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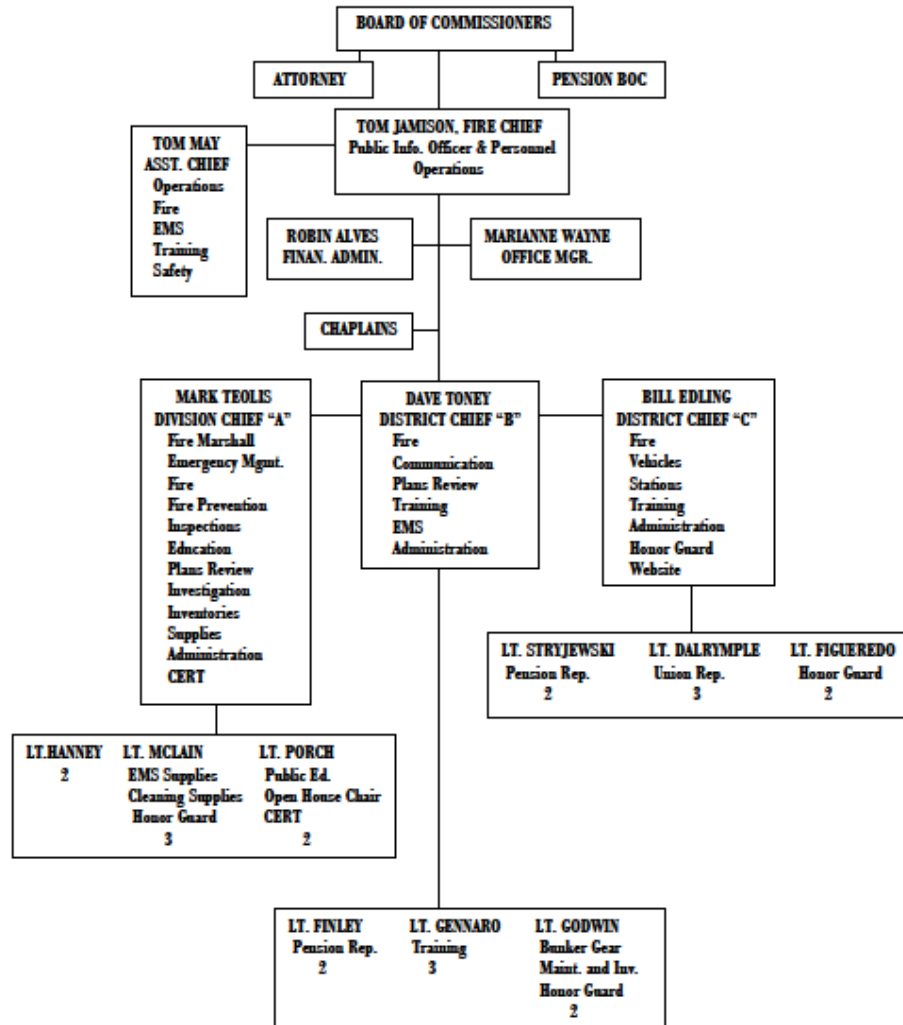
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201 ORGANIZATIONAL CHART
History: Effective: 12-2-11

Revised: 11-22-11

Original: 11-00 1 of 1



LT. - Lieutenant
LT./3 or 2- Number of Personnel Per shift (A, B, C)

202 JOB DESCRIPTION-FIREFIGHTER/EMT

1 of 2

History: Effective: 1-2-12 Revised: 12-27-11 Original 11/00

POSITION TITLE: Firefighter/EMT

IMMEDIATE SUPERVISOR: Lieutenant

EMPLOYMENT HOURS: Hourly Shift Work (24/48)

ACHIEVEMENT METHOD: Hired by Fire Chief

CLASS DEFINITION, IN TERMS OF:

Duties that are Characteristic as to Type and Level:

Primary responsibility of employees within this classification is to provide for the protection of life and property. Work associated with this classification requires an understanding, ability and knowledge of firefighting, rescue techniques, fire prevention, salvage/overhaul and EMS activities.

Job experience is learned through participation in educational classes, daily drills and on the job practical application/experience. A substantial portion of time is spent in the cleaning and maintenance of various equipment, apparatus and fire stations. The employee will be required to perform related tasks as assigned.

An employee serving in this capacity will need to have a general working knowledge and have basic operational capabilities in order to operate fire apparatus pumps, maintain operating pressures and supply water to other fire apparatus. In addition, an individual serving in this capacity may serve as an acting Driver/Engineer after completing their initial probationary period, completion of the required Department Driver/Engineer training program, a letter of verification from their Lieutenant (immediate supervisor), an accredited 40 hour pump class and have a current EVOC class of 16 hours. An employee cannot begin the Department Driver / Engineer training program until they have completed their probationary period.

Essential Functions:

1. Read and understand from computer printout
2. Assemble, dress and respond in protective gear within 45 seconds of alarm;
3. Prior to vehicle moving, strap on a 35 lb. breathing apparatus or strap it on at the fire scene.
4. Perform search operations by removing victims from entrapments by methods of carrying, dragging, crawling and feeling.
5. Determine the location of fire using sense of heat, vision and sound.
6. Lay hose lines from a hydrant to a determined location utilizing fire apparatus by connecting various diameter hose to hydrant.
7. Use a hydrant wrench to remove a cap from a fire hydrant using an average force of 35 lbs.
8. Hold/advance a hose line and direct a stream exerting up to 150 lbs. of force in open or confined areas while selecting appropriate nozzle pattern.

202 JOB DESCRIPTION-FIREFIGHTER/EMT

2 of 2

History: Effective: 1-2-12 Revised: 12-27-11 Original 11/00

9. Climb or descend ladders carrying up to 50 lbs. of equipment and/or a victim requiring rescue.
10. Stop fire extension using application of hose streams and forcible entry practices (a pike pole requiring up to 75 lbs. of pulling force, gas powered chain saws or circular saws weighing 25 lbs.
11. Verbally relay fire conditions, life hazards and exposures to the officer-in-charge, understand and follow spoken orders, respond to orders given by touch and/or visual signals.
12. Examine patients and determine symptoms, administer CPR using 50-55 lbs. of force on a patient's chest, operate first aid equipment: bag valve mask, blood pressure cuff, oxygen, clean wounds and apply dressings and bandages, stop and/or control bleeding.
13. Use auto extrication equipment weighing 60 lbs. that have a potential twisting motion that can exceed 10 lbs. of force. (Weights and measurements are only approximate.)
14. Performs operational procedures as approved by the Department.
15. Adhere to local and state rules governing Advanced Life Support (ALS).

Minimum Qualification Requirement:

- a. **As to knowledge, skills, abilities, and other attributes:**
 - Ability to communicate verbally, understand, and follow oral and written instructions.
 - Ability to learn and apply a wide variety of firefighting and related procedures and skills.
 - Ability to learn the geography of the District, location of fire hydrants, and major fire hazards.
 - Annually meet or exceed physical condition requirements and to pass an annual physical examination by the Department's contracted physician as prescribed by the National Fire Protection Association 1582 Standard.
 - Ability to remain calm and react quickly in emergencies.
 - Ability to meet and maintain Departmental requirements of health, physical, and mental condition as set up by the Fire Department.
 - Possess and maintain a Florida Class D Driver's license
 - Ability to become Pinellas County certified Emergency Medical Technician within six months.
- b. **As to Schooling, training, and experience:**
 - High School graduation, High School Equivalency Diploma, or G.E.D. Certificate. State of Florida certification as a firefighter. State of Florida certification as an Emergency Medical Technician.

Environmental Conditions

A considerable amount of time is spent working inside Station facilities. Outside work may be performed in emergency conditions which often involve extreme danger and exertion under stressful and hazardous conditions such as flames, smoke, hazardous materials, cramped conditions, charged or oxygen deficient atmospheres, downed power lines, in and among moving vehicles in varying and inclement weather.

- **Note:** Reasonable considerations will be made to accommodate qualified individuals with a disability.

203 JOB DESCRIPTION-FIREFIGHTER/PARAMEDIC

1 of 3

History: Effective: 1-2-12 Revised: 12-27-11 Original 11/00

POSITION TITLE: Firefighter/PARAMEDIC

IMMEDIATE SUPERVISOR: Lieutenant

EMPLOYMENT HOURS: Hourly Shift Work (24/48)

ACHIEVEMENT METHOD: Hired by Fire Chief

CLASS DEFINITION, IN TERMS OF:

Duties that are Characteristic as to Type and Level:

The primary responsibility within this classification is for this position is the protection of life and property. Work associated with this classification requires an understanding, ability and knowledge of firefighting, rescue techniques, fire prevention, salvage/overhaul and EMS activities Orders and directions are given by superior officers.

Job experience is learned through participation in educational classes, daily drills and on-the-job practical application. This classification may require the employee to conduct medical training activities. A substantial portion of time is spent in cleaning and maintaining of various equipment, apparatus and fire stations. The employee will be required to perform related tasks as assigned.

The employee will be required to perform routine maintenance, safety, calibrate tests of medical equipment and documents the tracking of controlled substances. Attend the designated medical training. Stay current with medical procedures and pharmaceuticals. Has working knowledge of Medical Operations Manual (MOMS). Perform general maintenance work in the upkeep of fire stations, grounds, quarters, and apparatus. Perform related tasks as assigned. Work is performed on 24 hour shifts which include holidays and weekends, and under hazardous conditions such as natural disasters and civil disorders. It is important that employee react in an expeditious manner when time is essential. Work is reviewed through observations, reports submitted and results obtained.

An employee serving in this capacity will need to have general working knowledge and have basic operational capabilities to operate fire apparatus pumps, maintain operating pressures and supply water to other fire apparatus. In addition, an individual serving in this capacity may serve as an acting Driver/Engineer after completing their initial probationary period, completion of the required Department Driver/Engineer training program, a letter of verification from their Lieutenant (immediate supervisor), an accredited 40 hour pump class and have a current EVOC class of 16 hours. An employee cannot begin the Department Driver / Engineer training program until they have completed their probationary period.

Essential Functions:

1. Read and understand from computer printout-
2. Assemble, dress and respond in protective gear within 45 seconds of alarm.
3. Prior to vehicle moving, strap on a 35 lb. breathing apparatus or strap it on at the fire scene.
4. Perform search operations by removing victims from entrapments by methods of carrying, dragging, crawling and feeling.

203 JOB DESCRIPTION-FIREFIGHTER/PARAMEDIC

2 of 3

History: Effective: 1-2-12 Revised: 12-27-11 Original 11/00

5. Determine the location of fire using sense of heat, vision and sound.
6. Lay hose lines from a hydrant to a determined location utilizing fire apparatus by connecting various diameter hose to hydrant.
7. Use a hydrant wrench to remove a cap from a fire hydrant using an average force of 35 lbs.
8. Hold/advance a hose line and direct a stream exerting up to 150 lbs. of force in open or confined areas while selecting appropriate nozzle pattern.
9. Climb or descend ladders carrying up to 50 lbs. of equipment and/or a victim requiring rescue.
10. Stop fire extension using application of hose streams and forcible entry practices (a pike pole requiring up to 75 lbs. of pulling force, gas powered chain saws or circular saws weighing 25 lbs.
11. Verbally relay fire conditions, life hazards and exposures to the officer-in-charge, understand and follow spoken orders, respond to orders given by touch and/or visual signals.
12. Examine patients and determine symptoms, administer CPR using 50-55 lbs. of force on a patient's chest, operate first aid equipment: bag valve mask, blood pressure cuff, oxygen, clean wounds and apply dressings and bandages, stop and/or control bleeding.
13. Use auto extrication equipment weighing 60 lbs. that have a potential twisting motion that can exceed 10 lbs. of force. (Weights and measurements are only approximate.)
14. Performs operational procedures as approved by the Department.
15. Adhere to local and state rules governing Advanced Life Support (ALS).

Minimum Qualification Requirement:

- a. **As to knowledge, skills, abilities, and other attributes:**
 - Ability to communicate verbally, understand, and follow oral and written instructions.
 - Ability to learn and apply a wide variety of firefighting and related procedures and skills.
 - Ability to learn the geography of the District-location of fire hydrants, and major fire hazards.
 - Annually meet or exceed physical condition requirements and the ability to pass an annual physical examination by the Department's contracted physician as prescribed by the National Fire Protection Association 1582 Standard.
 - Ability to remain calm and react quickly in emergencies.
 - Ability to meet and maintain Departmental requirements of health, physical, and mental condition as set up by the Fire Department.
 - Possess and maintain a Florida Class D Driver's license
 - Ability to become Pinellas County certified Paramedic within six months.
- b. **As to Schooling, training, and experience:**
 - High School graduation, High School Equivalency Diploma, or G.E.D. Certificate. State of Florida certification as a firefighter. State of Florida certification as a Paramedic.

203 JOB DESCRIPTION-FIREFIGHTER/PARAMEDIC

3 of 3

History: Effective: 1-2-12 Revised: 12-27-11 Original 11/00

Environmental Conditions

A considerable amount of time is spent working inside Station facilities. Outside work may be performed in emergency conditions which often involve extreme danger and exertion under stressful and hazardous conditions such as flames, smoke, hazardous materials, cramped conditions, charged or oxygen deficient atmospheres, downed power lines, in and among moving vehicles in varying and inclement weather.

Note: Reasonable considerations will be made to accommodate for qualified individuals with a disability.

204 **JOB DESCRIPTION-DRIVER/ENGINEER**

1 of -

History: Effective: 1-2-12 Revised: 12-27-11 Original 11/00

POSITION TITLE: Driver/Engineer -EMT/PM

IMMEDIATE SUPERVISOR: Lieutenant

EMPLOYMENT HOURS: Hourly Shift Work (24/48)

ACHIEVEMENT METHOD: Appointment by Fire Chief

Nature of Position

An employee in this class of work is responsible for the operation and minor maintenance of various fire apparatus and auxiliary equipment on an assigned shift. Tasks are of more than average difficulty and include training of other personnel. The exercise of reasonable initiative and independent judgment is required in determining the safest, fastest route to take to an emergency and in determining proper positioning of the apparatus at the scene. Under general supervision, employee is responsible for assessing emergencies accurately, reaching valid conclusions, and recommending course of action. Employee must have a sound working knowledge of hydraulics in order to operate pump equipment in a manner which provides proper water pressure to nozzles. Work is performed on 24 hour shifts which include holidays and weekends, and under hazardous conditions such as natural disasters and civil disorders. It is important that employee react in an expeditious manner when time is essential.

Work is reviewed through observation, reports submitted and results obtained. A substantial portion of time is spent in the cleaning and maintenance of various equipment, apparatus and fire stations. Will be required to attend and participate in daily drills and classroom instruction. Perform related tasks as assigned. Orders and directions and given by superior officers.

Duties and Responsibilities

Discuss firefighting strategy with other personnel, review area maps and other pertinent information for pre-fire planning. Prepare or revise maps identifying travel routes, available water sources and other pertinent information. Participate in building surveys to obtain information about an assigned area, particularly high life hazards.

Conduct classes in firefighting techniques, fire hydraulics and related subjects. Study instructional material to prepare for teaching. Study training material to improve job knowledge and prepare for promotional exams. Participate in CPR classes to keep up to date on techniques. Respond to alarms following set procedures to verify addresses, check position of crew, turn on lights and sirens; select appropriate route to location, drive apparatus using necessary safety precautions and park apparatus at the best location to insure availability.

204 JOB DESCRIPTION-DRIVER/ENGINEER

1 of 3

History: Effective: 1-2-12 Revised: 12-27-11 Original 11/00

Set up special equipment such as lights and generators as required, select appropriate equipment to effectively combat fires, hydrants to provide water supply, operate apparatus water pumps, monitoring gauges and adjusting levers as necessary to provide adequate water supply at the proper pressures, lay lines as directed and operates nozzles, use special equipment as required, position ladders, including the operation equipment, participate in salvage and clean up operations and perform ventilation duties as needed. Extricate victims from automobiles using special tools as necessary. Perform related work as required.

In addition, an individual serving in this capacity may serve as an acting Lieutenant after completing their initial probationary period, completion of the required Department Lieutenant training program, and obtaining a Florida State Fire Officer 1 certification. An employee cannot begin the Department Lieutenant training program until they have completed their probationary period.

Must maintain current levels of EMT or Paramedic certifications.

Minimum Required Qualifications

a. As to Knowledge, skills, abilities and other attributes:

Certified, in writing, by his/her Lt. to have demonstrated proficiency in the following areas:

- Knowledge of first due area (one square mile from each station).
- Apparatus operation.
- Equipment use, location.
- Annually meet or exceed physical condition requirement and the ability to pass an annual physical examination by the Department's contracted physician as prescribed by the National Fire Protection Association 1582 Standard.
- Possess and maintain a Florida Class D Driver's license with
- Drive fire department vehicles in both emergency and non-emergency modes.
- Apparatus placement.
- Hazard recognition.
- Reasonable initiative & independent judgment.
- Able to react in an expeditious and accurate manner when necessary.

b. As to schooling, training, and experience:

- High school graduation, high school equivalency diploma, or G.E.D. Certificate.
- State of Florida certification as a firefighter.
- State of Florida Certification as an Emergency Medical Technician or Paramedic.
- Have two years of experience as Firefighter with East Lake Tarpon Special Fire Control District
- Possession of a certified 40 hour pump class or a Florida Fire Apparatus Pump Operator Certification
- Possession of a current 16 hour EVOC class.

204 JOB DESCRIPTION-DRIVER/ENGINEER

2 of 3

History: Effective: 1-2-12 Revised: 12-27-11 Original 11/00

Additional Desired Qualifications

- Considerable knowledge of firefighting equipment and its uses.
- Considerable knowledge of firefighting and search and rescue techniques.
- Considerable knowledge of firefighting terminology.
- Considerable knowledge of the characteristics of fire.

- Working knowledge of the application of hydraulics principles and theories of firefighting operations.
- Working knowledge of effective communications techniques.
- Ability to perform work requiring considerable physical exertion under hazardous conditions.
- Ability to assess situations accurately, reach valid conclusions and take appropriate action.
- Ability to anticipate possible hazards and recommend a work plan.
- Ability to train others, as required.
- Florida State Fire Officer 1 Certification.

Essential Functions:

1. Read and understand from computer printout
2. Drive fire Department vehicles
3. Assemble, dress and respond in protective gear within 45 seconds of alarm
4. Prior to vehicle moving, strap on a 35 lb. breathing apparatus or strap it on at the fire scene.
5. Perform search operations by removing victims from entrapments by methods of carrying, dragging, crawling and feeling.
6. Determine the location of fire using sense of heat, vision and sound.
7. Lay hose lines from a hydrant to a determined location utilizing fire apparatus by connecting various diameter hose to hydrant.
8. Use a hydrant wrench to remove a cap from a fire hydrant using an average force of 35 lbs.
9. Hold/advance a hose line and direct a stream exerting up to 150 lbs. of force in open or confined areas while selecting appropriate nozzle pattern.
10. Climb or descend ladders carrying up to 50 lbs. of equipment and/or a victim requiring rescue.
11. Stop fire extension using application of hose streams and forcible entry practices (a pike pole requiring up to 75 lbs. of pulling force, gas powered chain saws or circular saws weighing 25 lbs.
12. Verbally relay fire conditions, life hazards and exposures to the officer-in-charge, understand and follow spoken orders, respond to orders given by touch and/or visual signals.
13. Examine patients and determine symptoms, administer CPR using 50-55 lbs. of force on a patient's chest, operate first aid equipment: bag valve mask, blood pressure cuff, oxygen, clean wounds and apply dressings and bandages, stop and/or control bleeding.
14. Use auto extrication equipment weighing 60 lbs. that have a potential twisting motion that can exceed 10 lbs. of force. (Weights and measurements are only approximate.)
15. Performs operational procedures as approved by the Department.

204 JOB DESCRIPTION-DRIVER/ENGINEER

3 of 3

History: Effective: 1-2-12 Revised: 12-27-11 Original 11/00

16. Adhere to local and state rules governing Advanced Life Support (ALS).

Environmental Conditions

A considerable amount of time is spent working inside Station facilities. Outside work may be performed in emergency conditions which often involve extreme danger and exertion under stressful and hazardous conditions such as flames, smoke, hazardous materials, cramped conditions, charged or oxygen deficient atmospheres, downed power lines, in and among moving vehicles in varying and inclement weather.

Note: Reasonable considerations will be made to accommodate for qualified individuals with a disability.

205 JOB DESCRIPTION-LIEUTENANT/EMT

1 of 3

History: Effective: 1-2-12 Revised: 12-27-11

Original 11/00

POSITION TITLE: Lieutenant/EMT

IMMEDIATE SUPERVISOR: District Chief

EMPLOYMENT HOURS: Hourly Shift Work (24/48)

ACHIEVEMENT METHOD: Appointed by Fire Chief

CLASS DEFINITION, IN TERMS OF:

Duties that are Characteristic as to Type and Level:

Duties involve responsibility for the supervision and direction of firefighters engaged in Fire and EMS Services; oversee their appearance, conduct, discipline and morale. Work is performed in accordance with Departmental rules, regulations, and under the general supervision of the superior officer. Work associated with this job classification requires an understanding of firefighting, rescue, fire prevention, salvage/overhaul and emergency medical service knowledge learned through classes, daily drills and experience. A substantial portion of time is spent in cleaning and maintenance of various equipment, apparatus and fire stations. Sometimes conduct medical training. Perform routine maintenance, safety, and calibration tests of medical equipment and documents such as tracking controlled substances. Attend the designated medical training. Stay current with medical procedures and pharmaceuticals. Has working knowledge of Medical Operations Manual (MOMS). Perform general maintenance work in the upkeep of fire stations, grounds, quarters, and apparatus. Perform related tasks as assigned. Work is performed on 24 hour shifts which include holidays and weekends, and under hazardous conditions such as natural disasters and civil disorders. It is important that employee react in an expeditious manner when time is essential. Work is reviewed through observations, reports submitted and results obtained.

An individual serving in this capacity will have general working knowledge and have basic operational capabilities to operate fire apparatus pumps, maintain operating pressures and supply water to other fire apparatus. In addition, an individual serving in this capacity may serve as an apparatus driver/operator with the required training as identified in the Driver Engineer job description.

In addition, an individual serving in this capacity may serve as an acting District Chief after completing their initial probationary period and the completion of the required Department District Chief training program. An employee cannot begin the Department District Chief training program until they have completed their probationary period.

205 JOB DESCRIPTION-LIEUTENANT/EMT

2 of 3

History: Effective: 1-2-12

Revised: 12-27-11

Original 11/00

Typical Tasks or Assignments:

Supervise firefighters on assigned shifts. Hold roll call, inspect firefighters, schedule and supervise routine shift duties in the care and maintenance of stations, grounds, apparatus, and equipment. Instruct firefighters in the performance of their duties. Respond with a fire company to alarms; evaluate situations, direct placement and operation of apparatus, equipment and direct firefighters in effective methods and techniques of combating and extinguishing fires. Recommend necessary action to adjust grievances of firefighters. Recommend appropriate disciplinary action. Prepare daily and monthly reports. Perform related tasks as assigned.

Essential Functions:

1. Read and understand from computer printout
2. Drive fire Department vehicles
3. Assemble, dress and respond in protective gear within 45 seconds of alarm
4. Prior to vehicle moving, strap on a 35 lb. breathing apparatus or strap it on at the fire scene.
5. Perform search operations by removing victims from entrapments by methods of carrying, dragging, crawling and feeling.
6. Determine the location of fire using sense of heat, vision and sound.
7. Lay hose lines from a hydrant to a determined location utilizing fire apparatus by connecting various diameter hose to hydrant.
8. Use a hydrant wrench to remove a cap from a fire hydrant using an average force of 35 lbs.
9. Hold/advance a hose line and direct a stream exerting up to 150 lbs. of force in open or confined areas while selecting appropriate nozzle pattern.
10. Climb or descend ladders carrying up to 50 lbs. of equipment and/or a victim requiring rescue.
11. Stop fire extension using application of hose streams; and forcible entry practices (a pike pole requiring up to 75 lbs. of pulling force, gas powered chain saws or circular saws weighing 25 lbs.
12. Verbally relay fire conditions, life hazards and exposures to the officer-in-charge, understand and follow spoken orders, respond to orders given by touch and/or visual signals.
13. Examine patients and determine symptoms, administer CPR using 50-55 lbs. of force on a patient's chest, operate first aid equipment: bag valve mask, blood pressure cuff, oxygen, clean wounds and apply dressings and bandages, stop and/or control bleeding.
14. Use auto extrication equipment weighing 60 lbs. that have a potential twisting motion that can exceed 10 lbs. of force. (Weights and measurements are only approximate.)
15. Performs operational procedures as approved by the Department.
16. Adhere to local and state rules governing Advanced Life Support (ALS).

Minimum Qualification Requirements:

a. As to knowledge, skills, abilities, and other attributes:

- Considerable knowledge of Department policies, rules, and regulations.
- Considerable knowledge of firefighting, EMT and rescue methods, tactics, and procedures.

205 JOB DESCRIPTION-LIEUTENANT/EMT

3 of 3

History: Effective: 1-2-12

Revised: 12-27-11

Original 11/00

- Considerable knowledge of the care, operation, and maintenance of fire apparatus and equipment.
- Considerable knowledge of the lay-out of the District, of the water distribution, and fire hydrant systems, and of local fire hazards.
- Annually meet or exceed physical condition requirement and the ability to pass an annual physical examination by the Department's contracted physician as prescribed by the National Fire Protection Association 1582 Standard.
- Considerable knowledge of the principles and theories of hydraulics.
- Knowledge of supervisory principles and practices and of personnel administrations.
- Possess and maintain a Florida Class D Driver's license
- Ability to establish and maintain effective working relationships with subordinate and superior fire personnel.
- Ability to plan, assign, supervise, evaluate, and direct the work of firefighters.

b. As to Schooling, training, and experience:

- High School graduation, High School Equivalency Diploma, or G.E.D. Certificate. State of Florida certification as a firefighter. State of Florida certification as an Emergency Medical Technician. Instructor requirements and certifications as needed by the Department.
- Possess State of Florida Fire Officer I Certification.
- Two years of experience as a Driver Engineer with East Lake Tarpon Special Fire Control District

Additional Desired Qualifications

- State of Florida Fire Inspector Certification
- Prefer Associate's degree or completion of two years in an accredited Bachelor's Degree program.

Environmental Conditions

A considerable amount of time is spent working inside Station facilities. Outside work may be performed in emergency conditions which often involve extreme danger and exertion under stressful and hazardous conditions such as flames, smoke, hazardous materials, cramped conditions, charged or oxygen deficient atmospheres, downed power lines, in and among moving vehicles in varying and inclement weather.

Note: Reasonable considerations will be made to accommodate for qualified individuals with a disability.

206 JOB DESCRIPTION-LIEUTENANT/PM

1 of 3

History: Effective: 1-2-12 Revised: 12-27-11

Original 11/00

POSITION TITLE: Lieutenant/PM

IMMEDIATE SUPERVISOR: District Chief

EMPLOYMENT HOURS: Hourly Shift Work (24/48)

ACHIEVEMENT METHOD: Appointed by Fire Chief

CLASS DEFINITION, IN TERMS OF:

Duties that are Characteristic as to Type and Level:

Duties involves responsibility for the supervision and direction of firefighters engaged in Fire and EMS services; oversee their appearance, conduct, discipline and morale. Work is performed in accordance with Departmental rules, regulations, and under the general supervision of the superior officer. Work associated with this job classification requires an understanding of firefighting, rescue, fire prevention, salvage/overhaul and emergency medical service knowledge learned through classes, daily drills, and experience. A substantial portion of time is spent in cleaning and maintenance of various equipment, apparatus and fire stations. Attend and participate in daily drills and classroom instruction sessions. Sometimes conduct medical training. Perform routine maintenance, safety, and calibration tests of medical equipment and documents such as tracking controlled substances. Attend the designated medical training. Stay current with medical procedures and pharmaceuticals. Has working knowledge of Medical Operations Manual (MOMS). Perform general maintenance work in the upkeep of fire stations, grounds, quarters, and apparatus. Perform related tasks as assigned. Work is performed on 24 hour shifts which include holidays and weekends, and under hazardous conditions such as natural disasters and civil disorders. It is important that employee react in an expeditious manner when time is essential. Work is reviewed through observations, reports submitted and results obtained.

An individual serving in this capacity will have general working knowledge and have basic operational capabilities to operate fire apparatus pumps, maintain operating pressures and supply water to other fire apparatus. In addition, an individual serving in this capacity may serve as an apparatus driver/operator with the required training and a current EVOC.

In addition, an individual serving in this capacity may serve as an acting District Chief after completing their initial probationary period and the completion of the required Department District Chief training program. An employee cannot begin the Department District Chief training program until they have completed their probationary period.

Typical Tasks or Assignments:

Supervise firefighters, paramedics, and EMTs on assigned shifts. Hold roll call, inspect firefighters, schedule and supervise routine shift duties in the care and maintenance of a station, grounds, apparatus and equipment. Instruct firefighters and paramedics in the performance of their duties. Respond with a company to alarms, evaluate situations, direct placement and operation of apparatus, equipment and direct

206 JOB DESCRIPTION-LIEUTENANT/PM

2 of 3

History: Effective: 1-2-12

Revised: 12-27-11

Original 11/00

firefighters in effective methods and techniques of combating and extinguishing fires. Recommend necessary action to adjust grievances of firefighters. Recommend appropriate disciplinary action. Prepare daily and monthly reports. Perform related tasks as assigned.

Essential Functions:

1. Read and understand from computer printout
2. Drive fire Department vehicles
3. Assemble, dress and respond in protective gear within 45 seconds of alarm
4. Prior to vehicle moving, strap on a 35 lb. breathing apparatus or strap it on at the fire scene.
5. Perform search operations by removing victims from entrapments by methods of carrying, dragging, crawling and feeling.
6. Determine the location of fire using sense of heat, vision and sound.
7. Lay hose lines from a hydrant to a determined location utilizing fire apparatus by connecting various diameter hose to hydrant.
8. Use a hydrant wrench to remove a cap from a fire hydrant using an average force of 35 lbs.
9. Hold/advance a hose line and direct a stream exerting up to 150 lbs. of force in open or confined areas while selecting appropriate nozzle pattern.
10. Climb or descend ladders carrying up to 50 lbs. of equipment and/or a victim requiring rescue.
11. Stop fire extension using application of hose streams and forcible entry practices (a pike pole requiring up to 75 lbs. of pulling force, gas powered chain saws or circular saws weighing 25 lbs.
12. Verbally relay fire conditions, life hazards and exposures to the officer-in-charge, understand and follow spoken orders, respond to orders given by touch and/or visual signals.
13. Examine patients and determine symptoms, administer CPR using 50-55 lbs. of force on a patient's chest, operate first aid equipment: bag valve mask, blood pressure cuff, oxygen, clean wounds and apply dressings and bandages, stop and/or control bleeding.
14. Use auto extrication equipment weighing 60 lbs. that have a potential twisting motion that can exceed 10 lbs. of force. (Weights and measurements are only approximate.)
15. Performs operational procedures as approved by the Department.
16. Adhere to local and state rules governing Advanced Life Support (ALS).

Minimum Qualification Requirements:

- a. **As to knowledge, skills, abilities, and other attributes:**
 - Considerable knowledge of Department policies, rules, and regulations.
 - Considerable knowledge of firefighting, EMT and rescue methods, tactics, and procedures.
 - Considerable knowledge of the care, operation, and maintenance of fire apparatus and equipment.
 - Considerable knowledge of the lay-out of the District, of the water distribution, and fire hydrant systems, and of local fire hazards.

206 JOB DESCRIPTION-LIEUTENANT/PM

3 of 3

History: Effective: 1-2-12 Revised: 12-27-11

Original 11/00

- Annually meet or exceed physical condition requirement and the ability to pass an annual physical examination by the Department's contracted physician as prescribed by the National Fire Protection Association 1582 Standard.
- Considerable knowledge of the principles and theories of hydraulics.
- Knowledge of supervisory principles and practices and of personnel administrations.
- Possess and maintain a Florida Class D Driver's License

- Ability to establish and maintain effective working relationships with subordinate and superior fire personnel.
- Ability to plan, assign, supervise, evaluate, and direct the work of firefighters.

b. As to Schooling, training, and experience:

- High School graduation, High School Equivalence Diploma, or G.E.D. Certificate. State of Florida certification as a firefighter. State of Florida and Pinellas County Paramedic certifications, instructor requirements and certifications as needed by the Department.
- Two years of experience as a Driver Engineer with East Lake Tarpon Special Fire Control District
- Possess State of Florida fire Officer I Certification.

Additional Desired Qualifications

- State of Florida Fire Inspector Certification.
- Prefer Associate's degree or completion of two years in an accredited Bachelor's Degree program.

Environmental Conditions

A considerable amount of time is spent working inside Station facilities. Outside work may be performed in emergency conditions which often involve extreme danger and exertion under stressful and hazardous conditions such as flames, smoke, hazardous materials, cramped conditions, charged or oxygen deficient atmospheres, downed power lines, in and among moving vehicles in varying and inclement weather.

Note: Reasonable considerations will be made to accommodate for qualified individuals with a disability.

207 **JOB DESCRIPTION-DISTRICT CHIEF**

1 of 4

History: Effective: 8-5-11 Revised: 7-26-11 Original 11/00

POSITION TITLE: District Chief

IMMEDIATE SUPERVISOR: Fire Chief

EMPLOYMENT HOURS: Variable Hours (Administrative Exemption FSLA)

**ACHIEVEMENT METHOD: Appointed by Fire Chief along with advice and consent
of the Board of Commissioners**

CLASS DEFINITION, IN TERMS OF:

Duties that are Characteristic as to Type and Level:

Work is performed under the direction of the Fire Chief or designee.

This is a mid-level manager position responsible for technical, supervisory and administrative work. This employee participates in the development, implementation and application of Departmental rules, regulations and standard operating procedures. Responds to emergency scenes, directs fire suppression, evacuation and rescue activities. Performs other specific administrative responsibilities as assigned by the Fire Chief.

It is important that the employee react in an expeditious manner when time is essential.

Tasks include personnel management, discipline, administration, responding to grievances, conducting investigations of misconduct and similar allegations. Duties are performed in accordance with the general policies of the Department involving considerable responsibility for making decisions and exercising independent judgment.

Additional duties include coordinating and directing firefighting activities, EMS and rescue activities under hazardous conditions such as natural disasters and civil disorders utilizing an Incident Command structure

An individual serving in this capacity will have general working knowledge and have basic operational capabilities to operate fire apparatus pumps, maintain operating pressures and supply water to other fire apparatus. In addition, an individual serving in this capacity may serve as an apparatus driver/operator with the proper training and a current EVOC.

Typical Tasks or Assignments

Manage emergency and associated district operations. Facilitate coordination of activities among stations in assigned district. Promote teamwork and communication among personnel. Empower, develop, and manage personnel. Direct and control activities including timesheets, attendance and discipline for all personnel. Coordinate uniformity of operations among District stations and other Departments and agencies. Ensure upward, downward and lateral communications. Maintain and operate facilities to

207 JOB DESCRIPTION-DISTRICT CHIEF

2 of 4

History: Effective: 8-5-11 Revised: 7-26-11 Original 11/00

assure operational readiness and quality of work life. Promote a positive image of the Department both internally and externally. Promote innovation, improvement and employee development to achieve the goals and objectives of the Department. Coordinate special team functions as assigned and assist in budget input.

In the absence of the Fire Chief or designee, plan, coordinate, and direct the Command Staff meetings and Departmental Management Staff meetings; attend and participate in other meetings as necessary and/or as directed by the Fire Chief.

Perform specified tasks as assigned and fire suppression duties. An individual serving in the District Chief position may be assigned additional duties.

Essential Functions:

1. Read and understand from computer printout
2. Drive fire Department vehicles
3. Assemble, dress and respond in protective gear within 45 seconds of alarm
4. Prior to vehicle moving, strap on a 35 lb. breathing apparatus or strap it on at the fire scene.
5. Perform search operations by removing victims from entrapments by methods of carrying, dragging, crawling and feeling.
6. Determine the location of fire using sense of heat, vision and sound.
7. Lay hose lines from a hydrant to a determined location utilizing fire apparatus by connecting various diameter hose to hydrant.
8. Use a hydrant wrench to remove a cap from a fire hydrant using an average force of 35 lbs.
9. Hold/advance a hose line and direct a stream exerting up to 150 lbs. of force in open or confined areas while selecting appropriate nozzle pattern.
10. Climb or descend ladders carrying up to 50 lbs. of equipment and/or a victim requiring rescue.
11. Stop fire extension using application of hose streams and forcible entry practices (a pike pole requiring up to 75 lbs. of pulling force, gas powered chain saws or circular saws weighing 25 lbs.
12. Verbally relay fire conditions, life hazards and exposures to the officer-in-charge, understand and follow spoken orders, respond to orders given by touch and/or visual signals.
13. Examine patients and determine symptoms, administer CPR using 50-55 lbs. of force on a patient's chest, operate first aid equipment: bag valve mask, blood pressure cuff, oxygen, clean wounds and apply dressings and bandages, stop and/or control bleeding.
14. Use auto extrication equipment weighing 60 lbs. that have a potential twisting motion that can exceed 10 lbs. of force. (Weights and measurements are only approximate.)
15. Performs operational procedures as approved by the Department.
16. Adhere to local and state rules governing Advanced Life Support (ALS).

207 **JOB DESCRIPTION-DISTRICT CHIEF**

3 of 4

History: Effective: 8-5-11 Revised: 7-26-11 Original 11/00

Additional Duties:

Each District Chief has a unique set of additional duties in which they are responsible. These duties include:

1. Support Services – Responsible for building and apparatus maintenance and repair
2. EMS Coordinator – Responsible for EMS training, county and state record keeping and compliance, license and certification renewals, remediation, and other ancillary EMS functions.
3. Communications- Tracking, maintenance and repair of communications equipment (pagers, portable radios, and mobile radios).

Minimum Qualification Requirements:

a. As to knowledge, skills, abilities, and other attributes:

- Thorough knowledge of Department policies, rules, and regulations.
- Thorough knowledge of emergency management methods, principles, practices, procedures, and techniques.
- Thorough knowledge of modern firefighting, Incident Command, E. O. C., E. M. S., and rescue apparatus and equipment.
- Considerable knowledge of emergency medical procedures, fire prevention methods and procedures, management practices and personnel administration.
- Considerable knowledge of the layout of the district, water distribution, fire hydrant systems, and local fire hazards. Annually meet or exceed physical condition requirement and the ability to pass an annual physical examination by the Department’s contracted physician as prescribed by the National Fire Protection Association 1582 Standard.
- Ability to command, supervise, evaluate, and instruct subordinates in firefighting, emergency medical incidents, and related emergency management activities.
- Ability to develop and maintain effective working relationships with employees, elected officials, and the general public, and to deal with public relations effectively, courteously, and tactfully.
- Possess and maintain a Florida Class D license with an “E” endorsement..

b. As to Schooling, training, and experience:

- Prefer Associate’s degree or completion of two years in an accredited Bachelor’s Degree program (the degree will be a mandatory requirement for candidates as of 01/01/01). Possession of a valid State of Florida Firefighter, EMT or Paramedic Certification. Possession of State of Florida Fire Officer I Certification. Two years experience as a Fire Lieutenant with East Lake Tarpon Special Fire Control District.

Additional Desired Qualifications

- State of Florida Fire Inspector Certification.

207 JOB DESCRIPTION-DISTRICT CHIEF

4 of 4

History: Effective: 8-5-11 Revised: 7-26-11 Original 11/00

Environmental Conditions

A considerable amount of time is spent working inside Station facilities. Outside work may be performed in emergency conditions which often involve extreme danger and exertion under stressful and hazardous conditions such as flames, smoke, hazardous materials, cramped conditions, charged or oxygen deficient atmospheres, downed power lines, in and among moving vehicles in varying and inclement weather.

Note: Reasonable considerations will be made to accommodate for qualified individuals with a disability.

208 JOB DESCRIPTION-ASSISTANT CHIEF

1 of 3

History: Effective: 8-5-11

Revised:

Original: 7-26-11

POSITION TITLE: Assistant Chief

IMMEDIATE SUPERVISOR: Fire Chief

EMPLOYMENT HOURS: 40 Hours

POSITION STATUS: EXEMPT

**ACHIEVEMENT METHOD: Appointed by the Fire Chief along with
advice and consent of the Board of Commissioners**

General Description:

Reports to and is under the direction of the Fire Chief. Assists with the administration of the Fire Department ensuring the provision of quality emergency planning and services in order to protect the lives and property of those in need of assistance.

Performs related administrative work as required.

The Assistant Chief is second in command. In the absence of the Fire Chief, the Assistant Chief assumes all responsibilities and authority of the Fire Chief position.

Responds and assists with the management of emergencies/incidents.

Responsibilities and Job Functions:

Task and project oriented. Oversees special projects within the Department.

Assists in collective bargaining as a management representative.

Participates in employee training. Ensures employees are trained to Florida Bureau of Fire Standards, OSHA and NFPA Standards and Regulations.

Maintains, on behalf of the Department, a professional and cooperative working relationship with other fire and emergency medical service groups and associations.

Participates in seminars, conferences and training courses; keeps abreast of technological advances related to firefighting/EMS activities, as well as personnel administration, laws and regulations.

May represent the Department at Municipal, County and State meeting in areas of training and other management subjects as determined by the Fire Chief.

208 JOB DESCRIPTION-ASSISTANT CHIEF

2 of 3

History: Effective: 8-5-11 Revised: Original: 7-26-11

Attends and participates in staff meetings; attends and participates in other Department meetings and special committee meetings as needed.

May be assigned by the Fire Chief special projects for coordination, research and development and/or implementation.

May respond to any emergency situation for purposes of observing and evaluating the effectiveness, proficiency and efficiency of Department Personnel.

Prepares specifications needed for the appropriation and subsequent purchase of supplies, equipment and vehicles.

Ability to manage and motivate assigned personnel to maximize the efficiency and effectiveness of the delivery of all services by the Department and to promote team unity.

Demonstrates thorough knowledge and adheres to all Department Policies and Procedures.

Strives to maximize effective communications between assigned personnel, Administration, other employees throughout the Department and the general public as necessitated by the position.

Assist the Fire Chief with labor negotiations and relations, serves as a member of the Departments labor/management relations team and negotiation team.

Assists, along with other staff members, in the formulation of the annual budget.

Serves as a member of command team or staff at major incidents.

Performs independent research for recommending changes in Standard Operating Procedures.

Monitors compliance, with Department of Labor Safety Rules and applicable standards such as NFPA 1500.

May present reports, both orally and in writing, to the Board of Fire commissioners.

Minimum Qualification Requirements:

Education and Certification:

Bachelor's Degree in Public Administration, Business, Fire Science, Executive Fire Officer (NFA) or a related field.

208 JOB DESCRIPTION-ASSISTANT CHIEF

3 of 3

History: Effective: 8-5-11 Revised: Original: 7-26-11

Florida State Minimum Standards certificate as a Firefighter as authorized by Florida State Statute 633.

Florida State Fire Officer I certification.

Florida State EMT/Paramedic certification (Paramedic certification preferred).

Shall have and maintain a valid State of Florida driver license.

Must be bondable.

Knowledge, Skills and Abilities:

Minimum of 15 years' experience in the fire service with at least 5 years in a supervisory position.

Effective written and oral communication skills.

Physical Requirements:

Must meet the physical requirements of NFPA 1582.

Note: Reasonable considerations will be made to accommodate for qualified individuals with a disability.

208A JOB DESCRIPTION-FIRE MARSHAL (Division Chief)

Page 1 of 4

History: Effective: 8-5-11

Revised:

Original: 7-26-11

Position Title: FIRE MARSHAL (Division Chief)

Immediate Supervisor: Fire Chief

Employment Hours: Variable

**Achievement Method: Appointed by the Fire Chief along with advice and consent
of the Board of Commissioners**

Class Definition, In Terms of:

Duties that are Characteristic as to Type and Level:

This position is responsible for directing and coordinating the activities of the Fire Prevention Division. The individual will also be responsible to respond to emergency scenes, as needed or is determined to be necessary by individual assigned to the position. This employee participates in the development, implementation and application of departmental rules, regulations and standard operating procedures; directs fire suppression, evacuation and rescue activities. Tasks are of more than average difficulty and include such personnel management tasks as discipline, administration, investigation of misconduct and similar allegation.

Duties are performed in accordance with the established general policies of the department. Work involves the application of technical and managerial skills in directing and coordinating the activities of the department's Fire Prevention Operations. The position allows the individual to direct and coordinate department Fire Prevention and fire operations activities with wide latitude for independent judgment and initiative. The individual shall work within the framework of established policies and procedures, to include additional roles and responsibilities as assigned and directed by the Fire Chief.

Typical Tasks and Assignments

Oversee Fire Prevention Operations while facilitating the coordination of activities between the District and the rank and file. Resolve conflicts among personnel within the chain of command structure. Promote teamwork and communication throughout the departmental organizational structure. Empower, develop and manage personnel. Ensure upward, downward and lateral communication. Assist with the annual budget and operate within that budget. Promote a positive image of the department, both internally and externally. Cultivate innovation, improvement and employee development to achieve the mission of the department. Resolve service issues and complaints. Coordinate special events. Assure compliance with all statutory requirements and contract issues for the department.

Essential Functions:

- Read and understand from computer printout
- Drive fire Department vehicles
- Prior to vehicle moving, strap on a 35 lb. breathing apparatus or strap it on at the fire scene.

208A JOB DESCRIPTION-FIRE MARSHAL (Division Chief)

Page 2 of 4

History: Effective: 8-5-11

Revised:

Original: 7-26-11

- Perform search operations by removing victims from entrapments by methods of carrying, dragging, crawling and feeling.
- Determine the location of fire using sense of heat, vision and sound.
- Lay hose lines from a hydrant to a determined location utilizing fire apparatus by connecting various diameter hose to hydrant.
- Use a hydrant wrench to remove a cap from a fire hydrant using an average force of 35 lbs.
- Hold/advance a hose line and direct a stream exerting up to 150 lbs. of force in open or confined areas while selecting appropriate nozzle pattern.
- Climb or descend ladders carrying up to 50 lbs. of equipment and/or a victim requiring rescue.
- Stop fire extension using application of hose streams, and forcible entry practices (a pike pole requiring up to 75 lbs. of pulling force, gas powered chain saws or circular saws weighing 25 lbs.
- Verbally relay fire conditions, life hazards and exposures to the officer-in-charge, understand and follow spoken orders, respond to orders given by touch and/or visual signals.
- Examine patients and determine symptoms, administer CPR using 50-55 lbs. of force on a patient's chest, operate first aid equipment: bag valve mask, blood pressure cuff, oxygen, clean wounds and apply dressings and bandages, stop and/or control bleeding.
- Use auto extrication equipment weighing 60 lbs. that have a potential twisting motion that can exceed 10 lbs. of force. (Weights and measurements are only approximate.)
- Performs operational procedures as approved by the Department.
- Adhere to local and state rules governing Advanced Life Support (ALS).

A. Specific Essential Functions of the Fire Prevention Division Include:

- Responsible for the supervision, scheduling, coordination, development and participation of the departmental Fire Prevention programs.
- Assists with the pre-employment process and participates in the orientation of new employees.
- Maintains all Fire Prevention training related records and reports as required by State law.
- Maintains an accurate log of departmental research materials including to but not limited to: books, periodicals, CD's and DvD's.
- Responsible for the care, maintenance and control of Fire Prevention training equipment.
- Conducts training classes for departmental members. May teach classes to outside agencies at the discretion of the Chief.
- Develops and implements ways to measure effectiveness of the applied training through written, oral and practical application.
- Responsible for the review of all Fire Prevention training reports for thoroughness and accuracy to assure that the proper Departmental and Pinellas county protocols are followed.
- Maintains Departmental/Divisional files for Fire Prevention reports and records.
- Responsible for the destruction of Fire Prevention reports as required by law.

208A JOB DESCRIPTION-FIRE MARSHAL (Division Chief)

Page 3 of 4

History: Effective: 8-5-11

Revised:

Original: 7-26-11

- Responsible to retrieve, review, advertise and process all in and out going correspondences from the FF/EMT/paramedics regarding Fire Prevention equipment repairs, supplies and operational concerns.
- Responsible for the requisition, distribution and inventory of supplies and equipment pertaining to the Fire Prevention operations.
- Participates in seminars, conferences, training courses and keeps abreast of technological advances related to Fire Prevention /firefighting activities.
- Monitors trends, laws and rules as they apply to Fire Prevention.
- Performs periodic inspections of all stations for proper Fire Prevention storage and biomedical waste control procedures.
- Assist the Safety Officer with the assistance of other Chief Officers monitoring the compliance with State safety rules and applicable standards such as NFPA 1521: Florida State and Federal Statues and laws.
- Assume administrative roles as assigned by the Fire Chief.

Minimum Qualification Requirements

As to knowledge, skills, abilities and other attributes:

- Through knowledge of the principles and practices of firefighting and Fire Prevention Codes and Standards.
- Considerable knowledge of departmental rules, regulations, standard operating procedures and policies.
- Ability to direct firefighting of a broad scope and complexity.
- Ability to prepare and maintain record, conduct analysis and write reports.
- Ability to develop and maintain effective working relationships with employees, County officials, general public and to deal effectively with public relations courteously and tactfully.
- Be in good physical condition and have the ability to pass a physical examination by the department's contracted physician as prescribed by the National Fire Protection Association Standard 1581.
- Possess and maintain a Florida Class D Driver's license with "E" endorsement.

As to schooling, training and experience:

- Possession of a Bachelor's Degree from a certified educational institution.
- Possession of a valid State of Florida Firefighter Certification.
- Have five years experience as a Lieutenant or above.
- Possession of a State of Florida Fire Officer 1 Certificate or higher.
- Possession of valid State of Florida EMT Certification.
- Possession of a State Fire Inspector Certification.

208A JOB DESCRIPTION-FIRE MARSHAL (Division Chief)

Page 4 of 4

History: Effective: 8-5-11

Revised:

Original: 7-26-11

Additional Desired Qualifications:

- Executive Fire Officer Certification from the National Fire Academy
- State of Florida Certified Instructor
- Possession of a valid State of Florida and Pinellas County Paramedic Certification
- State of Florida Fire Investigator preferred.

Environmental Conditions:

A considerable amount of time is spent working inside Station facilities. Outside work may be performed in emergency conditions which often involve extreme danger and exertion under stressful and hazardous conditions such as flames, smoke, hazardous materials, cramped conditions, charged or oxygen deficient atmospheres, downed power lines, in and among moving vehicles in varying and inclement weather.

Note: Reasonable considerations will be made to accommodate for qualified individuals with a disability.

209 JOB DESCRIPTION-FIRE CHIEF

1 of 2

History: Effective: 9-2-11 Revised: 8-23-11

Original 11/00

POSITION TITLE: Fire Chief

IMMEDIATE SUPERVISOR: East Lake Board of Fire Commissioners

EMPLOYMENT HOURS: 40 Hours

POSITION STATUS: Exempt

ACHIEVEMENT METHOD: Appointed by East Lake Board of Fire Commissioners

General Description

The position of Fire Chief is an administrative, management and technical position directing and controlling all operational components of the Department under the authority of the Board of Commissioners and within the scope of the established budget. The Fire Chief will perform all duties in accordance with applicable laws and existing Department policies and procedures.

Essential Job Functions

Plan organize and direct fire and rescue operations in accordance with NFPA standards, Pinellas County 600 series and Medical Operations Manual.

Provide overall leadership to the Department by maintaining effective communication within the Department hierarchy, encouraging feedback and promoting the Department vision through effective, quantifiable, goal oriented strategic planning.

Promote a team oriented environment which encourages the participation and professional growth of its members through continuing education programs, succession planning, and results oriented feedback and interaction conduits.

Assign projects, direct and supervise duties of the staff maximizing employees' skills, knowledge and abilities; oversee promotions and discipline

Work with staff to set and accomplish goals in the areas of training, maintenance, codes and code enforcement, management, public education, fire investigation and communications.

Periodically evaluate the effectiveness of Department services and take action as required for program enhancement or modification.

Develop and oversee the implementation of long and short range strategic planning for facilities, equipment and personnel requirements.

209 JOB DESCRIPTION-FIRE CHIEF

2 of 2

History: Effective: 9-2-11 Revised: 8-23-11

Original 11/00

Receive, review and evaluate reports from subordinate personnel regarding Department activities

Receive and respond to inquiries and complaints from the public; notify and issue statements to the media regarding emergencies and Department programs.

Prepare the annual department budget for submittal to and approval by the Board of Commissioners and recommend the millage rate. Control Department expenditures

Administer labor agreements and serve as the Department's facilitator in negotiations

Minimum Requirements

a. Education and Certification

Bachelor's degree in Public Administration, Business, Fire Science, Executive Fire Officer (NFA) or a related field.

Florida State Minimum Standards Certificate as a Firefighter as authorized by F.S.S. 633

Florida State Fire Officer I certification

Florida State EMT/Paramedic certification (Paramedic certification preferred).

Have and maintain a valid State of Florida drivers' license

Must be bondable

b. Knowledge, Skills and Abilities

Minimum of 15 years' experience in the Fire Service with at least 5 years in a supervisory position.

Effective written and oral communication skills

Physical requirements

Must meet the physical requirements of NFPA 1582.

210 JOB DESCRIPTION-FINANCIAL ADMINISTRATOR

1 of 2

History: Effective: 8-6-09

Revised: 7-28-09

Original: 11/00

POSITION TITLE: Financial Administrator

IMMEDIATE SUPERVISOR: Fire Chief

EMPLOYMENT HOURS: 40 hours

ACHIEVEMENT METHOD: Hired by the Fire Chief

Nature of Position

Principal responsibility is to provide financial record keeping for the Department. This position has primary responsibility for performing the major function of payroll records maintenance. Employee may also be required to perform general clerical tasks.

Duties and Responsibilities

Perform accounts receivable and payable functions; code, check and/or process purchase requisitions, purchase orders, invoices and other related forms; check ledgers for fund availability for requested order; recommend movement of funds to cover insufficiencies based upon review of usage of various accounts to date; prepare budget amendments and general ledger file maintenance to make needed adjustments; utilize on-line data terminal to submit requisitions and retrieve such information as account balances and inventory levels. Comply with all other State and Federal Regulations as required.

Participate in budget preparation by compiling and presenting financial data from records and files and by preparing expenditure projections; maintain records for specialized accounts; compute and render necessary bills; and record all receipts and disbursements and balance accounts with on-line data terminal/

Post attendance of all employees on Time Report. Compute average weekly wage for any employee with loss of time due to injuries on the job for Workers' Compensation. Maintain separate records for overtime payments; uniformed personnel; and civilian personnel and generate and verify correctness of employee payroll checks. Verify employment for credit checks. Prepare quarterly reports for the State Fire Marshal's office on Educational Incentive Pay. Upgrade and maintain payroll and related records.

Perform related work as required.

Assume back-up receptionist duties.

210 **JOB DESCRIPTION-FINANCIAL ADMINISTRATOR**

2 of 2

History: Effective: 8-6-09

Revised: 7-28-09

Original: 11-00

Minimum Required Qualifications

Graduation from an accredited high school with considerable general office and secretarial experience, including reasonable experience in clerical financial records keeping or an equivalent combination of training and experience

College level course work or Associate Degree in Business Management and/or Accounting

Ability to maintain accurate and complete operating records

Ability to review financial transaction documents for accuracy, completeness and conformance to established procedures.

Experience with budgetary and government budgetary practices (TRIM knowledge a plus)

Knowledge of IRS Tax forms and Payroll experience/application

Governmental Accounting a plus

Computer literate in Microsoft Excel, Microsoft Word and Quick Books Pro

Versed in current auditing standards governed by the Audit Standards Board of record (if necessary, attend seminars or conferences related to the management of Control Deficiencies, Significant Deficiencies or Material Weakness in audit reporting).

Note: Reasonable considerations will be made for otherwise qualified individuals with a disability.

212 BASIC WORK PERIOD

1 of 1

History: Effective: 01/01/04 Revised: 5/13/03 Original 11/00

The schedule of twenty-four (24) hours on duty and forty-eight (48) hours off duty shall be utilized. A work period shall consist of twenty-one (21) consecutive days. A work schedule of forty (40) hours may be assigned by the Fire Chief on an individual basis to provide for special conditions that might arise from time to time.

Employees shall not work longer than a 48-hour continuous period. The only exception will be a state of emergency as declared by the Fire Chief.

Work hours and work weeks of employees assigned to other related activities of the Fire Department shall be determined by the Fire Chief to meet the requirements of the Department and to provide service to the community. An employee covered by this agreement who may be assigned to a forty (40) hour work week, shall continue at the same annual rate of pay that the employee was receiving at the time of assignment. Holiday pay, vacation leave and sick leave shall be computed on the same basis as for other employees on a forty (40) hour work week.

213 STATION STAFFING

1 of 1

History: Effective: 6-4-09 Revised: 5-26-09 Original 11/00

The District Chief shall be responsible to insure proper staffing of the incoming shift prior to 0730 hours.

There shall be a minimum of ten (10) personnel on duty to include utilizing administrative personnel for additional manpower when available during administrative normal working hours.

Three paramedics will be required at all times (1 for each ALS engine).

The District may staff a two person engine to operate in the capacity of ALS only. The personnel will have the ability to respond to fire related incidents, but will not be part of the initial first due assignment. Any change in this policy shall require the approval of the Fire Chief or his Designee.

- As a temporary revision in Staffing due to budgetary constraints, the Fire Chief or designee will decide on the appropriate staff levels.

NOTE: Only one personnel will be allowed to be off-duty on approved leave, not to include sick leave.

It shall be the responsibility of the District Chief to properly complete the "CJ Manpower Sheet". This form should be placed in the appropriate box located in the Administrative Office before going off-duty at the completion of their shift.

Acting Position Selection Requirements:

When an acting position occurs at a station, the most senior/qualified individual assigned to that station will fill in the position. If there are no qualified personnel at that station, one will be moved there. Seniority will only be involved when there are two or more qualified individuals at the same station or another individual is moved to the station that is equally qualified (Note: Seniority is based on employment start date).

NOTE: Qualifications are as follows:

- Acting D/C: State Certified Fire Officer, successful completion of Acting Officer Class
- Acting Lt: State Certified Fire Officer, Successful completion of Acting Officer Class
- Acting D/E: Completion of Accredited 40 hour pump class, and successful completion of Acting D/E Class

Further changes to this process will be left to the discretion of the District Chief.

214 REPORTING FOR DUTY

1 of 1

History: Effective: 11-4-10

Revised: 10-26-10

Original 11/00

Employee “reporting for duty” responsibilities:

Physically fit, mentally prepared, dressed in complete uniform.

Report to his/her assigned station with proper equipment prior to shift change.

Place full firefighting gear on assigned apparatus.

Communicate with “employee being relieved of duty” on previous shift events.

Employee “being relieved of duty” responsibilities:

Properly storing their assigned firefighting gear and personal effects.

All personnel will make necessary checks of the assigned apparatus to ascertain its readiness for service and report same to the immediate supervisor. The supervisor will initial the inventory checklist after completion.

When an officer and/or employee arrives at the station for duty and finds that their assigned apparatus is still working at an emergency, the person in charge of that unit will contact the District Chief on duty or command as soon as the full crew is ready for duty. They will stand by until it is determined whether they are needed at the emergency scene.

On duty personnel will not leave their assigned stations unless properly relieved of duty. If the departing employee does not have a replacement by 07:30 hours, they will report that information to the immediate supervisor who will notify the District Chief.

215 LATE FOR DUTY

1 of 2

History: Effective: 11-4-10 Revised: 10-26-10 Original 11/00

Purpose: Due to the nature of the profession, the Department must emphasize the importance that every employee report for duty at their assigned time. If an employee does not report for duty at their assigned time, they will be considered late for duty.

Being late for duty will be considered a Group 1 offense during the first hour, but not to exceed more than 1 time in a 6 month period.

Late for duty:

1. An employee not reporting for duty after 0730 hours for their assigned shift.
2. An employee not reporting for duty prior to or after any Department approved leave.

The Department recognizes that extraordinary circumstances may exist that are out of the employee's control. The employee(s) that is late for duty may submit in writing, to the Fire Chief or designee, their reason(s) for being late. The Fire Chief or designee will determine if the employee(s) will be excused from being late for duty.

The following are reasons (but not necessarily limited to) an employee not being considered late for duty:

Stopping to render aid/assistance on fire or EMS related incident: (Document: Location, Department/unit number and FD/EMS incident number.)

Personal Vehicle Mechanical Failure: (Document: receipt for repairs and/or towing.)

Personally involved in Motor Vehicle Accident: (Document: copy of accident report.)

The Department recognizes that not every circumstance may exist in the above list; therefore, any additional reason shall be reviewed at the time of occurrence and classified by the District Chief.

Actions for Excused late for duty absences will include an entry in the employee's appraisal log and shall not be considered as discipline.

Actions for Unexcused late for duty absences will include the steps as defined in SOP 232 (101) and/or SOP 232 (404).

215 LATE FOR DUTY

2 of 2

History: Effective: 11-4-10 Revised: 10-26-10 Original 11/00

Compensation for Late for duty absences will be as follows:

Excused: At the discretion of the Fire Chief or designee, an employee may use vacation leave or receive no pay for the period of the absence.

Note: If the employee has stopped to render aid/assistance on an emergency scene, they will not be required to use any type of leave, if properly documented.

Unexcused: Employee will receive no pay or leave for the period of the absence.

The employee shall complete and submit the required absence report (with documentation, if needed) immediately upon return to duty.

History: Effective: 5-26-09 Revised: 6-4-09 Original 11/00

The District Chief will enter into the Manpower and Leave Section of the Company Journal the names and positions of the on duty Personnel.

The District Chief will submit a printed copy of the Manpower and Leave Report to the office prior to the end of each shift.

Each Lieutenant will maintain the general station notes in the Company Journal during each shift.

The first entry of the on-duty shift will be that the incoming shift relieved the off-duty shift; i.e.:

A shift relieved C shift.

Additional activities and incidents are to be included in the notes throughout the shift.

Any Personnel leaving during the shift will be accounted in the notes. Any Acting Positions will also be placed in the notes stating the period that they held that position.

History: Effective: 01/01/04 Revised: 5/13/03 Original 11/00

The Station Lieutenant will conduct a morning shift meeting with all on duty station personnel.

All official communications received since the last on duty meeting shall be read and explained to all employees.

All forms of Department Communication will be reviewed during the shift meeting. (e.g.: Email, County Computer, Memo Account, Pass Down Books, Written/Posted Memos/Special Orders.)

Employees returning from leave will be responsible for reading and signing all official communications received while they were off duty.

History: Effective: 01/01/04 Revised: 11/00 Original 11/00

All stations and apparatus shall be clean prior to shift change at 07:30 hours, all floors shall be swept, trash emptied, etc.

Station duties will be completed on a daily basis.

Beds are to be neat and tidy at all times.

History: Effective: 01/01/04 Revised: Original

Left Blank Intentionally

History: Effective: 01/01/04 Revised: 11/00 Original 11/00

Personnel who are required to make a shift transfer will be required to complete the transfer within the 21 day cycle. Personnel are required to work seven (24-hour) shifts within that cycle. The transfer may take place anytime during this period, providing the employee does not work more than a continuous 48 hour period.

History: Effective: 6-4-09 Revised: 5-26-09 Original 11/00

Section 1: The Department hereby agrees to pay the following compensation to any employee injured in the line of duty in accordance with the following terms, conditions and definitions.

- A. Compensation shall be payable under this section only with respect to disability as the result of injury to an employee where such injury is incurred in the line of duty.
- B. An injury shall be deemed to have incurred in the line of duty only if such injury is compensable under the Florida Workers' Compensation Law.
- C. No compensation under this section shall be allowed for the first seven (7) calendar days of disability, provided, however; that where the disability continues for twenty-one (21) consecutive calendar days from the first day of disability then compensation shall be payable from the first day of disability, and any charges against the employee's sick leave shall be reinstated.
- D. The term "disability" as used in this section means incapacity because of line of duty injury which prevents the employee to earn in any other employment the wages which the employee was receiving at the time of injury.
- E. The amount of compensation paid shall be the amount required to supplement funds received from the Florida Workers' Compensation Law and any other disability or other income plan provided by the Department, either by law or by agreement, to the point where the sum of the supplement herein provided and all other payments herein described equal the employee's regular rate of pay, at the time of the injury.
- F. The payment of injury pay as defined above shall not be charged against the employee's Sick or vacation leave accounts to a maximum of 90 calendar days.

After the 90 day period and once the employee begins using and has used all of their accrued vacation and/or sick leave, vacation and sick leave will not be accrued (non work status). A bargaining employee may utilize the provisions of Article 12, Section 9 of the "Agreement" once all the employees sick and/or vacation leave has been used.

Once under the provisions of Workers Compensation, all applicable Laws will be followed.

- G. The employee agrees to return or endorse any Workers' Compensation wage payments to the Department.

Section 2: It is the intention of the parties that nothing in this SOP shall interfere with the normal procedures under Workers' Compensation Law or the requirements of the Department's Worker's Compensation insurance carrier. Subject to such limitations:

- A. An employee who is injured in the line of duty shall be transported or referred to the hospital or other designated medical facility as defined by the East Lake Tarpon Special Fire Control District Worker's Compensation carrier whenever possible. Should the injury require specialized care, the employee will be transported directly to the appropriate facility, i.e. trauma or burn center.

History: Effective: 6-4-09 Revised: 5-26-09 Original 11/00

B. In other cases involving injuries in the line of duty which do not require hospitalization, the injured employee shall follow the guidelines defined by East Lake Tarpon Special Fire Control District and/or their Workers' Compensation carrier, for the accessing of medical treatment.

C. Any Worker's Compensation requirements involving drug testing shall conform to FS 440.102 and/or the premise of reasonable suspicion utilizing the supervisor's check list. "Accident" as described in FS 440.102 under reasonable suspicion shall be defined as vehicle accidents of \$3000 damage as approximated by the investigating law enforcement agency or personal injury requiring the employee to be off duty over four (4) hours.

Section 3: If an employee is killed in the line of duty, FS 440.16 will be followed in relation to funeral expenses and compensation.

Section 4: Upon returning from a working fire or any other hazardous situation, the employee may request a physical examination by a physician to ensure the employee is stable and capable of returning to work. This right may be rescinded by the Department on an individual basis if considered abused.

Section 5: An employee injured in the line of duty shall report the occurrence of such injury immediately or as soon as possible thereafter, verbally, in person, or by phone, to the employee's immediate supervisor or the Fire Chief.

After such notification from the employee, they will be responsible to complete Form 1.14.1 as soon as possible. The information on the completed form will be called in to the workers' compensation carrier immediately (should the office be closed, the District Chief will call the carrier). Be prepared to give the service representative the following information:

- Company's name and employee number, location, phone number, Federal Identification number, and nature of business.
- Injured employee's name, address, phone, SSN, date of birth, gender and occupation
- Description, date and time of the accident/injury.

History: Effective: 6-4-09 Revised: 5-26-09 Original 11/00

Light duty assignment, when available and permitted by the Fire Chief to utilize an employee in lieu of Workers Compensation.

History: Effective: 01/01/04 Revised: 5/13/03 Original 11/00

Blood Donation

Blood donation should be scheduled on the employee's day off.

Bone Marrow Donation

An employee selected for Bone Marrow Harvest Operation shall be given the next duty shift (24 hours) off or a minimum of three (3) days to recuperate. If a hospital stay is required, the time off will start the day after discharge.

POST DONATION INSTRUCTIONS:

- Don't smoke (60 minutes)
- No hazardous occupation (24 hours)
- No strenuous activity (24 hours)
- Eat a good meal
- Drink fluids

Time off shall not be charged to employee's personal sick leave account.
Time off will be with full pay and benefits.

History: Effective: 01/01/04 Revised: 5/13/03 Original 11/00

Any employee whose appearance is required in a Court as the result of a matter arising out of the course of their employment shall receive a minimum of two (2) hours pay if such attendance is during the employee's off duty hours. Note: District Chiefs and above will receive Comp Time in lieu of pay. This provision shall also apply when the employee is under subpoena to appear at the State's Attorney's office, Public Defender's office or at a private attorney's office in a case arising from the employee's course of employment. However, this provision shall not apply when an employee or the Union has brought action against the Employer or an Official of the Department.

History: Effective: 01/01/04 Revised: 5/13/03 Original 11/00

The employee shall maintain their uniform, civilian attire and equipment in serviceable condition. Clothing shall be clean, pressed and not noticeably patched, torn, or worn. Uniform leather and metal equipment shall be well polished. Any employee when reporting for duty, whose clothing is badly soiled, worn, or wrinkled, or whose shoes or belt is not shined, shall not be placed on duty. A continuation or repetition of the unsatisfactory condition may justify disciplinary action.

Haircuts

There are many hair styles which are acceptable in the Fire Service. No style shall lessen the protection of required safety equipment or expose the employee to added personal injury. While on duty or in uniform, the length and/or bulk of the hair shall not be excessive or present a ragged or unkempt appearance. Hair shall be worn on duty as normally styled. The length of hair on back of the head shall not extend over the top of the collar of the uniform when standing with head erect, and hair shall not extend below bottom of the ear.

The hairstyle shall not interfere with the proper fit of safety equipment and appearance of the uniform cap or helmet. Ponytails and braids are not permitted.

Sideburns

Sideburns may extend ½" below the bottom of the ear and must be neatly groomed. A slight flare is permitted, provided the flare does not extend into that portion of the face which provides face mask seal. Mutton chops are not permitted.

Moustaches

Moustaches must be neatly trimmed, top lip exposed. Extreme styles are not permitted.

Beards or Goatees

Beards or goatees are not permitted.

Wigs and Hair Pieces

Wigs or hair pieces will not be worn while on duty or in uniform.

History: Effective: 01/01/04 Revised: 5/13/03 Original 11/00

Necklaces/chains worn about the neck are permitted as long as they are concealed beneath the shirt.

The wearing of earrings is not permitted. Body piercing jewelry of any form that is visible will not be permitted.

The wearing of rings is not sanctioned as it is a serious safety hazard to the employee. The liability for injury incurred due to the wearing of rings will rest with the employee.

It is for the employee's welfare and safety that this action is necessary.

**EAST LAKE TARPON
SPECIAL FIRE CONTROL DISTRICT**

**STANDARD OPERATING
PROCEDURES**

226 UNIFORMS AND PERSONAL PROPERTY

1 of 4

History: Effective: 1-2-12 Revised: 12-27-11 Original 11/00

The Department shall continue to provide the clothing and protective devices currently supplied, without cost to the employee, as well as replacements thereof for items damaged or worn during normal usage and through no fault or negligence of the employee.

An annual uniform allotment of up to \$350.00 will be credited to each employee. All purchases must be authorized by the Department prior to purchase and through a Department approved vendor.

All orders for uniforms must be in receipt of the administrative office by the end of the business day to correspond to the following dates. If the following dates fall on a weekend or a day that the administrative office is closed, the next business day will be utilized.

January 15

May 15

September 15

Effective June 2012 the uniform orders will be placed by the following dates:

June 15

Oct 15

Feb 15

This process will continue and follow future calendar years.

Personnel requesting replacement uniforms shall do so utilizing Form 226.1.

Employee personal property that is lost, damaged or destroyed in the line of duty, except through employee negligence, shall be replaced or repaired at the Department's expense subject to the following restrictions:

A. Employee personal property that is lost, damaged or destroyed in the line of duty, except through employee negligence shall be replaced or repaired at the Employer's expense subject to the following restrictions:

B. The maximum reimbursement for such items shall be according to the following schedule but shall not exceed the cost of replacing or repairing the item with one of equal quality:

1. Prescription eyeglasses, contact lenses, hearing aids will be reimbursed by the Employer after any insurance reimbursement if applicable is made, up to one time per year.

2. All other items of personal property-up to \$100.00.

C. Requests for reimbursement for the loss of or damage to said personal property shall be made in writing to the employee's immediate supervisor during the work shift in which the article of personal property was damaged or lost or as soon thereafter as possible.

226 UNIFORMS AND PERSONAL PROPERTY

2 of 4

History: Effective: 1-2-12 Revised: 12-27-11 Original 11/00

D. Any personal property supplied by the employee shall not be subject to this section if the Employer provides similar property.

Employees shall be responsible for assigned Departmental property, should any property be lost or damaged because of neglect on the part of the employee, the employee shall be responsible to replace such property.

It is the policy of East Lake Tarpon Special Fire Control District, that all uniformed personnel adheres to the established guidelines for dress and appearance. These guidelines have been established to maintain a high degree of uniformity and to provide safety for the employee.

Only Department approved uniforms and authorized shoes will be worn, no additional patches or decorative items attached thereto unless authorized by the Fire Chief.

Administrative employees may wear class B uniform or civilian attire during normal business hours.

Class A: Class A uniforms are to be worn at all formal events, such as Funerals, Memorials and at the Chief's or his designee's discretion.

Class A uniform shall consist of:

- Black uniform trousers (Navy suit for officers)
- Black leather belt with buckle
- White or blue long sleeve button down collared shirt
- Red round neck t-shirt, to be worn beneath shirt
- Name badge with "serving since" badge
- Badge
- Black socks plain
- Navy dress uniform jacket (if issued)
- Navy or black tie
- Dress uniform hat w/badge

Class B: Class B uniforms are to be worn for fire inspections, classroom CME, any other out-of-District classroom training, BOC meetings, and any other indoor classes involving the public.

Class B uniform consists of:

- Black uniform trousers
- Black leather with buckle
- White or blue short sleeve button down collared shirt
- Red round neck t-shirt, to be worn beneath shirt
- Badge
- Name badge with "serving since" badge

226 UNIFORMS AND PERSONAL PROPERTY

3 of 4

History: Effective: 1-2-12 Revised: 12-27-11 Original 11/00

Collar brass for officers and chiefs
Black socks plain
Black tie (Officer discretion)
Hat optional (Department issued baseball type)

Optional for cooler months:
Winter jacket
Denim collared job shirt

Class C: Class C uniforms are the uniform of the day and are to worn at all times except those listed under Class A, B, or D.

Class C uniform consists of:

Black uniform trousers or shorts
Black leather belt with buckle
Red round neck t-shirt
Black socks plain or white socks if not visible
Hat optional (Department issued baseball type)
Optional in cooler months:
Denim collared job shirts
Shoes worn with the Class C uniform must be either low or mid cut style.

Class D:

Class D uniforms shall consist of:

Uniform Jumpsuit
White or Gray round neck t-shirt
Black socks, plain or white if not visible
Class D uniforms shall be optional for the following times:
Weekdays between 17:00 - 07:30 hours
Weekends and Holidays between 07:30 - 07:30 hours.

Exercise Apparel: Consists of Departmental approved gym shorts or warm up pants, red t-shirt or department issue sweat shirt, white or black socks and athletic shoes.

Exercise apparel can be worn for the duration of exercise and a cool down period of 30 minutes after.

226 UNIFORMS AND PERSONAL PROPERTY

4 of 4

History: Effective: 1-2-12 Revised: 12-27-11 Original 11/00

Sleeping Attire: The minimum required clothing shall be Department Shorts and T-Shirts.

Footwear:

This standard type of footwear is designated to be worn with class B, C and D uniforms.

A, B, and D uniforms can be worn with either low, mid or high cut boot or shoe.

C uniforms can be worn with either low or mid cut shoe or boot.

Polishable black boot or shoe which meets ANSI Z41 standards

Leather or leather-like material on toe box

Sole and heel of standard thickness and material

Protective toe cap

History: Effective: 01/01/04

Revised: 03/18/2008

Original 11/00

PURPOSE:

The purpose of this SOP is to state the Employment Applicant Requirements and list the procedures East Lake Tarpon Special Fire Control District uses for applicant selection.

REQUIREMENTS:

The following are requirements and standards of East Lake Tarpon Special Fire Control District for candidates for employment. The candidate must successfully complete each step as described.

1. Complete an East Lake Tarpon Special Fire Control District Employment Application.
2. Provide a copy of:
 - a. Florida State Firefighter Certificate.
 - b. Florida State EMT or Paramedic Certificate.
 - c. Social Security card.
 - d. Valid Florida Drivers License (Class D, endorsement E)
 - e. CPR HealthCare Provider Card
 - f. ACLS Card (Paramedic only).
 - g. BTLS Card (Paramedic only).
 - h. High School Diploma or GED certification.
3. Written Test
4. Physical Agility Evaluation (CPAT).
5. Interview Panel
6. Background Inquiries:
 - a. References Check
 - b. Drivers License Check
 - c. Criminal History Check
7. Selection of Candidate (employment offer).
8. Psychological Evaluation
9. Physical Exam:
 - a. Blood/Urine Screening
 - b. Infectious Disease Screening
 - c. Complete Physical Exam
 - d. Substance Abuse Screening
10. Orientation Program

History: Effective: 01/01/04

Revised: 03/18/2008

Original 11/00

PURPOSE:

It is the intention of East Lake Tarpon Special Fire Control District to evaluate the progress of initial probationary employees throughout their probationary period. This evaluation process will determine if the employee is producing a satisfactory performance consistent to standards of East Lake Tarpon Special Fire Control District.

OBJECTIVES:

Quarterly evaluations shall be completed by the employee's immediate supervisor. The evaluation shall reflect the employee's job performance and organizational commitment, the employee's ability and desire to fit into the organization cooperatively and constructively.

The probationary employee shall be evaluated by standards consistent with East Lake Tarpon Special Fire Control District's expectations. Any problem or potential problem area will be discussed, a plan made for improvement, and any progress or lack of progress will be recorded for the next evaluation.

The probationary period for all entry positions shall be one (1) year in duration. Before, or at the expiration of the probationary period, the Fire Chief may dismiss the probationary employee by submitting, in writing, the reasons for such action. A copy of such notice shall be placed in the employee's personnel file. Any employee who has satisfactorily completed the prescribed probationary period will achieve regular status in his/her class position.

During a probationary period, the entry position employee shall successfully complete the following:

1. A Two week (40 hour/week) Orientation Program which includes:
 - a. Practical skills demonstration
 - b. Material Safety Data Sheet in-service
 - c. Infection Control Procedure in-service
 - d. Physical Assessment Program
 - e. Emergency Vehicle Operator Course
 - f. General Safety Rule Review
 - g. Daily Operations in-service
 - h. Shift Rotation Process

History: Effective: 01/01/04 Revised: 10/01; Original 11/00

OBJECTIVES (continued)

2. Quarterly Personnel Evaluations shall be completed by the probationary employee's immediate supervisor (Form 229.2).
3. The probationary employee shall be required to achieve a passing score of 70% on a Standard Operating Procedures test prior to the end of their twelfth month of employment. If the probationary employee does not pass, another test will be given between 60-75 days from that time. Again, a passing score of 70% will be required.
4. Completion of Non-Provisional Pinellas County EMS - EMT or Paramedic Certification within six (6) months of employment.

History: Effective: 8-6-09 Revised: 7-28-09 Original 11/00

PURPOSE: To examine progress toward goals for the employee and the Department. Fosters open communication between the employee and supervisor. Identify problems that may be affecting performance. Identify and build on employee strengths.

PROCEDURE: Each employee will receive a written appraisal at the end of each fiscal year. If an employee receives two “needs improvement” or one “unsatisfactory” rating, the employee will be reappraised in six (6) months.

If an employee is transferred permanently to another shift during the year, the employee will receive an appraisal by the supervisor for the period from the start of the calendar year to the transfer date.

The appraisal will be completed by the employee’s immediate supervisor. The evaluator will have the appraisal reviewed by the appraiser’s supervisor prior to discussing the appraisal with the employee.

A rating of 0, 1 or 3 requires a narrative from the evaluator.

APPRAISAL LOG (Form 229.1) The Appraisal Log is designed to provide chronological documentation of the employee's actions throughout the appraisal period. The Appraisal Log shall be reviewed monthly between the supervisor and employee.

A copy of the Log is to be kept at each station for each employee. The Log will be available for review by the employee at any time and entries must be initialed by the employee to validate any entry made by a supervisor.

Information from the Appraisal Log shall be used as reference for the supervisor's completion of the employee's evaluation. Once the evaluation period is completed the Log will be placed in the employee's personnel file.

RATING SCALE:

The rating scale consists of four values. These values are applied to each factor measured. The values are: Exceeds Requirements, Meets Requirements, Needs Improvement and Unsatisfactory.

History: Effective: 8-6-09 Revised: 7-28-09 Original 11/00

COMMENTS

It is important to use the Comments Section of this form for the following purposes:

1. To explain and provide detailed justification for each section of the appraisal.
2. To identify specific areas for improvement in the case of "Needs Improvement" and unsatisfactory ratings.
3. To develop and describe action plans for performance improvement where appropriate.
4. To recognize performance levels of deficiencies and to explain specifics concerning such ratings.

APPRAISALS:

**East Lake Tarpon Special Fire Control District
Performance Evaluation
GENERAL EMPLOYEES
Firefighters/Driver Engineers
Office Manager/Financial Administrator**

NAME: _____ JOB TITLE: _____

EVALUATION PERIOD: From: _____ To: _____

Additional attachments: _____

Attendance: Number of sick leave hours used: Undocumented: ____ Documented: ____ Total: ____

Undocumented evaluation rating criteria

>24 – 48 Exceeds (3) > 48 – 96 Meets (2) > 96 – 144 Needs Attention (1) > 144 Unsatisfactory (0)

Note: Hours that are documented (medical certificate from the attending licensed practitioner) will not count towards the total undocumented sick leave hours used.

Comments:

Probationary/Promotional employees will be evaluated every three months.

Interval: 3 Months ____ 6 Months ____ 9 Months ____ 12 Months ____ Shift Transfer ____ Other ____

History: Effective: 8-6-09 Revised: 7-28-09 Original 11/00

1. Job Knowledge: Does the employee understand or grasp the skills, responsibilities and duties required to accomplish the elements of the position.
- Very little job knowledge. (0)
 - Knows basic procedures, but lacks detailed knowledge. (1)
 - Familiar with procedures and requirements needed to do the job. (2)
 - Above average knowledge of procedures and all aspects of the job. (3)

Comments:

2. Productivity and Effort: Does the employee complete assigned work within the expected time frame? Does the employee contribute his/her fair share of the effort to accomplishing tasks?
- Rarely finishes work on schedule; does not contribute his/her fair share of the work or expected effort to complete work tasks. (0)
 - Takes longer than expected to complete tasks or does not contribute his/her fair share or expected effort to complete tasks. (1)
 - Completes most work on time; puts forth expected effort. (2)
 - Consistently completes work ahead of schedule; puts forth extra effort to complete tasks or assignments.(3)

Comments:

History: Effective: 8-6-09 Revised: 7-28-09 Original: 11-00

3. Work Quality: Are projects, assignments, specific jobs or tasks completed properly? Does completed work meet standards for quality, accuracy, appearance, workmanship and thoroughness?

- ___ Work is incomplete, inaccurate, sloppy and of poor workmanship. (0)
- ___ Work is occasionally incomplete, inaccurate, or work may be complete, but sloppy or of poor workmanship. (1)
- ___ Work is complete and meets accepted standards of workmanship, quality, accuracy, and appearance. (2)
- ___ Work is consistently complete and often exceeds accepted standards of quality, accuracy, appearance or workmanship. (3)

Comments:

4. Following Policies/Procedures/Instructions: Does the employee follow specific directions and assignments, as well as all rules, regulations and policies?

- ___ Fails to follow procedures, rules or instructions; shows little or no improvement after being corrected. (0)
- ___ Fails to follow rules or procedures; shows improvement after being corrected. (1)
- ___ Follows rules and procedures. (2)
- ___ Consistently follows rules and procedures; makes himself/herself aware of new policies and procedures and/or seeks out answers to questions on policies and procedures. (3)

Comments:

History: Effective: 8-6-09 Revised: 7-28-09 Original 11/00

5. **Courtesy and Public Relations:** Is the employee polite and respectful to the public, all employees, vendors and contractors?

- ___ Rude and disrespectful to others. (0)
- ___ Occasionally rude or disrespectful. (1)
- ___ Usually polite and courteous. (2)
- ___ Polite, courteous and helpful. (3)

Comments:

6. **Dependability:** Is the employee reliable; does he/she assume and fulfill job assignments as directed?

- ___ Not reliable. (0)
- ___ Occasionally assumes or fulfills job assignments. (1)
- ___ Expected performance. Assumes and fulfills job assignments. (2)
- ___ Reliable; assumes and fulfills job assignments with little direction. Takes initiative in assuming and fulfilling job assignments with no direction. (3)

Comments:

History: Effective: 8-6-09 Revised: 7-28-09 Original 11/00

7. Initiative: Refers to the amount of supervision required to accomplish the elements of the position. This includes qualities such as creativity, self-starting ability, desire to improve existing work methods, as well as the desire for increased responsibilities and expanded assignments.

- ___ Shows little initiative. Never volunteers. Sticks closely to job routine. (0)
- ___ Shows some initiative. Should do more without having to be told. (1)
- ___ Complete work assignments. Voluntarily attempts to solve non-routine job problems as they occur. (2)
- ___ Above average. A self starter. Frequently accepts difficult or unpleasant jobs to achieve goals. (3)

Comments:

8. **EMS Technical Skills:** Employee has the understanding, knowledge and training required to perform his/her job in relationship to their job description.

- ___ Lacks the appropriate knowledge, skills, or desire to perform the level of service associated with the roles and responsibilities of his/her job description. (0)
- ___ Has limited knowledge in providing and understanding the nature of his/her role and responsibility. Does not apply training to help increase job requirement proficiency. (1)
- ___ Well versed in policies, procedures. Maintains appropriate skill level with hands-on training and study. Applies the training that he/she receives and integrates the training with practical application. (2)
- ___ Has thorough extensive knowledge in the EMS field with respect to policies/procedures associated with his/her job description. Strives to increase his/her knowledge base with additional self-study techniques. (3)

History: Effective: 8-6-09 Revised: 7-28-09 Original 11/00

Comments:

9. **Fire Technical Skills:** Employee has the understanding, knowledge and training required to perform his/her job in relationship to their job description.

- _____ Lacks the appropriate knowledge, skills, or desire to perform the level of service associated with the roles and responsibilities of his/her job description. (0)
- _____ Has limited knowledge in providing and understanding the nature of his/her role and responsibility. Does not apply training to help increase job requirement proficiency. (1)
- _____ Well versed in policies, procedures. Maintains appropriate skill level with hands-on training and study. Applies the training that he/she receives and integrates the training with practical application. (2)
- _____ Has thorough extensive knowledge in the firefighting field with respect to policies/procedures associated with his/her job description. Strives to increase his/her knowledge base with additional self-study techniques. (3)

Comments:

10. **Self Development:** Describe any activities, training, education , future goals and objectives that the employee has undertaken or will undertake.
(Optional category - not to be rated)

Comments:

History: Effective: 8-6-09 Revised: 7-28-09 Original 11/00

that the employee has reviewed the evaluation with his/her supervisor. Signing does not necessarily indicate that the employee agrees with the evaluation. The "*Comments*" section affords the opportunity to express such disagreement.

EAST LAKE TARPON SPECIAL FIRE CONTROL DISTRICT

Performance Evaluation

SUPERVISORY EMPLOYEES
(Lieutenants)

NAME: _____ JOB TITLE: _____

DEPARTMENT: _____ DIVISION: _____

EVALUATION PERIOD: From: _____ To: _____

Additional attachments: _____

Undocumented evaluation rating criteria

>24 – 48 Exceeds (3) > 48 – 96 Meets (2) > 96 – 144 Needs Attention (1) > 144 Unsatisfactory (0)

Note: Hours that are documented (medical certificate from the attending licensed practitioner) will not count towards the total undocumented sick leave hours used.

Comments:

Probationary/Promotional employees will be evaluated every three months.

Interval: 3 Months____ 6 Months____ 9 Months____ 12 Months____ Shift Transfer____ Other____

1. Job Knowledge: Does the employee understand or grasp the skills, responsibilities and duties required to accomplish the elements of the position.

____ Very little job knowledge. (0)

____ Knows basic procedures, but lacks detailed knowledge. (1)

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History: Effective: 8-6-09 Revised: 7-28-09 Original 11/00

- Familiar with procedures and requirements needed to do the job. (2)
- Has a complete understanding and knowledge of procedures and all aspects of the job. (3)

Comments:

2. Productivity and Effort: Does the employee complete assigned work in expected time? Does the employee contribute his/her fair share of the effort to accomplishing tasks?

- Rarely finishes work on schedule; does not contribute his/her fair share of the work, or expected effort to complete work tasks. (0)
- Takes longer than expected to complete tasks or does not contribute his/her fair share or expected effort to complete tasks. (1)
- Completes most work on time; puts forth expected effort. (2)
- Consistently completes work ahead of schedule; puts forth extra effort to complete tasks or assignments. (3)

Comments:

3. Control and Follow-Through: The ability to examine, monitor and direct personnel, communications and

History: Effective: 8-6-09 Revised: 7-28-09 Original 11/00

delegated assignments to ensure that they are accomplished according to schedule and established procedures.

___ Does not meet with employees concerning delegated assignments and is unaware of the progress of assignments and/or the overall work group status. Fails to follow-up on assignments to ensure that they are completed properly. (0)

___ Occasionally seeks information from employees concerning delegated assignments. Is aware of the general status of the work group, but sets no goals, standards or targets for accomplishing delegated tasks. Many projects are not completed properly. (1)

___ Meets regularly with personnel concerning delegated assignments and adjusts assignments and schedules as necessary to ensure that priorities and deadlines are met. (2)

___ Is aware of progress of delegated assignments and who is working on what assignments. Sets goals, standards and targets for task achievement and monitors progress against these until they are completed. Most projects are completed properly, on time, with no "loose ends". (3)

Comments:

4. Work Quality: Are projects, assignments, specific jobs or tasks completed properly? Does completed work meet standards for quality, accuracy, appearance, workmanship and thoroughness?

___ Work is incomplete, inaccurate, sloppy and of poor workmanship. (0)

___ Work is occasionally incomplete, inaccurate, or work may be complete, but sloppy or of poor workmanship. (1)

___ Work is complete and meets accepted standards of workmanship, quality, accuracy, and appearance. (2)

___ Work is consistently complete and often exceeds accepted standards of either quality, accuracy, appearance or workmanship. (3)

History: Effective: 8-6-09 Revised: 7-28-09 Original 11/00

Comments:

5. Following Policies/Procedures/Instructions: Does the employee follow specific directions and assignments, as well as all rules, regulations and policies?

___ Fails to follow procedures, rules or instructions; shows little or no improvement after being corrected. (0)

___ Fails to follow rules or procedures; shows improvement after being corrected. (1)

___ Follows rules and procedures. (2)

___ Consistently follows rules and procedures; makes himself/herself aware of new policies and procedures and/or seeks out answers to questions on policies and procedures. (3)

Comments:

6. Job/Organizational Knowledge: The level of understanding and implementation of organizational information, job responsibilities, policy, procedures, rules and regulations possessed to independently perform duties in a supervisory capacity.

___ Has minimal job knowledge and lacks fundamentals of policy, procedures, rules and regulations. Does not seek information to improve or increase overall job or organizational knowledge. (0)

___ Understands limited policies, procedures and related aspects of the job and associated policy, but lacks detailed knowledge. (1)

History: Effective: 8-6-09 Revised: 7-28-09 Original 11/00

_____ Knowledgeable of policies, procedures and related aspects of the job. Is able to accomplish necessary duties with the help of staff. (2)

____ Has thorough knowledge, is well versed in all policies, procedures, contacts and related aspects of the job. Rarely needs assistance; answers others' questions concerning policy, procedures and rules and regulations. (3)

Comments:

7. Initiative: Refers to the amount of supervision required to accomplish the elements of the position. This includes qualities such as creativity, self-starting ability and the desire to improve methods, as well as the desire for increased responsibilities and expanded assignments.

____ Shows little initiative. Never volunteers. Sticks closely to job routine. (0)

____ Shows some initiative. Should do more without having to be told. (1)

____ Does not avoid work assignments. Voluntarily attempts to solve non-routine job problems as they occur. (2)

____ Above average. A self starter. Will generally volunteer. Constantly accepts difficult or unpleasant jobs to achieve goals. (3)

Comments:

History: Effective: 8-6-09 Revised: 7-28-09 Original 11/00

8. **Safety:** The practice, observation and enforcement of safety procedures in an effort to prevent accidents, injury or endangerment to self and others. Includes providing instructions in proper safety procedures.

___ Does not personally adhere to safety practices and procedures. Fails to enforce established safety practices and procedures. Work area is not kept free of potential hazards (grease, loose equipment, dirty conditions or tools, poorly sharpened or maintained equipment, etc.). Resists the adoption or enforcement of safety procedures or equipment. (0)

___ Enforces only "major" or obvious safety procedures, ignoring minor infractions or omissions. Ignores or fails to correct unsafe conditions after he/she becomes aware of them. Fails to adequately communicate safety information to employees. (1)

___ Ensures that safety practices are observed and proper equipment is utilized. (2)

___ Corrective action is taken when accidents occur to prevent their recurrence. Work area and equipment is properly maintained and used with proper safeguards. (3)

Comments:

9. **Motivation/Morale/Development:** The ability to build and maintain within the work group a strong sense of enthusiasm and dedication toward the accomplishment of common goals. The ability to inspire and create a work environment that fosters encouragement, spirit and growth in daily operations, emphasizing training and development opportunities. Includes the extent to which employees are praised, treated fairly and assisted when appropriate.

___ Shows no enthusiasm or dedication in daily functions; is not concerned with the overall spirit of the work group and/or employees' development. Often criticizes; rarely offers praise, encouragement or assistance. Avoids interaction with employees. Sets a poor example for employees by criticizing directives, policies or management decisions openly and negatively. (0)

History: Effective: 8-6-09 Revised: 7-28-09 Original 11/00

___ Is not sure what is needed to motivate employees to accomplish work goals and does not seek this information from the employees. Is sometimes willing to give assistance to some employees, while ignoring or criticizing others. Employees are inadequately informed of new information, and are not encouraged to seek developmental opportunities. Is inflexible when making personnel decisions. (1)

___ Is willing to interact with and coach employees; offers encouragement, constructive criticism and praise when appropriate. Employees are made aware of educational and promotional opportunities. (2)

___ Is able to inspire and create a comfortable and positive work atmosphere. Work problems and goals are constructively discussed with employees. Encourages employees in their assignments. All employees are treated fairly and are kept abreast of new promotional and developmental opportunities. (3)

Comments:

10. Dependability: Is employee reliable; does he/she assume and fulfill job assignments as directed?

___ Not reliable. (0)

___ Occasionally assumes or fulfills job assignments. (1)

___ Expected performance. Assumes and fulfills job assignments. (2)

___ Reliable; assumes and fulfills job assignments with little direction. (3)

Comments:

History: Effective: 8-6-09 Revised: 7-28-09 Original 11/00

11. Problem Solving: The ability to recognize, identify and evaluate a problem and its elements, and to generate and assess alternative solutions.

___ Fails to recognize a problem developing and once a problem is recognized, often is not able to generate feasible solutions or choose courses of action. (0)

___ Recognizes most problems as they develop and impulsively gathers data; does not take time to consider the "big picture". Solutions reached are feasible, but often are not the best of possible alternatives. (1)

___ Is able to recognize, identify and evaluate a developing problem and its elements. Based upon information gathered, is able to offer reasonable solutions and/or alternatives. (2)

___ Upon recognizing a problem, takes the time to develop alternative solutions and gather all facts. Considers events which may occur or affect the various decision alternatives. (3)

Comments:

12. Communication: The ability to effectively convey, present and/or receive oral and written information in a way that is understandable and acceptable.

___ Fails to convey necessary information to supervisor, employees and peers. Messages and facts are misleading and/or incomplete. (0)

___ Often fails to present messages and facts clearly. Oral or written messages are ambiguous, occasionally too brief or too lengthy. (1)

___ Presents messages and facts in an understandable manner while conveying all needed information. (2)

___ Messages and facts conveyed are complete, clear and concise. Keeps supervisor informed of necessary information and communicates necessary information to employees in a timely manner. (3)

History: Effective: 8-6-09 Revised: 7-28-09 Original 11/00

Comments:

13. **Interpersonal Relations:** The extent to which respect for and consideration of others is expressed. Exercises the ability to interact and relate with public and/or others in a polite, pleasant and tactful manner. Consider willingness to assist and/or cooperate with others.

___ Shows little concern for others' feelings. Is often abrupt, blunt, rude and/or discourteous to others. Is annoyed when work is interrupted; unwilling to assist and/or cooperate with others. Frequent complaints are received regarding this employee's behavior. (0)

___ Is moody; occasionally shows lack of concern for others' feelings. Interrupts others frequently. Sometimes abrupt, especially when under pressure. (1)

___ Shows concern for others' feelings. Is polite, courteous and respectful; does not interrupt when others are speaking. Works well with others. (2)

___ Is polite, courteous and considerate. Hears both sides before forming an opinion. Is willing to assist and/or cooperate with others. Takes time to logically explain the reasons for actions or events. (3)

Comments:

History: Effective: 8-6-09 Revised: 7-28-09 Original 11/00

14. **EMS Technical Skills:** Employee has the understanding, knowledge and training required to perform his/her job in relationship to their job description.

_____ Lacks the appropriate knowledge, skills, or desire to perform the level of service associated with the roles and responsibilities of his/her job description. (0)

_____ Has limited knowledge in providing and understanding the nature of his/her role and responsibility. Does not apply training to help increase job requirement proficiency. (1)

_____ Well versed in policies, procedures. Maintains appropriate skill level with hands-on training and study. Applies the training that he/she receives and integrates the training with practical application. (2)

_____ Has thorough knowledge in the EMS field with respect to policies/procedures associated with his/her job description. Strives to increase his/her knowledge base with additional self-study techniques. (3)

Comments:

15. **Fire Technical Skills:** Employee has the understanding, knowledge and training required to perform his/her job in relationship to their job description.

_____ Lacks the appropriate knowledge, skills, or desire to perform the level of service associated with the roles and responsibilities of his/her job description. (0)

_____ Has limited knowledge in providing and understanding the nature of his/her role and responsibility. Does not apply training to help increase job requirement proficiency. (1)

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History: Effective: 8-6-09 Revised: 7-28-09 Original 11/00

(District Chief Signature)

(Date)

(Fire Chief Signature)

(Date)

NOTE: Employee's required signature on this form indicates that the employee has reviewed the evaluation with his/her supervisor. Signing does not necessarily indicate that the employee agrees with the evaluation. The "Comments" section affords the opportunity to express such disagreement.

**EAST LAKE TARPON SPECIAL FIRE CONTROL DISTRICT
Performance Evaluation
EXECUTIVE/MANAGERIAL
Chief, Deputy/Division Chiefs and District Chiefs**

NAME: _____ JOB TITLE: _____

EVALUATION PERIOD: From: _____ To: _____

Additional attachments: _____

Attendance: Number of sick leave hours used: Undocumented _____ Documented _____ Total _____

Undocumented evaluation rating criteria

Attendance: Number of sick leave hours used: Undocumented: _____ Documented: _____ Total: _____

>24 – 48 Exceeds (3) > 48 – 96 Meets (2) > 96 – 144 Needs Attention (1) > 144 Unsatisfactory (0)

Note: Hours that are documented (medical certificate from the attending licensed practitioner) will not count towards the total undocumented sick leave hours used.

Probationary/Promotional employees will be evaluated every three months.

Interval: 3 Months _____ 6 Months _____ 9 Months _____ 12 Months _____
--

1. Control and Follow-Through: Exercises the ability to examine, monitor and direct personnel, communications and delegated assignments to ensure that they are accomplished according to schedule and established procedures.

History: Effective: 8-6-09 Revised: 7-28-09 Original 11/00

- ___ Does not meet with employees concerning delegated assignments and is unaware of the progress of assignments and/or the overall work group status. Fails to follow-up on assignments to ensure that they are completed properly. (0)

- ___ Occasionally seeks information from employees concerning delegated assignments. Is aware of the general status of the work group, but sets no goals, standards or targets for accomplishing delegated tasks. Many projects are not completed properly. (1)

- ___ Meets regularly with personnel concerning delegated assignments and adjusts assignments and schedules as necessary to ensure that priorities and deadlines are met. (2)

- ___ Is aware of progress of delegated assignments and who is working on what assignments. Sets goals, standards and targets for task achievement and monitors progress against these until they are completed. Projects are completed properly, on time, with no "loose ends". (3)

Comments:

2. Problem Solving: Exercises the ability to recognize, identify and evaluate a problem and its elements, and to generate and assess alternative solutions.

- ___ Fails to recognize a problem developing and once a problem is recognized, often is not able to generate feasible solutions or choose courses of action. (0)

- ___ Recognizes most problems as they develop and impulsively gathers data: does not take time to consider the "big picture". Solutions reached are feasible, but often are not the best of possible alternatives. (1)

- ___ Is able to recognize, identify and evaluate a developing problem and its elements. Based upon information gathered, is able to offer reasonable solutions and/or alternatives. (2)

History: Effective: 8-6-09 Revised: 7-28-09 Original 11/00

____ Upon recognizing a problem, takes the time to develop alternative solutions and gather all facts. Considers events, which may occur or affect the various decision alternatives. (3)

Comments:

3. **Decision Making:** Exercises the ability to review factual data, precedents and options with respect to a problem/ situation and arrive at sound, appropriate decision. Exercises the ability to recognize those decisions, which are within the employee's, own area of authority or responsibility and those that should be referred to another person.

____ Makes decisions outside of own area of responsibility or fails to make any decisions at all. Fails to review factual data or options when making a decision. Incorrect decisions are often made. (0)

____ Occasionally makes decisions outside of own area of responsibility. Occasionally fails to review factual data or options when making a decision; inclined to make impulsive decisions or is slow in making any decisions at all. (1)

____ Is willing to make decisions within own authority and refers those outside of own area of responsibility to the appropriate individual. Reviews available information or options in an effort to make the best possible decision. (2)

____ Immediately refers decisions outside of own area of responsibility to proper authority. Collects data and involves all parties necessary to make proper decisions. Seeks innovative ideas and solutions for all decisions. Assumes responsibility for decisions.(3)

Comments:

History: Effective: 8-6-09 Revised: 7-28-09 Original 11/00

4. Budget Development and Management: Properly develops, manages and controls Department/division budget in a fiscally responsible manner.

___ Fails to develop, manage and control Department/division budget. (0)

___ Develops budget, but fails to manage and control expenditures. (1)

___ Develops, manages and controls Department/division budget in a fiscally responsible manner. (2)

___ Consistently develops, manages and controls Department/division budget in a fiscally responsible manner and seeks to improve operations without increasing costs. (3)

Comments:

5. Delegation: Exercises the ability to equitably and appropriately entrust employees with the responsible to carry out assignments/tasks in the realm of their given authority.

___ Delegates little or no work to employees. Prefers to handle most assignments, including routine tasks on his/her own. Delegates assignments when they should not be delegated. (0)

___ Delegates assignments to employees without providing the appropriate resources and authority to accomplishment the tasks or assignments. (1)

___ Is willing to entrust routine tasks and assignments to employees by providing the necessary resources to completed those tasks and assignments. (2)

___ Frequently delegates tasks and assignments to subordinates. Provides the appropriate training and resources to complete those tasks and assignments. Routinely trains employees to assume new tasks and assignments. (3)

History: Effective: 8-6-09 Revised: 7-28-09 Original 11/00

Comments:

6. Motivation/Morale/Development: Exercises the ability to build and maintain within the work group a strong sense of enthusiasm and dedication toward the accomplishment of common goals. Exercises the ability to inspire and create a work environment that fosters encouragement, spirit and growth in daily operations, emphasizing training and development opportunities. Includes the extent to which employees are praised, treated fairly and assisted when appropriate.

- ___ Shows no enthusiasm or dedication in daily functions; is not concerned with the overall spirit of the work group and/or employees' development. Often criticizes; rarely offers praise, encouragement or assistance. Avoids interaction with employees. Sets a poor example for employees by criticizing directives, policies or management decisions openly and negatively. (0)

- ___ Is not sure what is needed to motivate employees to accomplish work goals and does not seek this information from the employees. Is sometimes willing to give assistance to some employees, while ignoring or criticizing others. Employees are inadequately informed of new information, and are not encouraged to seek developmental opportunities. Is inflexible when making personnel decisions. (1)

- ___ Is willing to interact with and coach employees; offers encouragement, constructive criticism and praise when appropriate. Employees are made aware of educational and promotional opportunities. (2)

- ___ Is able to inspire and create a comfortable and positive work atmosphere. Work problems and goals are constructively discussed with employees. Encourages employees in their assignments. All employees are treated fairly and are kept abreast of new promotional and developmental opportunities. (3)

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History: Effective: 8-6-09 Revised: 7-28-09 Original 11/00

Comments:

7. **Productivity:** Exercises the ability to efficiently perform, produce and maintain quality work according to schedule and deadlines. Includes both individual and work group productivity.

___ Fails to meet deadlines and/or complete assignments. Routine work is considerably behind schedule and is of poor quality. (0)

___ Sometimes works within deadlines on routine assignments; however, other assignments/projects are usually behind schedule. (1)

___ Routine work is accomplished according to schedule and deadlines with minimal errors. Most other assignments/projects are completed on schedule. (2)

___ Work, both routine and special assignments, are accomplished ahead of deadline. Work is thorough, polished and of good quality. (3)

Comments:

8. **Job/Organizational Knowledge:** The level of understanding and implementation of organizational information, job responsibilities, policies, procedures, rules and regulations possessed to independently perform duties in an Executive/Managerial capacity.

___ Has minimal job knowledge and lacks fundamentals of policy, procedures, rules and regulations. Does not seek information to improve or increase overall job or organizational knowledge. (0)

___ Understands limited policies, procedures and related aspects of the job and associated policy, but lacks detailed knowledge. (1)

History: Effective: 8-6-09 Revised: 7-28-09 Original 11/00

___ Knowledgeable of policies, procedures and related aspects of the job. Is able to accomplish necessary duties with the help of staff. (2)

___ Has thorough knowledge and well versed in all policies, procedures, contacts and related aspects of the job. Rarely needs assistance; answers others' questions concerning policies, procedures, rules and regulations. (3)

Comments:

9. **Technical Knowledge:** The extent of technical or practical knowledge in own specialty field possessed to efficiently perform duties in an Executive/Managerial capacity. Keeps current on technological changes through continuing education.

___ Has minimal technical or practical knowledge. Does not retain information after explanation; repeatedly asks the same questions. Is unfamiliar with work methods and materials. Does not seek ways to gain or improve technical knowledge in own or related fields. (0)

___ Understands basic technical phases and aspects of the job, but lacks detailed technical knowledge. (1)

___ Has satisfactory knowledge of technical phases and aspects of the job. Is familiar with the operation and use of necessary equipment. Is aware of technical changes and new developments in own or related fields. (2)

___ Has thorough knowledge and well versed in all technical phases and aspects of the job. Is familiar with the operation and use of necessary equipment. Rarely needs assistance; answers others' technical questions. Seeks new and advanced information in own field. (3)

Comments:

History: Effective: 8-6-09 Revised: 7-28-09 Original 11/00

10. **Communication:** Exercises the ability to effectively convey, present and/or receive oral and written information in a way that is understandable and acceptable.

- ___ Fails to convey necessary information to supervisor, employees and peers. Messages and facts are misleading and/or incomplete. (0)
- ___ Often fails to present messages and facts clearly. Oral or written messages are ambiguous, occasionally too brief or too lengthy. (1)
- ___ Presents messages and facts in an understandable manner while conveying all needed information. (2)
- ___ Messages and facts conveyed are complete, clear and concise. Keeps supervisor informed of necessary information and communicates necessary information to employees in a timely manner. (3)

Comments:

11. **Organization and Planning:** Exercises the ability to determine what needs to be done, how it should be done and to assemble and arrange resources effectively to meet objectives.

- ___ Does not effectively prepare or follow work plans to accomplish goals and objectives. Does not prioritize tasks effectively. (0)

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History: Effective: 8-6-09 Revised: 7-28-09 Original 11/00

- ___ Does not follow assigned work plans or schedules properly; occasionally conflicts occur due to poor coordination or scheduling. Makes or understands plans, but fails to stick to them. (1)

- ___ Satisfactorily arranges and coordinates work to accomplish individual and group goals. (2)

- ___ Organizes and plans work assignments to accomplish individual and group goals. Adapts to changes in schedules or resources easily. Work assignments function smoothly with few conflicts or coordination problems. (3)

Comments:

12. **Interpersonal Relations:** The extent to which respect for and consideration of others is expressed. Exercises the ability to interact and relate with public and/or others in a polite, pleasant and tactful manner. Consider willingness to assist and/or cooperate with others.

- ___ Shows little concern for others' feelings. Is often abrupt, blunt, rude and/or discourteous to others. Is annoyed when work is interrupted; unwilling to assist and/or cooperate with others. Frequent complaints are received regarding this employee's behavior. (0)

- ___ Is moody; occasionally shows lack of concern for others' feelings. Interrupts others frequently. Sometimes is abrupt, especially when under pressure. (1)

- ___ Shows concern for others' feelings. Is polite, courteous and respectful; does not interrupt when others are speaking. Works well with others. (2)

- ___ Is polite, courteous and considerate. Hears both sides before forming an opinion. Is willing to assist and/or cooperate with others. Takes time to logically explain the reasons for actions or events. (3)

Comments:

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History: Effective: 8-6-09 Revised: 7-28-09 Original 11/00

13. Employee Support/Well-being: Giving instructions; coaching; counseling; appraising performance; referring employees to appropriate sources of assistance for solving personal problems which affect performance.
- _____ Fails to give proper instructions. Lacks appropriate coaching and counseling skills. Fails to appraise performance in a proper and timely manner. Shows little or no regard for employees. Discipline is selective or non-existent. (0)
- _____ Concern for employees is minimal. Personnel procedures lack consistency and objectivity. Instructions are incomplete or unclear. (1)
- _____ Encourages and promotes good performance and is willing to assist employees with personal problems as necessary. Gives proper instructions. Assists employees by coaching and counseling when necessary. Properly appraises performance. Assists employees with personal problems and refers them to appropriate sources. Personnel policies are followed objectively. Employees are given appropriate feedback. (2)
- _____ Exhibits genuine concern for employees. Is unbiased and objective in assignments, promotions, discipline and evaluations. Instructions are clear. Offers direction to employees when necessary. Routinely monitors and assesses current work environment. Refers to appropriate agencies as necessary. (3)

History: Effective: 8-6-09 Revised: 7-28-09 Original 11/00

Comments:

14. Initiative: Exercises the ability to originate or develop constructive ideas and take necessary steps for their implementation. Consider level of ingenuity, resourcefulness and self-reliance exhibited and the willingness to carry out responsibilities. Includes attempts to solve problems, volunteering for training, suggesting improvements and requesting additional work.

___ Complains frequently about issues and procedures, even after the rationale for them is explained. Abuses privileges. Makes no attempt to correct errors or resolve problems. (0)

___ Does only what he/she is directly told or assigned to do, ignoring other related work; objects to being assigned some jobs. Puts forth little effort to assist employees or the public unless specifically told. Requires close supervision to prevent inefficient use of time or resources. Needs to be reminded and urged to complete assignments. (1)

___ Takes responsibility and action when identified as part of objective or assignment. Goes ahead with familiar work. Occasionally offers practical suggestions. (2)

___ Works efficiently and confidently with minimal supervision. Performs work in a manner consistent with Department's goals and policies. Is interested in work and the Department and reveals this by volunteering suggestions or asking questions concerning ways to improve service or efficiency. Accepts responsibilities over and above requirements of job. (3)

Comments:

15. Flexibility: The modification of one's actions based upon obtained information and the ability to adapt to different situations and apply appropriate strategies.

History: Effective: 8-6-09 Revised: 7-28-09 Original 11/00

- ___ Is very rigid, rarely changes mind or alters decisions. Has little or no variation in procedures or methods as situations change. Sticks with own methods and habits, even when policy or procedures dictate otherwise. (0)
- ___ Resists changes in procedures, duties or assignments. Likes to do things "the way they've always been done"; however, will change after encouragement or continued direction. (1)
- ___ Has "standard" procedures and methods which are generally applied, but will alter these if better results would be obtained from different methods. Alters decisions when appropriate based upon new information. (2)
- ___ Alters or modifies own position or procedures in order to better coordinate activities or functions. Willing to change or adapt unless he/she feels others' positions are ineffective or counterproductive. Is willing to adjust own schedule to accommodate others. (3)

Comments:

16. Safety: The practice, observation and enforcement of safety procedures in an effort to prevent accidents, injury or endangerment to self and others. Includes providing instructions in proper safety procedures.

- ___ Does not personally adhere to safety practices and procedures. Fails to enforce established safety practices and procedures. Work area is not kept free of potential hazards (grease, loose equipment, dirty conditions or tools, poorly sharpened or maintained equipment, etc.). Resists the adoption or enforcement of safety procedures or equipment. (0)
- ___ Enforces only "major" or obvious safety procedures, ignoring minor infractions or omissions. Ignores or fails to correct unsafe conditions after he/she becomes aware of them. Fails to adequately communicate safety information to employees. (1)
- ___ Ensures that safety practices are observed and proper equipment is utilized. (2)

History: Effective: 8-6-09 Revised: 7-28-09 Original 11/00

____ Corrective action is taken when accidents occur to prevent their recurrence. Work area and equipment is properly maintained and used with proper safeguards. Recommends and/or implements new procedures or practices to increase safety. (3)

Comments:

17. **EMS Technical Skills:** Employee has the understanding, knowledge and training required to perform his/her job in relationship to their job description.

____ Lacks the appropriate knowledge, skills, or desire to perform the level of service associated with the roles and responsibilities of his/her job description. (0)

____ Has limited knowledge in providing and understanding the nature of his/her role and responsibility. Does not apply training to help increase job requirement proficiency. (1)

____ Well versed in policies, procedures. Maintains appropriate skill level with hands-on training and study. Applies the training that he/she receives and integrates the training with practical application. (2)

____ Has thorough knowledge in the EMS field with respect to policies/procedures associated with his/her job description. Strives to increase his/her knowledge base with additional self-study techniques. (3)

Comments:

History: Effective: 01/07/2007 Revised: 01/07/2007 Original 6/99

PURPOSE:

All employees of **East Lake Tarpon Special Fire Control District** are employees of a team working together with the main objective of service to our community. Any employee who fails to follow the necessary rules and regulations governing his/her conduct is not only penalizing himself/ herself, but doing a disservice to all of the other Department employees. The Code of Conduct rules are not intended to restrict or impose on the privileges of anyone, but are designed to insure the rights and safety of all Department employees and to provide working guidelines to assure equitable and business-like Department to efficiently service our community.

NO LIMITATIONS:

In recognition of the fact that each instance of misconduct differs in many respects from somewhat similar situations, Administration retains the right to treat each occurrence on an individual basis without creating a precedent for other cases which may arise in the future. Administration retains the right to suspend any disciplinary action at its discretion. The following rules and regulations are not to be construed as a limitation upon the retained rights of Administration to discipline employees; however, a more severe penalty may be imposed than that which appears in the standard procedure, if warranted by circumstances in Administration's discretion. Department Code of Conduct will meet Firefighter Bill of Rights, State and Federal laws.

The rules and regulations for the Code of Conduct are divided into four groups to reflect degrees of severity of offenses. In each group and for each rule, consideration will be given to the severity of the offense, the cost involved, the time interval between violations, the length and quality of the employees service with the Department and the ability of the employee concerned. In each case where the penalty is modified from the recommended standard penalties, the reasons for such modifications will be noted.

(a) **NOTICE OF DISCIPLINARY ACTION:** In all cases, a supervisor shall notify the employee of the action taken and a copy of such notice will be placed in the employee's personnel folder.

(b) **USE OF PAST RECORD:** When imposing disciplinary measures for a particular offense the supervisor should not take into consideration any prior infraction which occurred more than recommended by the chart (see 231).

The Department has initiated a Positive Reinforcement policy that is to be followed in conjunction with the Code of Conduct.

History: 01/07/2007

Revised: 01/07/2007

Original 6/99

East Lake Tarpon Special Fire Control District has a system of discipline that is easy for the supervisor to administer and the employee to understand. The Department's Positive Reinforcement program emphasizes correcting the problem rather than punishing the offender (depending on the seriousness of the offense). The Positive Reinforcement program requires the Department's work rules and performance standards to be easy to understand, easy to enforce, make sense, and be accurately and consistently enforced.

The program will be used primarily with Group 1 and Group 2 offenses, in varying degrees. This in no way excludes its use in Group 3 and 4 offenses, if appropriate.

Positive Reinforcement is an approach to encourage proper performance and to correct poor performance which minimizes the use of punishment. The process is designed to solve problems and encourage good performance by treating the employee as an adult with a problem to solve. A supervisor must gather all the facts regarding the incident, and be fully informed prior to initiating any disciplinary action.

The commendatory or corrective actions are as follows:

A+	=	Commendation
1	=	Guidance
2	=	Counseling
3	=	Written Reprimand
4	=	Suspension and/or demotion
5	=	Decision-Making Leave
6	=	Resignation/Termination

As a part of positive reinforcement, it is essential to encourage proper performance through commendation (A+). When an employee has sustained proper performance or has gone above the norm, it should be indicated as such on the Personnel Appraisal Log (Form 229.1).

The first step of the Positive Discipline process is Guidance. This is an informal conversation between the employee and supervisor in which problems and solutions are discussed. As this first step is very informal, it will not require any form of documentation other than an entry on the Personnel Appraisal Log.

The second step of the process is counseling. The counseling session is used when Guidance has not resulted in the desired change. The employee interview form will be completed.

The third step, Written Reprimand is the beginning of Group 2 Offenses. This is also used when previous Counseling has not accomplished the desired changes. The employee interview form will be completed.

History: Effective: 01/07/2007 Revised: 01/07/2007 Original 11/00

The fourth step, Suspension/Demotion is the beginning of Group 3 Offenses. This is also used when previous Counseling has not accomplished the desired changes. Suspension will be explained in more detail.

The fifth step is Decision Making Leave. This is the most serious step of the Positive Reinforcement process as further infractions would result in termination. Decision Making Leave requires the approval of the Fire Chief or his representative. An employee is given one day off (without pay) to decide if he or she wishes to continue working for the Department. Decision making leave is only given one time.

The final step, Resignation/Termination is self-explanatory.

Repeating steps may often be necessary. This is especially true for Step 1, Guidance and Step 2, Counseling. One reason repetition of steps may be considered could be because the offense is not serious enough to warrant proceeding further.

Inactive Disciplinary Actions: The Department does not remove Personnel Appraisal Logs from personnel files. Supervisors should, however, consider certain interview forms or steps in the Positive Reinforcement Process “inactive” after a period of time and should be repeated when needed. The exception to this would be Decision Making Leave which, under most circumstances, should only be given once. Because they are not removed, employee interview forms are especially useful in identifying patterns of incidents and correcting employee problems through counseling and other employee assistance programs.

The following is a guide for determining the steps of the Positive Reinforcement Process inactive:

Step 1	Guidance	6 months
Step 2	Counseling	9 months
Step 3	Written Reprimand	12 months
Step 4	Suspension/Demotion	24 months
Step 5	Decision Making Leave	Permanent

SUSPENSION:

An employee may be suspended at once by his immediate supervisor for reasons as provided in the Code of Conduct Rules and/or Department Rules. Suspensions will be without pay.

History: Effective: 01/07/2007 Revised: 01/07/2007 Original 6/99

Notification of Right to Appeal:

An employee who has received any disciplinary action shall immediately be advised of his rights to appeal the action by the grievance procedures.

Administrative Hearing

Any employee of the Department, whether a firefighter, EMT, or otherwise, who has been disciplined pursuant to the code of conduct may appeal said discipline by utilizing the Administrative Hearing Procedure, as set forth in Florida Statutes Chapter 120. Union membership that proceeds with the steps of the grievance procedure shall not have access to the Administrative Hearing Process for resolution of the grievance.

History: Effective: 10-7-10 Revised: 9-28-10 Original 11/00

The four (4) groups of offenses and standard actions taken are as follows:

GROUP 1 OFFENSES: All Employees

- | | |
|-----------------|---|
| First Offense - | (1) Guidance |
| Second Offense | (2) Counseling |
| Third Offense - | (3) Written Reprimand |
| Fourth Offense | (4) Suspension and/or Demotion
Shift - 12 hour suspension
40 hr/staff - 8 hour suspension |
| Fifth Offense - | (5) Decision-Making Leave |
| Sixth Offense - | (6) Resignation/Termination |

Probationary employees will receive, within reason; the same actions listed within the groups of offenses, however, the employee may be terminated at any time.

Offenses: The following acts are prohibited:

101 Failure to report to duty.

Failure to report to duty at the time and place designated; to include overtime, mandatory overtime, approved leave, special hours or special shifts after being scheduled for such duty.

102 Department Correspondence.

All official Department correspondences and communications of an official nature whether verbal or in writing, to non Department Members without the permission of the Fire Chief or his designee is prohibited.

103 Notices-Posting/Circulation/Destruction/Defacing.

Destroying or defacing any official written notice relating to Department business. The posting or circulation of any notices of a non-official derogatory character relating to any person, group or public safety activity is prohibited.

104 Personal Appearance.

Failure to have a neat, clean personal appearance, which adversely reflects upon the individual's competency, efficiency and pride as a employee of the Department to foster and enhance a professional, efficient, effective image/posture. To this end, the wearing of an improper uniform, improper haircut, or to maintain one's uniform and/or equipment in good order is prohibited.

History: Effective: 10-7-10 Revised: 9-28-10 Original 11/00

105 Professional Image.

Failure to work diligently or with a bearing consistent with the image of a professional, said to include but not be necessarily limited to:

- a. Unnecessary shouting or using obscene language.
- b. Conducting personal business during duty hours without permission of the Officer in Charge.
- c. Taking excessively long meals or refreshment breaks.
- d. Lack of courtesy to an individual, either on the phone, in writing or in person.
- e. Gambling or other games of chance while on duty.

106 Unauthorized Persons in Fire Department Vehicles.

Allowing unauthorized individual(s) to ride in fire Department vehicles. Unauthorized individual(s) are those who are not Department personnel on official (authorized) business. The Fire Chief shall determine "Authorized" personnel for all Fire Department employees in accordance with SOP 238.

107 Receipt of Calls/Visitors at Fire Station.

Receiving personal visitors at the station during duty hours or utilization of Departmental telecommunications equipment for non-duty related purposes which are excessively frequent or long in nature, without the permission of the officer in charge.

108 Residence - Telephone Address.

Failure to maintain a telephone at one's residence or immediately notify the Fire Chief, in writing, of any change of address or telephone number. Address shall be specific - Post Office Box shall be considered unacceptable.

109 Off-Duty Employment.

The Department shall be notified in writing of any off-duty employment. No person shall accept other employment which would impair his/her independence of judgment in performance of his/her public duties.

110 On-Off Duty Conduct.

Engaging in conduct on or off duty which adversely affects the morale or efficiency of the Department or in the alternative, engaging in conduct on or off duty which has a tendency to hurt or destroy public respect for the employee and/or Department and/or destroy confidence in the operation of the fire service.

History: Effective: 10-7-10 Revised: 9-28-10 Original 11/00

111 Misconduct Known to Departmental Personnel.

Failure to report a fellow Department employee or Employee's violation of the law, rule or regulation, policy or procedure, general or specific order. To this end, all such violations shall be reported in writing to the appropriate supervisor.

112 Furnishing Identification.

Department employee/employee shall furnish one's name and identification in a respectful manner when so requested by employees by the public.

113 Knowledge of Department: Rules & Regulations, Policies & Procedures, General Orders & Special Orders.

Failure to establish and maintain a working knowledge of policies and procedures, rules and regulations, general and special orders. Failure to read, understand or comply with all rules and regulations, general and special, or verbal orders of a superior. To this end, it shall be considered neglect of duty to fail to inquire of a superior any question as to the meaning or application of any rule or regulation, general or special order, policy or procedure, written or verbal order.

114 Vexations/Unnecessary Complaints.

Making a vexatious or unnecessary complaint against an employee of the Department.

115 Use of Private Vehicles/Equipment.

Use of private vehicles/equipment for official purposes unless directed or authorized to do so by the Fire Chief or a superior.

116 Reports.

Failure to promptly and accurately submit such reports as are required by the performance of one's duties or by constituted authority.

117 Termination of Duty/Assignment.

Where the operations are continuous, an employee shall not leave his post at the end of his scheduled shift until he is relieved by his supervisor or his relieving employee on the incoming shift.

118 Participation in Legal Matters.

Giving a deposition, affidavit or appearing as a witness in a legal matter stemming from one's official duties as a Department employee without the knowledge of the Fire Chief; failure to report a request for information or receipt of a subpoena from a law firm or an attorney.

History: Effective: 10-7-10 Revised: 9-28-10 Original 11/00

119 Sleeping During Working Hours.

Sleeping during working hours is prohibited unless special permission has been granted by your supervisor.

120 Disorderly Conduct on the Job.

Employee(s) that engage in horseplay, scuffling, wrestling, throwing things, malicious mischief, distracting the attention of others, catcalls, demonstrations on the job, or similar types of disorderly conduct.

121 Safety Conditions/Practices.

- a. Mistake due to carelessness which causes injury to any person or damage to equipment.
- b. Intentionally violating a safety rule or safety practice.

122 Prompt Performance of Duty.

- a. Failure to promptly and appropriately perform all duties including general assignments, responsibilities and productivity or workmanship not up to required standards of performance.
- b. Failure to return promptly to service after finishing handling an emergency call.

123 Training and Education.

Employees of East Lake Tarpon Special Fire Control District are expected to fully participate in all scheduled or directed training and educational sessions that they attend, unless otherwise authorized.

124 Sick Leave Call In.

An employee(s) requesting sick leave shall follow SOP 116.

GROUP 2 OFFENSES: Permanent Employees.

- First Offense - (1) Written Reprimand
- Second Offense (2) Suspension and/or Demotion
 - Shift - 24 hours suspension
 - 40 hour/Staff - 16 hours suspension
- Third Offense - (3) Decision-Making Leave
- Fourth Offense (4) Resignation/Termination

Probationary employees will receive, within reason; the same actions listed within the Groups of offenses, however, the employee may be terminated at any time.

History: Effective: 10-7-10 Revised: 9-28-10 Original 11/00

Offenses: The following acts are prohibited.

201 Private Benefit from Departmental Association.

Employee(s) use of the prestige or influence of one's official position or the use of the time, facilities, equipment or supplies of the Department for private gain or advantage to oneself or another.

202 Fees/Rewards.

Accepting or receiving any fee or reward from any source for any service rendered in the line of duty in exchange for anticipated or actual preferential treatment.

203 Solicitation of Favorable Acts.

Employee(s) that solicits or has anyone to intercede with the Fire Chief, Fire Commission and/or any elected/appointed official in disposition of pending charges or findings in a disciplinary proceeding. Nothing in this Section shall be construed to be applicable to licensed attorneys-at-law when representing employee(s) of the Department.

204 Gifts-Solicitation/Acceptance.

Employee(s) that solicits for the receipt any gift/gratuity from anyone for any reasons. No employee or employee of the Department shall receive any gift or gratuity without the permission of the Fire Chief (or the Fire Commission in cases involving the Fire Chief). Additionally, vending, soliciting or collecting contributions for any purposes what-so-ever at any time on Department premises or during duty hours is prohibited unless authorized.

205 Departmental Property-Reporting Loss/Damage.

- a. Failure to immediately report to the supervisor, in writing, all damage to vehicles, property, and equipment or to file such report which contains all known facts surrounding the cause and nature of the damage. Employees shall return all equipment owned by the Department when they retire, resign or otherwise leave the Department, and they shall return all fire equipment when ordered to do so due to suspension or other absence from work.
- b. Use or possession of another employee's tools or equipment without the employee's consent.
- c. Loss or damage to Department property due to negligence or inattention to duty.

History: Effective: 10-7-10 Revised: 9-28-10 Original 11/00

206 Illness/Condition (Physical/Mental) Sick Leave.

- a. Failure to notify the immediate supervisor when there is any change in one's physical/mental condition that could prevent the individual from performing his/her assigned duties.
- b. Failure to report, to the immediate supervisor, an accident or personal injury to the employee while on duty and submit appropriate documentation by supervisor and affected employee within 24 hours unless for whatever reason the employee is unavailable and shall be documented as such.

207 Unauthorized Leave

Being absent from work for a period of 1 hour to less than twenty-four (24) hours for shift personnel without proper authorization within a one (1) fiscal year period. One hour to less than eight (8) hours for non-shift personnel. Willful or wanton failure to return to work from authorized leave.

GROUP 3 OFFENSES: All Employees.

- First Offense - (1) Suspension and/or Demotion
Shift-24 hour's suspension
40 hour/Staff - 16 hours suspension
- Second Offense - (2) Decision-Making Leave
- Third Offense - (3) Resignation/Termination

Probationary employees will receive, within reason, the same actions listed within the Groups of offenses; however, the employee may be terminated at any time.

301 Use of Force/Quarreling.

Provoking or instigating a fight or fighting at any time while on duty, threatening bodily harm, intimidating, coercing or interfering with fellow employees or supervisor at any time, including abusive or obscene language; to include excessive force against a person.

302 Possession/Use of Alcohol and/or Controlled Substance.

Possession and/or use of alcohol or any controlled substances (except as prescribed in accordance with Drug-Free Workplace policy, SOP 126) on duty or reporting to work while under the influence of alcohol or drugs. Being convicted of public intoxication or driving while intoxicated (blood attains/exceeds the level of the presumption of being under the influence as found in the Florida State Statutes).

303 Truthfulness/Cooperation.

Testifying, making reports or conducting business in a less than truthful, accurate and/or cooperative manner.

**EAST LAKE TARPON
SPECIAL FIRE CONTROL DISTRICT**

**STANDARD OPERATING
PROCEDURES**

232 GROUPS OF OFFENSES (6/99)

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History: Effective: 10-7-10 Revised: 9-28-10 Original 11/00

304 Conviction of a Crime.

Conviction of a misdemeanor of the first degree as defined by the Florida Statutes while either on or off the job.

305 Political Utilization of Official Position.

No employee shall use his/her official authority or influence for the purpose of interfering, attempting to coerce or command, for political purposes. Nothing shall prohibit an employee from expressing his or her opinions on any candidate or issue; or from participating in any political campaign during the employee's off-duty hours.

306 Recovered Property/Evidentiary Material.

Failure to turn over to the appropriate official all lost, stolen, recovered, abandoned or evidentiary material which comes into the possession of a Department employee as a result of the performance of Departmental duties. To this end, all such material shall be turned over as soon as possible or practical.

307 Possession of Keys.

Possession of keys, pertaining to Department business, not obtained under Departmental authority or without approval of the Fire Chief.

308 Divulgence of Confidential Department Business.

Discussion of the Operations and official business of the Department which is of a confidential nature without the permission of a supervisor (i.e. patient information, formal investigations, etc.) is prohibited.

309 Leaving Place of Duty.

Leaving assigned place of duty while on duty, unless in performance of actual duty, or upon direct order of a superior.

310 Insubordination.

Insubordination, which shall include but not be necessarily limited to, any failure or deliberate refusal to obey a lawful order given by a superior or any disrespectful, mutinous, insolent, or abusive language or action toward a superior, whether in or out of the presence of the superior.

311 Withholding Information on Criminal Activity.

Withholding information on criminal activity, including failure to volunteer such information prior to a specific request or official inquiry is prohibited.

312 Unauthorized Absence.

Being absent from work for a period of twenty-four (24) hours, but less than seventy-two (72) hours for shift personnel without the proper authorization within a one (1) fiscal year period. Eight (8) hours, but less than sixteen (16) hours for non-shift personnel. Willful or wanton failure to return from an authorized leave.

History: Effective: 10-7-10 Revised: 9-28-10 Original 11/00

313 Unauthorized Computer Access.

Any employee who willfully, knowingly, and without authorization accesses any computer system or any account or file within the system, or causes to be accessed any computer system or who destroys, takes, modified, or discloses data, programs, documentation, equipment or supplies.

314 Seatbelts

All members of the Department along with “ride alongs” will be seated and secured by a safety belt when the vehicle is moving. It will be the immediate responsibility of the Driver Engineer to check with each rider, prior to the apparatus being moved, that they are safely seat belted in their assigned position. The officer in charge of the apparatus is responsible for individuals that do not abide by this rule and regulation.

GROUP 4 OFFENSES: All Employees First Offense - (6) Termination/Resignation

401 Departmental Records/Reports/Citations.

Falsification of personal or Department records, including employment applications, accident records, work records, purchase orders, time sheets, run records, daily status reports, station journals, or any other report, record or application. Stealing, altering, forging or tampering within any Department record, report or citation. To this end, the removal of any record, card, report, letter, document, or other document prepared as an incident of Departmental duties from the Department, except by process of law or as directed by the fire Chief or a superior, is prohibited. Additionally, the obtaining/duplicating or attempted obtaining/duplication of any information from Department files, sources or reports other than that to which one is properly entitled to in accordance with one’s duties/assignments is prohibited. A “conscious omission” shall constitute falsification of records.

402 Cooperation with Internal Investigations/Personnel Investigations.

Failure to answer questions truthfully, respond to lawful orders, to render material and relevant statements, in personnel or internal Department investigations when such orders, questions and statements are directly related to job responsibilities. Nothing in this Section shall be in violation of one’s Federal or State constitutional rights, including the Firefighter Bill of Rights.

403 Curtailment or Interference with Work.

- a. Concerted curtailment or restriction of production or interference with work in or about the Department’s work stations including, but not limited to, instigating, leading or participating in any walkout, strike, sit-down, stand-in, slowdown, refusal to return to work at the scheduled time for the scheduled shift.
- b. Participation in a strike against the Department as established in Florida Statute 447.201 or any similar statute or amendment thereto.
- c. Wanton or willful neglect in the performance of assigned duties.

**EAST LAKE TARPON
SPECIAL FIRE CONTROL DISTRICT**

**STANDARD OPERATING
PROCEDURES**

232 GROUPS OF OFFENSES (6/99)

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History: Effective: 10-7-10 Revised: 9-28-10 Original 11/00

404 Unauthorized Absence.

Being absent from work for a period greater than seventy-two (72) hours for shift personnel without the proper authorization within a one (1) fiscal year period. Greater than twenty-four (24) hours for non - shift personnel. Willful or wanton failure to return from authorized leave.

405 Damage/Theft of Department Property.

- a. Deliberately misusing, destroying, or damaging any Department property or property of any employee.
- b. Theft or removal of Department, employee, or any other individual or organizations property without proper authorization.
- c. Willful, unauthorized possession or theft of Fire Department controlled substances or controlled substance keys.

406 False Sick/Injury Claims; Harboring Disease.

- a. Making false claims or misrepresentation in an attempt to obtain sickness or accident benefits, or worker's compensation.
- b. Knowingly harboring a communicable disease, such as TB, which could be a threat to public health.

407 Conduct Affecting Reputation/Goodwill.

Immoral, unlawful or improper conduct or indecency, either on or off the job, which would tend to grossly effect the employee's relationship to his job, his fellow workers, his reputation or good will in the community or affect the employee's efficiency or Departmental duties.

408 Weapons on Department Property.

Unauthorized possession of firearms, fireworks, explosives or weapons on Department property or while on duty. Written authorization shall come from the Fire Chief only.

409 Unauthorized Use/Alteration of Department Identification.

Permitting person(s), other than fire Department employees, to use your Department identification, badge, uniform, or fire gear for the private gain or advantage to oneself or another. Altering Department identification is also prohibited.

410 Conviction of a felony, as defined by the Florida Statutes, either while on or off duty.

411 Harassment/Discrimination: No form of harassment and/or discrimination will be permitted.

History: Effective: 01/01/04 Revised: 10/01 Original 11/00

ALL EMPLOYEES

1. East Lake Tarpon Special Fire Control District shares a common belief that each of us should be able to work in an environment free of discrimination, as well as, any form of harassment based on race, color, religion, age, sex, pregnancy, national origin, handicap/disability or marital status. In addition, these categories are protected by Federal Law.

2. To help ensure that none of us ever feel we are being subjected to harassment, and in order to create such a comfortable work environment, East Lake Tarpon Special Fire Control District, prohibits any physical, written or spoken conduct regarding any of these items, including conduct of a sexual nature. This includes:

- a. Unwelcome or unwanted advances, including sexual. This means patting, pinching, brushing up against, hugging, cornering, kissing, fondling, or any other similar physical contact.
- b. Unwelcome requests or demands for favors, including sexual favors. This includes subtle or blatant expectations, pressures or requests for any type of favor, including a sexual favor (this includes unwelcome requests for dates) whether or not it is accompanied by an implied or stated promise of preferential treatment or negative consequence concerning employment status.
- c. Verbal abuse or kidding that is oriented toward a prohibited form of harassment, including that which is sex-oriented and considered unwelcome. This includes comments about our national origin, race, body, handicap/disability or appearance, where such comments go beyond mere courtesy; telling "dirty jokes" that are unwanted and considered offensive; or any tasteless, sexually oriented comments, innuendos or actions that offend.
- d. Visual Harassment: derogatory or demeaning posters, cards, cartoons, graffiti, drawings, gestures, etc.
- e. Any type of sexually oriented conduct or other prohibited form of harassment that would unreasonably interfere with our work performance. This includes extending unwanted sexual attentions to someone whether or not it reduced that person's productivity or time available to work at assigned tasks.

History: Effective: 01/01/04 Revised: 10/01 Original 11/00

- f. Creating a work environment that is intimidating, hostile, abusive or offensive because of unwelcome or unwanted conversations, suggestions, requests, demands, physical contacts or attentions, whether sexually oriented or otherwise related to a prohibited form of harassment.
3. Normal, courteous, mutually respectful, pleasant, non-coercive interactions between employees, including men and women, that are acceptable to both parties are not considered to be harassment.
4. If any of us believe that he or she is being subjected to any of these forms of harassment, or believes he or she is being discriminated against because other employees are receiving favored treatment in exchange, for example, for sexual favors, he or she must bring this to the attention of appropriate persons in management. The very nature of harassment makes it virtually impossible to detect unless the person being harassed registers his or her discontent with the appropriate Department representative. Consequently, in order for the Department to deal with the problem, we must report such offensive conduct or situations to the Fire Chief, District Chief, Office Manager or any Board member. If the complaint is against the Fire Chief, the complainant may report to any Board member or may take the complaint directly to the Pinellas County Office of Human Rights.
5. A record of the complaint and the findings will become a part of the compliant investigation record and the file will be maintained separately from the employee's personnel file.
6. It is understood that any person electing to utilize this complaint resolution procedure will be treated courteously, the problem handled swiftly and as confidentially as feasible in light of the need to take appropriate corrective action, and the registering of a complaint will in no way be used against the employee, nor will it have an adverse impact on the individual's employment status.
7. If the violation is valid and depending upon the severity of the offense, discipline for corrective action will be counseling, written reprimand, suspension, demotion or dismissal.

History: Effective: 01/01/04 Revised: 10/01 Original 11/00

SUPERVISORY POLICY STATEMENT

Further explaining prohibited harassment including sexual harassment.

In order to avoid any question about possible unlawful harassment of employees, the Department has chosen to prohibit harassment, including sexual harassment, as defined 230 Conduct in the S.O.P.

Normal, courteous, mutually respectful, pleasant, non-coercive interactions between employees, including men and women, that are acceptable to both parties are not considered to be harassment. However, please keep in mind that what may be perceived as normal, courteous, etc., today, while the individuals are on good terms may be perceived in the future in a vastly different way when the individuals no longer are on those same good terms.

The Department will not tolerate prohibited harassment, including sexual harassment, of its employees by anyone - Chiefs, Lieutenants or Firefighters. Prohibited harassment, including sexual harassment, can be an insidious practice. It can demean individuals being treated in such a manner. It can create unacceptable stress for the entire organization. Morale can be adversely affected. Work effectiveness can decline. Significant costs are involved and persons harassing others will be dealt with swiftly and vigorously.

History: Effective: 01/01/04 Revised: 10/01 Original 11/00

If you are engaged in any conduct which another employee finds offensive, STOP. Consider whether your actions might be improper harassment of some kind. If in doubt, seek assistance from Administration.

If you learn that another employee has made a complaint against you, consider whether their complaint might be justified. Meanwhile, whether the complaint is justified or not, re-employee three things:

FIRST, do not retaliate in any way against the employee who complained.

SECOND, consider this occasion as a reminder of the problems involved in mixing business and pleasure.

THIRD, review the Department's policy, and be sure you understand it and fully comply with it at all times.

If the violation is valid and depending upon the severity of the offense, discipline for corrective action will be counseling, written reprimand, suspension, demotion or dismissal.

History: Effective: 01/01/04 Revised: 10/01 Original 11/00

This Section applies to all non-bargaining unit employees of the East Lake Tarpon Special Fire Control District, ("ELTSFCD ") excluding the Board of Commissioners and any employees covered by an employment contract.

1. Discipline is composed of two categories, Informal and Formal as explained below.

A. Informal discipline includes corrective action which may be administered by the Supervisor of an employee or, the Board of Commissioners. The types and sequential steps of informal disciplinary action are:

- 1) Verbal reprimand and notification of the need to correct behavior when the offense occurs;
- 2) Oral counseling; and
- 3) Decision by the Supervisor or the Board of Commissioners for formal disciplinary action.

Depending upon the severity of the offense, one or more of steps may be omitted. The person providing the informal discipline will make a written report and provide two (2) copies to the Employee involved (who will sign and return one copy to the person providing the discipline as evidence of receipt by the Employee of, but not necessarily concurrence with, the disciplinary action), provide one (1) copy to the Employee's immediate supervisor, and place the original (along with the copy signed by the Employee) in the employee's personnel file.

B. Formal discipline includes corrective action which may be administered by the Supervisor of an employee or the Board of Commissioners. The types and sequential steps of formal disciplinary action include the Appraisal/Remedial Action Phase, the Inquiry Phase, and the Arbitration Phase as outlined below.

History: Effective: 01/01/04 Revised: 10/01 Original 11/00

1) Appraisal/Remedial Action Phase

a) With the exception of committing an act or a failure to act which, in the opinion of the Supervisor or Board of Commissioners, warrants suspension, dismissal, or other disciplinary action, a non-union employee will not be subject to demotion, suspension or dismissal unless that employee has received a "needs attention" or "unsatisfactory" rating in an appraisal area(s); followed by two consecutive "unsatisfactory" or "needs improvement" ratings in the same appraisal area(s), over a 18 month period.

b) If necessary, as a result of Employee performance at a less than Satisfactory "meets requirement" level, the Employer will provide reasonable remedial training or counseling.

c) An employee who has received a "needs attention" or "unsatisfactory" in any appraisal area will be reappraised within six (6) months or sooner if determined necessary by the employer, to determine progress in performance to at least the "meets requirement" a satisfactory level. This periodic appraisal process will continue as necessary.

2) Inquiry Phase

a) If an Employee has not made progress to achieve a "meets requirement" level of performance for three (3) consecutive appraisals, the Employer may convene an Inquiry Phase.

Inquiry Committee, as described below to conduct fact-finding and an Inquiry into the less than "meets requirement" performance, which inquiry may include convening of one or more meetings with the Employee involved, and arrive at a recommendation for action to the Supervisor or Board of Commissioners, as appropriate. If the Department or the Employee chooses to be represented by legal counsel during the Inquiry Phase of the disciplinary process, the costs incurred for such counsel will be borne by the party retaining the counsel.

b) The Inquiry Committee will be comprised of two (2) Commissioners chosen by random draw, the Chief of the Department or his designee, and two (2) Department employees chosen by the Employee involved.

History: Effective: 01/01/04 Revised: 10/01 Original 11/00

c) Unless delayed due to reasons beyond its control, the Inquiry Committee will conclude its fact-finding and inquiry within fourteen (14) days after notice to the Employee that such a committee has been formed. The recommendation(s) of the Inquiry Committee, which may include but not be limited to remedial training, probation, demotion, suspension, any combination thereof, or dismissal, shall be provided to the Supervisor, or Board of Commissioners if applicable, within five (5) days after the completion of the Inquiry. The Supervisor, or the Board of Commissioners if applicable, shall forthwith advise the Employee and take the action(s) recommended by the Inquiry Committee.

3) Arbitration Phase

a) If the action(s) taken pursuant to the recommendation of the Inquiry Committee are not acceptable to the Employee, and the Employee so advises the Supervisor, or the Board of Commissioners if applicable, within five (5) days of receipt of notice of the action(s) to be taken or of the taking of the action(s), whichever is later, that arbitration is requested, the recommendation and action(s) shall be resolved by the use of mandatory, formal binding Arbitration.

(b) The sole Arbitrator will be selected from a list provided by the Federal Mediation and Conciliation Services, or another organization acceptable to the Board of Commissioners and the Employee, and such Arbitrator shall be acceptable to the Board of Commissioners and the Employee, considering a reasonable number of rejections.

History: Effective: 01/01/04 Revised: 10/01 Original 11/00

(c) In addition to the investigation and fact-finding which may be conducted by the Arbitrator, the Arbitration Phase will include at least one (1) formal meeting at the direction of the Arbitrator within a reasonable period of time after the Employee notice is furnished pursuant to paragraph 1.B.3) b) above and at a place acceptable to the Employee, ELTSFCD, and the Arbitrator. Such meeting(s) shall be attended by the Arbitrator, the involved Employee, one randomly drawn Commissioner, the Chief of the Department, one other non-union employee selected by the Employee involved, and, if so desired, one (1) legal counsel for the involved Employee and one (1) legal counsel for the Department/ELTSFCD, or attendees as otherwise agreed to by the Employee, Arbitrator, and ELTSFCD,

d) Unless delayed by reasons beyond the control of the Arbitrator, within fourteen (14) days after completion of the final Arbitration meeting, the Arbitrator shall tender a decision, with copies being provided to the involved Employee, the Chief of the Department, and the Chairman of the Board of Commissioners of ELTSFCD, which decision and the actions set forth therein shall be binding upon all involved parties.

e) The costs incurred by the Arbitrator shall be shared equally by the involved employee and ELTSFCD, Any other costs incurred as a result of the Arbitration Phase by either party shall be borne by the incurring party. The parties to any disciplinary action are required to use their best efforts to resolve such action via negotiation at the lowest level possible and as soon as reasonably possible with the intent of precluding formal disciplinary actions, and specifically, avoidance of the expenses connected with unnecessary Arbitration.

This Section does not preclude either party from pursuing any other remedy available under law.

History: Effective: 01/01/04 Revised: 05/03 Original 11/00

Anytime an employee is charged with any felony crime he/she shall be immediately suspended without pay until a determination is made.

History: Effective: 6-4-09 Revised: 5-26-09 Original 11/00

Personal telephone conversations will be held to 10 minutes, Monday through Friday between 08:00 hours - 12:00 hours and 13:00 hours - 17:00 hours.

Employees shall not make personal long distance telephone calls on Fire Department telephones without their telephone credit card.

237 USE OF CELLULAR PHONE

1 OF 1

History: Effective: 01/01/04 Revised: 6/03 Original 11/00

ISSUANCE

Staff officers assigned to a forty (40) hour a week work schedule will be issued a Department cell phone.

The engines, squad, and district chief will be issued one phone per unit.

OPERATION

Cellular phones are intended for the use for Departmental business only. Staff officer's assigned phones will have the option of paying an additional monthly fee to the Department to have the opportunity to use the phones for personal reasons. This shall not affect the use of the phones for Departmental reasons as a first priority. Staff officers will insure that the phone is charged and ready for service for the period they are on duty and for as many hours as possible while off duty.

Phones assigned to the apparatus will be the responsibility of the officer in charge of that unit. The officer will ensure that the phone is charged and ready for service at all times the members are away from the station. The phone will be carried by a crew member (preferably the officer). The only exception to this is when the crew is on an active incident that requires bunker gear to be worn.

History: Effective: 6-4-09 Revised: 5-26-09 Original 11/00

Administrative personnel who work a forty (40) hour work week and are required to be "on call," will be issued a Department vehicle for the sole purpose of responding to emergency incidents during off-duty hours from their place of residence.

Department vehicles are to be used for official business only. The use of Department vehicles for other than official business is prohibited without the knowledge and permission of the Fire Chief.

Non-Department employees are allowed to ride in Department vehicles with the knowledge and permission of the Fire Chief, provided the individual's have signed form "Covenant Not To Sue, Promise To Release" form.

If at any time a response will exceed fifteen (15) minutes, it will be his/her responsibility before responding in an "Emergency status," to make that determination and to inform the "On Scene Commander" of this fact. It will then be the "On Scene Commander's" responsibility to request a Mutual Aid assisted response or direct the person responding to continue in his/her "Emergency status" response.

Personnel responding Mutual Aid and/or by request of the "On Scene Commander," shall be held responsible for determining the need of running in an "Emergency status" response. He/she shall consider distance and time parameter requirements and constraints per individual incident. When determined necessary as an "Emergency status," personnel responding to this incident shall supersede the fifteen (15) minute requirement which permits responding in an "Emergency status" with lights and siren to enable safe arrival.

All vehicles when responding "emergency status" shall conform to Emergency Vehicles Operating Course (EVOC) standards as per state recommendations.

History: Effective: 01/01/04 Revised: 10/01 Original 11/00

The Department has entered into a contract with an area towing service for removal of unauthorized vehicles parked in the Station parking areas.

Vehicles may be removed after being left over 24 hours without permission from Department Personnel.

Personnel authorized to call the towing service will be Lieutenants and above (not including Acting Lieutenants).

History: Effective: 6-4-09 Revised: 5-26-09 Original 11/00

Employees shall immediately notify District Chief when equipment belonging to another company is found.

When articles of value such as money, jewelry, wallets, handbags, cash registers, safes, or other items of similar nature are found at fires or emergencies, or turned into a station, the following procedure shall be followed in every instance.

Any employee who finds valuables shall see that they are not moved or touched in any way and will notify the District Chief without delay. All articles of value will be turned over to the proper law enforcement agency as soon as possible. This also includes weapons and explosives. Remove articles with witness only if item (s) is in danger.

Cash registers, safes and similar repositories shall not be opened, but shall be handled in the manner outlined above.

No Officer or employee, nor anyone connected with the Fire Department shall, at any time during or after a fire or emergency, take or remove for his own use, anything from a building or premises involved in the emergency.

**EAST LAKE TARPON
SPECIAL FIRE CONTROL DISTRICT**

**STANDARD OPERATING
PROCEDURES**

241 Antique Truck

1 of 1

History: Effective: 6-4-09 Revised: 5-26-09 Original: 02/15/05

PURPOSE: The purpose of the Antique Fire Truck is to create and promote the mission of East Lake Fire Rescue, slogan of *Above and Beyond*. This unit will be a promotional representative of the Department. Members that use the truck will be representing East Lake Fire Rescue in our fire district and surrounding districts.

1. Members may use the vehicle within the district with permission from the District Chief. The vehicle may be used outside of the District with written permission from their Fire Chief or his/her designee.
2. Any one that rides on the Antique Truck, other than the employees of the Department, must sign a release form. The completed forms must be submitted to the District's office.

History: Effective: 08/07/05

Revised: 08/7/05

Original: 08/07/05

If an individual is suspected of sick leave abuse, the individual will be notified in writing from the Fire Chief or his/her designee, that they are suspected of sick leave abuse. In addition, a medical certificate from a medical doctor will be required to verify the absence prior to 07:30 of their next duty day. If the individual that has been notified of being suspected of sick leave abuse does not provide a medical certificate, the following criteria will apply:

1. In order for an individual to return to duty, the individual shall provide to the District Chief on duty a medical certificate from a medical doctor stating that the individual is cleared for active duty.
2. Compensation for hours utilized will not be paid to an individual unless the individual has a medical certificate from a medical doctor for the day that the individual requested sick leave compensation.
3. If the above-mentioned criteria are not met, disciplinary action may be taken.