

POLICIES AND PROCEDURES

RULES AND REGULATIONS

SECTION I, 1.0 - 1.2

Date: July 1, 2013

Approved by R. Dale Horne – Fire Chief

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1.0 Mission Statement

- a. The mission of the Anderson Fire Department is to reduce the frequency and severity of emergencies, whether they are natural or manmade, by aggressively responding to all fires, technical rescues, high priority medical emergencies, and hazardous material incidents within the city limits and provide mutual aid to surrounding jurisdictions.
- b. The occupational safety and well-being of the personnel at the AFD is of the utmost importance. In order to fulfill our mission these essential components must be in place: public fire safety education, fire code enforcement, arson investigation, and work place safety. Personnel also provide technical rescue services to Anderson County and actively participate in the South Carolina Fire Fighter Mobilization Plan.
- c. The Anderson Fire Department pledges to be proactive in preparing for today, planning for tomorrow, and honoring the history and tradition of yesterday.

1.1 Foundation Principle

- a. The occupational safety and health of the Anderson City Firefighters is of the utmost importance.
 - i. Firefighters will respond to, participate in, and return from all alarms in a safe manner
 - ii. The AFD will comply with applicable OSHA standards and regulations
 - iii. Firefighter safety and health will be the final basis for decision making.

1.2 Cornerstone Programs

- a. The frequency and severity of preventable emergencies including fires, hazardous materials, rescue and similar emergencies will be positively impacted by fire prevention and pre-planning inspection programs.
 - i. The AFD will enforce the applicable laws of the City of Anderson and the State of South Carolina related to fire prevention in existing buildings and new construction.
 - ii. Preplanning will be conducted in accordance with Insurance Services Office (ISO) guidelines
 - iii. Information collected will be cataloged and made accessible to all firefighters of the AFD during normal and emergency operations

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- iv. Training will be conducted to meet minimum OSHA standards and to satisfy the unique needs of the firefighters of the AFD.
- v. The South Carolina Fire Academy programs will be the primary source for certified training when available
- vi. In-service training will be based upon Standard Operating Guidelines (SOGs) developed by the AFD
- vii. ISO training requirements will be met and properly documented
- viii. Training achievements will be a consideration in future promotional opportunities with the AFD
- ix. Equipment maintenance will be completed in accordance with manufacturer's recommendations.
- x. The AFD must maintain its fleet and small equipment in a condition of readiness at all times to insure optimal operator confidence and performance
- xi. Recognition of defective or unsafe equipment – and subsequent removal from service until repair – will be a priority of every member of the AFD
- xii. The AFD will purchase equipment with consideration given to ease of operation and maintenance
- xiii. The AFD administrators will seek to maximize available organizational resources and to assist the firefighters of the AFD attempting to optimize their potential.
- xiv. Fulfilling the expectations of the City Manager and elected officials will be a priority of all firefighters of the AFD
- xv. Recordkeeping, technology, and being aware in internal and external changes affecting the AFD will also be priorities

1.3 Outreach Programs

- a. Professional development opportunities for firefighters will be sought and encouraged for those seeking promotional opportunities and/or additional responsibilities within the AFD
 - i. Higher education will be encouraged in fire science, business, and related fields
 - ii. Professional development workshops and seminars beneficial to the AFD and its members will be encouraged
 - iii. Professional development achievement will be a consideration in future promotional opportunities with the AFD

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- iv. Community oriented programs will be sought so that the firefighters of the AFD may contribute to the improved quality of life for the City of Anderson's residents, businesses, and industries.
- v. Fire safety programs in one and two family dwellings will be a priority
- vi. Youth oriented programs will be encouraged
- vii. Future firefighters will be attracted to the AFD through its community programs

1.4 Services Provided

- a. The City of Anderson and surrounding jurisdictions via Memorandum of understandings (MOUs) and mutual aid agreements will be provided fire suppression, vehicle/machinery extrication and medical first responder by the AFD
- b. Technical rescue will be provided for Anderson County and neighboring Counties via MOUs and mutual aid agreements by the AFD Technical Rescue Team for specialized rescue situations for which the firefighters of the AFD and support members are prepared and equipped
- c. Hazardous materials first responder services response will be provided and advanced level responses will be supported in coordination with the Anderson County Hazardous Materials Team

1.5 Principles of Operation

- a. *Communication* will be accurate and timely within the AFD and with stakeholders with a vested interest in the success of the AFD.
- b. *Coordination* between shifts and individual firefighters will be essential to the fulfillment of goals of the AFD.
- c. *Compassion* will be exhibited towards those in need of the emergency services of the AFD and those firefighters of the department who have special needs.
- d. *Courage* will be displayed during emergency operations and during routine decisions to insure, to the best of the ability of the AFD firefighters, that fair and morally correct actions are taken.

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2.0 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 of the department.
- c. The Chain of Command is as follows: Fire Chief, Assistant Chief, Battalion Chief, Captain, Lieutenant, Sergeant, Engineer and Firefighter.
- d. The Administrative Assistant shall answer directly to the Chief.
- e. The Battalion Chief (BC) 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.

2.1 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 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.
- c. Personnel are not to wear their fire fighting PPE while responding to medical first responder calls. They are required to be in approved AFD uniform or wear *Tyvex* coveralls.
- d. All non-driving personnel shall wear full protective clothing and equipment when answering fire alarms and while on the scene. When overhauling operations begin, all protective clothing must be worn. However, at the discretion of the Incident Commander (IC), personnel may remove coats only, provided they have on at least an AFD shirt or sweat shirt.
- e. Driver operators (Engineers) may wear only his/her turnout coat or reflective vest while responding to and operating at fire alarms.
- f. Personnel shall wear self-contained breathing apparatus or, other appropriate respiratory protection, any time there is the potential of a respiratory hazard. A CO

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detector reading may be taken and SCBA discontinued if CO is determined to be below 50 PPM.

- 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 immediately after the occurrence.
- i. The shift commander must complete all forms required due to injury to personnel under his command. It is his/her responsibility to follow all on the job injury procedures as outlined in City Handbook and to forward the above mentioned forms to the Personnel Department and the safety committee within 24 hours of report of injury.

2.2 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.
- f. All formal training shall be documented and certified by the BC and be entered into the personnel record of the firefighter.
- g. All personnel that successfully pass promotional testing will fill-in vacant positions ahead of personnel who did not test or did not pass.

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2.3 Management

- a. There shall be a minimum of seven firefighters at Headquarters; there shall be a minimum of four firefighters at the substations. Personnel will be transferred between stations by the BC in order to keep the required staffing of firefighters, engineers, and officers.
- b. Each shift must have at least three (4) officers on duty at all times – two at headquarters and one at each substation.
- c. Personnel who cannot make the work time deadline (7:30AM) must call the BC before the deadline with an explanation. As soon as possible the employee is to report to work. If for some reason it is impossible to call or contact the proper officer, then a legitimate excuse, as determined by the Chief will be considered. One legitimate excuse in any given 12 month period shall be the limit. If a person does not report off at all or does not have a legitimate excuse, that person will be docked for that days pay. If any firefighter is a consistent repeater, progressive discipline will be utilized by the BC
- d. 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. 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. Swapping is an agreement between employees. The only involvement the AFD has regarding swapping is to approve or deny (with reason) the swap. We will not keep records or get involved with payback.
 - ii. If an employee is approved to swap and does not show up for work, the employee that was originally scheduled to work will be held responsible.
- e. Personnel are required to furnish a doctor's return to work slip if they are out sick two consecutive work days (48 hours). Work slips should be thoroughly read by Company Officer. Any conditional return to work slips must be approved by the Chief. They must include a return to work date and we must have a temporary assignment for this individual to be considered for conditional (*light*) duty.
- f. 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.

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- 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.
 - i. This also applies to Officers at Sub stations
 - ii. Communications is listed as number one in our “Principles of Operation”.
- 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 substations at least each shift rotation and check with his officer at that station to be certain everything is as it should be.
- j. The officer in charge of the shift – 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. In the event one of the Sub station’s personnel are working at Headquarters, then that person will sleep in the shift bed as assigned by the officer in charge of the shift. In the event one of Headquarters’ personnel is working at one of the Sub stations, then the officer in charge at that Station will assign that person a bed; this bed being one of beds assigned to that shift. Personnel that are working outside their assigned station will use their own linen that has been assigned to 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. Personnel will be allowed to pick vacation week(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.
 - ii. Each firefighter will select one week, and 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.
 - iii. 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 to any additional approvals.
 - iv. Accrued holidays can be scheduled three calendar months in the future.

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- v. Anyone desiring to change his or her vacation week(s) to a different week must get prior approval from the Battalion Chief. If any other leave for those days being requested for the vacation change have already been approved (holiday, training, etc.) and the requested vacation time will leave the shift below minimum staffing; the request to change vacation weeks will not be approved.
- vi. The Christmas Vacation will be unique. Should it become available during the year, seniority will be used to fill vacancy.
- 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,
 - ii. 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.
 - iii. In accordance with FLSA requirements, no more than 480 hours of compensatory time may be accrued at any time. The Battalion Chief has the right to direct that CT 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 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 fourth person will be called in for duty. Any number below this strength the officer will have the authority to hire extra personnel to bring strength back up to minimum. The chief of the department or his second in command must approve the Battalion Chiefs' request for holiday leave.

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- 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 notify the IC upon arrival to scene staging or 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 considered on-duty for the purpose of compensation or insurance.
 - iii. Off-duty personnel responding to an emergency call-back will receive a minimum of two hours compensation. If a county station is requested for additional manpower and an off-duty firefighter responds, he/she will receive a minimum of 2 hours comp time. Work time in excess of two hours will be compensated on basis of actual time worked per FLSA requirements.
- 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. Part time help may be used for emergency call back.

2.4 Appearance

- a. The Anderson Fire Department recognizes the importance of personal appearance of Fire Department personnel. All Fire Department personnel will maintain a professional personal appearance in accordance to the procedures set forth.
- b. **Male Personnel:**
 - i. Male personnel will maintain their hair in a groomed fashion that is neat in appearance. The length of the hair will not extend beyond half way over the collar nor appear ragged or unkempt in nature. The hair when combed will not exceed half way over the ears or on the eyebrows. In all cases the bulk or the length of the hair will not interfere with the proper wearing of SCBA facemasks. Hair color will be conservative in nature with no bright colors hues or tints. Hair color will be uniform.
 - ii. Sideburns will not extend downward beyond the lowest portion of the ear and will be kept neatly trimmed with the base of the sideburn squared off.

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- iii. Mustaches are permitted. When worn, the mustache must be kept neatly trimmed, off the top of the lip and cannot extend beyond ½” of the corner of the mouth. A mustache extending upward or downward on the ends will not be permitted. Mustaches will not interfere with the proper wearing of SCBA facemasks.
- iv. Beards will not be permitted unless there is a medical condition preventing the person from shaving. This must have authorization from the Fire Chief, and the personnel may be restricted to light duty, if it is available.
- v. Fingernails will be kept reasonably clean and groomed.
- vi. The following jewelry will not be permitted:
 - 1. Earrings or any other types of body rings that are worn on or about the face or mouth or in a location visible to the public.
 - 2. Necklaces will not be worn while in uniform unless the necklace is contained underneath the uniform so that it cannot snag on equipment, and is not visible.
 - 3. Multiple finger rings. A marriage or other single finger band may be worn. Members are encouraged to wear the minimum size ring to minimize danger from electrical hazards and catching on fixed objects.
- c. *Female Personnel:*
 - i. Female personnel will maintain their hair in a groomed fashion.
 - ii. Hair will be neat in appearance, worn away from the face to not obscure vision or proper sealing of their personal SCBA facemask.
 - iii. Female personnel with hair that extends past the lower portion of their collar will wear their hair up (bun, pony tail, etc.) at all times. The only exception will be during sleep.
 - iv. Items used to place the hair up will not be brightly colored.
 - v. Hair color will be conservative in nature. No bright colors, hues, or tints. Hair color will be uniform.
 - vi. In all cases, the bulk or the length of the hair will not interfere with the wearing of an SCBA facemask.
 - vii. Makeup may be used with discretion. Extreme eye makeup or bright colors will not be permitted. Mascara should be waterproof. Lipstick of any color is not permitted while wearing department uniform. Lip balm (non-colored) is permitted.
 - viii. Fingernails will be kept reasonably clean, groomed and maintained at a short length.

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- ix. The following jewelry will not be permitted:
 - 1. Earrings or body rings that are worn on or about the face or mouth or other location visible to the public.
 - 2. Necklaces will not be worn while in uniform unless the necklace is contained underneath the uniform where it cannot snag and is not visible.
 - 3. Multiple finger rings. A marriage or other single finger band may be worn. Members are encouraged to wear the minimum size band to minimize danger from electrical hazards and catching on fixed objects.
- d. General:
 - i. All personnel will maintain high standards of personal hygiene so that they are clean and do not present body odor or halitosis that is offensive to patients, citizens or other employees and or members.