

SOP 1.01 Equal Employment Opportunity Policy

1. It is the policy of the Blue Township Fire Department to provide equal opportunity to all members and applicants for membership and in such areas as recruitment, hiring, placement, transfers, promotions, terminations, working conditions, disciplinary measures, compensation and benefits.

2. All decisions regarding these activities will be made without discrimination on grounds of race, color, religion, sex, age, national origin, physical handicap, political affiliation or other factors which cannot lawfully be used as the basis of employment.

Revised 5/2002

SOP 1.02 Requirements for Membership

1. All personnel driving any Fire Department vehicle will have a valid Kansas driver's license.
2. All personnel must be at least eighteen (18) years of age.
3. Personnel must reside or work in Blue Township or within a two mile radius of the district. Exceptions will be reviewed and decisions based on individual situations.
4. Personnel must maintain themselves in proper physical condition in order to carry out the physical demands of the job.
5. New applicants will undergo a background check to confirm a valid drivers license check, traffic records, criminal records, and warrants. Applicants with felony convictions, serious or multiple traffic offenses, outstanding warrants, multiple, recent, or serious misdemeanor convictions, or other such records that tend to indicate a disrespect for the law, or for the person or property of others, or a lack of integrity and trustworthiness, or a lack of safe driving skills may be denied membership or have their offer of membership withdrawn. The nature, frequency, severity, and length of time since the offenses(s) will all weigh into the decision, which must be made on a case-by-case basis. Such deliberations shall be maintained in a confidential manner and not disclosed publicly unless so requested by the applicant involved.
6. Personnel must not be members of other local fire volunteer departments (The Grandfather clause is applicable to those currently on the department. However it is recommended membership in only one department.)
7. Personnel must submit to a Hepatitis B vaccine within 1 year after acceptance, or complete appropriate refusal and liability release forms. (County Funded)
8. Falsification of any portion of the membership/employment application will constitute grounds for termination.

SOP 1.03 Personnel Selection Process

1. Applicants must complete an application for membership in full.
2. The application will be reviewed by the Chief, and barring problems that would preclude membership, will be referred to the department officers to set up an interview. The officers will interview the applicant, and then forward a hiring recommendation to the chief.
3. After being accepted into membership, a full KBI background check will be conducted. If this check shows that they have falsified information on the application, or reveals felony or serious misdemeanor convictions, or a series of minor misdemeanor or traffic infraction convictions that indicate that the individual has a disregard for the law, or that casts doubt on the integrity of that person and their ability to be entrusted with the property and personal safety and security of others, their membership will be terminated.

Revised 12/2008

SOP 1.05 PERSONNEL RECORDS

1. The Blue Township Fire Department shall establish and maintain individual member records for all its members. The following records shall be kept.

- a. Original application form, resumes, transcripts, and letters of recommendation
- b. Copies of correspondence
- c. Copies of licenses and permits
- d. Copies of performance evaluations
- e. Copies or documentation of Certificates and other forms/correspondence recognizing special training or education.
- f. Certificates and other forms/correspondence recognizing special achievement or documentation of such.
- g. Disciplinary forms
- h. Medical forms (Confidential and kept in personnel file)
 1. Injury reports
 2. Other records as required

2. Members have the right to review their personnel file upon request to the Fire Chief

3. All personnel records will be maintained in a locked file, and are considered confidential. Access to contents of or information in personnel files will be limited to Department officers and leadership, strictly on a "need-to-know" basis. No information will be released outside the Department without the specific consent of the member involved, or a subpoena, with the following exceptions:

- a. The Department's Legal Counsel, County Administrator, or County Commissioners, Fire Board, or Fire Coordinator will have access on a need-to-know basis.

- b. Information relevant to insurance or benefit claims can be released to insurance or benefit providers in the event of a workman's comp, health, injury, or death benefit claim or similar claim. Information will be limited to that which is necessary to process the claim.

- c. Information concerning dates of membership/employment, positions held, and pay or salary received will be provided to those seeking employment or other references. More specific information will only be released upon the consent of the member, either in writing, or via verbal notification to this Department that they approve such release.

SOP 1.06 180 Day Probationary Period for New Firefighters

1. The 180 day Probationary period will consist of two 90 day periods.
2. During this 180 day period new members will be required to read SOP's and sign a statement, acknowledging they have read, understand and will abide by them.
3. The orientation check sheet will serve as a guide, and is to be completed during this time.

1.06a First 90 day period.

2. All individuals will attend regularly scheduled and special station meetings as they are called. If an individual cannot attend meetings, he/she will notify the Chief or Assistant Chief in advance, when possible, and advise his/her reason for the absence.
3. If any individual misses three consecutive station meetings or three consecutive station calls, except First Responder calls, and does not have a valid reason for his/her absence, (school, work family emergency, illness etc.) this will be noted and the individual may be removed from the roll's of the department.
4. All individuals will respond to and participate in fire and rescue calls as his/her schedule permits.
5. All individuals will receive on the job training at each fire and rescue call. They will work on or near the responding unit learning the operation of each unit and location of equipment on each unit.
6. All individuals will respond to the station and proceed to the scene of a call with a qualified member. Probationary firefighters will not operate department vehicles in an emergency situation, and will not operate in IDLH environments or situations during this time.
7. No individual on the first 90 days probation will drive fire apparatus under any conditions.
8. All individuals will receive additional training in Fire Fighting and the use of self-contained breathing apparatus (SCBA), hydraulic rescue equipment, CPR, and the care and upkeep of all Fire Department equipment. All individuals must complete successfully, Hazardous Materials Awareness Level training offered by the Fire Department or other agencies within first

year.

9. All individuals will be expected to participate in any training exercises offered during this time. If any individual cannot attend training sessions, he/she will notify the Chief or Assistant Chief in advance.

10. No new Member will participate in the front line of firefighting operations or in the rescue operations unless he/she is directed to by an Officer of the department.

11. All individuals will remain at the station when returning from a call to help with vehicle cleaning, refueling, and any appropriate maintenance unless excused by the officer in charge.

12. At the end of the first three month probationary period, each person will be expected to be able to begin and maintain proper operation of all fire apparatus at a fire or rescue scene. Engines 1 and 2 and Rescue 1 may be exceptions.

13. The Chief and his/her Assistant Chief will evaluate the individual to determine his/her willingness to learn and participate in the activities of the Blue Township Fire Department. If said individual has not made an effort to learn procedures and shows little or no interest in station activities, then he/she will be notified by letter that his/her presence will no longer be required at meetings or calls. The letter will also state the reason for the dismissal of each individual and request immediate return of any issued equipment, pagers, keys and uniforms.

revised 5/2002

1.06-b Second 90 day Probationary Period

1. This three month probationary period will follow the initial three month probationary period and will apply to all individuals who continue with station activities.
2. During this time, all individuals will become more actively involved with in front line fire fighting techniques or rescue operations with trained personnel.
3. All individuals will be expected to continue to attend regular and specially scheduled station meetings as his/her schedule permits.
4. All individuals will be expected to respond to all station calls as his/her schedule permits.
5. If at any time during this three month period, an individual misses three consecutive meetings and cannot justify his/her absence, it will be noted and taken into consideration at his/her final evaluation.
6. All individuals will continue to work with apparatus and equipment so as to improve his/her skills.
7. All individuals will become familiar with firefighting tactics used in vehicle, structure, and grass fires in addition to any other designated by the Fire Chief
8. All individuals will participate in fire suppression activities at the scene with trained personnel.
9. All individuals will participate in rescue activities at the scene with trained personnel.
10. All individuals with a valid Kansas driver's license will be permitted to drive a vehicle to a scene under emergency conditions with prior completion of EVOC, under the direct supervision of a senior member.
11. All individuals will be responsible for any personal gear issued to them for the purpose of firefighting or rescue. All individuals will remain at the station after a call until all apparatus and equipment has been prepared for the next call.
12. All individuals will be expected to abide by the rules and regulations of the Operations Guidelines manual of the Blue Township Fire Department.
13. Extra time spent at the station, at the individuals convenience, will be taken into consideration at the time of his/her six month evaluation. The extra time will be

spent cleaning the station, equipment and apparatus, doing any maintenance necessary or practice with equipment.

14. At the end of this second three month probationary period, all individuals will again be evaluated by the Chief. The individuals attitude, participation, and willingness to learn firefighting and rescue operations will decide whether or not he/she will be a regular member of the Blue Township Fire Department.

15. If any individual is to be dismissed, he/she will be notified by the Chief and the reason(s) for the dismissal will be stated.

16. All individuals who are to be regular members of the department will be issued a membership card and any other appropriate gear as time or budget permits.

17. If at any time during this probationary period, an individual shows unnecessary and inappropriate disregard for the department, its members or the citizens of Blue Township, he/she will be dismissed immediately.

18. If any individual refuses to do a task which he/she is capable of doing safely as assigned by the Chief or other officers, he/she will be dismissed.

19. If any individual causes willful damage to personal gear, department or station equipment or the property of others during the six months of probation, he/she will be dismissed.

20. Any individual who would like to receive more training on any equipment or apparatus of the department shall contact any officer or qualified member or the Assistant Chief or Chief who will make arrangements for a member of the department to contact the individual. They will arrange a time convenient for them to work on the appropriate equipment or apparatus.

SOP 1.07 Equipment Use

1. Use of Fire Department equipment for any purpose other than that for which it was intended or for any use outside the Department is forbidden without permission of the Chief.
2. Except for individually issued equipment, such as pagers and uniforms, no Department property is to be removed from the Department without prior approval from the Chief or Assistant Chief.
3. No Department property is to be used for personal profit, business ventures, or other non-Departmental use except as outlined below.
4. Department Equipment may be borrowed for personal use if the following guidelines are met:
 - Any borrowing of any equipment must be approved in advance by a chief officer
 - A note must be left on the board in the bays stating what is borrowed, who has it, and where
 - Items must be returned the same day they are borrowed
 - Items that come off a fire apparatus, or could have any emergency use, must remain 100% available while borrowed, i.e. they must be immediately available to respond if there is any sort of emergency call.
 - No item may be used for profit, business use, or anything other than personal use or Departmental use.
 - All items must be returned in the same or better condition than borrowed, including clean, full of fuel, new blades, etc., as applicable. Any damage or expended disposables must be immediately corrected by the borrowing member, and his/her expense.
 - The borrowing must not result in any cost or loss to the Department.
5. Members may use the stations for personal use, including repair of personal vehicles, or other personal use, provided doing so does not result in any cost to the Department (other than an imperceptible increase in utilities), and that all tools or equipment are returned to their proper location upon completion, all mess cleaned up, waste disposed of. In other words, once the person leaves, it should be impossible to know that anyone worked on a vehicle here.
6. Failure to comply with this policy will end that member's right to borrow or use the facilities for personal use.

SOP 1.09 Benefits

1.09 a Workman's Compensation

1. Pottawatomie County carries a workman's compensation policy on all county individuals. Any member shall report injuries to his/her supervisor immediately on the accident report forms provided by the County. This shall be done within twenty-four (24) hours of the injury. The County shall submit the accident report to Kansas Division of Worker's Compensation. If the accident or injury should occur on a weekend, it shall be reported the first normal working day, forms are available in the office.

2. After reporting the injury to his/her supervisor the member shall seek medical attention if warranted at the discretion of the employee and a supervisor. However it is mandatory to seek medical attention for all back injuries. In emergencies, transport the individual to the nearest medical facility. Unless the injury is such that emergent treatment is required, it must be reported prior to seeking medical attention, or the claim *may* not be paid.

3. Any time lost in a year due to an on the job injury shall be paid in accordance with provisions of the Worker's Compensation Law, County insurance policies, and/or insurance available through the Fireman's Relief Fund. State law provides that work comp rates for volunteer firefighters is based on slightly over 100% of the statewide average pay for career firefighters at the same rank and grade as the volunteer, and not on the member's "regular" employment's rate of compensation.

4. Upon any members return to work the member shall have a doctor's release. If the member does not have a release, the member shall not return to work.

5. The County may require an individual to furnish proof of injury, or submit to a medical examination at the County's expense. Examinations shall be by a doctor designated by the County.

1.09b Life and Disability Insurance is currently carried provided through the Firemen's Relief Association, and they maintain current records on the policy(ies) held.

1.09c Firemen's Relief Fund is available for some limited, statutorily defined relief to firefighters injured or disabled on the job.

1.09d Public Safety Officers' Benefit Act provides a one time death benefit of \$250,000 for line of duty deaths for firefighters.

1.09e KSFFA insurance the Kansas State Firefighters' Association provides

a death benefit for member firefighters (we maintain a departmental membership, making all eligible).

Revised 5/2002

SOP 1.10 Resignation

1. Any member who desires to terminate his/her service with the Department shall submit a written resignation to the Chief. It is asked that if possible, resignations shall be submitted at least fourteen (14) calendar days before the final date. The written resignation will be filed in the membership records.
2. In extenuating circumstances the Department may waive the 14-day notice requirement.

Revised 5/2002

SOP 1.11 Harassment

This Department shall promote a productive work environment and not tolerate verbal or physical conduct by any member that harasses, disrupts, or interferes with another's work performance or that creates an intimidating, offensive, or hostile work environment.

1. Employees are expected to maintain a productive work environment that is free from harassing or disruptive activity. No form of harassment will be tolerated, including harassment for the following reasons: race, national origin, religion, disability, pregnancy, age, military status, or sex. Special attention should be paid to the prohibition of sexual harassment.

2. Each supervisor or officer has a responsibility to keep the workplace free of any form of harassment, and in particular, sexual harassment. No supervisor or officer is to threaten or insinuate, either explicitly or implicitly, that an employee's refusal or willingness to submit to sexual advances will affect the employee's terms or conditions of employment.

3. Other sexually harassing or offensive conduct in the workplace, whether committed by supervisors or officers or other members, or members of the public or guests is also prohibited. This includes, but is not limited to the following:

a. Unwanted physical contact or conduct of any kind, including sexual flirtations, touching, advances, or propositions, whether with the same or opposite sex.

b. Verbal harassment of a sexual nature, such as lewd comments, sexual jokes or references and offensive personal references

c. Demeaning, insulting, intimidating, or sexually suggestive comments about an individual's personal appearance.

d. The display in the workplace of demeaning, insulting, intimidating, or sexually suggestive objects, pictures, or photographs, including videos, television programming, computer or internet material, and printed material.

e. Demeaning, insulting, intimidating, or sexually suggestive written, recorded, or electronically transmitted messages.

Any of the above conduct or other offensive conduct directed at individuals because of their race, national origin, religion, disability, pregnancy, age, or military status is also prohibited.

4. Any employee who believes that any other member's or non-member's action or words constitute unwelcome harassment has a responsibility to report the incident as soon as possible. The written and signed report or complaint should be made to the employee's supervisor and to the Chief immediately after the incident. If the incident involves a supervisor, the complaint should be made directly to the Chief. If it involves the Chief, it should be made to an Assistant Chief and the chair of the Fire Board.

5. Complaints of harassment will be handled and investigated by the Chief unless special procedures are considered appropriate. All complaints of harassment will be handled promptly, and in as confidential a manner as possible. Employees are required to cooperate in any investigation. A timely resolution of

each complaint should be reached and communicated to the parties involved.

6. Any member who has been found guilty of violation of this policy will be subject to appropriate disciplinary measures, up to and including termination. Any form of retaliation against anyone who brings a bona fide complaint of harassment is strictly prohibited. However, if investigation shows that the complaint was knowingly false, the individual who provided the false information may be subject to disciplinary action, up to and including termination.

Adopted 5/2002

SOP 1.12 Discipline

1. Due to the nature of the job, each member of the Blue Township Fire Department is charged with a great deal of responsibility. Treating ill and injured persons, suppressing fires, handling expensive and sophisticated equipment, as well as many of the other aspects of the job, requires a high degree of competence. Because of these responsibilities, it is necessary to maintain a high degree of control. This is accomplished by providing feedback, training, and discipline.

2. A system of discipline has been developed to aid in effectively and fairly dealing with member problems. This system is designed to accomplish several objectives. First, it is designed to match appropriately the discipline implemented with the member's infraction of policy or performance problem.

3. If, for instance, the problem is of policy or procedural nature, it may be handled more directly with a warning.

4. Secondly, it is designed to provide reasonable notice and allow for periods of evaluation when problems occur. Finally, and more importantly, it is designed to notify firefighters of problems and encourage good performance.

5. The Chief Officers have a serious and significant obligation in maintaining discipline and encouraging high levels of performance. Since anyone connected with the Blue Township Fire Department is involved in public service, and the utilization of tax dollars, standards are high and must be enforced.

6. The Fire Chief also has responsible for maintaining discipline and adherence to Fire Department guidelines in their respective stations in conformance with this manual.

7. If the nature of the member's problem is severe (Ex: theft, unexcused absences, gross insubordination, etc.), the utilization of disciplinary suspension or termination for cause, the "final steps," may be appropriate. However, for less serious offenses, or for member problems repetitive in nature (Ex: absenteeism, tardiness, lack of involvement, etc.), the steps of the disciplinary procedure should generally be utilized.

8. Any officer may summarily relieve a member under his/her command from duty when, in his/her judgment, an offense committed is sufficiently serious to warrant immediate action. An oral report of such action shall be made through chain-of command immediately, followed by proper and well-sustained written report upon which official relief from duty may be made by the Chief.

SOP 1.12 Discipline

Cont.

9. Repeated violations of Department rules and Regulations or any other course of conduct indicating personnel has little or no regard for the obligations of members of the Fire Department may be cause for dismissal.

10. Disciplinary action may be in the form of verbal or written counseling, suspension, demotion or dismissal from the Department. Whenever disciplinary action is taken, a notation must be placed in the disciplined member's personnel file citing the circumstances and details of the incident, action taken and signed by the commanding officer of the member.

11. Members shall observe and obey all laws and ordinances, rules and regulations, policies and procedures and special orders of the Department. Nothing in these regulations prohibits disciplining members because of the alleged act or omission does not appear explicitly therein, in departmental orders, rules and regulations, policies and procedures or in laws and ordinances within the Department.

12. Disciplinary steps may include:

- a. Verbal reprimand or counseling
- b. Written reprimand or counseling
- c. Suspension from active membership
- d. Demotion and/ or placement on probation
 - i. Probationary period depends on the severity of the offense
 - ii. Upon discovery of the offense, the individual will be suspended until disciplinary action is determined on by the officers and/or Chief
- e. Dismissal from the Department

13. Each case will be handled individually, and may be handled at any of the disciplinary steps that are warranted by the circumstances. It is not required that each step be exhausted prior to proceeding to the next.

SOP 1.13 Grievance Procedures

1. A grievance is the dissatisfaction an individual feels when he/she believes they have been treated unfairly or that a mistake has been made in the administration of a rule, plan, policy, or condition of employment. A formal grievance procedure is desirable so that individuals have established guidelines for expressing dissatisfactions and have reasonable assurance of receiving fair and equitable treatment.

2. Before a formal grievance is filed an individual shall attempt to settle complaints through discussion with his/her supervisor. If this action fails to resolve the problem within three (3) working days, the member may initiate a formal grievance.

3. A formal grievance must be presented in writing to the Chief who shall then have five (5) working days to attempt to settle the problem on which the grievance is based. The Chief shall make such investigation and obtain such written documentary evidence as deemed necessary to resolve the grievance.

4. If no satisfactory settlement is achieved by the Chief, the member may file a written notice of his/her grievance with the Chairman of the Fire Board. Depending on the circumstance of the grievance, the Board, at its discretion, will elect one of the following procedures:

a. The Board may act as a Grievance Board and upon reviewing evidence will make a final and binding decision in the case. At its option, the Board may appoint a disinterested investigative officer to review existing documentation, obtain any additional information required, and make a recommendation to the Board. The Board may call principal parties in the dispute for a final hearing prior to making a decision in the case. If one member of the Fire Board is unable to serve for any reason, the Chairman may appoint a Pottawatomie County Elected Official to participate as the third member. In no case, however, will this Board be composed of less than two (2) Board members.

b. The Chairman of the Board may appoint a three-member Grievance Board to hear arguments from principal parties, collect additional statements when required and prepare a written recommendation. This Board may consist of one Elected Official if applicable, one appointed department head, the County Fire Supervisor, and/or one non-supervisory member. Within three (3) working days of appointment this Board will convene and will proceed to investigate the grievance. The Board will present a written recommendation within fifteen (15) working days. The County Fire Supervisor and/or Commissioners may review the documentation and recommendation of the grievance Board and make a final binding decision in

the case.

5. No prejudicial, discriminatory or otherwise unfavorable action may be taken at any time against any member of a Grievance Board for participation or vote in regard to his/her duties on the Board.

6. The final decision in a grievance case will be provided in a written notice to individual with the grievance and to his/her department head. This notice will include an explanation of factors which influenced the final decision.

Revised May 2002

SOP 1.14 Procedural Rules

1. All personnel shall be present at seventy-five percent (75%) of the station meetings except with a valid reason, excused absence, for not attending.
2. All personnel shall attend seventy-five percent (75%) of fires except with a valid reason for not attending. (i.e. illness, work, family emergency, determination will be made on a case by case basis)
3. All personnel shall be present at seventy-five percent (75%) of other departmental activities except with a valid reason for not attending. (i.e.: special training activities, fund raisers, etc.)
4. On approach of the national flag and/or when the national anthem is played, officers and firefighters shall render a military hand salute if in uniform.
5. In passing a casket at a funeral, officers and firefighters in uniform will remove head gear and place over the left portion of chest with same. Upon meeting a funeral procession or as one passes, officers and firefighters shall stop their vehicle (except on emergency runs), remove head gear and sit at attention.
6. Members shall properly care for assigned equipment and vehicles and shall report any lost, stolen, defective or inoperative equipment. Damage to any equipment or vehicle resulting from negligence, carelessness or failure to properly care for the equipment or vehicle will result in disciplinary action.
7. Members shall respond to all fires or emergencies to which they may be dispatched or detailed, and exert their greatest effort to perform to the best of their ability under all circumstances. Negligence, inefficiency or indifference of members in the performance of any of their duties is sufficient cause for disciplinary action or removal from the Department.
8. Members shall participate in drills and other department training activities as directed, be thoroughly familiar with all equipment they may be required to use in the full performance of their duties and perform related work as required.
9. Members shall accept responsibility for the performance of the duties of higher rank when assigned to act in such position.
10. When two or more members of the same grade and subordinate in rank to Lieutenant find themselves in a position which requires initiative action, the senior firefighter shall assume command until relieved by a higher ranking officer.

SOP 1.14 Procedural Rules, Cont.

11. Members shall operate through their commanding officers in the transaction of department business, unless otherwise ordered or provided by these rules.

12. Members shall possess a valid Kansas Drivers' License of the class required for their assigned duties.

13. Members shall make truthful and accurate records or reports, and shall not make misleading entries or statements with intent to deceive or willfully mutilate any useful department record, book, paper or document.

14. Members shall report promptly to their officers any accident, sickness or injury occurring to themselves while on duty.

15. Members shall notify their officers within twenty-four (24) hours of any change of residential address or telephone number.

16. Members shall, upon receiving any order which is in conflict with a previous order, so inform the officer who issued the conflicting order and be governed by his/her instruction.

17. Members shall under no circumstances exceed their authority in giving orders. The willful or wanton disregard of authority or the wrongful or injurious exercise of authority by any member is prohibited.

18. Members shall exercise caution to avoid unnecessary damage or loss of Department property, and be responsible for the proper care of all Department property in their charge.

19. Members shall remain on duty until properly relieved or otherwise directed by their officer in charge.

20. Members shall abstain from lending their names, as members of the Department, to any commercial or business enterprise, or approving and countenancing the use of the name and prestige of the Department for any such purpose.

21. Members shall accept no reward, fee or valuable gift from any person for services incidental to the performance of duty, except with permission of the Chief. Minor items typically offered as "thank-you's" such as cards, food, etc., are acceptable.

22. No member shall circulate any questionnaire, poll, petition, letter, or other document relating to any Department policy, for signature by any member while on duty, unless the circulation of such questionnaire, poll, petition, letter or other document has received the prior written approval of the Chief.

23. Members requiring excessive supervision or instruction in the performance of duties will be subject to disciplinary action. Commission of acts, except minor traffic offenses by an member, which if proved, constitutes a misdemeanor as established by proper investigation shall be subject to disciplinary action. If criminal charges are filed against a member, they may be placed 0 administrative leave until such charges are resolved.

24. Members violating safety rules or practices which endanger the member or others or damages County property or equipment may be subject to disciplinary action.

25. Members playing tricks or jokes, or engaging in horseplay on the job which may lead to physical injury to members or others, or damage to equipment or which compromise the Department's readiness to fulfill our mission or property will be subject to disciplinary action.

26. Members can request in writing a leave of absence. It will be based on the length of time needed.

SOP 1.15 Conduct Rules

1. Members shall not commit any felony offense nor shall they be involved in any criminal conspiracy.
2. Members shall neither bring nor cause to be brought onto Department property, nor use or have in their possession while participating in any Department function, any intoxicating liquor, cereal malt beverage, illegal drug or compound.
3. Members while on duty or in Department uniform or attire or otherwise identified as members of the Department shall not become involved in altercations or misconduct which might cause adverse public reaction or injury to any person or bring discredit to the Department.
4. Members shall be courteous and respectful in their contact with the public.
5. When in uniform during designated working hours or in an official capacity, an officer or firefighter will wear the full prescribed uniform. No distinctive part of the official uniform will be worn with civilian attire. The Chief of the Fire Department will designate the full prescribed uniform. Uniform T-shirts may be worn off duty, but wearing them subjects the member to Departmental code of conduct rules.
6. Members shall pay their just debts; justifiable complaints repeatedly made against any member for refusal to pay his/her debts shall be cause for disciplinary action.
7. Members shall not gamble in any manner while on duty, in Departmental uniform or attire, nor while on Department property or in.
8. Members will neither lend, sell, give away, nor appropriate to their own use any public property, nor pilfer or be guilty of theft at fires or elsewhere.
9. Members shall not report for duty or meetings in an intoxicated or impaired condition.
10. No member, while off duty and not in uniform, shall become intoxicated to the degree that he/she becomes involved in any commotion or disorder that violates any ordinance enforced by any jurisdiction.
11. No officer or firefighter shall be or become intoxicated while off duty and attired in a Department uniform or any part thereof, or while driving any Department equipment.

12. Officers and firefighters while off duty shall not be found in drinking establishment in full or partial uniform, including T-shirt or Polo shirt.

13. No member shall directly or indirectly intercede with a member of a Grievance Committee or for or against any member whose hearing is pending Or being heard, except as provided by law.

14. Members shall not threaten or attempt to harm another member or the public.

15. Flagrant refusal to perform work assignment or to cooperate with supervisors or management in the performance of duties will be cause for disciplinary action.

16. Members disclosing confidential information will be subject to disciplinary action. This includes the sharing of photographs from scenes, or posting concerning confidential matters on internet or other locations.

17. Members making derogatory racial, ethnic, or sexist remarks in the presence of the public or other individuals while on duty will be subject to disciplinary action.

18. Members will not engage in, organize, or call for any strike, as it pertains to Blue Township Fire Dept. "Strike" or work slow down includes the concerted failure to report for duty, i.e.. willful absence from one's position; sickness unsubstantiated by a physician's statement and other supportive data; the stoppage of work; or the abstinence in whole or in part from full, faithful and proper performance of the duties of membership for the purposes of inducing, influencing or coercing a change in conditions, compensations, rights, or obligations of employment.

SOP 1.16 Political Activity

1. No member shall belong to any organization, association, or society which will in any manner divide their loyalty to the Department, the County of Pottawatomie, or the United States of America, or which seeks to subvert any municipal, state or federal law, rule policy or regulation of the Department.

2. No solicitation, speeches, or distribution, posting or display of campaign literature for or against any candidate for public office, or for or against any ballot measure, not officially endorsed by the Department shall not be permitted on or in Department property or buildings or while in Department attire or in other situations in which such involvement could reasonably be interpreted as being an endorsement by or on behalf of the Department.

3. Members shall not engage in political activities of any kind while on duty.

4. Members are prohibited from participating in political activities in any manner which might be construed as Departmental endorsement of the issue, candidate or activity unless such endorsement has been announced publicly by the Governing Body.

5. The uniform, badge or prestige of the Department shall not be used to attempt to influence the vote of any person for or against any candidate for public office or for or against any ballot measure without consent of the Governing Body.

6. No portion of this policy should be construed to prevent any member from engaging in political activities on their own time, while not wearing Dept. uniform or attire, provided in they in no way represent that their beliefs represent the position of Blue Township Fire Dept. as a whole.

SOP 1.17 Fighting Fires

1. The rules, procedures and standards for answering alarms, fighting fires, salvage work, and care of equipment presently in effect, stand adopted as part of the rules and regulations of the department Departmental procedure and standards will be developed to comply, to the greatest extent practical, current national procedures and standards.
2. The rules, procedures and standard for answering alarms, fighting fires, salvage work, and care of equipment will be reviewed from time to time. Any changes made after such studies will be made known to the Department and become a part of the rules and regulations of the Department
3. No member of the District who responds to a fire shall to leave the fire without being excused by the officer in charge.

Revised May 2002

SOP 1.18 Fire Clothing and Accessories

1. Each officer and firefighter shall be provided the following items of clothing and accessories by the County, this will be as the budget permits:

1. Helmet
2. Bunker Coat
3. Bunker pants
4. Bunker boots
5. Gloves
6. Nomex or similar protective hood
7. Pager and charger
8. Fire Department shirt (dress and T -shirt) Sweat Shirt, 1 pair dark blue uniform pants
9. PASS device
10. Complete Grassfire uniform with helmet and goggles
11. Hot Shields
13. SCBA mask, once qualified

He/she will be held responsible for proper care of such items.

2. Each member, while doing fire duty, or responding to fire, shall wear the regulation articles as the season or conditions may warrant.

3. All equipment that is owned by an individual will be inspected at the time of purchase or when coming on Blue Township Fire Dept. and will be noted on their equipment check list kept in their personnel file.

4. Name plates, badges and additional gear and uniforms will be purchased at the individual's expense.

5. Members shall be required to present a neat and clean appearance.

SOP 1.18 Fire Clothing and Accessories BTFD Uniforms, Cont.

Pants - Dark blue slacks or work pants. Blue jeans may be worn for training sessions, work sessions, etc.

Belt - Black

Shoes - Black shoes or boots that can be polished

Shirt - Firefighters - light blue uniform shirt with epaulets Officers - white uniform shirt with epaulets

Patches on shirt - Blue Township Uniform patch on left shoulder, 1 - 1 1/2" below the shoulder seam.

Right shoulder - May display the American Flag, and/or First Aid, EMT, Firefighter I or similar certification patches; Limit two patches to prevent clutter.

Optional accessories: Name tag - silver for blue shirts and Lieutenants, gold for chief officers.

Collar Brass - Single bugle for Lt.
Four bugles for Assistant Chief(s)
Five bugles for Chief

T-Shirt: Navy Blue 100% cotton T-shirt, with or without pocket, available in long and short sleeve. BTFD logo over left breast, and the words "FIRE RESCUE" or similar design adopted by the Department across the back. May be worn alone for fires, training, work sessions, etc, or under the dress shirt any time.

Dress uniforms should be worn for parades, fund raisers, demonstrations, awards ceremonies, funerals, or other formal or semi-formal occasions. For funerals, a black or navy blue tie should be worn preferably with a long sleeve shirt. For line-of-duty deaths, or death of a long-term member of the fire service, a black ribbon may be worn across the badge. For training or work sessions etc., it is fine to wear the uniform shirt with clean, decent looking blue or black jeans.

An optional badge is available, and may be purchased by the individual member. It must comply with the standard Department design to be worn as

part of the uniform.

Revised May 2002

SOP 1.19 Telephone at Residence

1. It is strongly recommended that every member have a telephone at his/her place or residence. A cell phone is an acceptable alternative.

Revised May 2002

SOP 1.20 Visitors

1. Visitors shall be shown every courtesy, but shall not be permitted to loiter about fire stations unaccompanied.
2. Children shall not be permitted to loiter or play in or about the station. Children visiting in the stations must be accompanied by parents or a member of the department and shall not, in any case, be permitted to run through the station, climb upon the apparatus in any way that might be dangerous to themselves and damaging to the condition or function of the apparatus.
3. Members shall not permit any person not a member of the district to ride upon any fire apparatus without proper authority.
4. Older children, whose parents feel are responsible, may be left at the fire station during calls at the discretion of the parent. **However, Blue Township Fire Dept. is not responsible for them.** Parents bear full responsibility for the welfare of any children at the station, and are responsible for any damage they may cause to Departmental property or the property of others.

Revised May 2002

SOP 1.21 Reporting to the Public

1. Members of the department shall not furnish information to anyone not connected with the district pertaining to its members, or the business of the district, except upon proper authority. All requests for such information shall be referred to the Chief or Assistant Chief. This shall not be construed to interfere with the release to the press or radio by properly informed members facts in connection with daily fire activities.

2. Any release of medical/patient care information must be done by the Chief, and only upon receipt of appropriate written authorization from the patient.

Revised May 2002

SOP 1.22 Appearance

1. Hair - hair must be neatly groomed. The length or bulk will not be so excessive as to present a ragged, unkempt or extreme appearance as determined by the Chief, and shall not be such that it presents a danger to the member, or interferes with the proper function of the member's personal protective equipment.

2. Hair will be secured completely at all times under the uniform during drill and fire ground operations.

3. Beards or mustaches - will be allowed as long as they are not excessive as to present a ragged, unkempt or extreme appearance, as determined by the Chief. Beards and mustaches will not interfere with the wearing of protective equipment. In no case will hair, beards or mustaches at any time interfere with the individuals's duties. Individuals with hair in the seal area of the SCBA face piece will not be authorized to use SCBA.

Revised May 2002

SOP 1.23 Chain of Command

1. Order of Rank of Authority in the Department for administrative duties shall be as follows:

- A Fire Chief
- B. 1st Assistant Chief
- C. 2nd Assistant Chief
- D. Secretary/Treasurer
- E. Lieutenant
- F. Senior Fire Fighter

2. Order of Rank of Authority for Fire Ground Operations shall be:

- A Fire Chief
- B. 1st Assistant Chief
- C. 2nd Assistant Chief
- D. Lieutenant

3. All orders of execution and reports on execution shall move downward and upward through the Chain of Command with mutual consideration by all officers and firefighters concerned.

4. Each officer or acting officer shall have the authority to discharge the duties assigned to him/her and shall have the responsibility for their discharge.

5. In all Fire Department emergencies, the officer first on the scene shall be in charge until a higher assumes the charge.

6. In the absence of an officer, the Senior Firefighter shall be in charge.

SOP 1.24 Authority of Officers and Rules for Officers

1. Each officer shall have the authority required to properly fulfill the duties and responsibilities vested in him/her by virtue of his/her position.
2. Every member of the department shall comply with the laws, ordinances, rules and regulations, orders and commands of superior officers. Obedience to same shall be in good faith, prompt, and positive.
3. Members designated to perform temporarily the duties of a higher rank shall be accorded the obedience, respect, and courtesy accorded to the higher rank.
4. Officers shall observe all rules and regulations of the department and shall obey all orders of the Chief promptly and fully.
5. Officers shall, by their courteous manner and careful, painstaking attention to duty, set an example to all members of the department, and in return, require the same from them.
6. Officers shall constantly strive for harmony among the members of the department.
7. Officers are responsible for the proper execution of orders, rules and regulations. They shall give commands or transmit orders in a language that is simple, audible, direct, and understandable.
8. Officers shall be just, dignified and firm with subordinates. The use of abusive, violent or immoderate language by officers, whether or not it's directed at personnel, is unprofessional will not be permitted.
9. Officers shall secure all department property from members who have severed relations with the department.
10. Officers shall immediately report all injuries to the Chief and see that appropriate injury reports are completed and presented. Accidents and wrecks shall be reported in writing; such reports shall be submitted to the Chief.
11. Officers shall be exemplary in their participation in Departmental activities, in their conduct, and in all other ways related to the Department.

SOP 1.25 THE CHIEF

1. The Chief shall have the executive supervision and direction of the Fire department, subject to the laws, ordinances and rules governing the department. He/she shall be accountable to the Fire Board, County Fire Supervisor, and Board of County Commissioners for the proper management of the department.
2. The Chief shall have control of the Fire District and all the fire equipment, and shall be responsible for the organization, discipline, and functions of the personnel, and for the proper care and use of all equipment.
3. The Chief shall prescribe response of equipment and company units, and shall direct the manning and placing of companies, apparatus and equipment.
4. The Chief shall develop efficient methods of extinguishment and prevention of fires.
5. The Chief shall supervise fire prevention activities and shall delegate such members of the district to perform such activities as he/she deems advisable.
6. The Chief shall make assignments, transfers and details within the district and shall have full power and authority over all activities and individuals of the district. The Chief shall establish and enforce department rules and regulations and revise these rules and regulations, as needed, from time to time.
7. The Chief shall see that a comprehensive and adequate course of practical training is provided in the use of all equipment, evolutions, drills, and fire fighting procedures.
8. The Chief shall make every reasonable effort to attend all building fires in the County, and such other fires or calls as, in his/her judgment, may require his/her presence. He/she shall assume direct charge and command when he/she deems such action necessary.
9. The Chief working with the Rural Water Districts by reviewing and suggesting improvements on locations of all fire hydrants, and shall request such additional fire hydrants as, in his/her opinion, may be necessary for proper fire protection.
10. The Chief shall review and recommend, with the approval of the County Commissioners, the location and design of all fire stations that shall be built by the District, and upon all department apparatus and equipment purchases by the County.

11. The Chief shall prescribe regulations requiring the firefighters to wear an appropriate uniform, and may prescribe what the work and dress uniforms shall consist of.

12. The Chief shall institute careful studies of obstacles that prevent the department from functioning efficiently.

13. The Chief shall see that all necessary records and reports that are necessary for the efficient operation of the department are made and maintained.

14. The Chief shall perform such additional related work and duties as is required for the efficient operation of the District, and as may be directed by the Fire Board or County Commissioners.

Desirable Qualifications for Fire Chief

- a permanent resident of Kansas.
- Firefighter 1 certification, with Firefighter 2 preferred
- a minimum of four years experience with Blue Township Fire Department.
- State Certified First Responder with 4 years field experience, with higher levels of certification desirable.
- working knowledge of the Department and its' equipment
- ability to make command decisions
- ability to lead subordinates
- able to communicate at department meetings, public meetings and training secession.
- mature decision making qualities
- a qualified driver operator of all departmental vehicles.
- knowledge of State and County Governmental procedures.

SOP 1.26 THE ASSISTANT CHIEF

1. The Assistant Chief shall perform such duties as the Chief may direct, and in the absence or disability of the Chief, exercise the powers, duties and responsibilities of the Chief in the supervision and direction of the fire fighting activities and the management of the district.

1 a. In the Chief s absence, all responsibilities and authority of the Chief s position pass to the Assistant Chief.

2. The Assistant Chief shall, under the general direction and supervision of the Chief, be in responsible charge of such additional functions of the District as are assigned to them by the Chief.

3. The Assistant Chief shall, under the direction of the Chief, have charge of, and be responsible for firefighting operations, for the are and condition of the fire station, apparatus, tools, equipment, and personnel of his/her assigned company. He/she shall assist in the work of his/her company.

4. The Assistant Chief shall, in the absence of the Chief, be responsible for the entire operation of the District until he/she is relieved by the Chief

5. The Assistant Chief shall respond to all fires and emergency calls in accordance with response schedules and assume command, in the absence of and until relieved by a superior officer.

6. The Assistant Chiefs is encouraged to make inspections of buildings in their response area for fire prevention purposes and become familiar with contents and construction of buildings. They shall keep such records of inspections as may be directed by the Chief.

7. The Assistant Chief shall train and instruct the firefighters in the care and operation of all fire equipment, firefighting tactics, streets and hydrants, and rules and regulations of the District. Such training and instruction shall be under the general supervision of the chief.

8. The Assistant Chief shall enforce the rules and regulations, and orders and maintain discipline.

Desirable Qualifications for Assistant Chief

- permanent resident of Kansas.
- Firefighter 1 certification, with Firefighter II preferred
- four years experience with Blue Township Fire Department.
- State Certified First Responder with 4 years field experience, and higher

levels of certification

- a working knowledge of the department and its' equipment.
- ability to make command decisions.
- ability to lead subordinates.
- able to communicate at department meetings, public meetings and training secession.
- mature decision making
- qualified driver and operator of all departmental vehicles.
- knowledge of State and County Governmental procedures.

Revised May 2002

SOP 1.27 Secretary / Treasurer

1. The Secretary / Treasurer shall perform such duties as the Chief may direct, i.e.. issue gear to members, assist with inventory,
2. The Secretary / Treasurer shall maintain the secretarial records of the department in a reasonable manner.
3. The Secretary / Treasurer shall keep minutes and attendance records of all required meetings.
4. The Secretary / Treasurer shall perform duties as follows:
 - a. Maintain the Volunteer Firefighters' Fund (VFF) checkbook
 - b. Pay bills obligated from the VFF account.

Desirable Qualifications of the Secretary Treasurer

- permanent resident of Kansas.
- 2 years with Blue Township Fire Department for a
- working knowledge of and have proficient skills in banking procedures.
1:1 knowledge of basic filing procedures.
- knowledge of State and County Governmental procedures.
- able to supply any records as requested within a reasonable time frame.

SOP 1.28 Training Officer

1. The Training Officer shall be responsible for performing duties of organizing departmental training activities, ensuring training activities are conducted, and documenting all departmental training.
2. The Training Officer shall perform such duties as the Chief and/or Assistant Chief shall direct.
3. The Training Officer shall be responsible for maintaining all departmental training records (to include computer records and "hardcopy" records).
4. The Training Officer shall act as an instructor for departmental training unless other instructors(s) have been pre-arranged. The Training Officer will ensure that all training and classes are researched, planned and delivered with professionalism and accuracy. The training officer will prepare quarterly training schedule and distribute to department members. Schedule will be reviewed by the Chief Officers and is subject to change.
5. Training Officer will ensure that all training classes and information delivered reflects current national standard practices
6. The Training Officer shall appoint a Safety Officer or act as Safety Officer during all departmental training activities. If no safety officer is specifically designated, it will be understood that the Training Officer will fulfill that role.
7. The Training Officer should coordinate training events with neighboring Departments periodically during the year.

Desirable Qualifications for Training Officer

- permanent resident of Kansas.
- a minimum of 3 years with Blue Township Fire Department
- certified Fire Fighter
- Hazardous Materials First Responder- Awareness Level, and it is recommended that Haz-Mat Operations or Technician level be attained
- Ability to deliver instruction effectively
- Formal training in teaching and instruction is highly desirable
- leadership qualities, maturity, and responsible decision making
- complete knowledge of Fire Department equipment and policies
- qualified driver operator of all Fire Department vehicles
- working knowledge of all Fire Department equipment and apparatus
- working knowledge of all mutual aid Fire Department's, EMS/Rescue agencies, and other related emergency response agencies and their apparatus, equipment, operational capabilities, and SOP/SOG's for

emergency response.

Revised May 2002

SOP 1.29 Lieutenant(s)

1. The Lieutenant shall respond to all fires or emergency calls occurring while he/she can respond and when notified of such.
2. The Lieutenant shall participate in drills and other training work and instruction.
3. The Lieutenant shall maintain such necessary records and make reports as may be required.
4. The Lieutenant shall perform additional related work as required.
5. The Lieutenant shall abide by rules and regulations and follow orders, policies and procedures.
6. The Lieutenant shall operate Fire Department apparatus when assigned.
7. The Lieutenant shall make and maintain records of supplies, apparatus, equipment and other matters as may be directed by superior officers.
8. The Lieutenant shall serve as the company officer or line supervisor during calls and other activities.

Desirable Qualifications for Lieutenant

- 2 years on Blue Township Fire Dept
- Firefighter 1 certification, Firefighter II encourage
- complete knowledge of Fire Dept. equipment and policies
- leadership qualities, maturity and responsible decision making
- Qualified driver and operator of all departmental vehicles
- Able to receive and direct orders clearly
- State Certified First Responder or above

SOP

1.30

District Five Fire Board

1. The Fire Board shall consist of a President, Vice President, Secretary, Treasurer, and two Members at Large, all appointed by the Board of County Commissioners.
2. The function of the Fire Board is to meet the needs of the Blue Township Community, to oversee the Fire Dept. and the Fire Dept finances.
3. The Fire Board shall be accountable to the County Commissioners of Pottawatomie County and to the public.
4. Membership requirements will be established by the Board of County Commissioners.

Revised May 2002

SOP 1.31 Firefighter

1. The Firefighter shall respond, as directed, for all fires or emergency calls occurring when he/she is notified of such.
2. The senior Firefighter present shall, in the absence of absence of a superior officer, take charge of the company at quarters and at fires, until relieved of said position by a senior officer.
3. The Firefighter shall keep the apparatus and equipment thoroughly clean, in an orderly manner, and ready for use at all times.
4. The Firefighter shall keep the station, furniture, fixtures, clean and in proper order.
5. The Firefighter shall participate in drills and other training work and instruction.
6. The Firefighter shall maintain such necessary records and make reports as the occasion may require.
7. The Firefighter shall perform additional related work as required.
8. The Firefighter shall abide by rules and regulations and follow orders, policies and procedures.
9. The Firefighter shall operate Fire Department apparatus when assigned.

Requirements for Fire Fighter

1. Meet all requirements of application process.
2. Successfully complete the 180 day probation period.
3. If an individual possesses Fire Fighter I or II or other relevant Certifications, the individual will submit copies of official certificates.

