above property as often as deemed necessary to complete their investigation in order to determine the origin and cause of the fire or fires.

I have granted this written permission freely and voluntarily without any threats or promises being made to me.

Signature: _____

Date: _____

Witnessed: _____

Date: _____

Date: _____

Date: _____

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