



St. Tammany Fire District #8

P. O. Box 937, 22455 Highway 36

Abita Springs, LA 70420

985-892-2065

STANDARD OPERATING PROCEDURES

Revised December 2022

Revised August 2024

Revised October 2024

St. Tammany Fire District #8

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St. Tammany Fire District #8

MISSION STATEMENT

The mission of the STFD#8 is to protect lives and property through the prevention and/or mitigation of fires and other emergencies. This mission will be accomplished through a variety of programs that are hereby established. These programs are established with life safety, property conservation, and cost effectiveness in mind, in that order.

VALUE STATEMENT

- It is the responsibility of each member to support the mission by subscribing to the following values.
- We recognize that the community is the reason for our presence.
- We value the faith and trust of the community, and continually work to deserve that confidence through our attitude, conduct, and accomplishments.
- Lives are more valuable than property.
- The safety of the public is of paramount importance, as is the safety of our members.
- All members of the public are entitled to our best efforts.
- We strive for excellence in everything we do.
- Honesty, fairness, and integrity will not be compromised.
- We continually seek effectiveness, efficiency, and economy.
- Unity and teamwork are crucial to us as individuals and as an organization.
- Members are continually encouraged to improve themselves as individuals and employees.
- The free exchange of ideas is encouraged.
- We will always provide professional and courteous service .
- We are sensitive to changing community needs.

St. Tammany Fire District #8

HUMAN RESOURCE - SECTION 100

St. Tammany Fire District #8

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|----------------------------|------------------|--------------------------|
| Title: Organization | Section 1 | Policy No. 101.01 |
| | | Origination Date: |
| Approval: | | Revision Dates: |

The St. Tammany Fire Protection District 8 (known as STFD#8) operates under the general authority and direction of the STFD#8 Board of Commissioners. Since April of 1974, this body has the sole authority to operate the fire protection district. The Board of Commissioners is made up of five commissioners who reside within the St. Tammany Fire Protection District 8 and meet at least once a month at a public meeting. The Board of Commissioners hires the Fire Chief of the STFD#8 and has empowered that individual to operate and manage the fire district. The Fire Chief of the STFD#8 has working directly under him three Captains to assist him in administering the operations of the district. Directly under the Captains on each shift are Firefighter/Operators and then Firefighter and then Reserve (Volunteer) Firefighters.

All equipment, computers, records, office space, work areas and all property of this Fire District shall be under the supervision and control of the Fire Chief or Acting Chief. Further, the Board of Commissioners of this Fire District as the governing authority shall have the ultimate responsibility to secure and safeguard all of the above-described property.

The use of "STFD#8" shall also mean St Tammany Fire Protection District 8.

The use of the term "Fire Chief" shall also mean "Acting Fire Chief" if one is appointed by the Board of Commissioners.

Any time the word "management" appears in this document, it shall be construed to mean the Board of Commissioners.

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|--------------------------------|------------------|--------------------------|
| Title: Chain of Command | Section 1 | Policy No. 101.02 |
| | | Origination Date: |
| Approval: | | Revision Dates: |

The Chain of Command is the pathway of responsibility throughout the organization. It is essential that all personnel always use the chain of command. All personnel should be familiar with the chain of command and who is their immediate supervisor. Only in unique situations will personnel be allowed to circumvent the chain of command.

Non Incident Chain Of Command

The chain of command (from the top to the bottom) in non-emergency situations is delineated in the organizational chart of this guideline. Personnel should utilize the person above them immediately for guidance, assistance and problem solving. If the problem is not resolved, or the employee believes that he / she was treated unfairly, they may escalate the issue to the next level in the command chain. All personnel have the right of appeal up to and including the Board of Commissioners.

Incident Chain of Command

Due to the unique work environment in which we operate, all personnel at emergency incidents shall follow the chain of command on the incident scene. The incident commander, working within the framework of the STFD#8 incident command procedures, will decide the chain of command. All orders and directives on the incident scene will flow from "Command" down to the sector commanders and / or individual crews. All information will flow back up from the individuals / sector commanders to "Command".

All incident commanders carry the authority of the Fire Chief on the incident scene and as such are responsible for the safe and efficient operation of the department during emergency incidents. Fire Alarm dispatch communications shall be from the Incident Commander and / or his / her designee.

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|--------------------------------------------|------------------|--------------------------|
| Title: Equal Employment Opportunity | Section 1 | Policy No. 101.03 |
| | | Origination Date: |
| Approval: | | Revision Date: 8/21/2013 |

To provide equal employment and advancement opportunities to all individuals, employment decisions at the STFD#8 will be based on merit, qualifications and abilities, The STFD#8 does not discriminate in employment opportunities or practices on the bases of race, color, religion, sex, national origin, age, [veteran status](#), disability or any other characteristic protected by law. The STFD#8 will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination and access to benefits and training. Any employee with questions or concerns about any type of discrimination in the workplace is encouraged to bring these issues to the attention of their immediate supervisor. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination.

St. Tammany Fire District #8

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|-----------------------------------|------------------|--------------------------|
| Title: Drug-Free Workplace | Section 1 | Policy No. 101.04 |
| | | Origination Date: |
| Approval: | | Revision Date: |

STFD#8 and its employees recognize that drug use by employees would be a threat to the public welfare and safety of department personnel. The goal of STFD#8 is to provide a safe workplace free from illegal drug and alcohol abuse. Drug testing of employees is a management safety tool. Employers must furnish for employees a place of employment free from recognized and unrecognized hazards that are causing or are likely to cause death or serious harm to the employees. Employees are answerable for complying with all safety and health standards issued under state, federal and local jurisdictions that apply to their actions and conduct on the job.

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|----------------------------------------------------------|------------------|--------------------------|
| Title: Job Classifications - Firefighter/Operator | Section 1 | Policy No. 101.05 |
| | | Origination Date: |
| Approval: | | Revision Date: |

(Competitive Class)

DISTINGUISHING FEATURES OF CLASS

The class of Firefighter/Operator comprises entrance level positions in the classified firefighting division of fire department operations. Employees of this class receive training for and after training perform tasks such as answering fire department emergency telephones, controlling and extinguishing fires, performing rescue work, and driving, operating, and maintaining fire department vehicles. Employees of this class report to and are supervised by a Fire Chief or the ranking officer left in charge.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned. Neither are they intended to exclude other duties which may be logical assignments to this class.

Participates in assigned training drills either as an individual or as a member of a group, or if qualified, as an instructor.

Trains for and performs firefighting and rescue tasks such as connecting, carrying, and operating hose lines, ventilating buildings, and using ladders, lines, and other equipment to aid in fighting fires or removing fire and accident victims to safety.

When qualified, administers first aid to victims of fire and accident either on the scene of an emergency or en route to the hospital.

Cleans, dries, inspects, and properly secures any assigned firefighting equipment such as hoses, hand tools, portable breathing apparatus, ladders, or related equipment. Cleans fire vehicles.

Performs tasks necessary for the proper maintenance of station and grounds such as cleaning floors, bathrooms, and windows, emptying trash cans, mowing grass, or related duties.

Answers fire department telephone and takes all necessary information to direct department employees to the emergency scene; performs public relations duties such as calming excited citizens at a fire scene, providing information to the public concerning the work of the fire department, conducting station tours for individuals or civic groups, or related duties.

Performs fire prevention or fire inspection tasks such as inspecting fire hydrants, sprinkler systems, or portable fire extinguishers, studying the district to become familiar with the location of fire plugs or water lines, preplans, interpreting or enforcing fire laws, ordinances, and regulations, and related duties.

When qualified, drives fire equipment to and from fire; operates fire equipment at fire scene.

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|----------------------------------------------------------|------------------|----------------------------|
| Title: Job Classifications - Firefighter/Operator | Section 1 | Policy No. 101.05 |
| | | Origination Date: 06-13-03 |
| Approval: | | Revision Date: 09-09-19 |

**(Competitive Class)
(Continued)**

Performs related fire department duties as assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by filing deadline for application for admission to examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States.

Must be 18 years of age.

After offer of employment, but before beginning work in this class, must pass a medical/physical Examination. The selection and administration of which will be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Applicant must possess one of the following: high school diploma, general educational development (G.E.D.) certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred, or a degree awarded. Any Louisiana applicant who presents a home study diploma shall submit necessary documentation indicating Louisiana Board of Elementary and Secondary Education (BESE) approval of the home study curriculum. Non-Louisiana applicants shall be required to present proof of completion of a high school curriculum which has been accredited by the applicant's state, or its state-approved agency. A certification of completion shall not be sufficient to substitute for a diploma or G.E.D. certificate.

Must possess AND MAINTAIN a valid motor vehicle operator's license.

During the working test period must achieve IFSAC certifications of Fire Fighter I and Driver/Operator Pumper, as well National Incident Management System (NIMS) 100, 200, 700, and 800 certifications

Within the first year after confirmation must achieve IFSAC certifications of Fire Fighter II.

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| Firefighter/Operator QH Original Adoption: 06-13-03 | |
| Revision Dates: | 09-09-19 |

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|--------------------------------------------------|------------------|----------------------------|
| Title: Job Classifications - Fire Captain | Section 1 | Policy No. 101.05 |
| | | Origination Date: 10-09-13 |
| Approval: | | Revision Date: 4-17-24 |

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible supervisory positions, the primary duties of which involve assisting in the management of department operations, including the supervision of firefighting personnel, apparatus, and equipment on an assigned shift. Employees of this class respond to emergency calls, assume command at the scene of an emergency in the absence of a superior officer, provide emergency medical services, oversee the maintenance and operation of equipment, and participate in the training of subordinate employees. Fire Captains have the authority to work independently in most areas, performing special tasks with only general instructions. Employees of this class report to and have work reviewed by the Chief of Operations. This class ranks directly below the class of Chief of Operations.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Assists in the management of the operations of one fire station for one shift. Supervises or personally responds to fire alarms from dispatcher, records pertinent information, and proceeds with en-route size up. Supervises driving of fire apparatus by making sure the driver follows all laws and safety regulations and takes most direct route to the fire. Performs size-up of an emergency scene, including determining the nature and extent of fire, condition of the building, danger to adjacent buildings, and source of water supply. Directs in the positioning and stabilization of apparatus at the foreground. Sets up the fireground perimeter for crowd and traffic control. Observes and responds to changes in foreground conditions while performing and directing firefighting operations. Directs pumper operations and makes decisions regarding the selection of nozzles, hoses, and water supplies. Oversees automatic sprinkler and standpipe system support operations. Supervises subordinate employees at the scene of an emergency and participates in forcible entry, the selection of appropriate fire streams or agents for the most effective extinguishment, ventilation operations, hose operations, the use of self-contained breathing apparatus, the use of ladders, ropes and knots, protecting exposures, the use of appropriate portable fire extinguishers, searching for and rescuing persons from life threatening situations, providing emergency medical assistance, and performing salvage and overhaul. Oversees truck operations such as operating boom, ladders, and other aerial apparatus. Handles emergencies involving hazardous materials.

Drives emergency medical vehicles to and from the scene of an emergency and provides emergency medical care to the sick or injured at the emergency scene or while in transport using communication and medical equipment provided. Performs and supervises emergency medical services such as basic first aid, CPR, and first responder services. Provides advanced life support through use of defibrillators, to shock a stopped heart. Notifies dispatcher to call for additional emergency medical help if needed. Provides for the needs of firefighter and other emergency personnel at the scene of an incident. Coordinates activities of fire fighting personnel and law enforcement personnel at the scene of an emergency. Maintains communications between the fire scene and other authorized

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| Title: Job Classifications - Fire Captain | Section 1 | Policy No. 101.05 |
| | | Origination Date: 10-09-13 |
| Approval: | | Revision Date: 4-17-24 |

(Promotional Class) (Continued)

personnel, calls for assistance when needed, and relays necessary information on operations at the emergency scene by operating communications equipment. Takes charge of all safety procedures and directs emergency scene operations until relieved by superior officer. Secures the fire scene to keep unauthorized persons away and to prevent removal, damage, or contamination of evidence. Testifies in court when required.

Provides informal or “on-the-job” training for employees. Conducts classroom training, drills, and evolutions. Directs training in all areas of basic firefighting. Rescue, safety, use of fire equipment, tools, and apparatus, hazardous materials and other areas which affect the fire department and public safety.

Supervises subordinate fire department personnel, delegates assignments, assigns work and duty areas, and inspects the appearance of subordinates. Holds meetings to receive reports, distribute information and discuss work problems. Reviews reports written by subordinates. Provides assistance in technical areas of work. Oversees and evaluates the work performance of subordinates, conducts employee performance evaluations, and discusses work performance of subordinates with superiors. Resolves employee complaints and grievances, and counsels employees who are experiencing work problems. Maintains discipline by conducting corrective interviews and recommending disciplinary action.

Conducts required tests of fire department apparatus and equipment. Inspects fire apparatus for proper placement and maintenance of tools, equipment and appliances. Cleans apparatus, tools, equipment, and hose after each use. Inspects station houses, buildings, and facilities to ensure compliance with departmental maintenance standards. Performs or directs fire driver to perform daily radio check. Periodically inspects and maintains an inventory of equipment and supplies and distributes to personnel as required.

Writes reports and completes all forms and records required. Assist superior officers with reviewing and analyzing data. Reviews records and reports completed by subordinates and periodically inspects systems and facilities for keeping the records. Oversees that records such as personnel records, patient care records, records of activity, financial records and inventory records are completed and maintained. Prepares LFIRS and /or NFIRS reports.

Promotes a positive public image of the work of the department in the daily performance of duties. Assists superior officers with preparing correspondence in answer to requests to address problems or needs of the department through letters or emails. Performs pre-fire planning inspections by visiting business, schools and places of public assembly located in an assigned area in order to become familiar with all features which might become important in a fire or emergency situation. Assist superior officers with inspecting schools and other educational facilities for fire protection purposes. Reports fire hazards or safety violations to the appropriate authority. Acts as a consultant for volunteers within the department or in departments in surrounding area, providing them with technical expertise, assistance and cooperation in training and fire fighting efforts when required.

Assists with researching and planning programs and activities of a fire company. Investigates all accidents involving department personnel and equipment, and complaints against personnel as

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|--------------------------------------------------|------------------|----------------------------|
| Title: Job Classifications - Fire Captain | Section 1 | Policy No. 101.05 |
| | | Origination Date: 10-09-13 |
| Approval: | | Revision Date: 4-17-24 |

(Promotional Class) (Continued)

directed by superior officers. Recommends procedures or actions in response to such accidents or complaints. Assists superior officers with evaluating injuries resulting from accidents and preparing accident and injury reports for review by administrative personnel. Recommends changes in department operations that will help the city obtain favorable ISO ratings. Provides non-emergency services.

Performs related duties as assigned.

QUALIFICATIONS REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid driver's license.

Must be a regular and permanent employee in the class of Firefighter/Operator for at least three (3) years immediately preceding the closing date for application to the board.

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|---------------------------------------------------------|------------------|---------------------------|
| Title: Job Classifications – Chief of Operations | Section 1 | Policy No. 101.05 |
| | | Origination Date: 4-17-24 |
| Approval: | | Revision Date: |

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a highly responsible administrative and supervisory position, the primary duty of which is managing fire department operations. An employee of this class may be required to perform the duties of the Fire Chief in the absence of the Chief. The Chief of Operations assumes command and directs operations at the scene of a fire or other emergency. Employees of this class supervise subordinate personnel and provide for employee training. The Chief of Operations works with a high degree of independence in the performance of assigned duties, discussing work assignments with, and having work performance reviewed by the Fire Chief. This class ranks directly below that of Fire Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Performs the duties of the Fire Chief in the absence of the Chief. Manages the operation of one fire department function or division. Participates in the research and planning for programs and activities of the department. Assists the Fire Chief with recommending, developing and setting management policies, goals and procedures. Organizes departmental operations dealing with equipment, apparatus, and personnel. Assists with determining how the department should be organized. Inspects various divisions, evaluates their effectiveness and takes action to correct problem areas. Establishes and maintains a balance of meeting employee needs without jeopardizing organizational goals. Responsible for creating work cycles and deployment of available manpower. Directs intermediate command staff members within the emergency management plan. Recommends changes in department operations which will help the city improve ISO ratings. Monitors the use of information from maps, records, reports and other documents for planning purposes.

Personally acts as part of the fire attack team and takes charge of all safety procedures at the scene. Directs the size-up of an emergency scene and water supply operations. Responsible for search and rescue, forcible entry, ventilation, hose handling, sprinkler and standpipe systems, pump operations, hazardous materials, the use of self-contained breathing apparatus, the use of ladders, ropes and knots, protecting exposures, fire extinguishment, providing emergency medical assistance, and performing salvage and overhaul at the scene of an emergency. Provides for the needs of firefighting and other emergency personnel at the scene of an incident. Maintains fireground communication.

Supervises positions in fire suppression, prevention, training, and fire support classifications. Oversees and evaluates the work performance of subordinates. Outlines responsibilities and duties to set expectations for performance. Sets tasks priorities and long-term goals for work to be completed. Assists the Chief with holding meetings for the purpose of receiving reports and disseminating information. Reviews work to be done and delegates assignments. Reviews reports written by subordinates. Inspects the appearance of assigned equipment and personnel. Provides tools and resources necessary for job performance. Assigns duty areas, work schedules and approves leave. Writes employee evaluation reports and discusses work performance with subordinates and

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|---------------------------------------------------------|------------------|---------------------------|
| Title: Job Classifications - Chief of Operations | Section 1 | Policy No. 101.05 |
| | | Origination Date: 4-17-24 |
| Approval: | | Revision Date: |

**(Promotional Class)
(Continued)**

superiors. Aids subordinates in technical areas of work and counsels employees who are experiencing work problems. Resolves employee complaints and grievances. Assists the Chief with maintaining discipline by counseling employees and by recommending, notifying, and administering disciplinary action. Assists with developing a personnel recruitment and selection program. Helps maintain promotional eligibility lists and recommends promotions, both temporary and permanent, in accordance with civil service law.

Assists with developing a training program for the department and sees that such program is properly staffed and supplied with training resources. Provides for regular employee training at all levels within the department by evaluating training needs and providing department training or outside training to meet the needs. Directs and oversees training in all areas of fire suppression and safety. Prepares, administers and grades written tests to evaluate success in training. Develops and oversees job simulation exercises to rate skills acquired during training. Maintains a library of training materials.

Assists the Fire Chief with the accounting and operating budget for an assigned function or division of the department. Helps with reviewing divisional operating budgets, compiling and organizing data, and preparing expenditure estimates. Assists with maintaining and verifying payroll records and taking complaints from employees about pay or other matters related to payroll.

Prepares requisitions for equipment and supplies. Maintains an inventory of and periodically inspects supplies and equipment. Distributes supplies and equipment to personnel as required. Directs the testing of equipment and assures that it meets all applicable federal, state and local standards. Oversees the testing and maintenance of fire hydrants. Supervises the care, maintenance and use of departmental equipment including motor driven vehicles, stations and grounds and communications equipment. Assists the Fire Chief with inspecting equipment, property or operating systems after repairs to see that repairs were properly accomplished.

Oversees the preparation and maintenance of records and reports. Completes and reviews all forms, records, and reports required, using correct grammar. Assists the Fire Chief with the gathering and compiling of information needed for reports. Oversees and prepares LFIRS and/or NFIRS reports.

Directs a public relations program for the department. Assists the Fire Chief with releasing information and answering questions concerning the work of the fire department to the news media. Writes and delivers speeches and conducts demonstrations at schools or meetings of citizen's groups. Provides tours of department facilities for school or civic groups. Oversees the work of the department to maintain a positive public image. Assists with the answering of inquiries or handling of complaints from the public. Oversees department participation in fundraising activities. Oversees the fire public education program. Directly works with local business leaders to provide fire safety education to employees. Serves as official department representative at meetings.

Supervises the safety program for the department. Demonstrates safety equipment and practices. Devises methods for conducting evaluation of safety program. Makes recommendations for improvement in the safety program. Directs investigations of all accidents involving department

St. Tammany Fire District #8

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|---------------------------------------------------------|------------------|----------------------------------|
| Title: Job Classifications - Chief of Operations | Section 1 | Policy No. 101.05 |
| | | Origination Date: 10-12-99 |
| Approval: | | Revision Date: 09-09-19,04-17-24 |

**(Promotional Class)
(Continued)**

equipment or personnel; determines cause; makes recommendations on procedure to avoid future accidents. Directs investigations of all complaints against personnel and formulates a recommendation for reply or action to be taken. Assists the Fire Chief with collecting and analyzing

data to estimate the extent and causes of risk, determines a level of risk which is acceptable, and devises a risk management program to control losses to the acceptable level.

Responsible for the collection of information for pre-fire plans and reviews building plans to identify potential problems related to fire protection. Directs the inspection of buildings to determine the existence of potential fire hazards and compliance with applicable codes. Enforces fire prevention codes and reinspects buildings where violations occurred. Investigates the causes, origins, and circumstances of fires. Oversees securing of the fire scene to prevent removal or damage of evidence, assisting arson investigators, interviewing of witnesses, and observing spectators at the fire scene for suspicious behavior. Testifies in court when required.

Performs any related duties as assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid driver's license.

Must be a regular and permanent employee in the class of Fire Captain for at least five (5) years immediately preceding closing date for application to the board.

St. Tammany Fire District #8

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|------------------------------------------------|------------------|----------------------------------|
| Title: Job Classifications – Fire Chief | Section 1 | Policy No. 101.05 |
| | | Origination Date: 10-12-99 |
| Approval: | | Revision Date: 09-09-19,04-17-24 |

(Competitive Class)

DISTINGUISHING FEATURES OF CLASS

This class encompasses the highly responsible position of the chief officer of the fire department. The class of Fire Chief includes administrative and supervisory duties as well as the direction and control of fireground operations. The employee of this class sets management policies, goals and objectives, prepares an operating budget, and organizes the personnel management functions of the department. The Fire Chief works with a high degree of independence, and reports to and has work reviewed by the Fire Board of Commissioners.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Manages the total operation of the fire department. Develops management policies, goals and objectives for the department. Organizes the department in order to best utilize available resources in providing fire protection services for the community. Organizes the personnel management functions of the department by creating work cycles and deploying available manpower in a manner that most efficiently provides the required services while minimizing expense. Identifies target areas for improvement in productivity or effectiveness; develops and initiates programs and procedures to improve the quality and effectiveness of services in these areas. Analyzes demographic information for the purpose of projecting growth of the jurisdiction and expansion of services. Oversees the use of information from maps, records, reports and other documents for planning purposes.

Reviews new employment applications, interviews prospective employees and makes recommendations for hire to the Board of Commissioners. Establishes and maintains a balance of meeting employee needs for communication, confidence, trust, status, and healthful surroundings without jeopardizing organizational goals. Determines performance standards for department personnel, establishes procedures and system by which personnel performance may be evaluated, and provides training for supervisors who will use the system.

Reviews work to be done, delegates assignments and outlines responsibilities and duties for direct subordinates so that they will know what they are expected to do and what results are expected from their performance. Sets task priorities and long-term goals for subordinates. Alters and assigns work spaces. Provides subordinates with the supplies, tools, and resources necessary to get their job done. Assists in technical areas of work. Oversees formal meetings with groups of subordinates for the purpose of receiving reports, disseminating information, or discussing work problems.

Manages work schedules and oversees leave approval. Monitors work pace and progress of assigned jobs in order to determine if changes in method, additional training, assistance, or additional time are required. Reviews reports written by subordinates and evaluates the work performance in order to determine if jobs were completed effectively and in accordance with departmental procedures. Writes employee evaluation reports and discusses work performance with subordinates

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|------------------------------------------------|------------------|----------------------------------|
| Title: Job Classifications – Fire Chief | Section 1 | Policy No. 101.05 |
| | | Origination Date: 10-12-99 |
| Approval: | | Revision Date: 09-09-19,04-17-24 |

(Competitive Class) (Continued)

and supervisors. Counsels employees who are experiencing work problems. Resolves employee complaints and grievances. Maintains discipline among employees of the department. Manages an internal affairs review process to investigate any violations of the code of conduct for department members in order to remove any unfit personnel and to correct procedural problems.

Performs size-up of an emergency scene. Makes decisions for the fireground operations on strategy, determining immediate goals and objectives, and making task assignments. Establishes a central communications point at the scene of a fire or other emergency. Directs operations at an emergency scene, participating in search and rescue, forcible entry, ventilation, hose handling, sprinkler and standpipe systems, pump operations, the use of self-contained breathing apparatus, protecting exposures, fire extinguishment, providing emergency medical assistance, and performing salvage and overhauls. Directs operations to supply water to hand lines or master stream appliances, or to supply or supplement sprinkler or standpipe systems. Directs fire department equipment and personnel when the department is called to assist with special tactical situations such as highway accidents, bomb threats, downed power lines, or any other situation which might result in a fire. Coordinates operations with the appropriate law enforcement official by deploying equipment and personnel to handle fire fighting or rescue efforts. Directs the handling of emergencies involving hazardous materials. Develops and maintains a system to provide for organized, rapid care to persons suffering from injury or illness, including overseeing training of personnel, the development of policies and procedures, and the providing of necessary supplies and equipment for emergency medical care.

Oversees the accounting for all money and assets of the department. Authorizes expenditure of funds, prepares and /or signs requisitions and reviews all financial statements for mistakes or completeness. Reviews divisional operating budgets. Complies and organizes data needed to prepare the budget. Prepares revenue and expenditure estimates. Provides financial and business information to auditors as required.

Oversees the bidding process and prepares specifications on new equipment for public bids. Oversees the preparation of requisitions for equipment and supplies. Maintains an inventory of and orders supplies and equipment as needed. Periodically inspects supplies and equipment and distributes to personnel as required. Meets with sales representatives to review products and evaluate specifications. Oversees the general care, maintenance and use of departmental equipment including motor driven vehicles, stations and grounds, and communications equipment. Arranges for repairs and maintenance of facilities, equipment or operating systems. Inspects equipment, property or operating systems after repairs to see that repairs were properly accomplished.

Evaluates training needs, establishes a training program for the department, and maintains the program by seeing that it is properly staffed and supplied with training resources. Provides on-the-job training for department members. Provides for outside instruction to meet any training needs not available in the departmental training program. Personally conducts drills and evolutions, prepares lesson plans and oversees a library of training materials.

Directs a program of pre-fire planning. Oversees the collection of information for pre-fire plans and reviews building plans to identify potential problems related to fire protection. Oversees the inspection

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**(Competitive Class)
(Continued)**

of buildings to determine the existence of potential fire hazards and compliance with applicable codes. Supervises the enforcement of fire prevention codes and reinspection of buildings where violations occurred. Investigates the causes, origins, and circumstances of fires. Directs a program of fire investigations to determine if fires occurring in the jurisdiction were the result of arson. Examines the interior and exterior of fire structures and uses all observations from examination, including extensive notes and photographs, to determine whether the fire was the result of natural causes, carelessness, or arson. Interviews firefighters and witnesses regarding circumstances that may have been noted before or during the fire. Applies for and executes a search warrant to conduct a search of the burned building after it has been returned to the owner or occupant. Finalizes fire investigation reports. Testifies in court when required.

Develops and implements a safety program for the department. Demonstrates safety equipment and practices. Devises methods for conducting evaluation of safety program. Makes recommendations for improvement in the safety program. Monitors the results of a risk management program by investigating all accidents or injuries involving department equipment or personnel, determining the cause, and making changes in procedures to avoid future accidents. Develops and implements a fire public education program. Determines target areas for fire prevention and public education by analyzing department records and other information gathering devices. Works with local business leaders to provide fire safety education to employees. Develops and implements an emergency management system based on the identification of potential hazards facing the jurisdiction and as assessment of the capabilities for dealing with those. Directs and monitors intermediate command staff members who are responsible for various aspects of the emergency management plan.

Promotes a positive public image of the work of the department in the daily performance of duties. Acts as department representative to the news media and at any required meetings. Writes and delivers speeches or lectures, conducts demonstrations at schools or meetings of citizen’s groups. Conducts tours of department facilities. Oversees the response to complaints from the public concerning fire department operations or concerning procedures related to the handling of emergency medical services.

Supervises preparation and maintenance of the records and reports of the department and determines in what form this information should be kept and retained. Personally completes any forms or records required of the chief administrative officer. Compiles, organizes, and analyzes data needed and writes reports requiring the ability to effectively communicate information in written form.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements must be met by filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States.

After offer of employment, but before beginning work in this class, must pass a medical/physical examination, the selection and administration of which will be authorized by the Appointing

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**(Competitive Class)
(Continued)**

Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess and maintain a valid motor vehicles operators license

**MUST MEET ONE OF THE FOLLOWING THREE QUALIFICATIONS:
EITHER**

Must have a bachelor’s degree in fire science, fire administration business administration, public administration, or other related curriculum and at least six (6) years of progressively responsible experience in fire service positions, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include full time experience in fire suppression and rescue and may include work in positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management.

OR

Must have an associate degree in fire science, fire administration, or other related curriculum, or a bachelor’s degree in an unrelated curriculum and at least eight (8) years of progressively responsible experience in fire service positions, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include full time experience in fire suppression and rescue and may include work in positions which would provide background in fire prevention and investigation, fire training and related areas of fire department operations and management.

OR

Applicant must possess one of the following high school diplomas, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate’s or bachelor’s degree, or college transcript any one of which must indicate that graduation has occurred, or a degree awarded. Any Louisiana applicant who presents a home study diploma shall submit necessary documentation including Louisiana Board of Elementary and Secondary Education (BESE) approval of the home study curriculum. Non-Louisiana applicants shall be required to present proof of completion of a high school curriculum which has been accredited by the applicant’s state, or it’s state-approved agency. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate and at least ten (10) years of progressively responsible experience in fire service positions, at least four (4) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include full time experience in fire suppression and rescue and may include work in positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management.

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|------------------------------|------------------|--------------------------|
| Title: Code of Ethics | Section 1 | Policy No. 101.06 |
| | | Origination Date: |
| Approval: | | Revision Dates: |

The purpose of this guideline is to establish broad behavioral guidelines within which all employees are expected to conduct themselves while working for the STFD#8, and to declare and define the moral obligations of all members of the STFD#8.

Employees will conduct themselves at all times in such a manner as to create respect for themselves, as public servants, and the jurisdiction they represent.

Employees will place public interest above individual, group, or special interests and will consider their jobs as an opportunity to serve the citizens of STFD#8.

Employees will not have any material, financial interest in any private business or professional activity that would conflict with their job responsibilities.

Employees will not engage in any business activity or professional activity that would appear to conflict with their job responsibilities or that would tend to impair independence of judgment or action in the performance of official duties.

Employees will not accept any personal gift, favor, service, money, or anything of value from the public which might reasonably tend to influence or might reasonably be inferred to influence the impartial discharge of duties. See also, 102.09 Public Solicitations

Employees will always , when in contact with the public, be fair, courteous, respectful, and impartial.

Employees will refrain from using their position for personal gain and will keep confidential all information not available to all citizens that are required by virtue of their positions. The same shall apply to interdepartmental information not available to all employees of the department.

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|----------------------------------------|------------------|--------------------------|
| Title: Ethics Compliance Policy | Section 1 | Policy No. 101.07 |
| | | Origination Date: |
| Approval: | | Revision Date: 8/20/20 |

Purpose: STFD#8 will follow the Louisiana Code of Governmental Ethics with the following overarching goals in mind:

- To ensure public confidence in the integrity of STFD#8.
- To ensure the independence and impartiality of Board Members and District Employees.
- To ensure that governmental decisions and policy are made in the proper channel of the government structure
- To ensure that District Board Member appointment and District Employment are not used for private gain.

Exceptions

Exceptions to this policy may exist within the full text of the Louisiana Code of Governmental Ethics; however, any express exception does not eliminate an obligation of Board Members or District Employees to disclose potential or actual violation of Ethics law to the Board of Ethics. (LA. R.S. 42:1161A) Telephone: 225-219-5600 or Mailing address P.O. Box 4368 Baton Rouge, LA 70821 Section 9.2

Definitions

Unless the context clearly indicates otherwise, words and terms used shall have the meanings as written within the Louisiana Code of Governmental Ethics. (ref. La. Rev. Stat. Ann. § 42:1102).

Payments for non-public service

No Board Member or District Employee shall receive anything of economic value other than compensation and benefits from the district to which he/she is duly entitled for the performance of the duties and responsibilities of his/her office or position. Such things include i) Finder's Fees; ii) payments for non-public service; iii) control or interests' transaction; iv) payments for future services and v) payments for rendering assistance to certain persons. (ref. La. Rev. Stat. Ann. § 42:1111).

Illegal Payments

No Board Member or District Employee or other person shall give or offer to pay, loan, transfer, or deliver directly or indirectly, anything of economic value which such District Employee or other person would be prohibited from receiving by any provision of this Part. (ref. La. Rev. Stat. Ann. § 42:1117).

Participation in Certain Transactions Involving the District

No Board Member or District Employee shall participate in a transaction involving the district in which he/she has a personal substantial economic interest. (ref. La. Rev. Stat. Ann. § 42:1112).

Disqualification

Every Board Member and District Employee shall disqualify himself from participating in a transaction involving the district when a violation of the Louisiana Code of Governmental Ethics results. (ref. La. Rev. Stat. Ann. § 42:1112(C) and (D)). Section 9.7 Prohibited Contractual Arrangements and Nepotism. No Board Member or District Employee or member of such a Board Member or District Employee's immediate family, or legal entity in which he/she or an immediate family member has a controlling interest shall bid on or enter into any contract, subcontract, or other transaction that is under the supervision or jurisdiction of the district. (ref. La. Rev. Stat. Ann. § 42:1113(A)(1)(a)).

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| Title: Ethics Compliance Policy (continued) | Section 1 | Policy No. 101.07 |
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Additionally, no member of the immediate family of an agency head shall be employed in his agency nor shall any member of the immediate family of a member of the Board of Commissioners or the Fire Chief of the fire district shall be employed by the fire district. LA Rev Stat § 42:1119

Declared Emergencies

During a declared emergency or disaster, no Board Member or District Employee shall convert property or resources of the district or property or resources which have been loaned to it either for his personal use, or, offer, loan, or donate such property or resources for use by members of his/her immediate family in a manner which is preferential to members of his immediate family over members of the general public. (ref. La. Rev. Stat. Ann. § 42:1113.1).

Disaster or Emergency Contracts

No Board Member or District Employee, their spouse, any corporation, partnership, or other legal entity in which he/she owns an interest of greater than five percent, except a publicly traded corporation or a legal entity in which the person owns a passive ownership interest (collectively the "Person"), shall enter into any contract with the District to which all of the following apply: i) the contract is directed to addressing needs directly emanating from a declared disaster or emergency; ii) The person knows or reasonably should know that the contract or subcontract is funded or reimbursed in whole or in part with federal funds distributed, paid, or allocated to or by the state or a state department, agency, or official (ref. La. Rev. Stat. Ann. § 42:1114.3).

Financial Disclosure

Every Board Member and the Fire Chief and each member of his/her immediate family who derives anything of economic value, directly, through any transaction involving the District or derives anything of economic value from a person which i) is regulated by the District, or ii) has bid on or entered into or is in any way financially interested in any contract, subcontract, or any transaction under the supervision or jurisdiction of the District must immediately report 1) The amount of income or value of anything of economic value derived; 2) the nature of the business activity; 3) name and address, and relationship to the District Employee, if applicable; and 4) the name and business address of the legal entity, if applicable. (ref. La. Rev. Stat. Ann. § 42:1114). Additionally, Board Members and the Fire Chief shall provide annually upon request such information as may be required by the Louisiana Legislative Auditor to ensure compliance regarding family members and personal business interests. All Board members shall complete a Tier 2.1 Financial Disclosure Form and submit to the Louisiana Ethics Administration as required by May 15th of each year for the office or position held and the year following the termination of the office or position. The report filed by May 15th covers activity in the prior calendar year. (LA. R.S. 42:1124.2.1)

Gifts

No Board Member or District Employee shall solicit or accept, directly or indirectly, anything of economic value as a gift or gratuity from any person or from any officer, director, agent, or employee of such person, if such District Employee knows or reasonably should know that such person i) has or is seeking to obtain contractual or other business or financial relationships with the District; ii) Is seeking, for compensation, to influence the passage or defeat an action by the Board; ii) conducts operations or activities which are regulated by the District or state; or iii) has a substantial economic interests which may be substantially affected by the performance or nonperformance of the District Employee's official duty. (ref. La. Rev. Stat. Ann. § 42:1115).

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Limitation of Food, Drink and Refreshment

Board Member or District Employee are prohibited from receiving anything of economic value such as food, drink, or refreshment, of which the total value exceeds fifty dollars for a single event at which food, drink, or refreshment is given. The total value of the food, drink, or refreshment given to a District Employee at any single event shall not exceed fifty dollars regardless of the number of persons subject to the provisions of this paragraph giving food, drink, or refreshment to the District Employee at the single event. (ref. La. Rev. Stat. Ann. § 42:1115.1).

Political Activity

No Board Member or District Employee shall use the authority of his office or position, directly or indirectly, in a manner intended to compel or coerce any person or other District Employee to provide himself, any other District Employee, or other person, with anything of economic value or directly or indirectly, in a manner intended to compel or coerce any person or other District Employee to engage in political activity. (ref. La. Rev. Stat. Ann. § 42:1116).

Subterfuge to Avoid Compliance

No Board Member or District Employee or other person shall transfer anything of economic value or any asset, interest, or liability to any person or governmental entity for the purpose of circumventing any provision of the LCGE, state and federal rule or regulation unless such transfer is irrevocable. (ref. La. Rev. Stat. Ann. § 42:1117.1).

Influencing Action by Legislature or Governing Authority

No Board Member or District Employee shall solicit or receive any thing of economic value, directly or indirectly, for, or to be used by him/her or a member of his immediate family, principally to aid in i) the accomplishment of the passage or defeat of any matter affecting the District by the legislature or Board, or ii) the influencing, directly or indirectly, of the passage or defeat of any matter affecting the District by the legislature or other governing authority. (ref. La. Rev. Stat. Ann. § 42:1118).

Assistance to Certain Persons after Termination of Public Service

No former Board Member or District Employee, for a period of two years following the termination of his employment, shall assist another person, for compensation, in a transaction, or in an appearance in connection with a transaction, involving the district or render any service on a contractual basis to or for the District. (Ref. La. Rev. Stat. Ann. § 42:1121).

Annual Ethics Training

Each Board Member and District Employee shall receive a minimum of one hour of education and training on the Code of Ethics during each year of his/her public employment or term of office. The Fire District designates the administrative assistant to provide information, notices, and updates to District Employees and Board Members and assist the board in any way necessary to fulfill the education requirements. Newly appointed Board Members must receive training within 90 days of taking the oath of office. (R.S. 42:1170) The Fire District will use the Louisiana Ethics Administration online training portal for the annual training requirement unless otherwise stated. The training portal link is: <https://eap.ethics.la.gov/EthicsTraining/login.aspx>

Compliance

Each Board Member and District Employee shall complete annually an Ethics Compliance Form. The name of the form is called; Affidavit Acknowledgement and Receipt of Ethics Policy for STFD#8.

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| Title: Ethics Compliance Policy (continued) | Section 1 | Policy No. 101.07 |
| Approval: | | Revision Date: |

These forms shall be kept on file either in hard copy or digitally with each Board Member and District Employees annual ethics training certificate.

Reports listing which Board Members and District Employees are not in compliance with the Ethics Training and who fail to provide an Ethics Compliance Form will be provided to the Fire Chief and Board of Commissioners. The Administrative Assistant to the Chief shall be responsible for providing the Ethics Compliance Report.

Actions to Be Taken If an Ethics Violation Takes Place

1. Protect the confidentiality of the informant
2. Fire Chief hold hearing with the employee
3. Share results of hearing with Board Chairman, HR and recommend action
4. Advise employee of disciplinary action
5. Place a record in employee's file
6. Disclose to the ethics board by agency head.

System to Monitor Possible Ethics Violations

All employees, including elected officials, must turn in a signed copy of the Affidavit Acknowledgement of Ethics Policy with their training certificates verifying that they read and understand STFD#8 ethics policy.

St. Tammany Fire District #8

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|-------------------------------------------|------------------|--------------------------|
| Title: Sexual and Other Harassment | Section 1 | Policy No. 101.08 |
| | | Origination Date: |
| Approval: | | Revision Date: 12/2020 |

It is the belief of STFD#8 that its employees are the primary means by which the goals and objectives of the district will be met. All employees of the STFD#8 must understand its position on harassment. Any questions concerning the context or content of this policy should be discussed with your Fire Chief and/or the Governing Authority.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal, physical, or inappropriate conduct of a sexual nature when the conduct explicitly or implicitly affects an individual's employment or the holding of office, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile, or offensive work environment.

Sexual harassment and discrimination in the workplace are prohibited by federal law through the *Civil Rights Act of 1964* and by state law through *La. R.S. 23:301 et seq.* These laws prohibit both quid pro quo harassment, which arises when consent to sexual demands are made an express or implied condition of employment, and hostile work environment harassment, which arises when the workplace is permeated with discriminatory intimidation, ridicule or insult that is sufficiently severe or pervasive to alter the conditions of the victim's employment and created an abusive working environment.

Sexual harassment may be defined as unsolicited, offensive behavior that inappropriately asserts sexuality over employees including but not limited to the following:

- a) Verbal: Sexual innuendos, suggestive comments, threats, sexual humor.
- b) Non-Verbal: Leering, whistling, obscene gestures, showing inappropriate images; and
- c) Physical: Touching, brushing the body, coerced sexual activity, assault, impeding egress or passage.

Sexual harassment and discrimination in the workplace shall not be tolerated and STFD#8 will take appropriate action to end any such harassment and/or prevent the recurrence of any such misconduct. If a person's behavior makes an employee uncomfortable, the employee should feel free to immediately advise the person that, in the employee's opinion, the behavior is inappropriate, and that the employee would like it stopped.

Any employee of STFD#8 may file a complaint of sexual harassment.

Any employee who believes he or she has been subjected to unlawful sexual harassment or has been retaliated against for reporting such activities or assisting in a related investigation of such activities must report the alleged act immediately or as soon as possible to the Fire Chief or any other member of management and/or the Board. It is not necessary for an employee to complain to an offending supervisor to report sexual harassment. If, for whatever reason, the employee does not feel that the persons named in this paragraph are suitable persons to whom to report the incident, the employee should contact any of the board of commissioners.

Whether or not an incident is sexual harassment, a complete factual investigation is required. The STFD#8's Fire Chief and/or the Fire District board members will conduct such investigations on all complaints in a manner so as not to cause any serious effect on innocent employees who either file a complaint and/or may be the subject of a filed complaint. In all instances, a prompt and thorough investigation will take place, considering the protection of the rights and dignity of all persons

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| Title: Sexual and Other Harassment (continued) | Section 1 | Policy No. 101.08 |
| Approval: | | Revision Date: |

involved. It is mandatory that all parties to an allegation of sexual harassment participate in the investigation of the incident, and cooperation in the investigation of claims of harassment is an express element of each employee's employment with the STFD#8. The STFD#8 Fire will take necessary steps to resolve the problem, which may include verbal or written reprimand, suspension, or termination.

The STFD#8 will investigate by gathering information, in as confidential a manner as possible, given the need to investigate the complaint, from all concerned parties, and it will not retaliate against any employee because of reports of alleged harassment or cooperation with any investigation.

The STFD#8 may consult its legal representative for assistance in determining whether conduct that has occurred does in fact constitute sexual harassment. The STFD#8 may also make subsequent inquiries from time to time to ensure offensive conduct does not resume and/or that the subject of such harassment has not suffered any retaliation. No retaliation of any kind will be tolerated because an employee in good faith reports an incident of suspected harassment. The supervisor, or other person to whom the complaint was made, will work to establish mutually agreed upon safeguards against retaliation while attempting to mediate any sexual harassment complaint. Any employee, manager, or supervisor found by the STFD#8 to have unlawfully sexually harassed, or unlawfully retaliated against, another employee will be subject to appropriate discipline, up to and including termination. If any employee, manager, or supervisor is found by the STFD#8 to have intentionally made a false allegation of sexual harassment, that individual will be subject to appropriate discipline, up to and including termination. Regardless of the outcome of the investigation by the St. Tammany Parish Fire District #8, a complainant may pursue a claim under state and/or federal law.

Each Board Member and District Employee shall complete annually a 1-hour course in Preventing Sexual Harassment from the following approved course training:
<https://www.civilservice.louisiana.gov/Divisions/Training/PreventingSexualHarassment.aspx>

Or

<https://lma.teachable.com/p/sexual-harassment-prevention>

and sign the Affidavit Acknowledgement and Receipt of Sexual Harassment Policy for STFD#8. These forms shall be kept on file either in hard copy or digitally with each Board Member and District Employees annual Sexual Harassment training certificate.

In addition, the mandatory annual Sexual Harassment report must be filed with the Fire Chief and Fire District board no later than February 1 of each year containing information from the previous calendar year. The Board Secretary shall be responsible for providing the Sexual Harassment Report.

Sources:

Louisiana Legislative Auditor

<https://www.la.gov/local-government-entities/index.shtml>

Louisiana Municipal Association

https://www.lma.org/LMA/Publications/Sample_Policies_Agreements/LMA/Publications/

State Civil Service Louisiana

<https://www.civilservice.louisiana.gov/Divisions/Training/PreventingSexualHarassment.aspx>

St. Tammany Fire District #8

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|--------------------------------------------------------|------------------|--------------------------|
| Title: Driver's License & EMT Certification | Section 1 | Policy No. 101.09 |
| | | Origination Date: |
| Approval: | | Revision Date: 9/12/12 |

All employees of the STFD#8 are required to maintain a current, valid driver's license issued by the state of residency, per applicable state residency laws, regardless of their employment classification. All employees whose civil service job description requires that they maintain Emergency Medical Technician certification shall be required to maintain a current, valid certification. Any employee whose civil service job description DOES NOT require that they maintain Emergency Medical Technician certification but DOES receive a monetary incentive for same shall maintain a current, valid certification or the monetary incentive will be revoked for the actual time the certification was not valid and current.

All personnel shall maintain proof of driver's license and, if certified, an EMT certification or First Responder and CPR card on their person while on duty.

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|-------------------------------------------|------------------|--------------------------|
| Title: Conduct and Professionalism | Section 1 | Policy No. 101.10 |
| | | Origination Date: |
| Approval: | | Revision Date: |

All employees/members of STFD#8 will always conduct themselves in a professional and courteous manner while representing STFD#8. At no time will any of the following activity or behavior be tolerated while on duty, representing, or on any property maintained or owned by STFD#8: Rough housing/ horseplay; any action that is considered a violation of any local, state or federal law statute or ordinance; any other activity which may reflect negatively on STFD#8.

All persons doing business with STFD#8 are entitled to prompt, professional and courteous treatment. All interactions should be conducted with a friendly professional demeanor and tone. Any conflict arising from an encounter should be immediately reported to your supervisor for resolution. Any time a conflict arises, the personnel involved should maintain a courteous posture, refer the offended party to their immediate supervisor and disengage themselves from the situation.

Employees who have disagreements should maintain a calm professional demeanor while attempting to resolve them. Yelling, screaming, and abusive or threatening behavior or actions between employees are forbidden in the workplace. Employees unable to settle their differences should contact their immediate supervisor for resolution.

No part of the immediately preceding section shall be construed to prohibit reasonable activity to prevent injury and/or potentially unsafe acts that may result in injury or damage if immediate and direct action is not taken.

All personnel of STFD#8 are responsible for compliance with all Standard Operating Guidelines, rules, procedures, and directives of STFD#8 and its Officers. Members shall read and become familiar with the department's rules, regulations, policies, and procedures. No plea of ignorance of the rules and regulations will be accepted as an excuse for any violation.

Members shall promptly and willingly respond to the lawful orders of superior officers or acting officers. Refusal to obey a lawful order shall constitute insubordination. Obvious disrespect for or disruption of a supervisor's order likewise shall be deemed insubordination.

Members shall abide by federal and state law, local ordinances and rules, and the department's general orders and rules of conduct. Members shall not be required to obey orders that are illegal or in conflict with the department's rules and regulations.

Members shall not publicly criticize or comment derogatorily to anyone about instructions or orders received from a superior officer.

Supervisors and acting supervisors shall refrain from exceeding their authority in giving orders. The wrongful or injurious exercise of authority is prohibited.

Every officer, on and off duty, will be held responsible for enforcing the department's rules. If a violation comes to an officer's attention, that officer shall immediately notify the member of the violation and take corrective action. Should an officer fail to report a violation of an order or the department's rules, that officer shall be equally responsible for the violation.

Should a member receive an order that conflicts with a previous order, the member shall notify the officer who issued the conflicting order and shall be governed by the officer's subsequent instructions.

St. Tammany Fire District #8

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| Title: Conduct and Professionalism (continued) | Section 1 | Policy No. 101.10 |
| Approval: | | Revision Date: |

Department members shall exhibit courtesy and respect to all officers and acting officers. While on duty, all officers shall be referred to by their appropriate rank.

Supervisors shall exhibit courtesy and respect to their subordinates and shall treat members in a fair and impartial manner. Members shall treat one another with due courtesy and shall not engage in disrespectful conduct while on duty.

Members are required to always speak the truth, whether or not under oath, in giving testimony, in connection with official orders, and in connection with official duties. Members shall not make false reports concerning any department's business or the personal character or conduct of any member.

Members shall exhibit courtesy and respect to members of the public and employees of other agencies.

Members are required to give their name and rank whenever requested by a member of the public.

Should a member have a complaint against a member of the public, he shall forward the complaint in writing to the Fire Chief.

St. Tammany Fire District #8

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| Title: Uniforms & Grooming | Section 1 | Policy No. 102.01 |
| | | Origination Date: |
| Approval: | | Revision Date: 12/21 |

Shift Employees (24 hour)

Each employee in this category shall be provided with work uniforms. All on duty personnel shall keep an extra work uniform with them while at work in the event that their current one becomes soiled or unusable. All parts of the uniform should be clean and neat and reflect a professional appearance. All employees shall have in their personal inventory at all times the following, as approved by the Fire Chief:

- Pair of black shoes or boots
 - Black socks (if socks are to be visible outside of the footwear)
 - Blue work pants (approved by the Fire Chief)
 - Black belt
 - Pullover-collared shirt
 - Dress shirt, appropriate for your rank and with properly affixed patches and accessories
 - Badge, appropriate for your rank
 - Nametag, appropriate for your rank
 - Collar pins, appropriate for your rank.
- Optional accessories can include the following (as approved by the Fire Chief)
- Sweatshirt
 - Baseball style cap
 - Merit pin
 - Tie clip
 - Angel pin

Class A

The formal dress uniform (if available) shall be utilized for representing the department at formal or special functions such as ceremonies, funerals and any other time as directed by the Fire Chief. The only patches and/or attachments allowed on dress uniforms are FD 8 shoulder patch, EMT patch, issued badge, collar pins, and nametag; and they shall be properly and neatly affixed to the uniform. When wearing undershirts such as T-shirts, insulated undershirts, etc., they should not be visible outside of the uniform shirtsleeves. Officers shall utilize a white T-shirt, while Operators, Firefighters and Reserves shall utilize a gray T-shirt.

The Class A uniform as approved by the Fire Chief consists of:

- Formal jacket
- Dress shirt
- Tie (long sleeve dress shirt shall be worn when the tie is worn)
- Dress pants that match the tie, with sharp creases
- Black belt
- Black socks
- Patent leather shoes, highly polished

Class B

The dress uniform shall be utilized for representing the department at other events or special functions such as public education demonstrations at schools or at the fire stations, giving scheduled fire station tours, preplanning activities, and any other time as directed by the Management or Fire Chief. The only patches and/or attachments allowed on dress uniforms are FD 8 shoulder patch, EMT patch, issued badge, collar pins, and nametag; and any other approved item by the Fire Chief, and

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| Title: Uniforms & Grooming (continued) | Section 1 | Policy No. 102.01 |
| Approval: | | Revision Date: 12/21 |

they shall be properly and neatly affixed to the uniform. When wearing undershirts such as T-shirts, insulated undershirts, etc., they should not be visible outside of the uniform shirtsleeves.

The Class B uniform, as approved by the Fire Chief, consists of:

- Dress shirt
- Tie (long sleeve dress shirt shall be worn when the tie is worn)
- Navy Blue pants (either BDU or Lyon's style)
- Black belt
- Black socks (if visible outside of the footwear)
- Black shoes or boots (if boots are worn, the pants shall not be tucked into the boots) This footwear shall be polished.
- Note – Ties shall be worn only when directed to do so by Management or the Fire Chief.

Class C

All shift personnel shall wear their complete Class C uniform (polo shirt, pants, specified belt & shoes) from 0700 hours to 1700 hours and at any time they leave the station except for the following circumstances:

- Responding to/ or working at calls that require you to wear your bunker gear, in this case the polo shirt is optional.
- While participating in physical fitness activities.
- While participating in work activities (apparatus checks, washing down bay, outside training, and general station duties, etc.)
- A gray or blue department T-shirt under the polo shirt is acceptable.

Note – if members find themselves in the above situations and wish to go into a grocery store or other activity, the polo shirt shall be utilized. Members are expected to keep their polo shirt with their apparatus when T-shirts are worn.

Shorts

From 0700 hours to 1700 hours, department approved BDU style shorts can be utilized by shift members. Black shoes and black socks are to be utilized. Socks must cover the ankle and not have any over-powering logos visible. Shoes must be black in color and not have any over-powering logos.

Members choosing to wear shorts around the station after 1700 hours or during physical fitness may do so as long as they are either gray or blue and a departmental T-shirt or polo shirt is worn in conjunction. This includes while jogging outside of the station. Wearing of shorts during training evolutions must be approved by the Fire Chief.

Note – Uniform pants shall be nearby in order to change into prior to going on an emergency call. No shorts are to be worn while responding to an emergency call and/or under the bunker pants when engaging in (live fire) structural firefighting activities.

Grooming

All on duty personnel will groom themselves in a manner that reflects a neat, professional appearance. All employees shall report to work in a clean-shaven and well-groomed manner. Facial hair and sideburns that extend into the seal area of the SCBA are not permitted. Beards are not permitted. Hair must be off the collar. Mustaches must be groomed to meet the bottom corner of the lip. Sideburns not to extend below the earlobe.

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| Title: Uniforms & Grooming (continued) | Section 1 | Policy No. 102.01 |
| Approval: | | Revision Date: 8/21/13, 12/21 |

Earrings and bracelets (except for medic alert and similar bracelets) are not permitted for duty wear by employees in this category. Chains and necklaces must be worn inside the shirt and may not be visible from at the neckline. Employees may wear a wedding band/engagement ring set and one additional ring.

Uniformed Staff Employees

Uniforms

Staff employees who are part of the uniformed service are required to wear their assigned uniforms at all times in compliance with the uniform policy. Each employee shall be provided with dress uniform shirts, dress uniform pants, pullover collared shirts, badge, collar pins, and nametag. All parts of the uniform should be clean and neat and reflect a professional appearance. The dress uniform shall be utilized for Public Education Demonstrations, Fire Inspections, and any other similar type events. The only patches and/or attachments allowed on dress uniforms are FD 8 shoulder patch, EMT patch, issued badge, collar pins, nametag, and other accessories approved by the Fire Chief; and they shall be properly and neatly affixed to the uniform.

Grooming

All on duty personnel will groom themselves in a manner that reflects a neat, professional appearance. All employees shall report to work in a clean-shaven and well-groomed manner. Beards are not permitted. Mustaches must be groomed to meet the bottom corner of the lip. One pair of earrings may be worn as long as they are not loud, flashy, or distracting and compliment the uniform. Large loop type or dangling earrings are not permitted. The Fire Chief will have the final decision if a controversy over earrings arises. Bracelets (except for medic alert and similar bracelets) are not permitted for duty wear. Chains and necklaces must be worn inside the shirt and may not be visible from at the neckline. Employees may wear a wedding band/engagement ring set and one additional ring.

Off Duty Use of Uniform

Personnel are encouraged to only wear Fire District 8 uniforms while on duty. Personnel shall not engage in any activity while wearing Fire District 8 uniforms which is illegal, unethical or which shall cast the department in a negative light. *(Added 8/21/13)*

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| Title: Uniforms Allowance | Section 1 | Policy No. 102.02 |
| | | Origination Date: |
| Approval: | | Revision Date: 2/2/24 |

Annual uniform allowances are allotted to full time personnel by Fire District #8. The allotment amount of \$400.00 per employee is determined by the STFD#8 Board of Commissioners during the budget process. Exceptions to this amount require preapproval by the Fire Chief. Annual uniform allowances shall only be used on items that are listed in policy # 102.01 (Uniforms and Grooming) of St. Tammany Fire District 8 policy and procedures.

Any items not listed are strictly prohibited, unless otherwise authorized by the Fire Chief. Payroll deductions will be enforced for items not meeting these criteria. (Rev. added amount)

St. Tammany Fire District #8

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| Title: Department Telephones – General Information | Section 1 | Policy No. 102.03 |
| | | Origination Date: |
| Approval: | | Revision Date: |

Below is the physical and mailing address for STFD#8 fire stations along with other contact information. Please note the phone lines are to be primarily used for official business.

| NAME | ADDRESS | PHONE |
|---------------------------------|-----------------------------------------------------------------------------------------|------------------------------------------|
| STATION 81 | 22455 Highway 36 Abita Springs, LA 70420 P. O. Box 937 Abita Springs, LA 70420 | Phone: 985-892-2065 Fax: 985-892-2362 |
| STATION 82 (RC MILLING | 75174 Highway 1083 Covington, LA 70435 | Phone: 985-892-1627 |
| STATION 83 (JOHN T. PRAT | 75200 Highway 59 Abita Springs, LA 70420 | Phone: 985-249-5222 |
| DISPATCH/FIREHOUSE | | Phone: 985-893-3100 Fax: 985-646-4867 |

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| Title: Use of Department Telephones | Section 1 | Policy No. 102.04 |
| | | Origination Date: |
| Approval: | | Revision Date: |

Telephones are maintained by the STFD#8 for conducting daily business. Personnel should keep their personal use of this business telephone to a minimum and should not engage in long conversation, thereby tying up the telephone. Personnel will not use telephones or other property or equipment of the STFD#8 for use in solicitation or furthering any personal business, company, or services. Telephones and other communications devices will not be used to transmit lewd, obscene or scandalous materials or conversations. The business phone at Station 81 (985-892-2065) should be answered in the following manner:

Fire District 8, this is (Your Rank and Last Name), can I help you?

All other phone lines at Station 81 and all phones at the remaining stations should be answered in this following manner:

Station # and Rank and Last Name

Requests from businesses, schools etc., for a Fire Department contact number should result in the phone number 911 being given as our only contact number. Any time a request is made for a station phone number, the party should be asked as to the reason they need to contact the station. Employee personal telephone numbers may not be given out to the public. All other requests should be directed to the administrative office or 911.

No long-distance telephone calls should be made on the telephones unless they are STFD#8 business in nature. In the event of a personal emergency, when a calling card or other means of charging a phone call is unavailable, personnel will be allowed to utilize the phone for long distance calls with the agreement that the STFD#8 will be reimbursed for the cost of the call. An employee's home phone, pager, cell, or other private number should not be given out to anyone other than another STFD#8 employee.

Receipt of Emergency Calls

Any time a call for help is received at the station, the following information should be obtained:

- Location of Emergency
- Type of Emergency
- Reporting Parties name
- Reporting Parties Phone Number
- Incident specific information

Once this information is received, the reporting party should be directed to call 911 and make notification through the system (unless remaining in the area of the incident would cause potential injury or harm). After the reporting party has broken the connection, the station taking the information should notify the appropriate units needed to respond and initiate a response.

St. Tammany Fire District #8

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| Title: Cellular Phones | Section 1 | Policy No. 102.05 |
| | | Origination Date: |
| Approval: | | Revision Date: |

Business and/or personal cellular phones

In all instances while using any cellular phone while representing STFD#8, personnel shall maintain 'cellular etiquette' and observe their surroundings carefully and only use these devices when appropriate so as not to be rude or bring discredit towards themselves or the department. This also applies to usage during an emergency incident, or in a classroom (including during training evolutions.) There will be no cell phone use while driving fire apparatus, except during emergency situations. No exceptions for backing of fire apparatus.

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| Title: Fax, Printers and Copier Devices | Section 1 | Policy No. 102.06 |
| | | Origination Date: |
| Approval: | | Revision Date: 8/21/2023 |

These devices are maintained by STFD#8 for conducting daily business. Personnel should keep their personal use of these business devices to a minimum and should not engage in long personal transmissions, thereby tying up the fax machine(s), or printing excessive copies for personal use. Personnel will not use facsimile (fax) machines, telephones or other property or equipment of STFD#8 for use in solicitation or furthering any personal business, company, or services. Facsimile machines, printers, copiers, telephones, and other communications devices will not be used to transmit or copy/reproduce lewd, obscene or scandalous materials or conversations.

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| Title: Change of Address/Telephone | Section 1 | Policy No. 102.07 |
| | | Origination Date: |
| Approval: | | Revision Date: 3/15/24 |

All employees of the STFD#8 are required to maintain a phone at their residence to enable call outs in an emergency. Anytime an employee's address and/or telephone number changes, the employee is required to notify the District Fire Chief by turning in a Special Report within 24 hours of the change. The Firehouse Software Program and/or Secretary shall be the repository for maintaining and updating this information.

Change of Information will also be updated in the accounting software.

St. Tammany Fire District #8

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| Title: Tobacco Use | Section 1 | Policy No. 102.08 |
| | | Origination Date: |
| Approval: | | Revision Date: |

It is the responsibility of STFD#8 to provide a tobacco free work environment. Tobacco use inside of any STFD#8 facilities is prohibited, with the exception of in the apparatus bays. No smokeless tobacco shall be disposed of on any concrete surface. STFD#8 has provided cigarette butt disposal areas. At no time should a cigarette be extinguished on a concrete surface or building wall. Tobacco use in apparatus owned and operated by STFD#8 is also prohibited. Designated tobacco areas will be behind the station, parking lot and in the apparatus bays, when the weather does not permit the use of outside areas.

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| Title: Public Solicitations | Section 1 | Policy No. 102.09 |
| | | Origination Date: |
| Approval: | | Revision Date: |

The department does not generally solicit items from the public and no personnel will be allowed to do so unless specifically authorized by the Fire Chief.

Personnel are hereby prohibited from receiving any discounts and/or free products or services while on duty. Personnel who are offered discounts and/or free products or services while on duty shall politely decline and thank those making the request and explain that they are not allowed to accept. However, if a person insists, personnel shall accept such discount or item and thank them. At no time should FD 8 personnel sign any receipt stating that they received a discount, or free product or service.

St. Tammany Fire District #8

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| Title: Salary & Payroll | Section 1 | Policy No. 103.01 |
| | | Origination Date: |
| Approval: | | Revision Date: 10/14/24 |

All employees shall be paid in accordance with the pay scale adopted by the STFD#8 Board of Commissioners.

Original Appointment Rate

Original appointment to any position shall be at the minimum rate for that class. In addition to this minimum amount, the employee may be eligible for additional incentives as outlined in Policy, number 103.02, titled Payroll Incentives.

Rate of Pay upon Promotion

When an employee is promoted, his/her pay shall be adjusted by placing the employee at the new pay rate beginning the next full pay period (no more than 14 days.)

Rate of Pay upon Demotion

When an employee is demoted, his/her pay shall be fixed at a rate equal to his/her last rate in their former position, plus any step increases that would have been applicable.

Temporary Assignments

Whenever a temporary vacancy exists in a classified position subject to the department's minimum staffing guidelines, the position shall be filled by another member of the department to maintain minimum staffing. If a member of the same rank is not available to fill a position, a member from the rank immediately below the vacant position may be appointed temporarily.

When personnel are given a temporary assignment, they shall be compensated per occurrence as per guidelines set forth by the administration.

When a temporary assignment ends, a member shall return to his/her previous position.

Annual Increases

All **full-time** personnel shall receive an annual minimum increase in pay of two (2%) percent on their anniversary date.

Change in Rate of Pay

When any change is made in the rate of pay of an employee documentation of this change shall be reviewed by the Fire Chief or his designee. A notation of this change shall be placed in the employee's personnel file.

Overtime

The STFD#8 will compensate all employees for any overtime worked that is applicable based on the Fair Labor Standards Act.

The decision as to whether employees receive overtime pay or compensatory time shall be at the discretion of the Fire Chief or his designee.

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| Title: Salary & Payroll (continued) | Section 1 | Policy No. 103.01 |
| Approval: | | Revision Date: 3/2024 |

The rate of overtime is calculated by adding 1/240th of the State Supplemental Pay to employee's regular hourly rate, including all hourly incentives, and then multiplying that total by one and one-half to attain the final overtime rate. Note: Employees not receiving State Supplemental Pay shall have their overtime rate calculated as one and one-half times the employee's regular hourly rate plus all hourly incentives.

Scheduled Overtime

Personnel who work on shift (24/48) have overtime built into their schedule. They shall be compensated for this scheduled overtime based on any hours exceeding 106 hours in a 14 day work cycle. *Part time staff will be compensated for OT after exceeding 80 hours in a pay period. *(practiced but not in policy 3/2024)

Overtime (Extra-Pay)

All extra duty in excess of regularly scheduled, depending on job classification shall be payable at a rate of time-and-one-half.

Overtime – Leave Exceptions

Personnel who are on sick leave because of an off-duty illness or injury shall not be entitled to scheduled overtime unless they have worked in excess of their prescribed hours within that particular pay cycle. Personnel who are on any other type of leave or sick leave because of an on-duty illness or injury shall continue to receive both scheduled overtime and any overtime to which they are entitled.

Overtime – Premium Pay

Personnel who are requested to respond and work on emergency calls (incidents) while not on duty are entitled to the same rate of pay as their overtime rate regardless of number of hours worked in a pay cycle and the requested time shall be logged in the respective shift's payroll book. This overtime shall be limited to 30 minutes if employee acknowledges that he/she is responding and is cancelled prior to arriving on scene; and 2 hours minimum shall be allotted for arriving and working on a scene, or the actual amount of time on scene, whichever is greatest.

Personnel who are allowed to work around the fire stations off duty, with previous permission from the Fire Chief, or attend mandatory meetings/training shall also be entitled to premium pay as stated above.

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| Title: Payroll Incentives | Section 1 | Policy No. 103.02 |
| | | Origination Date: |
| Approval: | | Revision Date: |

Effective 1/1/12, all employees with an EMT certification shall receive an additional \$50 a month. The employee is responsible for maintaining the certification of EMT and all guidelines required to maintain this certification. Should the employee have the EMT certification revoked for any reason, the \$50 a month incentive is null and void. Additionally, the revoked notification must be forwarded immediately to the Fire Chief and Board Secretary to be maintained in the employee's personnel file.

Perfect Attendance Incentive

For employees who have served at least twelve months and who do not use sick leave for any off duty illness or injury for twelve consecutive months, are eligible for the following:

- Hourly/Shift Employees – 24 hours straight regular pay

This incentive is to be paid with the paycheck following the employee's anniversary date. Rev. 12/2021

St. Tammany Fire District #8

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|------------------------------------|------------------|--------------------------|
| Title: Scheduled Work Hours | Section 1 | Policy No. 103.03 |
| | | Origination Date: |
| Approval: | | Revision Date: 10/31/24 |

All employees are required to work their assigned schedule and any variation requires prior authorization from the Fire Chief or Management.

Shift Employees (24 hours)

All normally scheduled shifts of STFD#8 are scheduled in 24-hour shifts, which are two (2) consecutive 12 hours blocks. All shifts begin at 0700 hours and end at 0700 hours. A 48 on and 96 off rotation shall be followed, meaning employees shall work two consecutive 24 hour shifts on their assigned crew, and then have a period of 96 hours off before the next scheduled shift. However, overtime, holdovers and call backs may affect employees time off. Employees shall not be subjected to mandatory hours that exceed 72 consecutive hours on duty. Employees may only work in excess of 72 consecutive hours voluntarily.

Crew designations for STFD#8 shall be Crew-A, Brew-B, and Crew-C. All full-time paid suppression personnel shall be assigned to a crew. The shift Captain shall always be assigned to Station -81. All other shift personnel shall rotate between the three stations on a quarterly (every 3 months) basis.

All personnel are to be in full uniform, ready to work at their assigned station at the scheduled shift change or they will be considered late for work. Personnel who recognize the fact that they are going to arrive late for work for any reason shall notify their Captain, or the Captain on duty to allow proper arrangements to be made.

Staff Employees

STFD#8 personnel who are normally scheduled in this category will work forty (40) hours each week as assigned by the Fire Chief or Management.

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| Title: Shift Trades | Section 1 | Policy No. 103.04 |
| | | Origination Date: |
| Approval: | | Revision Date: 12/2021, 10/14/24 |

The practice of trading shifts among STFD#8 full-time Civil Service members of the same rank (or one level higher or lower) are permissible with the following guidelines:

- A) Members are limited to 2 shift trades within 2 consecutive 14 day cycles.
- B) The shift trade must be completed within the same or subsequent 14 day pay cycle.
- C) Must be approved by shift Captain or Fire Chief.
- D) personnel working a shift trade shall assume all responsibilities for that shift in its entirety. This includes maintenance, special assignments, holdovers etc.

The following guideline is being adopted in order to allow shift trades between personnel without being too restrictive, yet accountable.

- Shift trades for approved educational purposes (Fire Science, test taking, or other approved curriculum – see Management for approval) shall not be counted toward the limit of two (2) per month.
- The length of a shift trade is between one (1) hour and twenty-four (24) hours.
- Members may relieve another member for less than one (1) hour without filling out a Shift Trade form.

Documentation

A shift trade must be documented In **First Due** prior to the shift trade taking place. If a subsequent change is requested (a new submission shall be entered), this shall not be considered an initiated shift trade (of the two (2) allowed).

The daily manpower program, **First Due**, should reflect the actual person working the shift, in the correct position being worked. For payroll purposes, the normally scheduled employee shall receive the pay for that scheduled shift. This is allowed by virtue of Louisiana Revised Statute 14:138 and Fair Labor Standards Act.

Rev. 12/2021

First Due shall maintain a list that tracks the number of times a person has initiated a shift trade and when the maximum for the pay cycle has been reached. That employee shall not be allowed to initiate any additional shift trades within that pay cycle. Any member being relieved by another member for less than one (1) hour, must clearly indicate same in the daily log, and not on the manpower report nor the official payroll log book. Personnel shall not pay, offer to pay or receive compensation to, for or from anyone working their assigned shift, or part thereof as outlined, for any reason. Any actions contrary to this guideline could constitute payroll fraud and shall be grounds for disciplinary actions, including termination

The Fire Chief shall have the right to disapprove shift trades where abuse is suspected. Should the substitute member fail to report or to complete the tour of duty in question, the substitute member shall be charged the use of annual vacation leave for the hours not worked by the substitute for the scheduled member. Should the substitute member fail to report or complete the tour of duty in question, except for illness certified by the fire department physician or reasons accepted by the Fire Chief, both the substitute member and the scheduled member may receive disciplinary actions. (Rev. 12/2021)

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| Title: Leave Policy | Section 1 | Policy No. 103.05 |
| | | Origination Date: |
| Approval: | | Revision Date: 10/19/20, 12/2021 3/25/24 |

Hourly/Shift Employees Annual leave – Eligibility

Hourly/Shift Employees are eligible for annual leave as it is accrued and upon approval. Annual leave accrual begins on the first day of full-time employment. Only one employee will be allowed to use annual leave per shift. The employee who requests annual leave first shall be allowed the leave. (REV.10/19/2020)

The accrual rate of annual leave time is determined by the length of service on the employee's anniversary date as set forth by the following table: *(added QB accrual 3/25/24)

| <u>YEARS EXP</u> | <u>HOURS</u> | <u># OF SHIFTS</u> | <u>*QB Accrual</u> |
|------------------|--------------|--------------------|--------------------|
| 1- 10 | 216 | 9 | 8.31 |
| 11 | 228 | 9.5 | 8.77 |
| 12 | 240 | 10 | 9.23 |
| 13 | 252 | 10.5 | 9.69 |
| 14 | 264 | 11 | 10.15 |
| 15 | 276 | 11.5 | 10.62 |
| 16 | 288 | 12 | 11.07 |
| 17 | 300 | 12.5 | 11.54 |
| 18 | 312 | 13 | 12.00 |
| 19 | 324 | 13.5 | 12.46 |
| 20+ | 336 | 14 | 12.92 |

Salary Employees annual leave – Eligibility

Salary Employees, who work a forty (40) hour work week, are eligible for Annual leave after they have completed one (1) year of full-time service. Annual leave hours and/or days earned are determined by the length of service on the employee's anniversary date as set forth by the following table: (Rev. 12/2021)

| <u>YEARS EXP.</u> | <u>CALENDAR DAYS</u> | <u>HOURS</u> |
|-------------------|----------------------|--------------|
| 1- 9 | 18 | 144 |
| 10 | 19 | 152 |
| 11 | 20 | 160 |
| 12 | 21 | 168 |
| 13 | 22 | 176 |
| 14 | 23 | 184 |
| 15 | 24 | 192 |
| 16 | 25 | 200 |
| 17 | 26 | 208 |
| 18 | 27 | 216 |
| 19 | 28 | 224 |
| 20 | 29 | 232 |
| 21 | 30 | 240 |

St. Tammany Fire District #8

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|----------------------------------------|------------------|-------------------------------------------|
| Title: Leave Policy (continued) | Section 1 | Policy No. 103.05 |
| Approval: | | Revision Date: 10/19/20, 12/21 3/25/24 |

Annual leave – Carryover

Hourly/Shift employees shall be allowed to carry over no more than the equivalent of one year's accrual of unused annual leave into the employee's next anniversary year. Salary employees shall also be allowed to carry over no more than one year's accrual of unused annual leave into the employee's next anniversary year.

All employees may request, in writing to the Fire Chief, to carry over additional annual leave based on extreme and unique circumstances. The Fire Chief shall provide written notice of approval or denial to the employee at least five (5) calendar days after the date of receipt of such request. (Rev. 12/2021)

Employees shall not be paid for annual leave that cannot be carried over in accordance with this policy. In accordance with Louisiana Revised Statute 33:1996, annual leave shall not be forfeited. When an employee's annual leave balance towards the end of his/her anniversary year is exceeding the allowable carryover amount, the Fire Chief has the right to alter the employee's work schedule and place the employee on annual leave, in accordance with R.S. 33:2557, to ensure compliance with this policy. Written notice shall be provided to the employee at least fifteen (15) calendar days prior to the effective date of the employee's revised work schedule. Therefore, all employees are encouraged to periodically review their annual leave balance to ensure that they are using their annual leave in order to comply with this policy.

Annual leave – Other

All Salary Employees must inform the Board Chairman and/or Board Secretary prior to the requested time of leave. Notification shall be made by means of e-mail or phone call. An Annual Leave request for all Hourly/Shift Employees shall be submitted for approval at least two (2) weeks before the requested time.

St. Tammany Fire District #8

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| Title: Leave Policy (continued) | Section 1 | Policy No. 103.05 |
| Approval: | | Revision Date: 10/19/20, 12/21 3/25/24 |

Vacation – Other

Should an Hourly/Shift Employee respond to an emergency call on a scheduled and approved vacation day, the employee will receive a minimum of two (2) hours overtime pay (in lieu of the employees vacation hourly pay). The number of hours (worked at the overtime rate) will be placed back into the employee’s bank of vacation hours; to be used at a later date at the approval of the employee’s captain, fire chief and/or board chairman. (Rev. 12/2021)

Administrative Leave with Pay

The appointing authority may grant administrative leave with pay for periods not to exceed sixty (60) days when circumstances develop that would warrant the removal of an employee from the department without disadvantage in order for the appointing authority to conduct an investigation concerning the conduct of an employee. This period may not extend beyond sixty (60) days without approval of the Civil Service Board.

Administrative Leave without Pay

Upon completion of the appointing authority’s investigation while a member is on Administrative Leave with Pay, the appointing authority may, at its discretion, place the member on Administrative Leave without Pay when it is in the best interests of the Fire District. This period may not extend beyond thirty (30) days without approval of the Civil Service Board.

Sick Leave with Pay

Sick leave with pay is granted for bona fide illness or injury of self and is covered under item 27, Section 15.1, Article XIV of the Louisiana Constitution, “Municipal Fire and Police Civil Service Law.” Statutory Sick leave under RS 33:1995 and 1995.1 provides for job related injury or illness entitling employees to a period of fifty-two weeks sick leave with pay as long as there was no negligence or culpable indiscretion on the part of the employee. Rev. 12/2021. The regular hourly rate is paid without OT after specified hours.

Sick Leave Allowance Regulations

All employees’ absence due to illness will require a doctor’s excuse after missing four (4) days (Salary Employees)/two (2) shifts (Hourly/Shift Employees) of work.

Any individual absences exceeding eight (8) days for Salary Employees/four (4) Shifts for Hourly/Shift Employees in a calendar year, and/or at the discretion of St. Tammany Parish Fire District 8, the employee may be required to report to the departmental physician for medical evaluation. If in the opinion of the departmental physician the employee can return to duty, the employee shall return to duty or forfeit his/her day’s pay and will subject himself/herself to further disciplinary action. Any anticipated leave longer than four (4) calendar days (Salary Employees) and two (2) shifts (Hourly/Shift Employees); the employee is required to provide a doctor’s excuse indicating illness or condition justifying the absence and the expected date of return to duty. Failure to provide such excuse will classify employee as ‘Absent without Leave and Pay’ and be subjected to further disciplinary action.

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| Title: Leave Policy (continued) | Section 1 | Policy No. 103.05 |
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Extended Sick Leave

The purpose of this policy is to ensure that STFD#8 has healthy and non-impaired personnel to be available for any emergency. This policy applies to all employees.

1. Extended sick leave is defined as any individual absences exceeding eight (8) consecutive days for Salary Employees/four (4) consecutive Shifts for Hourly/Shift Employees. (Rev. 12/2021)
2. Employee must provide a doctor's excuse and the estimated extended sick leave needed.
3. Before returning to work, employee must:
 - a. provide a doctor's release from the their doctor
 - b. take and pass a drug test
 - i. refusal to take the drug test will result in dismissal
 - ii. Failing the drug test will result in a curative period (see Policy # 201.03 Drug Testing)
4. Any employee returning after extended sick leave will be required to take a Certification Fit for Duty test performed by St. Tammany Parish Hospital before returning to work.
 - a. Should the employee refuse to take the test and/or fail the test, the employee will continue to be considered on extended sick leave. Employee will continue to be on extended sick leave as outlined in RS 33:1995
 - b. Certification Fit for Duty is outlined in Firefighter Functional Job Description (copy of this description can be obtained by the Board Secretary).

Sick leave general rules

Upon requesting extended sick leave, the employee may be requested to execute the appropriate HIPPA form in order for the department to obtain the information needed to verify the sick leave.

When an employee is notified that a medical procedure or extended sick leave period is required, said employee shall immediately notify the Fire Chief and Board of the circumstances surrounding the request.

During said periods of recovery and/or extended sick leave, the employee shall notify the Fire Chief of his anticipated daily activities. In the event, the employee is the Fire Chief; notification shall be made to the Board.

During said periods of extended sick and/or recovery, said employee shall not engage in any work, in any capacity, whether part-time or full-time.

In cases where the attending physician cannot release the employee for regular duty the employee shall not work in any capacity (including self-employment) or engage in any activity similar to that of regular duty.

All call-in sick procedures, as well as providing the appointing authority with proper medical verification, is the sole responsibility of the employee requesting sick leave.

Sick leave may not be used for absences incurred because of attendance to personal affairs.

Any employee on sick leave is required to diligently pursue full recovery and any activity, which is contrary to this endeavor, may be the basis for disciplinary action, which could include termination.

No payment in lieu of use may be made for unused sick leave.

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When an employee is incapacitated due to illness and cannot report for duty, it is their responsibility to notify a Supervisor on-duty or the person designated by the Fire Chief not later than thirty (30) minutes prior to the start of an assigned duty period. Failure to call as indicated above, will result in forfeit of pay and is considered 'Absent without Leave and Pay' and may be the basis for disciplinary action.

An employee calling in sick shall be confined to their residence on the day he/she was scheduled to work and shall not leave without approval from the Fire Chief. In the event, the employee is the Fire Chief; notification shall be made to the Board. An employee who must visit personal physicians or purchase medicine or meals not available at his/her place of confinement, notification shall be made to the Fire Chief. In the event, the employee is the Fire Chief; notification shall be made to the Board. The Fire Chief, or his designated representative, may visit or call the employee at his/her residence to verify the employee's confinement. If the employee cannot be contacted, he will be considered 'Absent without Leave and Pay' and be subjected to possible disciplinary action. Sick leave abuse, and/or falsification of sick leave records shall result in disciplinary actions, up to and including termination.

A request for sick leave constitutes an authorization for the release of any general medical information that can be provided to the department. Such information can be used to determine if absence due to illness was appropriate.

The employee shall be responsible for ensuring that his/her doctor's excuse is in conformity with the rules and regulations and is from a bona fide doctor's office that can be verified. (Rev. 12/2021)

Sick Leave Verification

The Fire Chief, his designee and/or a Board Representative may call or visit any employee on sick leave for the verification that the employee is abiding by all sick leave policies. Refusal to allow this verification may result in disciplinary proceedings being initiated. The Fire Chief or his designee may call and check the status of each employee on sick leave each day to verify compliance with this policy.

Perfect Attendance Incentive This should be in Payroll/Benefits section !

For employees who have served at least twelve months and who do not use sick leave for any off duty illness or injury for twelve consecutive months, they shall be eligible for the following:

- Hourly/Shift Employees – 24 hours straight regular pay

This incentive is to be paid with the paycheck following the employee's anniversary date. Rev. 12/2021

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Holiday Compensation

The STFD#8 observes ten holidays per calendar year as follows:

New Year's Day
Mardi Gras
Good Friday
Memorial Day
Fourth of July
Labor Day
Thanksgiving Day
Christmas Eve
Christmas Day
New Year's Eve

Holidays which fall on a weekend will be officially designated for the office staff as follows: if the actual holiday is on a Saturday, it will be observed on the preceding Friday; if the actual holiday is on a Sunday, it will be observed on the following Monday.

Additionally, should a shift trade take place on one of the above holidays; the person working the actual holiday will be compensated with Holiday Pay.

Funeral Leave

Funeral leave without loss of pay is granted by the STFD #8 to full time employees. Funeral leave is limited to two (2) calendar days for Salary Employees/one (1) shift for Hourly/Shift Employees. The following family members are covered in the funeral leave policy: parents, spouse, parents of spouse, brother or sister, brother or sister of spouse, grandparents, grandparents of spouse, children, grandchildren and stepchildren and friend or relatives living under the same roof of said employee. Time of required in excess of the above may be made up from vacation time, leave without pay or shift trades. Rev. 12/2021

Leave without Pay

Leave without pay may be utilized by the employee when they require time off from work but do not have any other available time. Leave without pay requires the express permission of the Fire Chief.

Emergency Leave

Emergency leave is defined as an unforeseeable major life crisis that requires the employee to be absent from work on vacation, leave without pay or funeral leave without being able to give notice. Emergency leave (using one of the aforementioned leave times) may be granted by the Fire Chief or his designee. Upon return to work, the employee is required to complete all appropriate leave forms to account for the time off work.

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Military Leave

Military leave is granted to those employees who are active in the armed forces of the United States reserves as indicated by state and federal law. Employees are eligible for 15 work shifts of military leave per calendar year. Any portion of a shift taken off counts as one shift towards the aggregate of 15 shifts. Employees who are on military leave during a regularly scheduled workday and who are serving their time within the local area are required to return to work upon being discharged for the day. Employees wishing to participate in military activities after their 15 shifts of military leave have been utilized are allowed to use any other available leave time that they have earned in accordance with the guidelines established for desired leave or may receive leave without pay. Rev. 12/2021

Civil Leave

Civil leave without loss of pay shall be granted when an employee is performing jury duty in any local, state or federal court. On duty employees are required to return to work to complete any time left on their scheduled shift after they are released from jury duty either for the day or completely released from service. Employees shall present a copy of the jury duty notification to their supervisor as soon as they receive it. Civil leave shall also be granted without loss of pay when an employee is subpoenaed to appear before a court, public body, commission or board for the purpose of representing or in matters concerning STFD#8 and they receive no compensation. If an employee receives any compensation beyond mileage and meal stipend to appear before a court, public body commission or board, the employee must use either vacation or complete a shift swap. In regards to the performance of their duties with the STFD#8 or if the subpoena is issued by a governmental agency, the employee shall notify their supervisor and provide him with a copy of all subpoenas that the employee has received in direct performance of their job duties or that has any bearing, effect or relevance to the STFD#8. (Rev. 9/12/12, 12/2021)

Civil Leave - Off Duty

Any employee (Full-time, Contract or Volunteer) who is issued a subpoena for a day they are not scheduled to work, in regard to the performance of their duties as a member of the STFD#8 shall be compensated as if they are working extra duty.

Family / Medical Leave

An eligible employee (defined as being an employee with at least one year of full time service) shall be entitled up to twelve (12) weeks of family/medical leave during any calendar year. For purposes of this section, a calendar year is defined as beginning on January 1, and ending on December 31. Family/medical leave may be taken for one or more of the following reasons:

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- The birth of a son or daughter and in order to care for such son or daughter
- the placement of a son or daughter with the employee for adoption or foster care
- the care of children, spouse, or parents when such care is medically necessary
- a serious health condition that makes the employee unable to perform their job functions.

A doctor's certificate may be required to verify whether family medical leave is necessary. The amount of time credited towards family/medical leave shall be in direct proportion to the employee's regular scheduled workdays. The employee may exhaust all current leave they have available prior to taking leave without pay under the family/medical leave act.

An employee meeting the above requirements who wishes to utilize family/medical leave shall submit such request to the Fire Chief at least 30 days in advance (unless it is an unforeseeable emergency) stating the reason for leave and indicating the amount of paid leave and the amount of leave without pay the employee desires.

Securing Authorized Leave

Any personnel desiring to obtain authorized leave shall follow the guidelines for doing so as set forth by the administration.

Shift Trade

Shift swaps must be signed prior to being absent from scheduled shift. See Policy # 103.04 for detailed guidelines for Shift Trades.

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Purpose

To establish a procedure by which the Fire Chief, Officers, and Temporary Appointment Officers may use corrective action procedures and/or disciplinary procedures in a progressive manner to correct unsatisfactory behavior of personnel under their command.

Policy Statement

Corrective Action and/or Discipline is to change and/or improve behavior. It is imperative for employees who serve the public to follow rules and regulations regarding work performance and personal conduct. When an employee's behavior departs from the standards set forth by STFD#8, then disciplinary action shall be warranted.

- A. Positive discipline encourages an employee to do better, while poor discipline disillusion and antagonizes an employee. Promptness and fairness can be more effective than severity when trying to improve employee performance. It is important when taking disciplinary action that the actions are:

Prompt and specific. Consistent among employees and Progressive with repeated offenses.

- B. All Officers will make every effort to employ the Corrective Action and Progressive Discipline concept when applying disciplinary action within their area of command; however, it may be necessary to start the discipline process at an appropriate level due to the infraction. No part of this disciplinary policy shall be interpreted as requiring that all stages of progressive discipline be used for a particular infraction.
- C. If an employee believes that he/she is being disciplined unfairly or in a discriminatory manner he/she should report his/her concerns immediately to the Fire Chief or Board of Commissioners's should the complaint be directed toward the Fire Chief. Good faith reports of abuse of discipline will be managed with the attention they deserve, including investigation of the charges. False reports of abuse can lead to more discipline, including termination. Please note that you are not required to confront the person or persons that have given you reason to report. However, if you experience what you believe is unfair discipline, you must make a reasonable effort to make the perceived wrong known as soon as you experience or discover it, or soon after. Discussing or reporting acts of unfair discipline to any person other than the Board of Commissioners or Fire Chief does not constitute a report.
- D. The issuance of Corrective Action/disciplinary action shall be carried out in a manner outlined as a presentation of facts concerning a performance issue in relation to a violation of rules, regulations or guidelines of STFD#8.
- E. Disciplinary action or Corrective Action to include personnel regardless of employment status. (example- Career Paid or Part-Time)

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Infractions

STFD#8 adheres to the following provisions provided in the Louisiana Revised Statute 33:2500 Corrective and disciplinary action for maintaining standards of service. The purpose of the following list is to be illustrative of the class of various infractions. It is impossible to develop a totally encompassing list that delineates the class for every infraction. Each infraction or violation will be rated on the merits of the case, the situation and the employee's past performance. The Fire Chief and/or appointing authority reserves the final decision as to the penalty issued for any infraction and may deviate from the policy based on the events surrounding the incident. All final decisions shall be subject to appeal to the STFD#8's Civil Service Board for those individuals covered by Civil Service.

The tenure of persons who have been regularly and permanently inducted into positions of the classified service shall be during good behavior. However, the appointing authority may remove any employee from the service, or take such corrective action and/or disciplinary action as the circumstances warrant in the manner provided below for any one of the following reasons:

- (1) Unwillingness or failure to perform the duties of his position in a satisfactory manner.
- (2) The deliberate omission of any act that it was his duty to perform.
- (3) The commission or omission of any act to the prejudice of the departmental service or contrary to the public interest or policy.
- (4) Insubordination.
- (5) Conduct of a discourteous or wantonly offensive nature toward the public, any municipal officer or employee; and any dishonest, disgraceful, or immoral conduct.
- (6) Drinking vinous or spirituous liquors while on duty or reporting for duty while under the influence of liquor.
- (7) The use of intoxicating liquors, or habit-forming drug, liquid, or preparation to an extent which precludes the employee from performing the duties of his position in a safe or satisfactory manner.
- (8) The conviction of a felony.
- (9) Falsely making a statement of any material fact in his application for admission to any test for securing eligibility or appointment to any position in the classified service, or, practicing or attempting to practice fraud or deception in any test.
- (10) Using or promising to use his influence or official authority to secure any appointment to a position within the classified service as a reward or return for partisan or political services.
- (11) Soliciting or receiving any money or valuable thing from any person for any political party or political purpose.
- (12) Inducing or attempting to induce by threats of coercion, any person holding a position in the classified service to resign his position, take a leave of absence from his duties, or waive any of his rights under the provisions of this Part, or of the rules.
- (13) The development of any defect of physical condition which precludes the employee from properly performing the duties of his position, or the development of any physical condition that may endanger the health or lives of fellow employees.
- (14) The willful violation of any provision of this Part or of any rule, regulation, or order hereunder.

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- (15) Any other act or failure to act which the board deems sufficient to show the offender to be an unsuitable or unfit person to be employed in the respective service.

Minor Infractions

Minor infractions are of a nature where a warning notice should correct unacceptable behavior, however a system of progressive discipline is available should it be needed. Listed below are some examples of minor infractions:

- Attendance
- Tardiness
- Engaging in any activity which delays a response
- Improper uniform, grooming or personal hygiene
- Failure to follow policy
- Failure to carry out routine assigned duties
- Failure to maintain issued equipment
- Felony convictions that are not related to crimes against people, property, or drug related
- Improper demeanor, attitude or decorum when dealing with the public or other public safety agencies
- Telephone or fax transmission of a harassing, lewd or obscene nature
- Use of tobacco of any kind where prohibited
- Using any FD property or equipment for personal reasons without authorization
- Having personal visitors in the station past 2200 hours
- Driving with an expired, suspended, or invalid driver's license

Major Infractions

Major infractions represent a serious breach of policy or unacceptable behavior, which must be corrected immediately. Due to the facts of the case, some major infractions may result in termination of employment for a first offense. Listed below are some examples of major infractions:

- Insubordination
- Harassment, sexual, ethnic, hazing, etc.
- Felony convictions, crimes against persons, property, or involving drugs
- Theft of department equipment or property
- Theft of property while on duty
- Fighting on duty
- Engaging in illegal, unlawful or other acts that are contrary to the operation of the fire department
- Possession of a firearm in the station
- Possession of any pornographic or sexually explicit material in the station
- Engaging in any sexual activity while on duty, or in the station
- Leaving without being properly relieved
- Intentional damage to equipment or property

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- Failure to perform proper truck/equipment checks, where the omission results in an accident, injury, or equipment becomes disabled due to the omission
- Accepting money, bribes or gifts of value in exchange for special considerations or leniency in the performance of their job
- Falsely making any statement or act during an investigation or questioning relating to
- any activities of the fire department to a superior officer
- Injuring, damaging, or falsifying a public record or document
- Payroll fraud
- Being absent without proper leave
- Abuse/misuse of sick leave

Disciplinary System Framework

STFD#8 adopts the following framework for actions to be taken in the event that rules, regulations, Directives and/or guidelines are violated by any employee/member. STFD#8 reserves the right to take any of the prescribed steps in any order in the event that a supervisor deems a policy violation or action of the employee to be serious enough to warrant a certain step. The determination of severity of such violations shall be guided by the major/minor infraction schedule listed in Policy # 103.09 Disciplinary Policy. Such steps shall be documented on a STFD#8 Corrective Action/Discipline Form-

Any offense against the rules, regulations, guidelines or direct order by a superior officer of STFD#8 may result in or include the following Corrective Action/Disciplinary Action from the least to the most severe.

- A: Verbal Counseling
- B: Written Warning
- C: Written Reprimand
- D: Administrative Leave (With or Without pay)
- E: Demotion (as applicable)
- F: Termination of Employment

Disciplinary Action Defined

- A. **Verbal Counseling** - A positive and constructive supervisory tool used by the Officer to advise an employee that his/her performance, behavior, and/or attitude is not meeting expectations, or is not acceptable; and to improve the employee's performance, behavior, or attitude, which may focus on a specific incident, a particular aspect of the member's performance that the Officer has identified is in need of improvement, or in some instances, the employee's overall performance, behavior, attitude or general misunderstanding of the rules, regulations, and guidelines of STFD# 8. It is a discussion between the Officer and the employee, to communicate the Officer's concerns to the employee, to determine the cause of the employees' actions, identify avenues for improvement and/or development, and to improve the employee's performance, behavior, and/or attitude. Verbal Counseling serves to notify employees/members that certain behaviors or performance/deficiencies need changing/improving or that a higher level of discipline will take place. Verbal Counseling is

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documented on a STFD#8 Corrective Action/Discipline Form signed by the Officer and employee to establish continuity of progressive discipline. Completed forms are placed in the employee/member personnel file for future reference. Verbal Counseling is not a pre-requisite before issuing a Verbal Warning or Written Reprimand.

- B. **Written Warning** – A form of discipline and notice that a member should discontinue some action, performance, behavior, or attitude, or to take action immediately. A Written Warning serves to notify employees that certain behaviors or performance/deficiencies need changing/improving or that a higher level of discipline will take place. Written Warnings are documented to establish continuity of the progressive discipline. More than one warning per infraction shall lead to a Written Reprimand, suspension, or termination. Written Warnings are recorded in writing on a STFD#8 Discipline Form, signed by the Officer and acknowledged by the employee. Written Warnings are placed in the members' personnel file. Written Warnings are not a pre-requisite before issuing a Verbal warning or Written Reprimand.
- C. **Written Reprimand** - Written Reprimand is reserved for repetitive minor violations of conduct, policy, or procedures, when a Written Warning has failed to correct a situation or for severe violations of conduct, policy or procedures that occur for the first time. Written Reprimand is a form of discipline that is more serious than a warning. Supervisors may elect to use formal written reprimands to document a repeat offense of a minor infraction, or a more serious single infraction. correct performance, behavior, and/or attitude on a first occurrence or a more serious single infraction. A written reprimand is documentation that an employee is failing to meet the requirements of STFD#8 and must take action to correct behavior or serious levels of discipline will be administered. A Written Reprimand is a written rebuke or admonishment for an action taken or not taken, or for poor performance, behavior, or attitude. It is signed by the Officer and acknowledged by the employee. A Written Reprimand is permanently placed in the member's personnel file. Written Reprimands will be reviewed by the Fire Chief for determination of further Disciplinary Action. Written Reprimands are not a pre-requisite before issuing administrative leave.
- D. **Administrative Leave**- Administrative Leave is the temporary removal of an employee from performing his/her work duties, as a disciplinary measure. Administrative Leave for disciplinary reasons shall be subject to loss of wages (without Pay) for the durations of the levied Administrative leave period (shifts for shift/hourly employees, days for salary employees).
- E. **Demotion** - A change of an employee in the classified service from a position of one class to a position of a lower class which generally involves less responsibility and provides less pay.
- F. **Termination of Employment** - an employee's departure, and the end of an employee's duration with STFD#8. Termination may be voluntary on the employee's part, or it may be carried out by the appointing authority of STFD#8

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Implementation

To maintain an effective, efficient, and motivated workforce, FD 8 has instituted an aggressive discipline policy that ensures fair and equal treatment of all employees. FD 8, through the adoption of this policy, has attempted to reduce inequities in implementation of discipline by being as specific as possible with regard to infractions and their consequences.

- A. Unless the cause or condition justifies an employee being permanently removed from the service, disciplinary action may extend to suspension without pay for a period not exceeding the aggregate of ninety days in any period of twelve consecutive months, reduction in pay to the rate prevailing for the next lower class, reduction or demotion to a position of any lower class and to the rate of pay prevailing therefor, or such other less drastic action that may be appropriate under the circumstances. Nothing contained herein shall prevent any employee who is physically unable to perform the duties of his position from exercising his rights of voluntary retirement under any applicable law.

- B. Although it is incumbent upon the appointing authority to initiate corrective or disciplinary action, the board may, and shall upon the written request of any qualified elector of the state which sets out the reasons therefor, make an investigation of the conduct and performance of any employee in the classified service and, thereupon may render such judgment and order action to be taken by the appointing authority. Such action shall be forthwith taken by the appointing authority.

- C. In every case of corrective or disciplinary action taken against a regular employee of the classified service, the appointing authority shall furnish the employee and the (civil service) board a statement in writing of the action and the complete reasons therefor.
 - 1. Minor Infractions
 - 1st Offense- Employee receives verbal counselling
 - 2nd Offense – Employee receives a written warning
 - 3rd Offense – Written Reprimand. 2 shifts (hourly/shift employees) & 4 days (salary employees)
 - 4th Offense – Employee is demoted (if applicable)
 - 5th Offense – Employee is terminated

 - 2. Major Infractions
 - 1st Offense – Written Reprimand. 2 shifts (hourly/shift employees) & 4 days (salary employees) Administrative Leave without Pay
 - 2nd Offense – Written Reprimand. 4 shifts (hourly/shift employees) & 8 days (salary employees) Administrative Leave without Pay
 - 3rd Offense – Employee is demoted (if applicable)
 - 4th Offense – Employee is terminated

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INTERNAL DEPARTMENT DISCIPLINARY AUTHORITY

1. The Fire Chief shall have the authority to discipline all members of the Department including Full-time and Part Time employees in accordance with the STFD#8 policies and procedures.
2. The Fire Chief may discipline an employee for any violation of the STFD#8 policies and procedures, STFD#8 Department Rules and Regulations existing at the time of the act constituting the alleged offense, verbal or written direct order given by a superior or any other reason in law or equity. Part Time, and volunteer employment relationships should be considered at-will employment relationships.
3. The Fire Chief shall have the authority and final determination as to the nature and level of discipline of any subordinate.
4. Any Officer, in addition to the Fire Chief (Deputy Fire Chief, Captain, Temporary Appointment Captain) shall document unsatisfactory behavior, Any offense against the rules, regulations, and guidelines of STFD# 8, and/or violations of the STFD#8 policies and procedures. Documentation shall be submitted to the Fire Chief for necessary actions. Documentation by superior officers shall be considered part of the disciplinary/Corrective action procedure within STFD# 8 regarding discipline to a subordinate employee pursuant to this policy by administering discipline in a progressive manner. The severity of the infraction and nature of discipline levied against any employee shall be determined by the Fire Chief in any one occurrence. Future occurrences of the same infraction, by the same employee shall be disciplined at a greater level of discipline from the initial and/or prior occurrence.

DOCUMENTATION

1. All Fire Department disciplinary actions/corrective actions shall be documented by the Officer initiating the discipline and/or corrective action on STFD#8 Corrective Action/Discipline Form.
2. For all personnel, STFD#8 Corrective Action/Discipline Form, once completed by the reporting officer, shall be forwarded to the Fire Chief for further actions to be taken. Completed Corrective Action/Discipline Forms shall be placed in the employee's personnel file for future reference.
3. Prior Corrective Action/Discipline Forms in any employees file, in which were a result of the same infraction on any prior occurrence, shall be used as evidence to support the Progressive Discipline process when levying Disciplinary Action against any one employee for repeated violations of the STFD#8 policies and procedures, STFD#8 Department Rules and Regulations existing at the time of the act constituting the alleged offense, verbal or written direct order given by a superior or any other reason in law or equity.

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Due Process

Any employee who faces disciplinary action shall be given a hearing to explain his/her actions and/or inactions, and to present evidence to support their claims. This hearing shall be conducted prior to the administration of disciplinary action.

Appeals

Any employee may appeal any disciplinary action in accordance with either applicable civil service laws or rules & regulations of the STFD#8. All appeals made by non-civil service employees must be made in writing to the Fire Chief within 15 days of the disciplinary action.

MISCELLANEOUS

1. It should be understood that the language contained in this policy should not be interpreted in such a way as to prevent the department from considering a firefighter's complete past employment record when evaluating that firefighter's performance.
2. If an officer superior to the one initiating the disciplinary action determines that the offense in question requires more severe action, then that superior officer may overrule the decision of the officer administering the discipline.
3. The signature of an employee acknowledging a Disciplinary Action of any nature shall not be considered an Admission of Guilt. The requirement of the employee to sign any disciplinary action is solely for the reason of the employee acknowledging the complaint or complaints.
4. If a firefighter refuses at any time to sign or initial a disciplinary action, the superior officer will notify the Fire Chief immediately. The Fire Chief shall intervene and act as witness and sign the disciplinary action to validate the occurrence.
5. The STFD#8 Corrective Action/Discipline Form shall serve as the initial documentation to all levels of Discipline. One STFD#8 Corrective Action/Discipline Form shall be completed for each infraction in any one occurrence.

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| Title: Complaints Against Department of Employees | Section 1 | Policy No. 103.07 |
| | | Origination Date: |
| Approval: | | Revision Date: |

This standard establishes guidelines for the receipt, investigation, and resolution of complaints received by the department concerning the professional or personal conduct, behavior, action, or inaction of one or more members and those complaints that concern the department as a whole. It was promulgated to ensure that a thorough investigation is conducted into every complaint received by the department; that the innocent be exonerated and the guilty are properly disciplined.

General

Complaints that arise from the daily conduct of business fall into one of two major categories:

- Complaints against the department as a whole
- Complaints against one or more individual members

Complaints generally allege a violation of a departmental rule, policy, procedure, or general order. A complaint may also allege that there has been a violation of a federal, state, or local statute or ordinance.

The department will hear all complaints against its members that have been initiated by any person who is found to have standing for such a complaint. Persons other than those who are affected by the actions of a member shall have no standing for a complaint, with the exception of cases that involve juveniles. In such cases, the parent or legal guardian shall be required to file the written complaint.

Complaint Procedure

Complaints must be made in writing and shall be signed by the persons making the complaint.

Any on-duty supervisor may accept complaints. The supervisor who receives the complaint shall conduct an initial investigation to obtain as much information as possible and then forward the complaint directly to the Fire Chief in the timeliest manner possible.

If the complainant does not want to file a written complaint or does not wish to sign the complaint, he may still voice his / her complaint to a supervisor. The supervisor shall record the information and forward an account of the complaint to the Fire Chief.

On receipt and review of an oral or written complaint, the Fire Chief shall initiate an investigation of the complaint. A copy of the written complaint shall be given to the accused member at the time that the member is requested to make a written reply to the allegations.

Any complaint against or involving the Fire Chief shall require the on-duty supervisor who accepts the complaint to forward the complaint directly to any member of the Board of Commissioners.

Upon receipt and review of an oral or written complaint regarding the Fire Chief, the Board of Commissioners shall call a special meeting and, in executive session, after due notification to the Fire Chief shall discuss the initiation of an investigation of the complaint.

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| Title: Complaints Against Department or Employees (continued) | Section 1 | Policy No. 103.07 |
| Approval: | | Revision Date: |

After concluding the executive session, the Board shall authorize an investigation if warranted. A copy of any written complaint shall be given to the Fire Chief at the time the Fire Chief is requested to make a written reply to the allegation. The investigation shall be conducted by an independent source appointed by the Board of Commissioners.

Any member of the Board of Commissioners, who may be involved in or is a party or is witness to facts surrounding the complaint, shall recuse themselves from voting on any recommendation to authorize an investigation or to take disciplinary action involving the Fire Chief to prevent any possible conflicts of interest.

Resolution of the Complaint

On conclusion of an investigation, the complaint shall be classified as one of the following:

- **Unfounded** – the allegation has been proved false or there is a lack of factual evidence to support it.
- **Exonerated** – the incidents cited did occur, but the actions were lawful or followed proper procedures.
- **Not Sustained** – there is insufficient evidence either to prove or disprove the allegations.
- **Sustained** – the allegations are supported by sufficient evidence and the complaint will be upheld.

Resulting Action

When an investigation results in a determination of unfounded, exonerated, or not sustained, the Fire Chief will notify the accused member, in writing, that no further action will be taken against him/her. If the member has been placed on leave, he/she shall return to duty and, if applicable, shall be compensated for any lost wages.

When an investigation results in a determination that an allegation is supported by sufficient evidence, the appropriate action will be taken in accordance with the department’s disciplinary policy.

The results of any investigation involving the Fire Chief, in which it determined the complaint as unfounded, exonerated or not sustained, a copy shall be provided to the Fire Chief.

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| Title: Employee Performance Reviews/Evaluations | Section 1 | Policy No. 103.08 |
| | | Origination Date: |
| Approval: | | Revision Date: 8/14/24 |

Policy: Performance Reviews/Evaluations for all employees shall be conducted in accordance with established timeframes, by applicable supervising (defined below) official and may include an employee’s self-evaluation which will be submitted to his/her supervisor prior to the formal review. Other-than-satisfactory reviews will follow Civil Service policies as applicable. All reviews discussed by the Board of Commissioners during Board meetings shall be done in Executive Session. The SF-15 State Employee Performance Planning and Review Form shall be used but may contain additional performance factors.

Purpose: To prescribe actions to ensure that Fire District #8 is a professional, responsible, accountable and responsive organization that is able to meet its mission and safeguard public trust and assets.

Responsibility: The Board of Directors, Board Secretary, Fire Chief, Fire Captains, Fire Fighter personnel shall actively participate as required (new hires, probation, annually) as defined by their positions. Performance Review Standards shall be given to and acknowledged by employees as of their hiring, promotion or change of work positions by their supervisor within three days after hire, promotion or change of work position.

FIRE CHIEF: The Board Chairman or designee shall complete the Fire Chief’s performance review after considering input from the Chief’s self-evaluation (if submitted), the Board Secretary, the Board of Commissioners, and the Fire Captains.

- Review periods are quarterly for the probationary first year
- Thereafter, after confirmation, annual reviews performed during the last quarter of each year.

CHIEF OF OPERATIONS: The Fire Chief or designee shall complete the Chief of Operations performance review after considering input from the self-evaluation (if submitted), the Board Secretary, the Board of Commissioners, and the Fire Captains.

- Review periods are quarterly for the probationary first year
- Thereafter, after confirmation, annual reviews performed during the last quarter of each year.

FIRE CAPTAINS: The Fire Chief shall complete the Fire Captain’s performance review after considering input from the Captain’s self-evaluation (if submitted), the Board of Commissioners and the Board Secretary. If the review is other than satisfactory, the Fire Chief shall discuss the evaluation with the Board of Commissioners prior to presenting to the Fire Captain.

- Review periods are quarterly for the probationary first year
- Thereafter after confirmation, annual reviews performed during the last quarter of each year.

FIRE FIGHTERS (EMERGENCY RESPONDERS): Each Fire Captain shall complete the evaluation of those Fire Fighters (supervised by him/her) performance after considering input from the Fire Fighter’s self-evaluation (if submitted), and the Board Secretary. The Captain shall discuss the review with the Fire Chief prior to presenting it to the Fire Fighter personnel. Suggest using the SF-15 State Employee Performance Planning and Review Form but may contain additional performance factors.

- Review periods are quarterly for the first probationary year
- Thereafter, after confirmation, annual reviews performed during the last quarter of each year.

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| Title: Employee Performance Reviews/Evaluations (continued) | Section 1 | Policy No. 103.08 |
| Approval: | | Revision Date: 8/14/24 |

FIRE PREVENTION OFFICER: The Fire Chief shall complete the Fire Prevention Officer's performance review after considering input from the Fire Prevention Officer's self-evaluation (if submitted), the Board of Commissioners and the Board Secretary.

- Review periods are quarterly for the first probationary year
- Thereafter annual reviews shall be performed during the last quarter of each year.

ADMIN ASST/ BOARD SECRETARY: The Board of Commissioners led by the Chairman shall complete a 360 degree performance review after input from the AA's self-evaluation (if submitted), the Fire Chief, Chief of Operations, Fire Captains and one Fire Fighter personnel (to be selected by all Fire Fighters). Discussion of evaluation shall be done at a Board meeting.

- For new hires, review periods are quarterly for the first year
- Thereafter annual reviews shall be performed during the third quarter of each year.

St. Tammany Fire District #8

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| Title: Employee Assistance Program | Section 1 | Policy No. 103.09 |
| | | Origination Date: |
| Approval: | | Revision Date: |

The STFD#8 will provide an employee assistance program (EAP) to all employees.

Purpose

The STFD#8 will provide confidential assistance and/or referral on a voluntary basis to employees when personal problems or concerns are troubling an employee personally or when they are contributing to, or may contribute to, deteriorating job performance. The EAP is provided as a service and benefit to employees. In itself, use of the EAP, by self-referral or supervisory referral, is not an indication of illness, inadequacy, or disability. All people have problems in their lives; thoughtful, intelligent people seek appropriate assistance with their problems.

Policy

The FD 8 recognizes that a wide range of problems, not directly associated with one's job function, may have an adverse effect on an employee's job performance. Further, personal problems of a family member can also affect and employee's job performance.

When marital or family discord, financial or emotional crises, alcohol or drug problems, illness, or other difficulties interfere with or threaten job performance or conduct, FD 8 offers assistance through the EAP. There is no desire to intrude on the employee's private life. These problems are recognized as progressive and potentially destructive, but they are also recognized as treatable disorders. STFD#8 stands ready to assist employees and their families who are willing to help themselves.

Practice

Early recognition of the troubled employee, through application of job performance standards, is a proper function of management. Employees with identifiable performance problems that are not the result of deficits in knowledge, skills, education, and/or working conditions may have personal problems affecting job performance.

STFD#8 actively supports rehabilitation efforts, when applicable and appropriate, through employee group health benefits, sick leave, and this EAP. An employee may be referred to the EAP by STFD#8 supervisory personnel, colleagues, medical personnel, or family because of a condition that may affect his or her job performance or because the employee is troubled and seeks help. The decision to accept assistance is the responsibility of the employee. Employees are also encouraged to self-refer.

Confidentiality

All records and information about referral, assessment, and treatment will be maintained by the EAP and treated as confidential. No information concerning a client's personal problems or participation in the EAP will become a part of the employee's personnel record. Except as set forth herein and in situations of dangerousness, or as may otherwise be required by law, no information, oral or written, will be disclosed without the express written permission of the employee.

If an employee is referred to the EAP because of performance-related issues or by the fire department physician, the only information the EAP will disclose to STFD#8 is whether the employee has followed through on the referral. The only exception to this section shall be if the employee enters into a referral agreement under 201.01 - Drug and Alcohol Use Policy.

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| Title: Employee Assistance Program (continued) | Section 1 | Policy No. 103.09 |
| Approval: | | Revision Date: |

Employee Discipline and Job Security

Employees participating in the EAP will not be given preferential treatment, nor will they be subject to any special regulations by STFD#8. EAP participation will not shield an employee from discipline, including discharge, by reason of an infraction of work rules or the rules of conduct. All employees will be evaluated strictly on job performance criteria, irrespective of their participation in the EAP. An EAP client may be disciplined for his or her continued unsatisfactory job performance. An employee's job security or future career advancement will not be jeopardized as a result of his or her participation in the EAP.

Procedure

The immediate supervisor is responsible for monitoring an employee's job performance. In the case of deteriorating performance, the supervisor, following established procedures, should work with the employee in an effort to reestablish accepted levels of performance. Whether or not it appears that the substandard performance is or may be due to problems or impairment, the supervisor should refer the employee to the EAP only as part of a performance improvement plan.

In the case of a job-performance-related referral, the supervisor will do all the following:

- Document, as part of a performance improvement plan, that the employee was made aware of the EAP as a resource
- Notify the EAP that a referral has been made. Provide relevant documentation of the performance problem to the EAP
- The fire department physician may refer an employee to the EAP. They should both:
- Document the referral in the employee's medical record
- Notify the EAP of the referral
- Employees and their family members experiencing problems, whether or not they may affect the job performance of that employee, are encouraged to voluntarily seek information, referral, and related services on a confidential basis by contacting the EAP.

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| Title: IT Policy – Acceptable Use | Section 1 | Policy No. 104.01 |
| | | Origination Date: |
| Approval: | | Revision Date: |

Overview

Yes Tech’s intentions for publishing an Acceptable Use Policy are not to impose restrictions that make it difficult to conduct business at STFD 8. Yes Tech is committed to protecting STFD8’s employees, partners and the company from illegal or damaging actions by individuals, either knowingly or unknowingly.

All computer equipment, software, operating systems, storage media, network accounts providing electronic mail, WWW browsing, and FTP are the property of STFD8. These systems are to be used for business purposes only.

Effective security is a team effort involving the participation and support of every STFD8 employee and affiliate who deals with information and/or information systems. It is the responsibility of every computer user to know these guidelines and to conduct their activities accordingly.

The purpose of this policy is to outline the acceptable use of computer equipment at STFD8. These rules are in place to protect the employee and STFD8. Inappropriate use exposes STFD8 to risks including virus attacks, compromise of network systems and services, and legal issues.

All temporary and permanent employees, contractors, consultants, and other workers at STFD8 and its subsidiaries are responsible for exercising good judgment regarding appropriate use of information, electronic devices, and network resources in accordance with STFD8 policies and standards, and local laws and regulation.

As stated above this policy applies to all temporary and permanent employees, contractors, consultants, and other workers at STFD8, including all personnel affiliated with third parties. This policy applies to all equipment that is owned or leased by STFD8.

General Use and Ownership

STFD8 proprietary information stored on electronic and computing devices whether owned or leased by STFD8, the employee or a third party, remains the sole property of STFD8. You must ensure through legal or technical means that proprietary information is protected in accordance with the Data Protection Standard.

You have a responsibility to promptly report the theft, loss or unauthorized disclosure of STFD8 proprietary information.

You may access, use or share STFD8 proprietary information only to the extent it is authorized and necessary to fulfill your assigned job duties.

Employees are responsible for exercising good judgment regarding the reasonableness of personal use. Individual departments are responsible for creating guidelines concerning personal use of Internet systems. In the absence of such policies, employees should be guided by departmental policies on personal use, and if there is any uncertainty, employees should consult their supervisor or manager.

For security and network maintenance purposes, authorized individuals within STFD8 may monitor equipment, systems and network traffic at any time, per Yes Tech’s Audit Policy.

STFD8 reserves the right to audit networks and systems on a periodic basis to ensure compliance with this policy.

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| Title: IT Policy – Acceptable Use (continued) | Section 1 | Policy No. 104.01 |
| Approval: | | Revision Date: |

Security and Proprietary Information

All mobile and computing devices that connect to the internal network must comply with the Minimum Access Policy

System level and user level passwords must comply with the Password Policy. Providing access to another individual, either deliberately or through failure to secure its access, is prohibited.

All computing devices must be secured with a password-protected screensaver with the automatic activation feature set to 10 minutes or less. You must lock the screen or log off when the device is unattended.

Postings by employees from an Saint Tammany Fire District 8 email address to newsgroups should contain a disclaimer stating that the opinions expressed are strictly their own and not necessarily those of Saint Tammany Fire District 8, unless posting is in the course of business duties. Employees must use extreme caution when opening e-mail attachments received from unknown senders, which may contain malware. We cannot stress this enough.

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| Title: IT Policy – Unacceptable Use | Section 1 | Policy No. 104.02 |
| | | Origination Date: |
| Approval: | | Revision Date: |

The following activities are, in general, prohibited. Employees may be exempted from these restrictions during their legitimate job responsibilities (e.g., systems administration staff may have a need to disable the network access of a host if that host is disrupting production services). Under no circumstances is an employee of STFD8 authorized to engage in any activity that is illegal under local, state, federal or international law while utilizing STFD8-owned resources.

The lists below are by no means exhaustive but attempt to provide a framework for activities which fall into the category of unacceptable use.

System and Network Activities

The following activities are **strictly prohibited**, with no exceptions:

Violations of the rights of any person or company protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to, the installation or distribution of "pirated" or other software products that are not appropriately licensed for use by STFD8.

Unauthorized copying of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music, and the installation of any copyrighted software for which STFD8 or the end user does not have an active license is strictly prohibited.

Accessing data, a server, or an account for any purpose other than conducting STFD8 business, even if you have authorized access, is prohibited.

Exporting software, technical information, encryption software or technology, in violation of international or regional export control laws, is illegal. The appropriate management should be consulted prior to export of any material that is in question.

Introduction of malicious programs into the network or server (e.g., viruses, worms, Trojan horses, e-mail bombs, etc.).

Revealing your account password to others or allowing use of your account by others. This includes family and other household members when work is being done at home.

Using a STFD8 computing asset to actively engage in procuring or transmitting material that is in violation of sexual harassment or hostile workplace laws in the user's local jurisdiction.

Making fraudulent offers of products, items, or services originating from any STFD8 account.

Making statements about warranty, expressly or implied, unless it is a part of normal job duties.

Effecting security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the employee is not an intended recipient or logging into a server or account that the employee is not expressly authorized to access, unless these duties are within the scope of regular duties. For purposes of this section, "disruption" includes, but is not limited

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| Title: IT Policy – Unacceptable Use (continued) | Section 1 | Policy No. 104.02 |
| Approval: | | Revision Date: |

to, network sniffing, pinged floods, packet spoofing, denial of service, and forged routing information for malicious purposes.

- Port scanning or security scanning is expressly prohibited unless prior notification to Yes Tech is made.
- Executing any form of network monitoring which will intercept data not intended for the employee's host unless this activity is a part of the employee's normal job/duty.
- Circumventing user authentication or security of any host, network, or account.
- Introducing honeypots, honeynets, or similar technology on the STFD8 network.
- Interfering with or denying service to any user other than the employee's host (for example, denial of service attack).
- Using any program/script/command, or sending messages of any kind, with the intent to interfere with, or disable, a user's terminal session, via any means.
- Providing information about, or lists of, STFD8 employees to parties outside STFD8.

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| Title: IT Policy – Email and Communication Activities | Section 1 | Policy No. 104.03 |
| | | Origination Date: |
| Approval: | | Revision Date: |

When using company resources to access and use the Internet, users must realize they represent the company. Whenever employees state an affiliation to the company, they must also clearly indicate that "the opinions expressed are my own and not necessarily those of the company".

Questions may be addressed to the IT Department.

- Sending unsolicited email messages, including the sending of "junk mail" or other advertising material to individuals who did not specifically request such material (email spam).
- Any form of harassment via email or telephone, whether through language, frequency, or size of messages.
- Unauthorized use, or forging, of email header information.
- Solicitation of email for any other email address, other than that of the poster's account, with the intent to harass or to collect replies.
- Creating or forwarding "chain letters", "Ponzi" or other "pyramid" schemes of any type.
- Use of unsolicited email originating from within Fire District 8's networks of other internet service providers on behalf of, or to advertise, any service hosted by Saint Tammany Fire District 8 or connected via Fire District 8's network.
- Posting the same or similar non-business-related messages to large numbers of Usenet newsgroups (newsgroup spam).

Blogging and Social Media

Blogging by employees, whether using Fire District 8's property and systems or personal computer systems, is also subject to the terms and restrictions set forth in this Policy. Limited and occasional use of Fire District 8's systems to engage in blogging is acceptable, provided that it is done in a professional and responsible manner, does not otherwise violate Fire District 8's policy, is not detrimental to Fire District 8's best interests, and does not interfere with an employee's regular work duties. Blogging from Fire District 8's systems is also subject to monitoring.

Fire District 8's Confidential Information policy also applies to blogging. As such, Employees are prohibited from revealing any STFD8 confidential or proprietary information, trade secrets or any other material covered by Fire District 8's Confidential Information policy when engaged in blogging.

Employees shall not engage in any blogging that may harm or tarnish the image, reputation and/or goodwill of STFD8 and/or any of its employees. Employees are also prohibited from making any discriminatory, disparaging, defamatory or harassing comments when blogging or otherwise engaging in any conduct prohibited by Fire District 8's Non-Discrimination and Anti-Harassment policy.

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| Title: IT Policy – Email and Communication Activities (continued) | Section 1 | Policy No. 104.03 |
| Approval: | | Revision Date: |

Employees may also not attribute personal statements, opinions or beliefs to STFD8 when engaged in blogging. If an employee is expressing his or her beliefs and/or opinions in blogs, the employee may not, expressly or implicitly, represent themselves as an employee or representative of STFD8. Employees assume any and all risk associated with blogging. Apart from following all laws pertaining to the handling and disclosure of copyrighted or export-controlled materials, Fire District 8's trademarks, logos and any other STFD8 intellectual property may also not be used in connection with any blogging activity

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| Title: IT Policy - Compliance | Section 1 | Policy No. 104.04 |
| | | Origination Date: |
| Approval: | | Revision Date: |

The Yes Tech team will verify compliance to this policy through various methods, including but not limited to, business tool reports, internal and external audits, and feedback to the policy owner. Any exception to the policy must be approved by the Yes Tech team in advance. An employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

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| Title: IT Policy - Password Construction Policy | Section 1 | Policy No. 104.05 |
| | | Origination Date: |
| Approval: | | Revision Date: |

Passwords are a critical component of information security. Passwords serve to protect user accounts; however, a poorly constructed password may result in the compromise of individual systems, data, or network. The purpose of this set of guidelines is to provide best practices for the creation of strong passwords. These guidelines apply to all temporary and permanent employees, contractors, consultants, and other workers, including all personnel affiliated with third parties. These guidelines apply to all passwords including but not limited to user-level accounts, system-level accounts, web accounts, e-mail accounts, screen saver protection, voicemail, and local router logins.

Statement of Guidelines

Strong passwords are long. We suggest a minimum of 12 characters in your password. Here are some different methods of creating long, strong passwords.

- Use the first letter of each word of your favorite line of your favorite movie.
 - “Life is like a box of chocolates. You never know what you’re gonna get.”
LILABOCYNKWYGG
 - Take that and make it stronger with some symbols and numbers. L1l@b0cYnkwygg!
- Use passphrases (passwords made up of multiple words). Examples include “*It’s time for vacation*” or “*block-curious-sunny-leaves*”. Passphrases are both easy to remember and type, yet they meet the strength requirements.
 - Just string your 4 favorite unrelated words together. EX: Blue Peacock Potato Magnolia or Bread nap chimney run.
 - To make them stronger you can change some of the letters to symbols or numbers and throw in a capital letter or 2.

Poor/weak passwords have the following characteristics:

- Contain eight characters or less.
- Contain personal information such as birthdates, addresses, phone numbers, or names of family members, pets, friends, and fantasy characters.
- Contain number patterns such as aaabbb, qwerty, zyxwvuts, or 123321.
- Are some version of “Welcome123” “Password123” “Changeme123”.
- Are used in multiple different accounts, increasing the possibility of credential stuffing attacks.

Every work account should have a different, unique password. To enable users to maintain multiple passwords, we highly encourage the use of password manager software that is authorized and provided by the organization. This with the addition of Multi-Factor Authentication drastically reduces the risk of your password being breached.

Passwords are an important aspect of computer security. A poorly chosen password may result in unauthorized access and/or exploitation of our resources. All staff, including contractors and vendors with access to STFD#8 systems, are responsible for taking the appropriate steps, as outlined below, to select and secure their passwords. The purpose of this policy is to establish a standard for creation of strong passwords and the protection of those passwords. The scope of this policy includes all

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| Title: IT Policy - Password Construction Policy (continued) | Section 1 | Policy No. 104.05 |
| Approval: | | Revision Date: |

personnel who have or are responsible for an account (or any form of access that supports or requires a password) on any system that resides at any STFD#8 facility, has access to the STFD#8 network, or stores any non-public STFD#8 information.

Password Creation

Users must use a separate, unique password for each of their work-related accounts. Users may not use any work-related passwords for their own, personal accounts.

User accounts that have system-level privileges granted through group memberships or programs such as Sudo must have a unique password from all other accounts held by that user to access system-level privileges. In addition, it is highly recommended that some form of multi-factor authentication is used for any privileged accounts

Password Change

Passwords should be changed when there is reason to believe a password has been compromised.

Password cracking or guessing may be performed on a periodic or random basis by the Yes Tech Team or its delegates. If a password is guessed or cracked during one of these scans, the user will be required to change it to comply with the Password Construction Guidelines.

Password Protection

Passwords must not be shared with anyone, including supervisors and coworkers. All passwords are to be treated as sensitive, confidential Fire District 8 information.

Passwords must not be inserted into email messages or other forms of electronic communication, nor revealed over the phone to anyone whose voice you cannot verify.

Passwords may be stored only in password managers authorized by the organization. Passwords are **not** to be stored on sticky notes, under keyboards, in notebooks (unless the notebooks are located in a locked drawer or safe) or in a file or email on the computer.

Do not use the "Remember Password" feature of applications (for example, web browsers).

Any user suspecting that his/her password may have been compromised must report the incident and change all passwords.

Application Development

Application developers must ensure that their programs contain the following security precautions:

- Applications must support authentication of individual users, not groups.
- Applications must not store passwords in clear text or in any easily reversible form.
- Applications must not transmit passwords in clear text over the network.
- Applications must provide for some sort of role management, such that one user can take over the functions of another without having to know the other's password.

Multi-Factor Authentication

Multi-factor authentication is highly encouraged and should be used whenever possible.

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| Title: IT Policy-Disaster Recover/Business Continuity | Section 1 | Policy No. 104.06 |
| | | Origination Date: |
| Approval: | | Revision Date: 7/2020, 6/27/22 |

PURPOSE: Policy to provide for a Disaster Recovery/Business Continuity plan. This policy provides for STFD8 to survive a disaster and to reestablish normal business operations.

GOALS: To minimize interruptions to the normal operations, to limit the extent of disruption and damage, establish alternative means of operation in advance and to provide for smooth and rapid restoration of service.

PROCEDURES: While all eventualities and occurrences due to an event cannot be predicted or listed, the Disaster Recovery/Business Continuity policy that follows will apply in disaster/emergency conditions as declared by the Board.

The computers that are used on-site at the LA-36 office are managed by a contracted IT company. The IT company is responsible for providing and maintaining core services and support for the computers used by FD8 employees.

Core services are as follows:

- **Antivirus:** Scans occur daily at 7PM. Definitions/configurations update every 15 minutes.
- **Network Security:** Filter/monitor network traffic for undesired activity from computer to local network and internet.
- **Web Security:** Filter/monitor web browser usage to prevent access to undesired sites.
- **Windows Patch Management:** Used to perform "Windows Update" and 3rd party software updates every Wednesday.
- **File Synchronization:** Files generated by user and saved to the Desktop, Documents or Pictures folders are automatically synchronized, as changes occur, to a cloud service which is simultaneously backed up daily.
- **3rd Party Software Patch Management:** Critical security patches are approved as they are released and installed immediately.
- **Firewall:** works at the network gateway, protecting it from malware, vulnerabilities in web applications, and sophisticated targeted attacks.
- **Remote and On-site Support:** Remote access to managed computers is only allowed by IT staff.

Computer Deployments

- (3) Dell Latitude 7480
- (1) Inspiron 3537

All computers are provisioned with Windows 10 Professional. They are not members of a domain. There are two local administrator accounts that are used to perform administrative tasks when

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| Title: IT Policy - Disaster Recover/Business Continuity (continued) | Section 1 | Policy No. 104.06 |
| | | Origination Date: |
| Approval: | | Revision Date: 7/2020, 6/27/22 |

necessary. The primary computers in use have local user accounts and have no administrative rights.

Identification of critical data and frequency of data backups

The software used for accounting and bookkeeping is critical to the day-to-day operations for STFD8. The software is installed locally on a laptop operated by the Administrative Assistant. The local storage is synchronized with cloud storage provided by Microsoft 365, which is then backed up nightly using a cloud backup service provided by Yes Tech.

Data stored in user profiles on the laptops at STFD8 are critical to the day-to-day operations. The user profile data for all computers in Fire District 8 are stored locally on each laptop, then synced to Microsoft 365 cloud storage using OneDrive.

Email is critical to the operations to STFD8. Email and collaborations services are provided by Microsoft 365 and that data is backed up daily using a cloud backup service provided by Yes Tech.

Storage of backups

Cloud backups of Microsoft 365 data are provided and maintained by a software vendor through Yes Tech.

Periodic testing of backup

Cloud backups have test restores performed at least once a quarter. Restores of cloud data can be restored directly back into the user's storage or to a local downloadable file.

Endpoint Protection software

Yes Tech provides virus scan, malware, network scanning and other security software measures to prevent unauthorized access to data on STFD#8 systems. SentinelOne Complete EDR, remote monitoring and management software, and managed detection & response agents are on each individual computer.

Timely application of all available system software patches/updates

Each individual computer is set to automatically update on a scheduled basis and are regularly patched. Critical security updates are applied immediately, when they occur.

Contingency and recovery procedures will be based upon the extent and effects of the disaster. In the event of a major disaster, <> will notify <> via cell phone. Staff laptops are portable and can be relocated to a location where an internet connection is available. The <> will notify the staff at each location and let them know that operations will be established at the alternative site. If the hardware is unavailable, workstations and printers will be purchased at the nearest office supply location.

Department heads and employees will communicate with each other via cell phone

St. Tammany Fire District #8

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|----------------------------------------------------------------------------|------------------|-----------------------------------------|
| Title: IT Policy - Disaster Recover/Business Continuity (continued) | Section 1 | Policy No. 104.06 |
| | | Origination Date: |
| Approval: | | Revision Date: 7/2020, 6/27/22, 8/15/24 |

CONTACT INFORMATION

The key contact information of all involved parties, including key personnel, external assets, or networks, third party resources, and key stakeholders.

| NAME | ROLE | PHONE | EMAIL |
|-------------------|---------------------|--------------|--------------------------------------------------------------|
| Brandon Stein | Fire Chief | 985-773-3303 | chief@stfd8.com |
| Sue Ellen Stewart | Administrative Asst | 985-640-4279 | fd8admin@STFD#8.com |
| Ben Caston | IT Support Provider | 985-276-9123 | ben@yesmsp.com |

SOFTWARE ASSET INVENTORY

| Software/Application | Version | Critical? | Role | Exp | Manufacturer | Notes |
|----------------------|---------|-----------|---------------|-----|--------------|------------------------|
| QuickBooks 2022 | | yes | Accounting | | Intuit | Admin Assistant laptop |
| Microsoft 365 | | yes | Collaboration | | Microsoft | Cloud-hosted SaaS |

HARDWARE ASSET INVENTORY

| Location Name | System Name | Manufacturer | System Model | Serial Number |
|---------------|-------------------------------|--------------|---------------|---------------|
| Station 81 | FD87PJYLH2 – Brandon Stein | Dell Inc. | Latitude 7480 | 7PJYLH2 |
| Station 81 | FD8H7RBMH2 – Susan Ohlenforst | Dell Inc. | Latitude 7480 | H7RBMH2 |
| Station 81 | FD89NLFLH2 | Dell Inc. | Latitude 7480 | 9NLFLH2 |
| Station 81 | FD8B3C7602 | Dell Inc. | Inspiron 3537 | B3C7602 |

BACKUP STRATEGY

The backup strategy is to synchronize the local user profiles on each production laptop with Microsoft OneDrive, then to use a cloud backup service provided by Yes Tech to backup that cloud storage.

The cloud backup service backs up the Microsoft 365 contents for Exchange, OneDrive, SharePoint, and Teams.

Offsite Backup: Cloud backups are stored forever with the cloud backup service provider.

Offsite Provider: Barracuda Networks

Who approves backup requests? Ben Caston

St. Tammany Fire District #8

OPERATIONS SECTION - 200

St. Tammany Fire District #8

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|-----------------------------------------------------|------------------|--------------------------|
| Title: Standard Operating Procedures (SOP's) | Section 2 | Policy No. 201.01 |
| | | Origination Date: |
| Approval: | | Revision Date: |

Standard Operating Procedures (SOP's) serve many important functions in fire service operations. SOP's could be construed to be very 'restrictive' in nature, and therefore STFD#8 has opted to implement Standard Operating Guidelines (SOG's) to alleviate any misinterpretation that may arise. When individuals carry out the department's SOG's in their work, they implement the laws, plans, agreements, and policies incorporated in the procedures and/or guidelines. Thus, SOG's constitute a key link between organizational policy makers, planner, administration personnel, and emergency service providers.

Fire and emergency service agencies consider a wide variety of documents, plans, and agreements when developing or revising SOG's. Ensuring compatibility and consistency among these important components of the organization's operational environment helps standardize behavior, avoid confusion, limit liability, improve efficiency, and enhance safety. SOG documents also can be used to improve training, external communications, and public education.

To simplify use, SOG's are organized in a logical framework of functions and topic areas. Separate sets of SOG's are developed for administrative functions and emergency response operations. The approach chosen for structuring SOG's reflects the needs, management style, and culture of STFD#8.

STFD#8 has established formal management systems to ensure that SOG's are adequately developed, maintained, and enforced. The process can be usefully viewed as four interrelated steps – Needs Assessment, SOG Development, SOG Implementation, and SOG Evaluation.

Standard operating guidelines are not implemented in a vacuum. Personnel will carry out SOG's within an operational environment that incorporates many internal and external components – laws, plans, agreements, etc. All these elements are considered when formulating and/or amending SOG's.

As noted above, SOG's 'operationalize' the strategies and plans of the organization. In other words, they identify specific procedures that should be used to accomplish the mission, goals, and objectives of STFD#8, as defined in plans and other documents. They also provide a direct link between the tasks assigned to individual department members and the laws, regulations, standards, and policies that control fire service operations.

St. Tammany Fire District #8

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| Title: Acknowledgment | Section 2 | Policy No. 201.02 |
| | | Origination Date: 8/12/2013 |
| Approval: | | Revision Date: 12/4/2023 |

Each employee is required to acknowledge receipt of policies, forms and other memorandums by the deadline set by the department.

Updates to existing policies will be distributed via email to be acknowledgment and posted with an Acknowledgment Sign In sheet at each station.

The current SOP will be distributed by email in January of each year and posted with the Acknowledgment Sign In sheet. Any revision implemented during the year will be highlighted in the copy.

St. Tammany Fire District #8

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| Title: Drug Testing | Section 2 | Policy No. 201.03 |
| | | Origination Date: |
| Approval: | | Revision Date: 8/21/2013 |

STFD#8 will conduct drug testing, through St. Tammany Hospital Wellness Works, under one or another of the following circumstances:

1. **PRE-EMPLOYMENT TESTING:** Applicants and/or new employees may be required to submit to pre-employment drug testing.
2. **RANDOM TESTING:** Employees may be selected at random for drug testing, at any interval determined by STFD#8.
3. **FOR CAUSE TESTING:** STFD#8 may ask an employee to submit to a drug test at any time it feels that the employee may be under the influence of drugs or alcohol, including, but not limited to, the following circumstances: evidence of drugs or alcohol on or about the employee's person or in the employee's vicinity, unusual conduct on the employee's part that suggests impairment or influence of drugs or alcohol, negative performance patterns, or excessive and unexplained absenteeism or tardiness.
4. **POST-ACCIDENT TESTING:** Any employee involved in an on-the-job accident or injury under circumstances that suggest possible use or influence of drugs or alcohol in the accident or injury event may be asked to submit to a drug and/or alcohol test. "Involved in an on-the-job accident or injury" means not only the one who was injured, but also any employee who potentially contributed to the accident or injury event in any way.

If an employee refuses to adhere to the above policy, the employee is immediately placed on Administrative Leave without Pay subject to termination after a hearing.

If an employee fails any of the above testing, the employee will be given a curative period of a total of ninety (90) days with the possibility of another testing after 2 weeks. The employee will be placed on Administrative Leave without Pay during the curative period. Should the employee fail the test after the ninety (90) day curative period, the employee is immediately subject to termination after a hearing. Any employee has the right to request an additional drug test performed at his/her expense with the sample being analyzed by any certified lab for testing.

St. Tammany Fire District #8

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| Title: Communications | Section 2 | Policy No. 201.04 |
| | | Origination Date: |
| Approval: | | Revision Date: |

The following policies will cover the use of radios, radio etiquette, radio channel selection, on-scene radio communications and communicating with dispatch.

Note: All STFD#8 dispatching will be provided through Fire District 1 Communications

1. Use of Radios:

Fire department issued radios will be used only for emergency traffic or approved training. Radios shall not be used as a means of unnecessary talk or communication. Radios are to be issued by the Fire Chief for take home use. Spare radios will be provided at all stations for employees that have not been issued a take home radio. All unassigned radios must remain at the designated stations when not in use. All new employees/members should be familiarized with the use of radios and the proper operation prior to use.

2. Radio channels:

Dispatch West is the primary channel that should always be monitored, unless already deployed on an emergency call. Once District 8 units are dispatched Fire Alarm will advise which channel will be utilized for that incident. Close attention should be paid to verifying that operators are on the proper channel.

3. Radio Operation on Emergencies:

Once dispatched to an emergency, fire alarm shall be notified of your receipt of the call (i.e. Station 81 copy or FD8 copy) on the dispatch channel. Then switch to the proper channel for the incident and notify fire alarm the unit is in route. When arriving on the scene of an emergency, the first arriving unit shall provide a quick scene size up and establish command (reference 101.92.03). All on-scene radio communications involving Fire Alarm will go through command. Command is the only person to speak directly to Fire Alarm.

4. VHF Radios:

STFD#8 still owns and operates a VHF radio frequency. At VHF radios are used for back up in case the 700 mhz radio system goes down for any reason. Most apparatus still have VHF radios installed and can be used for talking between apparatus. The channel used for this type of talk will be FD8-1.

St. Tammany Fire District #8

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| Title: Incident Response | Section 2 | Policy No. 201.05 |
| | | Origination Date: |
| Approval: | | Revision Date: |

A. General:

1. When encountering red lights or stop signs at an intersection, the operator will come to a complete stop ensuring the intersection is clear.
2. When approaching schools, churches, or other areas of public assembly during times of anticipated use, apparatus will be slowed to a speed consistent with safety.
3. Fire apparatus shall not pass other emergency vehicles when both are responding, unless indicated by the driver of the other apparatus due to emergency or vehicle malfunction.
4. Fire apparatus shall not pass school buses unless indicated by the school bus driver. Operators will use extreme caution while passing.
5. Operators will use extreme caution when responding onto private property and whenever leaving hard surfaced roadways.
6. Operators shall know all laws pertinent to the operation of emergency vehicles and proper protocols for radio communications.
7. Only personnel authorized by the Captain or Chief shall operate any STFD#8 apparatus.

B. Automatic Alarms, and Investigations:

When responding to an automatic alarm or investigation, the first due engine and on duty Captain will respond with lights and siren; all other units will respond without lights and siren unless or until an actual fire is reported.

C. Trash, Brush and Grass Fires and Power Line Responses:

When responding to a trash, brush or grass fire or a power line, the first due engine and on duty Captain shall respond with lights and siren; the second due pump will initially respond without lights and siren. For the above-mentioned fires size-up from the first arriving company shall include the size of the fire and whether there are potential exposures. For any large fire or fire with potential exposure involvement, all companies will respond with lights and sirens. For smaller fires and those without potential exposures, the initial response shall be continued unless specifically ordered otherwise.

D. Motor Vehicle Accidents and Vehicle Fires:

When responding to a motor vehicle accident with potential injuries or a vehicle fire, the first due engine, rescue, and on-duty Captain shall respond with lights and sirens. The first arriving unit will advise if extrication is needed or other emergency conditions necessitating additional units are present.

E. Medical Incidents:

For incidents involving medical emergencies, the first due engine and on duty Captain shall respond with lights and sirens. For incidents involving trauma or additional patients, rescue will also respond with lights and sirens.

F. Non-Emergency Incidents:

Lights and sirens shall not be used for responding to a non-emergency incident.

G. Officer Discretion:

The Chief or on duty Captain may upgrade or downgrade apparatus response based on the incident.

St. Tammany Fire District #8

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| Title: Incident Safety | Section 2 | Policy No. 201.06 |
| | | Origination Date: |
| Approval: | | Revision Date: |

1. General:

Operators will follow the rules outlined below:

- A. All members will use seatbelts whenever riding in an STFD#8 vehicle.
- B. All members will use the appropriate turnout gear for every incident.
- C. All injuries will be immediately reported to the on-duty Captain.
- D. All members will don the proper safety gear and follow the proper procedures when using any hand or power tools.
- E. At any working fire or other complex incident, the Incident Commander will designate a Safety Officer, until a Safety Officer is designated the Incident Commander assumes all Safety responsibilities.

2. Structure Fires:

- A. STFD#8 will comply with the OSHA 29 CFR 1910.134 (g) (4) requirement of “two in – two out”, entry into a burning structure will not be made unless a team of two fully outfitted firefighters is on scene and available to assist the two fully outfitted firefighters making entry. Exception will be made for fires in the incipient phase or when immediate action is required to prevent the loss of life.
- B. When personnel are on the scene of a working fire, PAR shall be taken every 10 minutes. The Incident Commander shall be responsible for ensuring that all companies have been accounted for before acknowledging the PAR. Requests for PAR shall continue on schedule until the incident is complete or until the IC reports it is safe to suspend PAR.
- C. All personnel involved in firefighting will remain in full turnout gear until given direction to dress down by the Incident Commander.

3. Other Fires:

- A. When responding to vehicle fires, members will be conscious of innovations that present hazards to Firefighters such as struts in front bumpers, air bag deployments, hybrid, or electrical vehicles, etc.
- B. When responding to large brush/grass or trash fires, or any fire where the Incident Commander cannot see all areas simultaneously, he shall establish sufficient sectors that all personnel will have necessary supervision.
- C. Mutual Aid beyond the scope of the St. Tammany agreement shall be provided only with the approval of the Fire Chief or his designee.

4. MVA with Injury/Extrication:

- A. Don safety vests (ANSI) whenever working on or near a road or highway.
- B. Don the appropriate turnout gear and gloves before attempting any extrication procedure.
- C. Assure that the vehicle is properly stabilized prior to working on it.
- D. Never position any part of your body between the extrication tool and the vehicle.
- E. Position apparatus to provide shielding for responders and the scene.
- F. Disconnect battery if accessible before extrication.

St. Tammany Fire District #8

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| Title: Incident Safety (continued) | Section 2 | Policy No. 201.06 |
| Approval: | | Revision Date: |

5. Medical Responses:

- A. When lifting use your legs rather than your back.
- B. Use appropriate personal protective equipment.
- C. When responding to a scene reported or suspected to be unsafe vehicles will use adaptive response and stage at a safe distance until Law Enforcement reports it is safe to proceed.
- D. Any address with a known danger to responders shall be reported to Fire Alarm for flagging.

St. Tammany Fire District #8

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| Title: Actions Upon Arrival | Section 2 | Policy No. 201.07 |
| | | Origination Date: |
| Approval: | | Revision Date: |

For all the incident types outlined below, proper personal protective equipment shall be donned before any direct action.

1. Fires:

A. The first arriving unit will notify fire alarm of on-scene status, they will then quickly ascertain and report the size up to include:

1. Exact address of fire.
2. Size and type (if structure) of property involved/investigated.
3. Extent of fire spread (%), or if smoke is visible.
4. Actions being taken (fire attack, rescue, investigation).
5. Site specific safety information.

B. The first arriving unit will then establish an incident specific command (i.e. Level St. Command) and remain in command until or unless relieved by a Captain or Chief.

2. Motor Vehicle Accidents:

A. The first arriving unit will notify fire alarm of on-scene status, they will then quickly ascertain and report the size up to include:

1. Exact location of accident.
2. Number and type of vehicles involved.
3. Number of patients and potential patients.
4. Whether extrication will be required.
5. Site specific safety information.

B. The first arriving unit will then establish an incident specific command (i.e. Level St. Command) and remain in command until or unless relieved by a Captain or Chief.

3. Hazardous Materials:

A. Upon dispatch, if not already advised, responding companies will request weather conditions. Responders will then determine the safest route (staying as much upwind as possible).

B. The first arriving unit will then establish an incident specific command (i.e. Level St. Command) and remain in command until or unless relieved by a Captain or Chief.

C. First arriving unit will then provide verification of the incident and brief description of the scene.

D. Responders shall secure the scene, control access, and isolate the hazard area.

E. Responders shall attempt to safely identify the product, by referencing ERG for any visible placards, labels, or identification numbers, or through any Safety Data Sheets present on site.

F. A Command Post, Hot Zone, and Exclusion Zones shall be designated for all Hazardous Materials Incidents.

G. Verification of the product(s) involved shall be continuous throughout the incident utilizing all available means of recognition and identification.

H. First Responders shall avoid contact with contaminated victims unless the safety of the responder can be assured. Rescue of non-ambulatory victims may need to be delayed until properly protected personnel are available.

St. Tammany Fire District #8

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| Title: Fire Scene Repairs | Section 2 | Policy No. 201.08 |
| | | Origination Date: |
| Approval: | | Revision Date: |

Members, as representatives of STFD#8, shall not furnish information as to how repairs are to be made concerning any fire damage while on the scene. Also, members are not to recommend any organization or individual for any fire related repair work.

Public image is a priority to our organization and 'Seeking Opportunities to Serve' as our logo, serve as a guideline as to the capability of the crew at the emergency incident. When members wish to expand the 'normal and regular' duties at these incidents, use good common sense as to what the department can do to assist the situation. This could be anything from removing water from carpets/floors to covering a hole in the roof with a tarp to simply laying out plastic carpet runners to protect the carpet when there was a small fire in the kitchen.

St. Tammany Fire District #8

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| Title: Incident Reporting | Section 2 | Policy No. 201.09 |
| | | Origination Date: 6/21/23 |
| Approval: | | Revision Date: 10/31/24 |

Incident reporting

- A. Incident reports shall be maintained and completed in the current organization adopted program.
- B. Run reports shall be completed by the end of the shift in which they are created. Any report that is not dumped from dispatch by the end of shift, shall be noted in the daily log and completed at the beginning, beginning being defined as the first two hours, of the next scheduled shift of the responsible party.
- C. Report narratives shall include **any** and **all** actions taken and shall include **any and all pertinent info** pertaining to that response. Report narratives are considered legal documentation of actions taken and are highly admissible in a court of law. Incident reports shall be completed using the most accurate information available.
- D. All responding Apparatus shall be entered into the Incident report, along with the personnel assigned to that apparatus for that Incident. Personnel responding in personal vehicles shall be entered as well.
- E. Should units fail to be entered by dispatch for response to incidents, the employee completing the report shall enter the missing units and personnel to maintain accurate response data.
- F. For Responses involving cancelled units, the report times should reflect the true times units are cancelled and are returning to service.
- G. Incidents reports shall be completed by the first arriving unit. In the event that "command" is transferred during the incident, the initial arriving unit shall complete a narrative to document the incident up to the time of transfer of Command, and any other transfers of Command shall complete a narrative for their time frame of Command.
- H. Incidents shall only be Coded (Incident Type) using the codes approved on the Incident Type List. Correct codes shall be used to reflect the type of call. Property use Codes shall only be those approved on the Property use code list.
- I. Personnel who fail to complete Incident Reports in the required time frame, or who fail to complete Incident Reports according to this policy, shall be subjected to Disciplinary Action in accordance with St. Tammany Fire District 8 Policies and Procedures.
- J. Fire Captains and Fire Captain Upgrades shall be responsible for the completion of reports generated on their shift, or any shift that they are working in the capacity of Fire Captain.
- K. It shall be the responsibility of the Fire Captains to review completed reports on their shift, for accuracy and completion upon submittal.

St. Tammany Fire District #8

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| Title: Apparatus Inventory and Maintenance | Section 2 | Policy No. 202.01 |
| | | Origination Date: |
| Approval: | | Revision Date: 8/2021 |

This guideline will provide instruction for the proper inspection of inventory, mechanical status, and general readiness for operation of Fire District 8 apparatus. In addition, members are advised on procedures for general maintenance and actions to be taken in the event of an accident involving a Fire District 8 vehicle.

1. Daily Apparatus Check:

All in-service, reserve and utility apparatus will be inspected for readiness between the hours of 0700 and 0800 (with the exception of special assignments, weather and emergency traffic being a factor) by every shift and the corresponding inventory and maintenance checklist shall be completed in Target Solutions/Halligan software. In addition to the daily maintenance and day specific maintenance outlined in Halligan software for each unit, the following shall be ensured daily by the assigned operator.

- A. Ensure all articles in the cab and operator area are secure.
- B. Apparatus shall be started and run for 15 minutes minimum.
- C. Fuel level shall be no less than 75%, Diesel Exhaust Fluid (DEF) shall be no less than 50%.
- D. Pump shall be engaged and recirculated for a MINIMUM of 5 minutes.
- E. All pump controls shall be checked at this time for proper operation
- F. Check all safety equipment including mirrors, wipers, and seatbelts for presence (if applicable), operation and condition.
- G. Any deficiencies SHALL be immediately reported to the on-duty Captain.
- H. The on-duty Captain shall be immediately notified of ALL issues and/or damage that may or may not necessitate a vehicle being placed out of service. The Fire Chief shall be immediately notified, by the captain on duty, of ALL issues and/or damage that may or may not necessitate a vehicle being placed out of service. The fire chief will determine the vehicle status and facilitate repair.

2. Vehicle Maintenance and Repair:

- A. Preventive maintenance will be scheduled and performed by the Apparatus Coordinator or his designee according to the schedule prepared by the Apparatus Coordinator.
- B. Repairs will be assessed by the Apparatus Coordinator, minor repairs (batteries, hoses, belts, etc.) will be done in house, major repairs (brakes, pumps, major suspension components, etc.) or any repair requiring performance by a certified technician will be outsourced to a repair facility designated by the Apparatus Coordinator or Fire Chief.
- C. Apparatus will be maintained according to NFPA and USDOT standards. All apparatus will undergo an annual Louisiana State Inspection by a designated facility and receive a valid Louisiana Inspection sticker.

3. Vehicle Accident, Breakdown, or Immobilization:

- A. Any STFD#8 vehicle involved in an accident should (if possible and no personnel or public injuries are involved) be moved to a safe location and placed out of service. If damage to the vehicle creates a safety hazard to the operator, passengers or the public, and/or an injury to the public or personnel has occurred, the vehicle shall be immediately placed out of service and not moved. The operator shall notify the on-duty captain immediately for further directions. Incidents involving damage and/or injury that deem an apparatus as out of service, or render the apparatus immovable, shall be immediately reported to the apparatus coordinator and/or fire chief.

St. Tammany Fire District #8

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| Title: Apparatus Inventory and Maintenance (continued) | Section 2 | Policy No. 202.01 |
| Approval: | | Revision Date: |

- B. Vehicles which breakdown shall also (if possible) be parked in a safe location and placed out of service, until advised of further procedure by the Apparatus Coordinator or Fire Chief.
- C. If a vehicle is stuck off road do not take any extraordinary measures to remove it, place the vehicle out of service and report it to the apparatus coordinator and/or fire chief.
- D. Any damage sustained or discovered on any vehicle shall be reported to the on-duty captain immediately.
- E. Should an on-duty captain, the maintenance coordinator and/ or fire chief be notified of any damage, incidents and/or accidents, the reporting person(s) shall be required to provide a written statement containing all facts surrounding the occurrence/discovery. Photos documenting the event should also be provided when possible. (photos taken with cellular device are permitted)
- F. Damage to any apparatus, utility vehicle and/or equipment that is discovered, that has not been reported will be charged to the shift/ personnel preceding the day of discovery.
- G. Persons receiving reports of damage, accidents or incidents shall conduct an immediate, thorough investigation to obtain as much information, facts, contributing factors etc. about the occurrence. All information obtained shall be included in a detailed statement of the occurrence and submitted by the person receiving the report, to the fire chief.
- H. All reports pertaining to damage, accidents or incidents are to be submitted to the fire chief by the end of that shift. Extenuating circumstances will be considered in certain situations. (Example- hospital visit or admittance due to occurrence)

St. Tammany Fire District #8

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| Title: Apparatus Housing and Deployment | Section 2 | Policy No. 202.02 |
| | | Origination Date: 10/30/24 |
| Approval: | | Revision Date: |

The housing and deployment of apparatus is determined in a manner that allows apparatus and equipment to be housed out of the elements and secured as well as pre-staged to facilitate deployment in the most time efficient and effective manner to respond to incidents of all types within the Boundaries of St. Tammany Fire District 8, specifically within the response zones of each Station. In an effort to provide efficient and effective services at all times, as well as satisfaction of NFPA 1710 requirements, regarding response times to certain incidents, the following guidelines are hereby established.

- A. To maintain the effective and efficient nature of pre-determined staging under normal operations, Apparatus shall remain in their assigned stations at all times notwithstanding incidents, special assignments, or other reasons deemed necessary or authorized.

- B. Apparatus are only allowed 90 minutes absence per 24 hour shift, from their assigned Station. 90 minutes shall include physical fitness, grocery runs etc. Incidents, special assignments, fueling, training or by direct order shall not be included in the allowable 90 minutes. Excessive absence from stations, by manpower and apparatus will not be tolerated due to the effect of delayed responses for unacceptable reasons.

- C. Apparatus Response Zones. The “Apparatus Response Zones” guide, which is found in every station, shall be followed during “normal” operations. The Apparatus Response Zones guide is a methodical layout in quick reference form that mirrors and provides further clarity of the response procedures found in the St. Tammany Fire District 8 Policies and Procedures Section 101.09.01 Incident Response.

- D. Incident Response. In the event the Station responsible for a specific response zone is unavailable, or another unit is closer, response may be modified to facilitate the response of the next closest capable apparatus for the type of incident. The Apparatus Response Procedures were formulated to reduce the unneeded response of apparatus to incidents, to ensure that adequate coverage is maintained throughout the Fire District at any given time and reduce exposure liability. ALL personnel shall be familiar with the Apparatus Response Zones and follow them as written, unless authorized to modify response by the Fire Captain on duty, the Chief of Operations, or the Fire Chief.

- E. Unit communication- The communication of units is paramount to ensure the efficient response by St. Tammany Fire District 8, to all emergencies, in all instances possible. Units shall announce, via radio on the designated Fire District 8 Dispatch channel, that they are “on-air” when leaving their assigned station. If traveling to another stations area, it shall also be communicated via radio that the unit is in that stations area to inform all other units, and the on-duty Captain of that units movement that a response modification may be needed during that time. Units shall communicate “in quarters” via radio, ANY time they return to their assigned station.

St. Tammany Fire District #8

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| Title: Fuel Use | Section 2 | Policy No. 202.03 |
| | | Origination Date: |
| Approval: | | Revision Date: |

Scope and purpose

The purpose of this Standard Operating Procedure (SOP) is to provide environmental and operational guidelines for tactical and commercial refueling of all diesel and gasoline fueled vehicles, equipment, and fueling equipment (pumps, tanks etc.). Vehicle and equipment fueling procedures and practices are designed to minimize pollution of surface or ground waters and ensure the proper procedures are carried out to reduce the risk of pollution and ensure the proper documentation is maintained and submitted to ensure the total management and accountability of fuel dispensing and usage. Understanding the procedures for delivering fuel into vehicles, mobile fuel tanks, storage tanks and equipment, and transporting any quantity of fuel is critical for these purposes. Safety and accountability are the priority. This SOP should be used in conjunction with relevant machinery manuals and manufacturer recommendations.

The established procedures are to be implemented at all fire department and non-fire department fueling facilities and shall include any vehicles that transport any amount of fuel, in addition to fuel carried in the factory mounted fuel tank, where fueling, mobile fueling, equipment fueling, fuel storage, fuel transport, temporary fueling sites or any other fuel related operations are carried out.

Responsible Parties

All Fire District 8 Personnel authorized to operate department vehicles and/or equipment.

Fueling site(s) maintenance and inspection

1. Fuel areas shall remain secured at all times. Keys are to be located on the supervisor's key ring and shall remain in the custody of the on duty supervisor for the duration of his/her designated shift.
2. Access to fueling areas shall be facilitated by the on-duty supervisor.
3. Fueling areas and storage tanks shall be inspected at each time of use.
4. The designated fuel management officer shall report (by email) bulk tank levels in the refueling area, on each normally scheduled shift (every 3rd day), directly to the Fire Chief.
5. Any equipment, tanks, pumps, piping, and fuel dispensing equipment found to be leaking or in disrepair must be reported immediately to the on-duty supervisor and/or the Fire chief
6. Remove any rubbish or foreign material from filling area.
7. The designated fuel management officer shall discharge stormwater from the fuel containment area regularly.
8. Stormwater shall be discharged from the fuel containment area only from the pre-installed drainage discharge that is equipped with a manual valve to prevent uncontrolled discharge
9. Before discharging stormwater from the containment area, a visual inspection shall be performed to ensure that fuel has not come into contact with the stormwater to be discharged. (if fuel is found in stormwater, see spill response procedures)
10. Any emergency fueling locations that are established on Fire District property shall be done so to allow securement of the equipment and products.

St. Tammany Fire District #8

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|------------------------------------|------------------|--------------------------|
| Title: Fuel Use (continued) | Section 2 | Policy No. 202.03 |
| Approval: | | Revision Date: |

Standards and Specifications (for vehicle and equipment fueling)

1. In the event of any emergency involving any fueling area, immediately activate the main fuel cutoff switch located outside of fuel area.
2. Shut the engine off
3. Smoking, open flames of all types or other sources of ignition shall not be permitted within 50 feet of gasoline dispensing pumps.
4. Ensure that the fuel is the proper type of fuel.
5. Using the designated fuel ticket book for the unit being fueled, record the meter reading prior to any fuel dispensing, on the pump being used. This is the "begin" meter reading.
6. Reset the gallon counter to "0" and begin fueling.
7. Once the nozzle shuts off, return the nozzle to storage position.
8. Record the number of gallons pumped, tenths of a gallon included.
9. Record the meter reading after dispensing fuel, this should be the "end" meter reading.
10. Record all other information required on fuel ticket.
11. Fuel ticket "shall" be signed by on-duty supervisor to ensure the authorization of fueling and the validity of information recorded.
12. Place the completed fuel ticket in the mail box located inside the fuel area.
13. Lock the entry gate using the padlock supplied and ensure all tank hatches are also secured using padlock.
14. Absorbent spill clean-up materials shall be available to fueling areas and on mobile fueling vehicles and shall be disposed of properly after use.
15. Nozzles used in vehicle and equipment fueling shall be equipped with an automatic shut-off to prevent overfill. At no time shall nozzles be altered as to bypass the automatic shutoff.
16. Mobile fueling shall be minimized. Whenever practical, vehicles and equipment shall be transported to the designated fueling area in the Facilities area.
17. All apparatus has assigned fuel ticket books labeled with that unit number and shall only be used for that unit.
18. To refill any fuel cans or equipment, use the miscellaneous fuel book located in the Captains office, and describe the reason for fueling in the notes section.
19. Bulk refueling shall be facilitated by the Fire Chief and shall be provided by the designated fuel supplier.
20. Bulk refueling shall take place when either tank reaches 5 inches or less. The fire chief shall calculate the quantity needed of each type of fuel and request a fuel delivery from the designated supplier.
21. Only "non-ethanol" regular gas shall be placed in the gasoline tank, unless approved by the Fire chief.
22. Only "off-road/dyed" diesel fuel shall be placed in the diesel tank, unless approved by the Fire chief.
23. In the event of an emergency, or natural disaster, additional fueling options and/or locations may be established. These locations/options shall fall under the same guidelines contained herein.
24. Fuel area lighting shall not be left on when fueling is not in progress.

St. Tammany Fire District #8

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| Title: Fuel Use (continued) | Section 2 | Policy No. 202.03 |
| Approval: | | Revision Date: |

Portable Fuel Containers:

1. Gasoline tanks and portable or stationary engines shall be fueled by use of safety nozzles or safety containers only.
2. Gasoline shall not be pumped or transferred, moved, stored, poured, or received by use of open, glass, or unapproved plastic containers.
3. All gasoline powered vehicles and equipment shall be fueled outdoors.
4. All portable fuel containers will be marked with the name of the contents in one-inch minimum black letters.
5. Operators dispensing liquids shall not leave nozzles or valves unattended when they are in use.

Spill Response

1. Conduct cleanups of any fuel spills immediately after discovery.
2. Contact on-duty supervisor and/or Fire Chief immediately.
3. Uncontained spills are to be cleaned using dry cleaning methods only. Spills shall be cleaned up with a dry, absorbent material (e.g., kitty litter, sawdust, etc.) and absorbent materials shall be swept up.
4. Collected waste is to be disposed of properly.
5. Large spill cleanup (greater than 5 gallons) will be coordinated by the Fire Chief or his designee.

St. Tammany Fire District #8

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| Title: Daily Logs | Section 2 | Policy No. 202.04 |
| | | Origination Date: |
| Approval: | | Revision Date: 6/21/23 |

Every Station shall maintain a daily log in accordance with guidelines set forth by the Fire Chief. Daily Logs shall be maintained in The Emergency Reporting Program The shift Captain shall maintain the daily log for Station-81, and the Station-81 log shall serve as the master log for daily operations. Assigned personnel at Station-82 and Station-83 are required to maintain daily logs in Emergency Reporting for those stations. This includes Full-Time and Part-Time personnel. All entries in the Daily Log on a given shift must be entered prior to shift completion. Personnel on every shift shall review the Daily Logs from their assigned station at the commencement of each shift for important and relevant information from the prior Daily Logs. Daily Logs are Legal Documentation of events and are a manner of communication amongst personnel.

Daily Logs shall include the following information.

- A. on-duty personnel
- B. pertinent information regarding facilities
- C. pertinent information regarding apparatus
- D. pertinent information regarding equipment.
- E. pertinent information regarding personnel
- F. daily training
- G. daily activities
- H. any other important information that would require conveyance to other employees/officers.

St. Tammany Fire District #8

FIRE PREVENTION BUREAU SECTION - 300

St. Tammany Fire District #8

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| Title: Fire Prevention Bureau | Section 2 | Policy No. 300.01 |
| | | Origination Date: |
| Approval: | | Revision Date: |

Mission Statement:

“St. Tammany Fire District 8 (STFD 8) is committed to the fact that Fire Prevention is the single most effective strategy for eliminating the loss of life and property and reducing injuries due to fire. STFD8 shall practice this strategy through education, outreach, and enforcement. We will work to achieve a safer environment for the firefighters and the community, and we will seek new proactive measures to enhance our effectiveness.”

Purpose:

This document is intended to set forth policies which will govern members of the STFD8 Bureau of Fire Prevention in their enforcement of the state and local laws pertaining to fire safety and prevention within the boundaries of STFD8 and the Town of Abita Springs, Louisiana in those endeavors. In 2017, the St. Tammany Parish Council enacted an Ordinance (Ordinance Calendar No: 5752, Council Series No. 17-3689) which adopted the most current edition of the National Fire Protection Association Life Safety Code (NFPA 101) and the National Fire Protection Association Fire Code (NFPA 1) and enabled STFD8 to adopt and enforce these same codes. The Louisiana State Fire Marshal's Office recognizes certain trained members of STFD8 to conduct fire inspections and/or arson investigations under authority of Louisiana Revised Statutes Title 40:1563.

Scope:

The duties of the members of the Bureau of Fire Prevention may be broken down into three main areas of investigation, inspection and public education. As these different areas of duty are covered by different laws and procedural requirements, each area shall be addressed separately.

Fire Prevention will:

Work as a team and utilize resources wisely to achieve a safer environment for firefighter and the community where tragic lessons of the past are not repeated.

Monitor statistical trends and seek ideas for new proactive measures to enhance effectiveness of the division.

St. Tammany Fire District #8

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|---------------------------------------------------------------|--|--------------------------|
| Title: Fire Prevention Bureau – Duties & Authority | | Policy No. 300.02 |
| | | Origination Date: |
| Approval: | | Revision Date: |

1. Duties and Authority

- A. The duties of the Bureau of Fire Prevention are broken down into three categories, Inspection, Investigation, and Public Education. As these areas of duty are covered by different laws and procedural requirements, each shall be addressed.

- B. Fire Inspector(s) will be employed part time, hours will vary based on demand but will facilitate ample time for all necessary inspections, and public education. On-duty and off-duty personnel may at times be summoned to carry out and/or assist in fire prevention activities. These personnel shall be compensated as required by state law. Fire Investigations will be conducted on call-outs. On days with scheduled assignments, the Fire Inspector(s) shall report promptly at the pre-assigned time. Inspector shall supervise any personnel assigned to them during any Fire Prevention activity.

- C. Under Title 40:1566 of the Louisiana Revised Statutes, the Fire Department of any jurisdiction in the state is required to investigate the cause, origin, and circumstances of every fire occurring in their jurisdiction. Insofar as possible the Officer in Charge of any fire in which damage or destruction to property has occurred shall determine the cause, origin and circumstances surrounding the fire. If the Officer in Charge cannot determine the cause, or if it is deemed the cause to be suspicious or incendiary, a Fire Prevention Officer/fire investigator shall be requested to respond. A request for the Investigator shall also be made if there is any loss of life, or injuries to persons or if it is determined that the fire is a result of criminal neglect or carelessness on the part of the owner, occupant, or a third party.

2. Personal Appearance

Members of the Bureau of Fire Prevention shall wear the Class B uniform as described in Departmental SOG 206.51 for all Fire Prevention activity. Exception will be made for call out investigations. Fire Prevention personnel shall also follow the general grooming section of 206.51. It is recognized that it is not always advisable or possible for members of Fire Prevention to wear the departmental uniform assigned to their rank.

St. Tammany Fire District #8

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|-------------------------------------------------------------------------------|--|--------------------------|
| Title: Fire Prevention Bureau – Fire Prevention Officer Qualifications | | Policy No. 300.03 |
| | | Origination Date: |
| Approval: | | Revision Date: |

1. Fire Prevention Officer must hold the following certifications:

- Emergency Medical Responder (EMR) or higher
- Firefighter 1
- Firefighter 2
- Hazardous Materials Awareness
- NIMS 100,200,700,800
- Fire Service Inspector 1
- Fire Service Instructor 1
- Fire Service Investigator 1

The following is for persons who wish to assist in the Division:

All categories do not need to be met for consideration on the list. Example if you are only interested in being considered for Public Fire Education events then only those requirements need to be met.

A. For Inspections:

IFSAC Fire Inspector I Certificate with 24 hours of CEUs as required by PIAL

B. For Investigations:

IFSAC Fire Investigator 1 Certificate and/or IFSAC Fire Officer 1 with 8 hours of CEUs as required by PIAL

C. For Public Fire Education:

IFSAC Fire Instructor 1 with 10 hours of CEUs as required by PIAL

Along with:

40 hours of documented practical field training with Fire Prevention Officer(s).

Field Training Requirements: Field training may only occur while personnel are on duty and manpower allows. Overtime will not be paid for field training. Personnel may participate in 2 eight-hour field training sessions prior to obtaining the following certifications: IFSAC Fire Inspector I, and IFSAC Fire Investigator. Additional field training may be granted by the Fire Chief.

Personnel with the required certificates may request field training in excess of 2 eight-hour sessions up to 40 hours. All field training must be approved by the Fire Chief.

Fire Prevention field training requests are to be forwarded through the chain of command to the Fire Chief. The Fire Chief will grant or deny requests and forward the outcome back to the Fire Prevention Officer.

Fire Prevention Officers will be required to obtain the following annual training: 24 hours in Inspections, 10 hours in Public Fire Safety Education Techniques, and 40 hours in Fire Investigation training.

All Fire Chiefs and Captains are required to obtain 8 hours of CEUs in Fire Investigations as they are responsible for determining basic origin and cause.

2. Paid Fire Watch Detail

Confirmed employee with a minimum of EMR

St. Tammany Fire District #8

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|--------------------------------------------------------|--|--------------------------|
| Title: Fire Prevention Bureau – Job Assignments | | Policy No. 300.04 |
| | | Origination Date: |
| Approval: | | Revision Date: |

- A. While on duty, Inspectors are assigned a department unit as their work vehicle. Upon arrival, the Fire Inspector will receive the assigned vehicle from the Shift Captain. Upon completion of field work, the Inspector(s) will return to Station 81 to complete any necessary paperwork and to turn in the vehicle.

- B. Inspectors shall report to Station-81. They will pick up the assigned unit and receive assignments and briefings from the Chief. New Occupancy inspections will be assigned as the requests are received. The Inspector is responsible for cleaning the assigned area and the assigned unit. The vehicle shall be left at the station whenever the inspector is NOT on official department duties.

- C. The Inspector is expected to perform at least 8 to 10 units of work per shift. A unit of work is defined as the inspection of a building of up to 5,000 sq. ft. or an hour at an Inspection, an hour of public fire education duty or an hour of fire investigation. Larger buildings or longer assignments in the other job areas will be counted as additional units of work. Inspectors will be expected to perform certain evening and/or weekend inspections and any evening and/or weekend talks or demonstrations that would be requested and scheduled by the public.

- D. Inspectors shall supervise all personnel assigned to them during any Fire Prevention duty and on all fire scene investigation once the officer in charge has requested his assistance.

St. Tammany Fire District #8

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| Title: Fire Prevention Bureau – Inspections | | Policy No. 300.05 |
| | | Origination Date: |
| Approval: | | Revision Date: |

There are several different types of building inspections. For purposes of STFD#8, there are 2 primary inspections that will be conducted.

Maintenance Inspections

Maintenance inspections are performed periodically on already occupied buildings to check for illegal building alterations, as well as the operational status of required safety equipment and exits. If equipment is found to be out of the test date or inoperative, orders of correction are issued to repair or replace the defective items.

Complaint Inspection

The second type of inspection made is complaint inspection. This type of inspection is made upon complaint of any member of the public to the Fire Department, either orally or in written form, it is Department Policy to hold the name of the complaining party confidential, Do not tell the owners or operators of the business who filed the complaint. Simply advise them that the complaint was received and that you are there to check on it. If it is found that the complaint is valid, an order of correction shall be issued to correct the problem. The order shall also act as a warning to the management not to continue the practice that caused the complaint to be generated. The order shall also document the findings for possible future litigation.

St. Tammany Fire District #8

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| Title: Fire Prevention Bureau – Inspection Procedures | | Policy No. 300.06 |
| | | Origination Date: |
| Approval: | | Revision Date: |

The following instructions are designated to set the formal policy and procedures to be used by Inspectors of SFTD#8 in the performance of their official duties.

Initiating the Inspection

Always be courteous and professional. Never engage in hostile disagreements with occupants or their representatives. Inspections shall be informative and educational. Should a confrontation occur, the inspector should attempt to diffuse the situation. If unable to diffuse the situation, the inspector shall immediately exit the premises and notify the Fire Chief.

Upon entering the premises of any occupancy to conduct any of the above outlined fire inspections, the Inspector shall:

- A. Verbally identify themselves and request to speak to the person in charge of the premises, or their representative.
- B. Show their official department identification card.
- C. Explain the nature and purpose of the visit.
- D. Request permission of the person in charge to carry out the inspection
- E. Make sure before the inspection begins the person in charge or a designated representative has access to all areas of the property and can accompany the Inspector on the inspection tour.
- F. The Inspector must have a delegate from the business to accompany him for several reasons. It will allow the Inspector to summarily abate any easily corrected violations. It allows the Inspector to explain any problems found in detail at the time of its discovery. It also protects the Inspector from future possible accusations of impropriety about missing articles or property damages.

Conducting the Inspection

After gaining entry and receiving permission to perform the inspection, obtain or check the pertinent contact information such as:

- A. Name, address, and phone number for occupancy
- B. Begin inspection on the outside of the building, noting fire department access, hydrant accessibility, condition and access of outside indicating valve, and viability of exit discharges. The Inspector shall inspect the premises in a systematic manner, either from lowest floor to top floor or top floor to lowest floor, for violations of the applicable fire codes for the type and location of the occupancy, while making notes on the inspection form.
- C. Inspect every room and space within the building to include attics, closets, concealed spaces, and other out of the way places.
- D. If a violation is found that does not present immediate danger to life, the Inspector shall order the violation corrected “as soon as possible”.
- E. All violations shall be documented with proper code citations given. The Inspector shall explain all violations and recommendations noted. The inspector shall also discuss any options for the correction of the violation. While doing so, however, the Inspector shall not recommend any particular product or organization to correct the problem.

St. Tammany Fire District #8

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| Title: Fire Prevention Bureau – Inspection Procedures (continued) | | Policy No. 300.06 |
| Approval: | | Revision Date: |

Immediate Danger to Life Defined

A condition shall be considered an immediate danger to life when any of the following conditions exist or are believed to exist:

1. The presence of an explosive atmosphere
2. The presence of a toxic atmosphere
3. A condition which would quickly overcome building occupants if a fire should occur or which would allow a fire to spread with such speed that occupants would not have time to use the buildings exits
4. Any condition which is located in such a manner as to allow building occupants to come into contact with it, with such contact able to cause injury or death.
5. Any of the conditions outlined in Louisiana Revised Statutes Title 40:1575
 - a. Want of repairs
 - b. Age of deteriorated condition
 - c. Lack of sufficient fire alarm or fire extinguishing apparatus
 - d. Lack of adequate means of ingress and egress
 - e. Lack of adequate, unrestricted passageways to entrances and exits
 - f. Presence of combustible, explosive or inflammable materials.
 - g. Any other condition other than above which an Inspector, due to his knowledge and training, considers to be extreme emergency situation requiring immediate action to avoid injury or death of building occupants.

Whenever an Inspector finds any such dangers to life or property, he shall order the dangerous materials removed or the condition of the premises remedied. The occupants may not be allowed use of the building until the conditions are corrected. The Fire Marshal and Fire Chief will be notified immediately when these types of conditions are found.

The Inspector shall have the authority to summarily abate any condition which is in violation of any provision of the applicable code which presents immediate danger to life. Anytime a life safety or hazardous condition exists, request immediate compliance. In the event immediate compliance is unable to be attained the Fire Chief shall be notified.

The inspector shall explain the appeals procedure and arrange a time for the follow-up inspection. Time limits for correction of violations shall not be given. All violations shall be marked to correct "As Soon As Possible."

Upon completion of the inspection, the Inspector shall complete and present to the person in charge of the premises or his delegate with a copy of the SIGNED report, either by email or printed copy of the report. Report notes should include the receiver's name along with the date and time the report was presented to the receiver. Express appreciation to the occupants for their time and for their efforts in promoting fire safety in their business.

St. Tammany Fire District #8

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| Title: Fire Prevention Bureau – Re-Inspection Procedures | | Policy No. 300.07 |
| | | Origination Date: |
| Approval: | | Revision Date: |

1. Re-Inspection Procedures

- A. It shall be the policy of this department to re-inspect premises found in violation after 30 days, but no later than 60 days on the first re-inspection. The second re-inspection shall occur not more than 30 days from the first re-inspection. At no time shall this department give permission for a violation to continue. Any violation that may be immediately corrected without undue hardship shall be completed before the Inspector's departure.
- B. It is important for follow-up inspection to be performed to establish and maintain the credibility of the inspection program. If for any reason a follow-up cannot be performed as scheduled, the Fire Prevention Bureau must reschedule as soon as time permits.
- C. If upon re-inspection all violations are corrected, the Inspector will provide proper documentation stating that occupancy meets all requirements.
- D. If all violations have not been corrected, the Inspector will re-issue another inspection date and note what items are not in compliance.
- E. If occupant indicates that he/she will not comply or has not made the necessary corrections after the second re-inspection attach all paperwork to the original inspection and refer the case to the State Fire Marshal's Office.

St. Tammany Fire District #8

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| Title: Fire Prevention Bureau – Entry Refusal | | Policy No. 300.08 |
| | | Origination Date: |
| Approval: | | Revision Date: |

Entry Refused

1. Permission to inspect must be obtained prior to conducting the inspection.
2. If entry is denied because it is not a convenient time, make an appointment that is agreeable to both yours and the occupant's schedule.
3. If the occupants refuse entry and refuse to schedule an appointment, leave in a courteous manor and notify the Fire Chief verbally and in writing.
4. Visible violations from a public way do not require the owner's permission and should be properly documented.

St. Tammany Fire District #8

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| Title: Fire Prevention Bureau – Outside Agencies Notification | | Policy No. 300.09 |
| | | Origination Date: |
| Approval: | | Revision Date: |

Hazards Pertaining to Other Agencies/Departments

When hazardous conditions exist that fall into the jurisdiction of other agencies such as the St. Tammany Parish Department of Code Enforcement, water or gas companies, or other Fire Districts, the Fire Prevention Bureau shall forward the inspection report to the appropriate agency with a brief description of the problem.

St. Tammany Fire District #8

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| Title: Fire Prevention Bureau – Records Maintenance | | Policy No. 301.01 |
| | | Origination Date: |
| Approval: | | Revision Date: |

Maintenance of Records

All records on occupancy, including Fire Marshal Review Letters, Orders of Corrections, plans and drawings, photos, correspondence, etc., shall be kept in a permanent file folder and/or electronically. The files shall be sorted and filed according to address. A file on a particular address is to be maintained unless or until the building is demolished. Any files removed to conduct required inspections of the premises shall be returned to the Fire Prevention Bureau at the end of the day in order to maintain proper security of these files. Information obtained from inspection is to be entered into the District's computer database as soon as possible. This data is used to create re-inspection reports and to keep emergency information on the structure current.

Inspections shall be documented via departmental Electronic devices (laptops or I-pads) in which have wireless internet connectivity and access to Emergency Reporting software for the entire duration of the inspection period.

St. Tammany Fire District 8 Inspection Software:

Emergency Reporting shall be the only accepted software utilized when performing inspections

St. Tammany Fire District #8

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| Title: Fire Prevention Bureau – Information Sharing | | Policy No. 301.02 |
| | | Origination Date: |
| Approval: | | Revision Date: |

Sharing of Information

Inspectors shall notify the Fire Chief of any unsafe situation or any other information which they deem vital to the safety of our employees.

St. Tammany Fire District #8

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| Title: Fire Prevention Bureau – Public Information | | Policy No. 301.03 |
| | | Origination Date: |
| Approval: | | Revision Date: |

Public Information - Press Releases

One of the responsibilities of the Fire Chief and/or Fire Prevention officer is to act as the public information officer. Information concerning public fire safety, the occurrences of fires and announcements of arson arrests are released by only those designated individuals unless otherwise authorized. In all other matters, information released shall be coordinated with the Fire Chief.

Information given to the press concerning fires shall be limited to general public information contained in the fire incident report, including the cause of the fire, if known. If a fire has been listed as incendiary or suspicious, no details pertaining to the investigation of the fire shall be given to the press until the investigation is concluded. If arrests are made, information concerning the arrests shall be coordinated with the arresting agency and/or fire investigator(s).

St. Tammany Fire District #8

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| Title: Fire Prevention Bureau – Procedures References | | Policy No. 301.04 |
| | | Origination Date: |
| Approval: | | Revision Date: |

Codes Referenced:

NFPA 1 – Fire Code

NFPA 101- Life Safety Code

NFPA 13 – Standard for Installation of Sprinkler Systems

NFPA 25- Standard for Inspection, Testing and Maintenance of Water-based Fire Protection Systems

NFPA 96 – Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations.

NFPA 1031 – Standard for professional Qualifications for Fire Inspector.

NFPA 1620 – Standard for Pre-incident Planning

NFPA 5000 – Building Construction and Safety Code.

St. Tammany Fire District #8

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| Title: Fire Prevention Bureau – Investigations | | Policy No. 302.00 |
| | | Origination Date: |
| Approval: | | Revision Date: |

Purpose:

This document seeks to define the minimum recommended practices needed in all operations that require fire investigations and establish guidelines for the initiation of fire investigations within the boundaries of St. Tammany Fire District 8 response area.

Under the direction of the fire marshal, the chief of the fire department in each jurisdiction where a fire department is established, shall investigate the cause, origin, and circumstances of every fire occurring within their respective jurisdictions. This investigation shall specifically determine, insofar as possible, the cause of and circumstances surrounding the fire. The investigation shall be made at the earliest possible time following the start of the fire. The officer making the investigation shall immediately notify the fire marshal if the circumstances indicate that the possible cause of the fire is human design or criminal neglect. (Louisiana Revised Statute 40:1566)

Guideline

This guideline outlines general procedures for initiating and performing fire investigations and the responsibilities of the personnel involved in the performance of those duties.

STFD8 employees who hold Fire Officer I and Investigator I IFSAC certifications are presumed to possess the skills necessary to initiate and complete a basic fire investigation. The Incident Commander is ultimately responsible for the completion of the investigation of any and all fire scenes in STFD8 response area. If line personnel are able to determine cause and origin of a fire with reasonable certainty and there is no need to request an investigator, the probable cause of the fire should be stated in the incident report narrative along with the name of the member who made the determination. In addition, the Incident Commander shall forward an email with the details of the incident and probable cause to the Fire Chief and Fire Prevention Bureau.

All requests for a Fire Investigator shall be made through the Incident Commander. The Incident Commander shall make his request through dispatch, who shall notify a Fire Investigator for any of the following:

- a. All multiple alarm fires.
- b. Incendiary, suspicious or attempted fire in a structure. This also includes incidents where preparations were made to set a fire, but an actual fire did not occur.
- c. Where there is doubt as to the cause of the structure fire.
- d. Grass, dumpster or rubbish fires when there is a known suspect(s) or there is physical evidence that is sufficient to aid in the prosecution of the crime.
- e. Any fire which the Incident Command/Company Officer on scene cannot determine origin and/or cause.
- f. Any situation or condition in which the Incident Command/Company Officer deems an investigator is necessary.
- g. Fires or an explosion where there are fatalities, serious injuries or major burns involving citizens or fire fighters (immediate or delayed patients).

St. Tammany Fire District #8

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| Title: Fire Prevention Bureau – Investigations (continued) | | Policy No. 302.00 |
| Approval: | | Revision Date: |

- h. Any incident involving bombs, explosives or Molotov cocktails, excluding bomb threats.
- i. When law enforcement officers have made an arrest and /or a suspect has been taken into custody or detained for a fire or explosive related incident at an emergency that we attended.
- j. Vehicle fire had been deliberately set (e.g. flammable liquids present, container on scene, multiple points of origin, and a witness to the setting of the fire, an explosion not involving the fuel tank).
- k. Anytime evidence is to be collected.
- l. There is a serious bodily injury as a result of the fire; civilian or fire service.
- m. There is a death as a result of the fire; civilian or fire service.
- n. There is a possibility of a criminal act being involved.
- o. At the request of the Police Department.
- p. If another agency investigator is contacted.

If there is any question about the need for an investigator to be present at any incident, the Incident Commander should contact the Fire Prevention Bureau immediately.

St. Tammany Fire District #8

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|-----------------------------------------------------------------------------------------|--|--------------------------|
| Title: Fire Prevention Bureau – Investigations: Duty and Authority Investigating | | Policy No. 302.01 |
| | | Origination Date: |
| Approval: | | Revision Date: |

Based upon information provided and observed, additional Investigators or agencies may be contacted as deemed necessary.

Upon arrival of responding investigators, the Incident Commander or lead investigator will brief all members on the basic incident information known. This includes, but is not limited to the following:

Location of the incident.

Time

Date

Weather conditions

Size of the incident

Complexity of the incident

Type of structure

Current use of structure

Nature of damage

Extent of damage

Known injuries / death, either civilian or fire service.

Purpose of the investigation (cause / origin only or possible criminal act)

All reports, sketches, statements, photos, etc. are to be placed in a permanent file folder and filed with the Bureau of Fire Prevention. This file is not to be made public while the investigation is still in progress. The Fire Investigator will work with any local, state or federal authorities having jurisdiction in the matter to conclude the investigation. Copies of all pertinent material shall be forwarded to the District Attorney's Office for prosecution.

In any investigation involving juveniles, the identities and places of residence of the juveniles will be held strictly confidential. The Fire Investigator will work with any local, state or federal authorities having jurisdiction in the matter to conclude the investigation.

The Investigator(s) shall use the following outline when responding to fire scene:

1. Dispatch to the Scene

- A. Observe weather conditions, road conditions.
- B. Check for Fleeing Persons/Vehicles.
- C. Observe color of smoke and flames.
- D. Interview Firefighters
- E. Secure the Scene (Barricades, Fire Line Tape etc.)
- F. If Fire Deaths are involved, notify the Fire Chief, the Chief of Fire Prevention, Coroner and the State Fire Marshal's Office.

2. When Fire is Under Control and The Structure May be Safely Entered:

- A. Take air samples from all accessible areas with vapor detector.
- B. Determine Point of Origin (Low Point) Locate area of most severe damage. Check to see if fire originated outside building.
- C. Record Path of Fire Through Structure
 - 1. Note available combustibles.
 - 2. Check char patterns on all surfaces.

St. Tammany Fire District #8

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| Title: Fire Prevention Bureau – Investigations: Duty and Authority Investigating (continued) | | Policy No. 302.01 |
| Approval: | | Revision Date: |

3. Determine Cause of the Fire.

- A. Determine if cause was accidental.
 - 1. Rule In/Out all accidental and natural causes.
- B. Determine if Fire was Set
 - 1. Check for "plants"
 - 2. Check for Chemical container
 - 3. Check for accelerant containers
 - 4. Check for unusual accumulations of combustibles
 - 5. Check for trailers
 - 6. Check for heat producing devices which may have been used to start fire.

4. Evidence Collection

- 1. Photograph the Scene using color film, or videotape. Take exterior and interior photos. Photo all rooms involved in fire. Photo all victims.
- 2. Take liquid and/or solid samples - Label and identify.
- 3. Prepare a rough sketch of the scene - show location of origin and victims.
- 4. In so far as possible, determine identity of fire victims.

5. Interview of Firefighters, Occupants, Owners and Witnesses

- A. Use appropriate statement forms where needed.
- B. Get signed consent to search form if needed or ascertain if Search Warrant is needed.

6. Post Fire Investigation

- A. Prepare final sketches from rough drafts.
- B. Process and print photographs -Mount and label same
- C. Establish Motive for fire.
 - 1. Check financial condition of owner.
 - 2. Check amount of insurance on structure and contents.
 - 3. Look into possibility of revenge.
 - 4. Determine if valuables, inventory, clothing, appliances, etc. were recovered or are missing.
 - 5. Consider possibility of burglary with arson to cover the crime.
- D. Submit samples to crime lab for analysis.
- E. Complete Louisiana Fire Incident Report and any Casualty Reports necessary.
- F. Prepare Narrative Report for submission to District Attorney's Office.
- G. Get copies of reports and information from other agencies involved including:
 - 1. Police Department
 - 2. Sheriff's Office
 - 3. Coroner's Office
 - 4. Insurance Companies
 - 5. State Fire Marshal's Office, etc.

St. Tammany Fire District #8

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| Title: Fire Prevention Bureau – Investigations: Investigator Safety | | Policy No. 302.02 |
| | | Origination Date: |
| Approval: | | Revision Date: |

Investigator Safety

As fire scenes by their very nature are dangerous places, investigators need to be aware of the general and particular dangers of the scene under investigation.

Additionally, investigators will be furnished with a two-way radio which is monitored at the Dispatch Center. If only the investigators are present on the scene, and there is no other personnel (I.E. Fire), the Dispatch Center will perform status checks with the investigators working, every 30 minutes until such time that they have completed their investigation in the structure.

1. Personnel Protective Equipment

Proper safety equipment, including safety shoes or boots, gloves, safety helmet, and protective clothing as well as breathing protection should be worn at all times while investigating the scene. The type of protective clothing/equipment will depend on the type and level of hazard present.

2. Atmospheric Monitoring

As fire scene atmospheres may contain ignitable gas, vapors, and liquids, in addition to the by-products of combustion, the atmosphere should be tested using appropriate equipment to determine if such hazards exist before working in the area. The Incident Commander shall ensure atmospheric monitoring is done prior to an investigation being done and continued while the investigation is being performed.

The following atmospheric conditions should be corrected prior to conducting an investigation:

- Oxygen Deficiency: < 19.5%
- Flammability: > 10% of the Lower Flammable Limit (LEL)
- Carbon Monoxide (CO): > 35 PPM
- Hydrogen Sulfide (H₂S): > 10 PPM

**Atmospheric monitoring shall continue as long as investigators are working on the scene.

3. Fire Scene Hazards

Many varying factors can influence the danger potential of a fire or explosion scene. The investigator should be constantly on the alert for these conditions and should ensure that all appropriate safety precautions are taken.

A. Status of Suppression

Investigators should not begin their activities until the fire has been completely extinguished.

B. Re-kindles / Hot Spots

If performing activities soon after a fire has been extinguished, the investigator should be mindful of the possibility of a rekindle. The investigator should be alert for continued burning or a rekindle and should remain aware at all times of the fastest or safest means of egress.

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| Title: Fire Prevention Bureau – Investigations: Investigator Safety (continued) | | Policy No. 302.02 |
| Approval: | | Revision Date: |

C. Structural Stability

Roofs, ceilings, partitions, load-bearing walls, and floors may have been compromised by the fire. Before entering structures involved in a fire, the investigator should make a careful assessment of the stability and safety of the structure.

D. Utilities

The investigator should determine the status of all utilities (i.e., gas, electric and water) within the structure under investigation. Determining the status of all utilities is necessary to prevent the possibility of electrical shock or inadvertent release of fuel gases or water during the course of the investigation.

St. Tammany Fire District #8

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| Title: Fire Prevention Bureau – Investigations: Pre-planning the Investigation | | Policy No. 302.03 |
| | | Origination Date: |
| Approval: | | Revision Date: |

Pre-planning the Investigation

1. The Investigator(s) should then develop a plan on how to conduct the investigation. This should include:
 - a. Estimating what tools and equipment will be needed.
 - b. Estimate how many personnel are needed to perform the investigation.
 - c. Estimate what types of specialty personnel (I.e. heavy equipment operators, evidence technicians, etc.) are needed.
 - d. Estimate what else might be needed, that might assist in the effectiveness of the investigation.

The following functions should be addressed in the pre-investigation meeting.

- leadership / coordinating function
- photography
- note taking
- mapping
- diagramming
- interviewing witnesses
- searching the scene
- evidence collection
- evidence preservation
- on-going safety assessment

St. Tammany Fire District #8

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| Title: Fire Prevention Bureau – Investigations: Conducting the Investigation | | Policy No. 302.04 |
| | | Origination Date: |
| Approval: | | Revision Date: |

1. Conducting the Investigation

While the actual investigation may take and include different steps and procedures, dictated by the nature of the incident, the following are typical steps taken during the course of an investigation.

- a. Conduct scene inspection.
- b. Document scene through photography and diagramming.
- c. Determine area of origin.
- d. Investigate the cause: circumstances, conditions, or agents that brought the ignition source, fuel, and oxidant together.
- e. Recognize, document, and preserve evidence.
- f. Interview witnesses.
- g. Review and analysis of the investigations of others.
- h. Identify and collect data or information from appropriate sources.
- i. Identify the cause of the fire and classify as one of the following:
 1. Accidental – All fires for which the proven cause does not involve a deliberate human act to ignite or spread fire into an area where the fire should not be.
 2. Natural – Involve fires caused without direct human intervention, such as lighting, hurricane, wind, and the like.
 3. Incendiary – A fire deliberately ignited under circumstances in which the person knows that the fire should not be ignited.
 4. Undetermined – Whenever the cause cannot be proven, the fire is considered to be undetermined. The fire might still be under investigation, and the cause may be determined later.

Outside Agencies

The following is a listing of other agencies that must be contacted, based upon the circumstances of the incident, and other agencies that might be of assistance during an investigation. If the need arises Dispatch can contact these agencies.

Louisiana office of State Fire Marshal

LSFM must be notified in all of the following incidents:

- There is a death as a result of the fire, civilian or fire service.
- There is serious bodily injury as a result of the fire, civilian or fire service.
- There is a monetary fire loss greater than \$ 100,000.00.
- The fire is located on a property owned and / or operated by the State of Louisiana.

Bureau of Alcohol, Tobacco and Firearms (ATF)

- The ATF will be requested to the scene in the event of a death, serious injury or any public safety personnel and hate crimes involving religious facilities.

Louisiana State Police Troop L

- Fire District 1 Communications Center will be able to request crime lab technicians to assist in the collection, processing and testing of evidence

St. Tammany Fire District #8

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| Title: Fire Prevention Bureau – Investigations: Conducting the Investigation (continued) | | Policy No. 302.04 |
| Approval: | | Revision Date: |

St. Tammany Parish Sheriff's Department

- Must be notified of all incidents located on parish owned / operated property.
- Can assist with the collection of evidence.

Federal Bureau of Investigations (FBI)

- The FBI will be requested to the scene in the event of major scene that is suspected of involving terrorism, deaths of any public safety personnel and hate crimes involving religious facilities.

St. Tammany Fire District #8

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| Title: Fire Prevention Bureau – Public Education Guidelines | | Policy No. 303.00 |
| | | Origination Date: |
| Approval: | | Revision Date: |

Purpose:

To provide appropriate public education for residential, school, commercial, hospital and nursing home settings. This policy and the procedures contained within will be applicable for any public education program delivered by employees of STFD8 in the topics listed below.

STFD8 shall deliver public education when requested to include information as outlined below:

1. Residential

- a. Fire department members shall make an appointment with a residence only after a fire safety visit is requested.
- b. Fire department members shall arrive at the residence in official fire department vehicles.
- c. Introduce Fire Personnel-Name and Rank of all Fire Department members participating.
- d. Duties and responsibilities of each Fire Department member participating.
- e. Fire department members shall enter the dwelling only if invited to do so and always in a group of two (2) or more.
- f. Fire department members shall promote the use of smoke detectors and residential fire alarm systems.
- g. Fire department members shall discuss portable fire extinguisher placement and the proper use with the occupants.
- h. Fire department members shall promote the use of a designated family meeting place in the event the home needs to be evacuated.
- i. Fire department members shall thank the occupants for being fire safety conscious and offer to return any time needed

Presentations should inform citizens that:

- Each year over 4,500 die and over 30,000 Americans are injured as a result of fire.
- Smoke detectors should be tested monthly and batteries should be replaced twice a year when clocks are adjusted for Daylight Savings Time.
- The dangers of Space Heaters.
- Extension cords should not be overloaded.
- Only proper size fuses or circuit breakers should be used to prevent fires.
- Make sure your address clearly marked on the home.
- When calling 911 give your name, address and type of emergency situation to the operator.
- Fire Drills should be practiced regularly.

2. Schools

Each year during fire prevention week and throughout the year as requested or pre-arranged by the school in lieu of fire prevention week activities, fire department members shall visit schools and discuss fire safety issues with the students, teachers and staff of the educational occupancies in the area. The importance of regular fire drills shall be discussed, along with other fire safety issues.

- a. Introduce Fire Personnel-Name and Rank of all Fire Department members participating

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| Title: Fire Prevention Bureau – Public Education Guidelines (continued) | | Policy No. 303.00 |
| Approval: | | Revision Date: |

- b. Fire department members shall schedule a visit to the schools in the area each year during fire prevention week or as requested or pre-arranged by the school in lieu of fire prevention week activities.
- c. Fire department members shall arrive at the facility in official fire department vehicles.
- d. Fire department members shall meet school officials at the school office prior to entering the facility.
- e. Fire department members shall discuss general fire safety issues with the students, teachers and staff.
- f. Fire department members shall stress the importance of regular fire drills.
- g. Fire department members shall offer to witness a fire drill and make improvement recommendations following the drill.
- h. Fire department members shall thank the students, teachers, principal and staff for being fire safety conscious.

Presentation should inform students that:

- Each year over 4,500 die and over 30,000 Americans are injured as a result of fire.
- Students should be encouraged to have parents check that smoke detectors in the home are tested monthly and the batteries should be replaced twice a year when clocks are adjusted for Daylight Savings Time.
- The dangers of Space Heaters.
- Extension cords should not be overloaded.
- Remind parents that only proper size fuses or circuit breakers should be used to prevent fires.
- Make sure your address clearly marked on the home.
- When calling 911 give your name, address and type of emergency situation to the operator.
- A designated meeting place should be prearranged for all occupants to meet if a fire breaks out in the home.
- All students and faculty should be familiar with the sound of the Fire Alarm.
- All students and faculty should be familiar with the designated locations to immediately go to when the Fire Alarm sounds.
- Students should be reminded NEVER to play with matches, lighters and candles.
- Students and faculty will be taught stop, drop, cover and roll method to extinguish clothing fires.
- Students and faculty will be taught about Exit Drills In The Home (EDITH) and will demonstrate the proper technique of crawling low under smoke by utilizing the fire safety trailer.
- A fire apparatus will be on site and equipment will be demonstrated to students and faculty including a firefighter dressed in full gear to educate students and faculty on the duties, responsibilities, capabilities and limitation of fire department personnel and to reduce anxiety.

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| Title: Fire Prevention Bureau – Public Education Guidelines (continued) | | Policy No. 303.00 |
| Approval: | | Revision Date: |

3. Commercial

Upon request by the businesses in the area fire department members shall make an appointment and visit properties to promote the use of smoke detectors, commercial fire alarm and automatic fire sprinkler systems. Portable fire extinguisher placement and proper use will be discussed and demonstrated if necessary. Fire department members shall offer assistance with and promote regular fire drills, along with discussing other fire safety issues.

- a. Fire department members shall schedule a visit to a commercial business only after a fire safety visit is requested.
- b. Introduce Fire Personnel-Name and Rank of all Fire Department members participating.
- c. Fire department members shall discuss general fire safety issues with the employees and owners of the business.
- d. Fire department members shall promote the use of smoke detectors, commercial fire alarm and automatic fire sprinkler systems.
- e. Fire department members shall discuss the proper placement and use portable fire extinguishers.
- f. Fire department members shall stress the importance of regular fire drills.
- g. Fire department members shall offer to witness a fire drill and make improvement recommendations following the drill if conducted.
- h. Fire department members shall thank the business owner/manager for being fire safety conscious.

Presentation should inform occupants that:

- Each year over 4,500 die and over 30,000 Americans are injured as a result of fire.
- Occupants should be encouraged to check that smoke detectors are tested monthly and batteries should be replaced twice a year when clocks are adjusted for Daylight Savings Time.
- The dangers of Space Heaters.
- Extension cords should not be overloaded
Reminded that only proper size fuses or circuit breakers should be used to prevent possible electrical fires.
- The business address should be clearly posted to reduce the possibility of a delayed emergency response.
- When calling 911 give your name, address and type of emergency situation to the operator.
- All occupants should be familiar with the sound of the Fire Alarm.
- All occupants should be familiar with the designated exits and immediately leave the building when the Fire Alarm sounds.

4. Hospital & Nursing Homes

Each year during fire prevention month (October) fire department members shall make an appointment and visit any Hospital & Nursing Homes in the district to promote the proper use of portable fire extinguishers along with other fire safety issues to the staff. Fire department members shall also offer assistance with and promote regular fire drills for the occupants.

- a. Fire department members shall schedule a visit to the Hospital & Nursing Home each year during fire prevention month (October).
- b. Fire department members shall arrive at the facility in official fire department vehicles.

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| Title: Fire Prevention Bureau – Public Education Guidelines (continued) | | Policy No. 303.00 |
| Approval: | | Revision Date: |

- c. Fire department members shall meet at the business office prior to entering the facility.
- d. Introduce Fire Personnel-Name and Rank of all Fire Department members participating.
- e. Fire department members shall promote the proper use of portable fire extinguishers along with other fire safety issues to the staff.
- f. Fire department members shall also offer assistance with and promote regular fire drills.
- g. Fire department members shall offer to witness a fire drill and make improvement recommendations following the drill if conducted.
- h. Fire department members shall thank the Hospital and Nursing Home manager and staff for being fire safety conscious.

Accepted curriculum for public education events conducted by STFD8 can be found in the Departmental Public Education Curriculum Handbook. Any STFD8 personnel, while engaging in public education/community awareness, within the coverage area, shall follow the curriculum directly related to the respective audience. It is understood that minor deviation may be necessary, however, deviations shall include all major topics included in the Departmental Public Education Curriculum Handbook.

The STFD8 Departmental Public Education Curriculum Handbook shall be considered a standard operating guideline when performing public safety activities within or while representing STFD8

The St. Tammany Fire District No. 8 Departmental Public Education Curriculum Handbook includes curriculum for the following areas:

- Pre School/Kindergarten
- 1st - 2nd Grade Public Education
- 3rd - 5th Grade Public Education
- 6th - 8th Grade Public Education
- 9th - 12th Grade Public Education
- College Level Public Education
- Adult Public Education
- Senior Adult Public Education
- Oregon Juvenile Fire Screening Tool

St. Tammany Fire District #8

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| Title: Fire Prevention Bureau – Juvenile Fire Setter Program | | Policy No. 304.00 |
| | | Origination Date: |
| Approval: | | Revision Date: |

Purpose

The purpose of this guideline is to establish a consistent procedure in partnership with community resources for the screening, education and referral of youths who have been identified as misusing ignition sources (matches, lighters or fireworks, etc.) or starting a fire, either unintentionally or maliciously.

Procedure

When a juvenile fire setter is identified at a fire scene or reported by a family member or member of the public (with proper and sufficient evidence) the Fire Chief and/or designated Fire Prevention Officer shall determine if an intervention is needed. Parents or guardians who call the Fire Department for assistance with juveniles who set fires should be directed to the Fire Chief and/or designated Fire Prevention Officer. Phone contact will be made with the parents within 48 hours by the Fire Prevention Officer. The parents will be informed of the program and encouraged to make an appointment for them and their child. If a family comes to a fire station with a child or children who have been involved with fire setting, the family should be directed to contact the Fire Chief and/or designated Fire Prevention Officer during normal business hours. Tours of the fire station should not be given to juveniles suspected of fire setting behavior. Children tend to view the tours as a positive reward for negative behavior.

Program Operation

1. The Prevention Division shall open a file using the information gathered from the incident. Appointment with the juvenile should be conducted to determine whether further treatment or education is required. Parental Consent form shall be completed by the legal guardian prior to any action being taken by STFD8.
2. The evaluator will then conduct a screening of the juvenile utilizing the Oregon Juvenile Fire Screening Tool (found in the Departmental Public Education Curriculum Handbook) Prior to any screening, the evaluator must first gain consent from the juvenile's legal guardian to conduct a screening.
3. Based upon the screening, a determination will be made as to the appropriate level of intervention. If the screening reveals further treatment is needed, the Fire Prevention Division shall:
 - a. Contact the juvenile and guardian by phone and/or letter sharing the result of the screening and the course of action. An assessment score of less than 20 revealing a low to moderate level of concern will receive fire safety education plan consistent with the Prevention Division educational program. If the assessment score is 20 or greater revealing a moderate to high level of concern, juvenile/guardian will be encouraged to seek professional counseling.
 - b. The Fire Prevention Bureau shall offer educational intervention, which includes fire survival and prevention, and will assist the family in determining a safety plan.
 - c. After treatment has been terminated and/or educational programs have been completed, the Fire Official or local program coordinator should then perform follow-up interviews to survey the juvenile's current behavior. A primary follow-up shall occur by the Fire Chief and/or Fire Prevention Officer 4 to 6 weeks after exit, and a secondary follow-up 6 to 12 months later.