

ANDERSON CITY FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

RULES AND REGULATIONS

SECTION I, 2.0

April 13, 2010

NOTES:

- These Rules and Regulations are to be applied specifically to the AFD firefighters and the department's operations. Where there is conflict with the Employee Handbook of the City of Anderson, the Employee Handbook shall prevail.
- References to the Battalion Chief (BC) shall be construed to mean the appropriate shift commander per the chain of command.
- The term "firefighter" is implied to mean all personnel including officers.

1. Chain of Command

- a. The Chief of the AFD shall have the responsibility and authority for the administration and operation of all department resources, fulfilling the mission of the department, and the accomplishing the goals and objectives of the department.
- b. The Chief shall delegate authority and responsibilities to subordinate officers and firefighters within the department to accomplish the mission department.
- c. The Chain of Command is as follows: Fire Chief, Battalion Chief (BC), Captain, Lieutenant, Sergeant, Engineer and Firefighter.
- d. The Assistant Chief and Administrative Assistant shall answer directly to the Chief.
- e. The Battalion Chief shall be considered the shift commander. Subordinate officers shall be considered company officers for personnel assigned to their respective apparatus. The BC shall be responsible for the administration of City and AFD policies and procedures on their shift.
- f. In the absence of the Battalion Chief, his designee or highest ranking officer shall serve as the shift Officer in Charge.

2. Safety

- a. The City of Anderson and the AFD are responsible for providing a workplace free from recognized hazards. Personnel are responsible for reporting unsafe conditions to their superior officer and following SOGs and directives as safely as possible.
- b. All personnel – except Engineers -- shall wear full protective clothing and equipment when answering an alarm and while on the scene. When overhauling operations begin, all protective clothing must be worn. SCBA may be removed when air monitoring determines that no respiratory hazard exists.
- c. Driver operators (Engineer) may wear only his/her turnout coat or reflective vest while responding to and operating at alarms if the wearing of turnout pants and boots is deemed to be unsafe while driving apparatus.
- d. All personnel shall be in fastened seatbelts while responding to and from alarms. Personnel shall not open doors of apparatus until instructed to do so by ranking officer on apparatus.

ANDERSON CITY FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

- e. Personnel shall wear self-contained breathing apparatus or, other appropriate respiratory protection, any time there is the potential of a respiratory hazard. A CO detector reading may be taken and SCBA discontinued if CO is determined to be below 50 PPM.
 - f. All personnel must be clean-shaven and have hair length appropriate so that face-mask seal will not be compromised.
 - g. All personnel working in the vicinity of charged hose lines and aerial/ground ladder operations shall wear helmets.
 - h. All injuries must be reported to the company officer within 48 hours of occurrence.
 - i. The shift commander must complete all forms required due to injury to personnel under his command. It is ~~his~~ the shift commanders responsibility to forward to the Personnel Department and the Safety Committee these completed forms within 48 hours of report of injury. **A copy of the report shall be forwarded to the Fire Chief.**
 - j. Members injured in the line of duty must received medical evaluation and treatment from a provider approved by the City of Anderson to qualify for possible Workers' Compensation Insurance coverage of medical expenses.
 - k. Personnel who are prescribed or possess over the counter medication(s) that may affect their job performance (i.e. driving and operating heavy equipment) shall notify their BC. Personnel taking any medication that contains a written "Warning" or "Caution" on the label must notify their BC. The individual may be re-assigned to other duties or may be required to take sick leave at the discretion of the BC.
Medications must be kept in their original containers.
 - l. Firefighters working second jobs must insure that their secondary employment does not interfere with AFD employment. Personnel may not schedule themselves to work any later than midnight before reporting to AFD duty. The *Employee Handbook* should be referenced for additional information on this subject.
 - m. Competitive sports are not a sanctioned on-duty activity and are not to be a part of scheduled shift physical training activities.**
3. Training
- a. It shall be the responsibility of the BC to insure that personnel are assigned only tasks for which they have been trained and are competent.
 - b. Licenses and certifications required to perform at the various ranks in the AFD are the responsibility of the individual to maintain. The Chief may require individuals to obtain and maintain licenses/certifications necessary to fulfill the mission of the department.
 - c. Any firefighter who loses a required license/certification may be subject to disciplinary actions – including reduction in rank and pay – and relief of those assigned duties. It is the obligation of each firefighter to report any such loss of license/certification to the BC on the duty day immediately following revocation.
 - d. The department shall support firefighters' desire to obtain training and higher education to the greatest degree possible. The BC will be responsible for satisfying the needs of his shift as the highest priority and accommodating the time away from the station for training and education for personnel to the greatest degree possible.
 - e. All personnel are strongly encouraged to seek in-service training from their BC and more experienced officers and firefighters.

ANDERSON CITY FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

- f. All formal training shall be documented and certified by the BC and be entered into the personnel record of the firefighter.
4. Administration
- a. There shall be a minimum of ~~14~~ 13 personnel on duty including: ~~eight~~ seven at Station 1; three at Station 2; three at Station 3.
 - b. Each shift must have at least three (3) officers on duty at all times – one at each station.
 - c. If a temporary shift shortage is created due to providing a driver for the Hazardous Materials truck or Technical rescue Team vehicle, a recall to fill that shortage can be made by the shift commander. Minimum pay for the member hired to fill the vacancy will be three hours.
 - d. The Employee Handbook of the City of Anderson will be utilized to determine attendance requirements in accordance with the Occurrence Policy.
 - e. Personnel will be able to have someone fill in for them provided the officer in charge has the sufficient number of officers, engineers, and firefighters to do the job. Also, personnel involved in the trading MUST repay this time within the twenty-eight day work period. A request for swapping must be completed in its entirety on a form provided by the department. The BC will approve all swapping between personnel; always keeping in mind the needs of the department must come first. The BC's request for swapping must be approved by the Chief, or if he is unavailable, his second in command.
 - i. A signed swap form makes the member agreeing to swap responsible for all associated job duties of the member requesting the swap.
 - f. Personnel are required to furnish a doctor's return to work slip if they are out sick two consecutive work days (48 hours).
 - g. The BC in charge of the shift being relieved must pass on to the BC of the shift coming on duty all pertinent information in order for the department to operate smoothly and efficiently during his tour of duty.
 - h. The BC in charge of the shift is responsible to see that all personnel under his command understands and carries out radio procedures.
 - i. The BC shall visit to Station 2 at least each shift rotation and check with his officer at that station to be certain everything is as it should be.
 - j. The BC – or his designee – must complete (or see that they are completed) all fire forms required pertaining to all alarms answered during his tour of duty.
 - k. Personnel will sleep only in the bed they are assigned. The OIC of each station is responsible for assigning a bed to personnel who are on temporary assignment to a station. Personnel who are working outside their assigned station will use their own linen that has been assigned them for their tour of duty.
 - l. **Vacations** will run for the entire calendar year. Each of the shifts will handle vacations on that particular shift on a seniority basis.
 - i. Definition: “vacation week” is the 24-on, 24-off, 24-on, 24-off, 24-on typical shift work cycle.
 - ii. Definition: “approved leave” is leave has been approved in writing by the appropriate supervisor.

ANDERSON CITY FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

- iii. Personnel will be allowed to pick vacation weeks(s) for the year based on vacation time that will be accrued during that year. However, vacation time must have actually been earned before the time can be taken.
 - iv. Each firefighter will select one week, then start over on the same procedure as was used in the first week selection. After completing the second week selection, those that are eligible for three weeks will then select the third week using the same procedure as was used in the first and second week selections.
 - v. After all vacation time weeks have been picked, personnel with available comp-time and holiday time can pick additional weeks. The order of picking of this time will be based on seniority. Once one of these weeks has been selected, approved by the Battalion Chief, and placed on the calendar it will be considered as a “vacation week” and the firefighter is not subject any additional approvals.
 - vi. Of the three available positions than can be scheduled off on a shift, the first two are always reserved for vacation week leave. If either one of these slots was not requested during the annual vacation week picking process, they can be used for other types of one-two shift leave requests. However, if someone requests one of these two slots for a vacation week later during the year, someone else who had requested to use the time for another type of leave can be bumped. The last person to request one of the two slots for non-vacation time will be the first person bumped.
 - vii. Accrued holidays can be scheduled 60 days in the future.
 - viii. Anyone desiring to change his or her vacation week(s) to a different week must get prior approval from the Battalion Chief. A request to change a pre-approved vacation week has the lowest priority in leave approval. No-one should be bumped from pre-approved leave by a request to change a vacation week.
- m. **Compensatory Time (CT)** may be earned in lieu of paid overtime at the discretion of the Fire Chief. CT may be earned for:
- i. *Pre-approved* (by the BC) job related training,
 - 1. Requests for training leave or compensatory time for training must be approved in writing by the Battalion Chief prior to the training. *The Technical Rescue Team Coordinator is responsible for approving Team training leave requests.*
 - ii. *Pre-approved* (by the Chief or Assistant Chief) extra work detail while on-duty requiring specialized knowledge, abilities, and tools that the AFD would otherwise have to pay an outside contractor to perform. NOTE: Only those personnel possessing the specialized knowledge and tools will receive CT. “Helpers” do not qualify.
 - iii. Received in lieu of paid overtime by choice of the individual who earned the time and approved by the BC.
 - iv. If a firefighter attends an approved training program while on leave, that firefighter will receive compensatory time hour-for-hour of training attended.
 - v. *In accordance with FLSA requirements, no more than 480 hours of compensatory time may be accrued at any time. The Battalion Chief has the*

ANDERSON CITY FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

right to direct that comp time be taken if the firefighter does not adhere to this limit.

- n. **Holiday time** is awarded in accordance with City Policy. Holiday time that is posted in advance will take precedence over other leave requested for that date, including a training request. Conversely, if a training day is scheduled in advance for a shift firefighter, it will take precedence over someone wanting to take a holiday.
 - i. The officer in charge of each shift will approve a written request for holiday leave from any of his men no later than the last day worked before the date requested for leave. This does not eliminate personnel from requesting leave after reporting for duty on that particular day. However, this written request can only be approved after the officer meets the needs of the department, namely having the minimum number of personnel at each station (nine at headquarters and four at Station 2) after approval. This will allow personnel to make definite plans and not have to report for duty on the day requested. In the event any officer approves leave and on the day involved other personnel call out sick, etc., then the shift will have to work with a minimum of 13. Any number below this strength the officer will have the authority to hire extra personnel, after getting approval from the chief or his second in command, to bring strength back up to 13. The chief of the department or his second in command must approve the Battalion Chiefs' request for holiday leave.
- o. **Emergency Call-Back:** In the event the IC of an incident orders a call-back of off-duty personnel, all AFD personnel contacted must return to duty at his/her assigned station.
 - i. Personnel with digital pagers/cell phones may be alerted by Central Dispatch via pager/cell phone by having their number listed with dispatch on the AFD recall list.
 - ii. Off-duty AFD personnel responding with their county fire department to a city mutual aid response are not considered on-duty for the purpose of compensation or insurance.
 - iii. Off-duty personnel who voluntarily choose to report for duty during an emergency in the City are to report to their assigned station and report their availability by radio to the IC. If no assignment is given by the IC, there will be no compensation.
- p. A firefighter may be hired to work an overtime shift by the BC when necessary to satisfy minimum manning requirements. If a firefighter hired to work overtime cannot work the entire shift due to illness or other excusable reason, (s)he will be paid only for time worked and will not be charged for sick (other) leave.
- q. Each shift will take their turn (once each three months) in a monthly cleanup of buildings. The procedure will be the same for all shifts, thus insuring that each shift will do the same over a period of time. The officers of each shift will work together on this.
- r. General Friday cleanups that fall on a holiday will be completed by the shift working the preceding Thursday. If the holiday period includes Thursday and Friday, cleanup will be completed by the shift working the following Saturday.

ANDERSON CITY FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

- s. Female restrooms in stations will be cleaned as all other restroom facilities in the station. Doors to female restrooms shall remain unlocked when not in use. Female restrooms shall be used only by female employees and female guests.
- t. All doors to the Museum at Station 1 must remain locked at all times except to allow escorted visitors or to perform duties as assigned by the OIC. All Museum visitors must be escorted by a member of the AFD.
- u. Apparatus and equipment will be cleaned on an as-needed basis, but at least weekly.
- v. All apparatus and equipment utilized at an alarm will be inspected, maintained, and returned to service as quickly as possible after an alarm.
- w. AFD issued uniforms must be worn at all times, with the exception of physical fitness. New personnel not yet issued uniforms will be instructed by the BC. Off-duty firefighters shall not wear AFD issued uniforms at anytime or in any location that represents a potential negative image of the City of Anderson and AFD.
- x. Smoking is not permitted in City buildings by City Policy. The use of smokeless tobacco is not prohibited. However, the user of smokeless tobacco is responsible for insuring that no one can accidentally come in contact with discarded tobacco. Final disposal of smokeless tobacco shall be in a toilet (not sink or drinking fountain) or other means so that no other person may accidentally come in contact with the used smokeless tobacco product. Smokeless tobacco may not be disposed of in trash cans.
- y. Lying, cheating or stealing in such a manner that has a negative reflection on the City of Anderson, AFD, or the member of the Anderson City Fire Department is not permitted.

This SOG does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.