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COLUMBIA COUNTY BOARD OF COUNTY COMMISSIONERS
AGENDA ITEM REQUEST FORM

The Board of County Commissioners meets the 1st and 3rd Thursday of each month at 5:30 p.m. in the Columbia County School Board Administrative Complex Auditorium, 372 West Duval Street, Lake City, Florida 32055. All agenda items are due in the Board's office one week prior to the meeting date.

Today's Date: 11/08/2016 Meeting Date: November 17, 2016

Name: Jeffery Crawford Department: Fire Department

Division Manager's Signature: [Handwritten Signature]

1. Nature and purpose of agenda item:

Fire House Subs Grant for extrication equipment - \$30,465.00 - No match requirement

Attach any correspondence information, documents and forms for action i.e., contract agreements, quotes, memorandums, etc.

2. Fiscal impact on current budget.

Is this a budgeted item? [X] N/A [] Yes Account No. [] No Please list the proposed budget amendment to fund this request

Budget Amendment Number: Fund:

FROM: TO: AMOUNT:

For Use of County Manger Only:

[X] Consent Item [] Discussion Item



COLUMBIA COUNTY FIRE / RESCUE

P.O. Box 1529
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Phone (386) 758-3907
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Jeffery Crawford
Assistant Chief CCFR

Memo

Date: November 8, 2016
To: Ben Scott
RE: Fire House Subs Grant

We would like to apply for a grant from Fire House Subs to purchase some new updated extrication equipment. The grant is for 100% of the cost of the equipment and there is no match required. The equipment we are looking to get is:

Hurst eDraulics S700E2 cutters

- SP555E2 spreader
- Hurst R421E2 telescoping ram, C-Frame Ram Support LK841509190 support bracket for ram base
- Hurst 4-slot Bank charger
- Hurst 110v power supply with pig tail
- Mounting brackets for S700E2 Cutters, SP555E2 Spreaders, and R421E2 Ram.

If successful, this grant will help to update some older outdated equipment. The total dollar amount being applied for is \$30,465.00.



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Today's Date: 09/21/2016 Meeting Date: November 17, 2016

Name: Jeff Crawford Department: Fire Department

Division Manager's Signature: [Handwritten Signature]

1. Nature and purpose of agenda item:

Requesting Approval of the Administrative SOP for the Fire Department

Attach any correspondence information, documents and forms for action i.e., contract agreements, quotes, memorandums, etc.

2. Fiscal impact on current budget.

Is this a budgeted item? [X] N/A [] Yes Account No. [] No Please list the proposed budget amendment to fund this request

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For Use of County Manger Only:

[X] Consent Item [] Discussion Item

Columbia County Fire Rescue Department

Standard Operating Guidelines

Created August 4, 2016

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Disclaimer:

These Standard Operating Guidelines (SOG) were developed for the Columbia County Fire Rescue Department, Columbia County Florida

The Columbia County Fire Rescue Department cannot guarantee that adherence to these SOG alone will result in a reduction of occupational injuries, illnesses, or exposures. However, the SOG can help provide part of the framework for a fire service occupational safety and health program, which can be designed to achieve this goal.

This Edition of the Standard Operating Guidelines supersedes all previous editions.

Preface:

These SOG were developed to guide members of the Columbia County Fire Rescue Department in the performance of their duties. They are based on the requirements in NFPA 1500, *Standard on Fire Department Occupational Safety and Health Program*, and on professional publications, as well as appropriate federal, state, and local regulations.

The SOG are a part of the Columbia County Fire Rescue Department Policy and Procedures manual and are referenced in it. This is important from many aspects. First, the SOG is a guideline, rather than rigid policy. Second, it allows the SOG to be recognized as the basis of general rules of conduct expected from all members. Finally, it makes the SOG a formal part of the departmental occupational safety and health program.

It is the policy of the Columbia County Fire Rescue Department to provide and to operate within the highest level of safety and health for all members. The prevention of accidents, injuries, exposures, and occupational illnesses are primary goals of the fire department and shall be considered at all times. This concern for safety and health applies to all members when contemplating routine operations, either emergency or non-emergency in nature.

Mission Statement

Columbia County Fire Rescue is dedicated to safeguarding the lives, property, and environment of our community through exceptional service utilizing education, preparedness, prevention, and response to emergency incidents. An essential function of the department is to provide opportunities for a positive presence in the community. A strong emphasis is placed on connecting the Fire Rescue Department and the community together.

Introduction and Purpose:

Presented in the following pages are Standard Operating Guidelines, which are to be used by the Fire Rescue department when contemplating a standard type of operation.

The purpose of this text is to establish behavioral guidelines. This is not meant to replace existing county policy or procedure. Instead, it is to be used as a reference for questions concerning departmental procedures and expected behavior as a member of the fire department.

Because situations and circumstances are so varied in the fire service, certain rules and regulations of conduct cannot necessarily be followed in the strictest sense, but some must be altered according to the circumstances. These guidelines are available to inform members of the direction their decisions and actions should follow.

Columbia County Fire Rescue

Glossary of Terms

1. A manual containing the Department's official SOG shall be located so that all members of the department will have access to it.
2. Each Supervisor shall also have a copy of the department SOG.
3. Each full-time employee of the department will receive a numbered copy of the Department SOG and will be required to sign a statement acknowledging receipt of said SOG.
4. Definitions:
 - a. Memo: Unnumbered correspondence, generally of an informational nature. Memos may address administrative policies and alter or clarify routine practices but may not alter or amend an item addressed in the SOG Manual. Memos shall be posted for review, if appropriate, and shall be discarded after they expire.
 - b. Special order: A consecutively numbered, written, directive that addresses a specific instance where a policy or procedure will be changed, altered, or amended for a specific period of time. Special orders will be posted during the specified time period and shall be maintained in a permanent file.
 - c. Standard operating procedure: Consecutively numbered, written, organizational directive that establishes a standard course of action. These will be posted for a specified time period and then kept in a permanent file or made a part of the SOG if appropriate.
 - d. General orders: Consecutively numbered, written directives used to amend or clarify a policy or procedure and for information of a permanent nature. General orders shall be posted for review and kept in a permanent file. Members shall be required to initial new general orders to indicate that they have read the order.
 - e. General bulletin: A written procedure used to clarify department policy or procedures or to disseminate information of a permanent nature. General bulletins shall be discarded after they expire.
 - f. Special bulletin: A written, numbered procedure covering a specific situation or event that applies for a limited period of time. Special bulletins shall be maintained in a permanent file.
 - g. Acting: Serving temporarily in a position to which the member is not ordinarily assigned, usually in a position of higher rank
 - h. Non-sworn employee: A civilian, non-uniformed employee.
 - i. Reserve members: All persons in the department who provide complementary staffing without formal compensation.
 - j. Members: A collective term applied to all persons on the department's payroll.
 - k. Gender: Within this manual, the words "he" and "his" shall be construed to refer to both genders.
 - l. Sworn employee: A uniformed employee.
 - m. Suppression personnel: Members assigned to firefighting and emergency medical service response duties.
 - n. Personnel: Fire department employees.

- o. Probation period: The initial six months of a new employee's service, beginning with the date of employment.
- p. Rules and regulations manual: A written collection of administrative policies, operational procedures, and rules and regulations authorized by an order of the Fire Chief.
- q. Rank: A grade of official standing. Each class of members of the department constitutes a rank.
- r. Promotion: A change in a member's employment status to a position of greater responsibility or higher classification.
- s. Length of service: The period of time starting from the date a member's employment begins until the present or until the date the member's employment ends.
- t. On duty: A member is on duty during the period of time when he is actively responsible for or engaged in the performance of his duties.
- u. Tour of duty: The hours during which a member is on duty.
- v. Workday: A tour of duty.
- w. Off duty: A member is off duty on his days off and when on authorized leave and free of the responsibility of performing usual routine duties. Technically, a member may be subject to recall at any time.
- x. Regular duty call back: Call back to duty to fill a vacancy on a shift when another member's absence leaves that shift below the minimum staffing level.
- y. Standby callback: A recall of off-duty members for standby duty in a station. Used during emergency conditions or during peak periods of activity.
- z. Emergency call back: Call back to duty when emergency conditions require additional personnel to mitigate the emergency. Members shall be compensated for call back duty according to County policy.
- aa. Special duty: Any duty that requires a member to be excused from his regular duties.
- bb. Tense: Words used in the present tense include the future tense.
- cc. Chain of command: The line of authority from the Fire Chief through a single subordinate, at each level of command.
- dd. Ranking officer: The officer having the highest rank in grade for the longest period of time, unless otherwise designated by the competent authority.
- ee. Superior officer: Any member with supervisory responsibilities, either temporary or permanent, over members of a lower rank.
- ff. Inspection: The periodic exam of personnel, stations, or apparatus for appearance, readiness, fitness for duty and attention to duty according to standards set out in the standard operating guides, policies and procedures, general orders and rules and regulations.
- gg. Order: An instruction or directive, written or oral, issued by a superior officer to a subordinate or group of subordinates in the course of duty.
- hh. May and Should: The word "may" is permissive, "should" is advisory. Where used, the word "should" implies that, while the procedure is not mandatory, it is in the best interest of everyone involved for the procedure to be followed.
- ii. Immediately: The term "immediately" shall be construed to mean "as soon as practicable and possible".
- jj. Plural words: Within this manual, singular words include the plural and plural words include the singular.

- kk. Shall and will: The words “shall” and “will” as used herein indicate that the action referred to is mandatory.
- ll. County: The physical area within the defined boundaries of the county.
- mm. EMS: Emergency Medical Service(s)
- nn. Fire Code: Ordinance governing fire prevention as adopted by the County.
- oo. Insubordination: The willful disobedience of any order, lawfully issued by a superior officer, or any disrespect, mutinous, insolent, or abusive language toward a superior officer.
- pp. Incompetence: The inability to satisfactorily perform one’s duties or responsibilities.
- qq. Neglect of duty: Failure to give proper attention to the performance of one’s duty.
- rr. Resignation: The act of voluntary termination of a member’s service.
- ss. Relieved of duty: An employment condition during which a member is not required or permitted to perform assigned duties but retains pay status. A member generally is relieved of duty when under investigation.
- tt. Suspension: An action taken whereby a member is denied the privilege of performing his duties as a consequence of dereliction of duty, breach of discipline, misconduct, or violation of regulations.
- uu. Absent without leave (AWOL): Failure to report for duty without sufficient reason and without securing proper approval for leave in advance.
- vv. Appeal: The right of a non-probationary member to apply for review from any order, dismissal or suspension by the Fire Chief.
- ww. Dismissal: The act of terminating the service of a member.
- xx. Compensatory time: The period of time during which a member is excused from active duty as compensation for hours worked in excess of the regular tour of duty.
- yy. Days off: The time off granted to each member without loss of pay after the member completes his regular tour of duty.
- zz. Injury on duty leave: The period of time during which a member is excused from duty by reason of being injured while on duty.
- aaa. Vacation leave: The vacation time granted to all members of the department each year as established by the Columbia County Board of County Commissioners.
- bbb. Sick Leave: The period of time during which a member is excused from active duty by reason of illness or injury that prevents the member from performing his duties.
- ccc. Funeral Leave: The period of time during which a member is excused from active duty by reason of the death of an immediate family member.
- ddd. Retirement: Termination of a member’s active service by reason of attainment of the statutory length of service and age requirements or because of an incapacitating disability.
- eee. Apparatus: In this manual, the term apparatus shall also mean vehicle.
- fff. Vehicle: In this manual, the term vehicle shall also mean apparatus.

Administration

Section 100

Columbia County Fire Rescue SOG #100.01

Media Relations

1. Statements to the media, news releases, and media campaigns must be approved by the Fire Chief or other *authorized* person (i.e.: PIO or Public Information Officer) prior to their release, except as provided below.
2. An Incident Commander is authorized to provide the media with general details concerning an incident.
3. Information pertaining to the cause and origin of an incident shall only be released by the Fire Marshal or the Fire Marshal's designated representative.
4. Only the Fire Chief or his designee shall release media information relating to personnel matters.

Columbia County Fire Rescue SOG #100.02

Resignations

1. To leave in good standing a member is requested to provide *at least two weeks' notice* of intent to resign from the department, to allow ample time to process the notice. The fire chief may waive the notice requirement and allow the resignation to become effective immediately on receipt of a member's intention to resign.
2. Notice of resignation shall be in writing and shall be delivered to the member's immediate supervisor. The supervisor shall forward the notice up through the chain of command for processing.
3. A resigning member should contact the county human resources office for information relating to benefit options.
4. A resigning member shall turn in all uniforms, pagers, keys, and other property issued by the department. A member may be assessed a replacement cost for any item that is not returned or is returned damaged.
5. If a member wishes to resign as a full time employ and still remain as a PRN employee, he/she, a) has to resign in good standing, b) have no disciplinary actions, c) live within a 30 minute response time to Columbia County.
6. For a PRN employee to remain in good standing and to be able to remain on PRN, he/she must work at least one (1) shift per quarter if called for duty. If the employee is not able to fulfill this requirement, he/she will be required to resign and return all equipment back to CCFR within five (5) days.
7. The fire chief reserves the right to have final approval of PRN status, and may deny with or without cause.

Columbia County Fire Rescue SOG #100.03

Seniority Lists

1. The Assistant Chief or his designee shall prepare seniority lists for the department. The seniority lists shall be kept up to date at all times.
2. The seniority lists shall classify members according to rank. Members shall be listed by rank in descending order. Members shall be listed in their respective rank by time in grade. The member in a respective rank for the longest period of time shall appear at the top of the list for that rank.
3. If two or more members of a given rank have the same time in grade, their position on the seniority list shall be based on their respective dates of employment.
4. The seniority list shall include each member's date of employment and the date of the member's most recent promotion.

Columbia County Fire Rescue SOG #100.04

Transfers

1. Every department member is subject to transfer as a result of departmental reorganization or to meet operational needs.
2. A member who has received a mandatory transfer shall be given as much prior notice as is practical to allow the member to make necessary personal arrangements.
3. When a member is transferred, all properly scheduled leave is transferred with him, regardless of whether it becomes necessary to pay overtime to maintain minimum staffing levels.
4. A member may request a transfer to another assignment provided he meets the position's minimum qualifications. To transfer, the member must submit a written request, to the fire chief via the member's immediate supervisor.
5. The fire chief has final authority to grant or deny a voluntary transfer request, based on the overall impact the transfer would have on the organization.
6. When a transfer request is denied, the fire chief shall provide the reasons for the denial to the member who made the request. The reason shall be put in writing.

Columbia County Fire Rescue SOG #100.05

Code of Conduct

1. As a basic condition of membership, all members have an obligation to conduct their official duties in a manner that serves the public interest, upholds the public trust, and protects the department's resources. To this end, all members have the responsibility to:
 - a. Perform their duties to the very best of their abilities and in a manner that is efficient, cost-effective and meets the needs of the public.
 - b. Demonstrate integrity, honesty and ethical behavior in the conduct of all department business.
 - c. Ensure that personal interests do not come in conflict with official duties and avoid both actual conflicts of interest and the appearance of conflicts of interest when dealing with vendors, customers and other individuals doing business or seeking to do business with the department.
 - d. Ensure that all department resources, including; funds, equipment, vehicles and other property are used in strict compliance with department policies and solely for the benefit of the department.
 - e. Conduct all dealings with the public, county employees and other organizations in a manner that presents a courteous, professional, and service-oriented image of the department.
 - f. Treat the public and other employees fairly and equitably without regard to age, color, disability, ethnicity, national origin, political affiliation, race, religion, gender, marital status, or any other factor unrelated to the departments' business.
 - g. Report for duty at the appointed time and place, fully equipped, fit and able to perform assignments.
2. Officers and supervisors shall set the example for other members and have a responsibility to ensure that their activities and decisions pertaining to community services, personnel actions, and the management of public funds are consistent with the department's policies and practices.

Columbia County Fire Rescue SOG #100.06

Obedience to Orders

1. Members shall read and become familiar with the department's Standard Operating Guides. No plea of ignorance of the SOG will be accepted as an excuse for any violation.
2. Members shall promptly and willingly respond to the lawful orders of superior officers or acting officers. Refusal to obey a lawful order shall constitute insubordination. Obvious disrespect for or disruption of a supervisor's order likewise shall be deemed as insubordination.
3. Members shall abide by federal and state law, local ordinances and rules, and the department's SOG, and rules of conduct. Members shall not publicly criticize or make derogatory remarks to anyone about instructions or orders received from a superior officer.
4. Supervisors and acting supervisors shall refrain from exceeding their authority in giving orders. The wrongful or injurious exercise of authority is prohibited.
5. Should a member receive an order that conflicts with a previous order, the member shall notify the officer who issued the conflicting order and shall be governed by the officer's subsequent instruction.
6. Any member who is given an order he believes to be, improper or contrary to a general order, SOG, or federal or state law, or county policy, may respectfully decline to obey the order and shall state the reason for doing so. The member shall request that the supervisor of the person issuing the order be contacted for instructions if the person issuing the order does not rescind or alter the original order.

Columbia County Fire Rescue SOG #100.07

Professional Relations

1. Department members shall exhibit courtesy and respect to all officers and acting officers. While on duty, all officers shall be referred to by their appropriate rank.
2. Supervisors shall exhibit courtesy and respect to their subordinates and shall treat all members in a fair and impartial manner.
3. Members shall treat one another with due courtesy and shall not engage in horseplay or disrespectful conduct while on duty.
4. Members are required to speak the truth at all times, whether or not under oath, in giving testimony, in connection with official duties.
5. Members shall not make false reports concerning any department business or the personal character or conduct of any member.
6. Members shall exhibit courtesy and respect to members of the public and other county employees.
7. Members are required to give their name and rank whenever requested by a member of the public.
8. Should a member have a complaint against a member of the public, he shall forward the complaint in writing to the fire chief.

Columbia County Fire Rescue SOG #100.08

Personal Appearance

1. This rule applies to all members while on duty or officially representing the department at a public meeting, training session, seminar, conference, or other similar event.
2. Members shall maintain proper personal hygiene while on duty.
3. Uniforms and shoes (boots) shall be neat and shall conform to the requirements set forth in SOG #100.11, Uniforms.
4. When not in uniform, members who are on duty or who are representing the department shall dress in a professional manner that is appropriate for the occasion. At no time while in uniform shall a member wear jewelry, pins, ribbons, buttons, or an article of clothing that constitutes an advertisement; a religious, political, or social viewpoint; or a message that is offensive to anyone on the basis of age, color, disability, ethnicity, national origin, race, religion, political affiliation, gender, or marital status.
5. Hair shall be kept clean and well groomed, shall not constitute a safety hazard, and at no time shall interfere with the use of protective clothing or equipment (see 100.08.1).
6. Beards, goatees, Sideburns and mustaches are permitted provided they do not interfere with the use of protective clothing or equipment (see 100.08.1).
7. Members (uniformed) shall limit their use of jewelry. Items shall not interfere with the proper use of protective clothing or equipment. Earrings, ear studs and so forth are prohibited.
8. Members who are not involved in emergency response operations shall limit their use of jewelry. Items that create excessive noise, interfere with job performance or constitute a safety hazard shall not be worn.
9. Male department members are prohibited from wearing earrings and ear studs. Female members, other than those involved in emergency operations, shall limit their use of earrings and ear studs to a single pair. Nose jewelry or other items that draw attention to the wearer are also prohibited.

Columbia County Fire Rescue SOG #100.08.1

Appropriate Hair Criteria

Purpose:

The purpose of this Standard Operating Procedure is to provide policies and procedures for department approved haircuts and grooming.

HAIRCUTS AND GROOMING:

- A. The Fire Department is a uniformed service; therefore, a neat and well-groomed appearance by its members is fundamental to the department and contributes to safety concerns and building the pride and spirit essential to an effective Fire Department. This is a vital ingredient for good public relations.
- B. It is the responsibility of commanders to ensure that members under their command present a neat and orderly appearance. It is the duty of each member to take pride in their appearance at all times.
- C. There are many hairstyles which are acceptable to the department so long as a member's hair is kept in a neat manner. Acceptability of the style will be judged solely by the following criteria. This Haircut and Grooming policy is a management right brought about in the interest of safety and the department good and will not be grounds for a grievance.
- D. Male and female hairstyles without reference to style will conform to the following standards:
 1. The hair on the top of the head will be neatly groomed; the length and/or the bulk of the hair will not be excessive or present a ragged, unkempt or extreme appearance. Hair will present a tapered appearance and will not fall over the eyebrows when combed.
 2. In all cases, the bulk or length of the hair will not interfere with the normal wearing of caps, helmets and breathing apparatus.
 3. The hair is to be kept clean and groomed and shall not extend beyond the top of the shirt collar or below the middle of the ear lobe.
 4. The length for the back that is specified gives the member the option to wear their hair in accordance with contemporary hairstyles.
 5. The member who desires to wear sideburns will keep them neatly trimmed. No portion of the sideburn will extend forward so as to interfere with the seal of the S.C.B.A. face piece.
 6. If a mustache is worn, it will be kept neatly trimmed and tidy. Goatees, if worn, must be kept trimmed and tidy and in no way shall interfere with the seal of the SCBA face piece. No beards will be allowed.
 7. No portion of any approved facial hair will interfere with a proper seal of self-contained breathing apparatus (SCBA) or respiratory masks

Columbia County Fire Rescue SOG #100.09

Recall to Duty and Mandatory Holdover

1. All members shall remain at work until properly relieved of duty.
2. All members, irrespective of rank, shall be required to hold over due to circumstances beyond the control of the fire department. If needed, mandatory holdover will be executed to ensure that shift coverage and minimum staffing of drivers, firefighters and officers are covered appropriately. To maintain essential services, the fire chief or his designee shall have the authority to order members of the department to return to duty at times other than their normal work period.
3. Compensation will begin from the time the employee reports for duty.
4. Members recalled to duty shall report within a reasonable period of time after being notified to report to their designated duty site.
5. Members shall respond to an emergency recall unless incapacitated. Any member who refuses to respond shall be subject to disciplinary action in accordance with County Personnel Policies and Procedures.

Columbia County Fire Rescue SOG #100.10

Station Duty

1. Lieutenants and Shift Commanders (shift supervisors) are responsible for ensuring that the tasks assigned according to the daily work schedule are completed in a timely manner and that their apparatus and station are clean and the company is capable of responding to emergencies.
2. Crews are expected to turn out (respond) within two (2) minutes of receipt of an alarm.
3. Lieutenants may waive the tasks assigned according to the daily work schedule when special circumstances warrant. Any activity not completed in such a situation shall be rescheduled for the next tour of duty and shall be completed as soon as practical. Special circumstances may require that a crew continue to work after their normal relief time to complete an assignment.
4. Daily apparatus check lists shall be completed for each apparatus at each station every tour of duty.
5. Prior to being relieved of duty, members shall report all pertinent information to the crew relieving them.
6. Protective clothing shall be stored properly at the end of each tour of duty and shall not be left on the apparatus.
7. Members shall not watch television or engage in recreational activities except during meal breaks (limited to one hour) or after 1700 hours. Sleeping is not permitted by members on duty until after 1800 hours except on weekends after 1300. (This requirement may be waived during a disaster or a period of exceptional incident volume.)
8. Lieutenants are responsible for station operations and shall take appropriate actions to ensure that fuel, utilities, and station supplies are used conservatively.
9. Whenever the daily schedule permits, members are encouraged to devote their free time to physical fitness activities and personal study. However, members may not engage in any activity that interferes with their ability to respond promptly to an incident.

Columbia County Fire Rescue SOG #100.11

Uniforms

1. General requirements.

- a. All members shall wear the appropriate uniform while on duty.
- b. Uniforms shall not be worn off duty except as provided in this section.
- c. Uniformed members of the department shall report for duty in the prescribed uniform.
- d. Only uniforms approved by the department shall be worn while on duty or at other times identified herein as appropriate.
- e. No part of a uniform shall be worn with non-uniform garments, nor shall non-uniform items be worn with the uniform.
- f. Uniforms shall be kept clean, neat, and in a proper state of repair. Faded, frayed, and worn-out items shall not be worn.
- g. Jacket and shirt pocket flaps shall be buttoned at all times. Pockets shall be free of objects that create bulges or that otherwise detract from a professional appearance.
- h. A member in uniform shall at all times wear a belt. Only department-approved belts may be worn with the uniform.
- i. Shoes and boots shall be kept clean and polished. Only department approved shoes and boots shall be worn by members with emergency response duties.
- j. When wearing long sleeve uniform shirts, the sleeves shall be buttoned at the wrist and shall not be rolled up.
- k. Uniform shirts shall be tucked in **at all times**.
- l. Uniform Types

Class A, *Dress Uniform*. Class A uniforms shall be worn at funerals, award ceremonies, parades, and other events as ordered by the fire chief.

The Class A uniform shall consist of:

1. Long sleeve blue or white shirt with tie
2. Navy blue pants
3. Black belt with silver or gold Buckle
4. Black boots (shined)
5. Collar insignia, badge and name tag

Class B, *Station Uniform*. Class B uniforms shall be the standard attire unless otherwise directed.

The uniform shall consist of:

1. Short sleeve blue or white button up shirt or Polo Shirt.
Button up or Polo shirts will be worn while giving presentations (schools, daycares, etc...)
2. Navy blue pants
3. Black belt with silver or gold buckle
4. Black boots (shined)
5. Collar insignia, badge and name tag
6. Class B shall be worn at all times when in the public ie: public events, Presentations, lunch, store runs, etc.

Class C, *Work Uniform*. The Class C work uniform may be worn while performing maintenance and during hands-on training activities.

The uniform shall consist of:

1. A department approved T-shirt in lieu of the Class B shirt.

m. Rank insignias:

1. Gold rank insignias shall be worn on the Class A and Class B uniforms by the Fire Chief, Assistant Fire Chief, Shift Commanders and Lieutenants.
2. All other members shall wear silver department insignia on their Class A and Class B uniforms.

n. Physical fitness clothing:

1. Members shall wear department-approved clothing while involved in personal physical fitness training. The clothing shall include T-shirts, shorts and/or sweatpants and appropriate sport shoes. Members may also opt to wear Class C uniform during physical training.
2. Members shall not wear unauthorized clothing during physical fitness training.
3. Members shall don Class B or Class C uniforms and protective clothing prior to responding to a call during a workout activity.

o. Seasonal clothing

1. The department shall allow approved jackets/coats and rainwear as appropriate.
2. All shorts shall be Navy Blue in color with an inseam of ten (10) inches, no more or less. Any faded and/or frayed shorts shall not be worn. Shorts may be worn during regular working hours with the

exception of special events or activities. All shorts shall be worn with Class B uniform shirts. Shorts shall be worn with a department approved belt at all times. Any style shirt accompanied with shorts shall be neatly tucked in. A department approved shoe/boot shall be worn. Low cut socks (ankle or no-show) black in color and with no color markings shall be the only approved foot covering. Shorts are purchased at the employee's expense.

3. SAFETY NOTICE: If the shorts uniform is being used, firefighter protective clothing (turn-out) pants should be worn during situations where the potential of contamination or injury is high. Examples include all scenes where structure firefighting and wild land firefighting clothing is required, treatment of trauma patients, vehicle extrications, hazardous materials scenes and any other scene/situation the IC deems necessary.

p. Non-uniformed personnel:

1. The Fire Chief and administrative support personnel may wear civilian clothing.
2. All clothing worn by non-uniformed personnel shall be neat, clean, and appropriate for the occasion.
3. Nothing may be worn that could constitute a safety hazard or be offensive to another person on the basis of age, color, disability, ethnicity, national origin, political or social affiliation, race, religion, gender, or sexual orientation.

Columbia County Fire Rescue SOG #100.12

Vehicles and Equipment

1. General requirements

- a. Vehicles and equipment shall be maintained in a constant state of readiness and available for complete and immediate use.
- b. Members shall be responsible for the use and care of vehicles and equipment assigned to them or entrusted to their care.
- c. Members shall immediately report any loss, damage, or malfunction of apparatus or equipment to the member's supervisor. Damage, destruction, or loss due to the member's negligence may result in disciplinary action as deemed necessary and appropriate in accordance with County Personnel and Safety Policies.
- d. Members shall return vehicles and equipment issued to them or entrusted to their care immediately on separation from service.
- e. A member required to drive a vehicle owned or operated by the department shall possess an appropriate and valid driver's license and have the training to operate said vehicle.
- f. Members shall drive in a safe and prudent manner and shall obey all applicable federal, state, and local traffic regulations when driving or operating department owned or operated vehicles.
- g. Members shall properly wear safety restraint devices whenever driving or riding in a vehicle owned or operated by the department.
- h. Members shall not use tobacco products while driving vehicles owned or operated by the department.

2. Use of department vehicles

- a. Vehicles owned or operated by the department shall be used for county business only. County business means any authorized work or activity performed by a member on behalf of the county.
- b. An officer may authorize a brief stop at a convenience store or other similar establishment for a break while his company(s) is within its district performing authorized activity. The company must maintain radio contact and remain available for calls.
- c. Department vehicles may be used to procure meals or groceries for station meals. When obtaining groceries, a company must do the following:
 1. Maintain radio contact and remain available for calls.
 2. Full engine crew must keep unit in service.
 3. Make only one trip per shift.

3. Taking vehicles home

- a. The following members are authorized to take a vehicle home: the Fire Chief, Deputy Chief (Assistant Chief), and Inspector/PIO Officer.
- b. When circumstances warrant, the Fire Chief may authorize other members to take a vehicle home on a case-by-case basis.

4. Motor Pool

- a. The department shall maintain a “motor pool” of vehicles for use by members while on duty, or during official functions.
- b. The vehicles in the “motor pool” shall be staged at the departments’ headquarters facility, and the keys shall be kept in the departments key lock box.
- c. If a motor pool vehicle is unavailable, the fire chief or his designee may authorize a member to use his personal vehicle. Members shall be reimbursed according to county policy.

5. Injuries and property damage

- a. Any accident or collision involving damage to any vehicle or property or injury to any person shall be reported immediately to the appropriate law enforcement agency and to the member’s supervisor.

No part of the above SOG shall supersede the Columbia County Official Vehicle Regulations and Procedures policy.

Columbia County Fire Rescue SOG #100.13

Visitors at Stations

1. Members are permitted to have visitors at their place of work.
2. Visitors are not permitted to enter a station sleeping area or locker room.
3. Visitors are not allowed to enter a workshop or apparatus bay unless properly escorted by a department member.
4. When escorting visitors in an apparatus bay, members shall not allow children to play on, around, or with emergency apparatus or equipment unless carefully and closely supervised.
5. Visitors shall not be allowed to disrupt the daily work schedule. Visits shall be limited to a maximum of sixty (60) minutes. No visitors shall be allowed in the station after 21:00 hours.
6. Visitors are expected to abide by department rules and regulations while at the fire station or other work sites.
7. Minors shall, *at all times*, remain under the supervision and control of an adult.
8. No one except paid members, and reserve members on duty shall be authorized in the sleeping quarters for any reason.

Columbia County Fire Rescue SOG #100.14 Controlled Substances

1. The use of alcoholic beverages, debilitating drugs or any substance that impairs physical or mental capabilities while on duty is strictly prohibited.
2. Off-duty consumption of alcohol that reflects negatively on the department or that impairs a member's ability to perform his job is prohibited.
3. Members should keep in mind that emergency call ups can and do happen and maintain themselves accordingly.

Columbia County Fire Rescue SOG #100.15

Inappropriate Behavior

The following activities are prohibited by members on duty:

1. Gambling, noisy or quarrelsome conduct, and lewd or indecent activity.
2. Possession of a firearm or other deadly weapon unless the member is authorized by the Fire Chief to carry such a weapon.
3. Threats or acts of physical violence against members of the public, coworkers, other department employees, or county employees.
4. Sexual activity to include the possession or use of printed or audiovisual material that is sexually offensive.
5. Abusive behavior, hazing, or harassment of coworkers or members of the public. Horseplay, practical jokes, and other disruptive behavior are also prohibited.
6. Use of department supplies, tools, and materials to clean or repair personal vehicles or property.
7. Alterations or modification of vehicles, apparatus, buildings, computers, or items of equipment owned or operated by the department without the Fire Chief's authorization (or his designee).
8. Acceptance or solicitation of gifts, rewards, or fees for services incidental to the performance of one's duty. In addition, no member shall be required to make a donation to any person or organization as a condition of employment.
9. Campaigning for or against any elected (or seeking election) official.
10. Publicly criticizing the official actions or orders of a superior officer. Nor may a member publicly speak disrespectfully of the department or its members.
11. Recommending or endorsing specific products, trade names, or businesses.
12. Conducting personal business or performing any activity for which the member will receive any form of compensation from anyone other than the county.
13. Making personal phone calls that disrupt your daily duties or assigned tasks.
14. Sleeping except in the designated area(s) and during prescribed times.
15. Watching television or engaging in other recreational activities except during prescribed times.
16. Remaining on duty for more than one tour of duty without the authorization of the Fire Chief or his designee (other than during an emergency or a disaster).
17. Making a false statement in any official communication or in conversation with another member or citizen.
18. Performing any act or making any statement, oral or written, about one's superior, intending to destroy discipline and good order.
19. Performing any act or making any statement, oral or written, about one's coworkers, intending to destroy morale, good order, or working relationships with coworkers.
20. Displaying insolence or indifference or evading duty during an emergency incident. Any member found to be guilty of this offense shall be relieved of duty immediately.

Columbia County Fire Rescue SOG #100.16

Outside Employment

1. Members who wish to accept employment with another agency or organization in addition to their regular duties with the department must first obtain written authorization from the fire chief.
2. Employees shall forward such a request in writing to the Fire Chief. The request shall describe the work to be performed and the approximate number of hours per week that the employee wishes to work.
3. Outside employment shall not interfere with an employee's ability to satisfactorily perform his duties with the department.
4. Approval to work outside the department may be rescinded if an employee fails to satisfactorily perform his duties with the department.

Refer to county policy (outside employment and business activity)

Columbia County Fire Rescue SOG #100.17

Sexual Harassment

1. Unwanted or unsolicited verbal or physical harassment of members by supervisors or coworkers will not be tolerated. Supervisors shall promptly correct such behavior should it occur.
2. If a member informs a supervisor or coworker that their language or behavior is offensive and such conduct continues, the member should immediately report the situation to his supervisor or the supervisor's supervisor.
3. Appropriate disciplinary action shall be taken against a member found guilty of harassing a fellow member.
4. All members shall comply with the county's policy.

Columbia County Fire Rescue SOG #100.18

Use of Tobacco Products

1. The use of tobacco products is prohibited by members while driving or operating any vehicle owned or operated by the department.
2. While tobacco products may be used outside buildings and structures in smoking areas designated by the Fire Chief, members shall properly dispose of cigarette butts and other waste products.
3. Members using smokeless tobacco products shall refrain from spitting on sidewalks, parking lots, and other paved surfaces used by other members.
4. Tobacco products shall not be used while on emergency calls or any other fire department sponsored activity.

Refer to county policy on tobacco use

Columbia County Fire Rescue SOG #100.19

Employees Serving As Volunteers

1. Nonexempt employees may not join, serve or be members of a county volunteer fire or rescue company in the same or similar capacity in which they serve as full-time employees. Employees may volunteer their services in other capacities. For example; a paid firefighter may not serve as a volunteer firefighter but he may serve in an administrative capacity.
2. An employee may not serve as the president, fire chief, rescue chief or member of the board of directors of a county volunteer fire or rescue company.
3. An employee may not serve as a volunteer company representative in other fire and rescue groups, commissions, or councils or on committees appointed by such organizations.
4. The Fire Chief may approve changes to this section of the policy on an individual basis.

Columbia County Fire Rescue SOG #100.20

Employee Swap Time

Exchange of duty shift (swap time) will be permitted under the following conditions.

1. All swap time will be made in accordance with fire department policy. The county is not required to approve any shift swaps if it would require the reassignment of personnel from one station to another station. There will be a minimum of one EMT at every station. There will be a minimum of one officer on duty at station 48 at all times. The purpose of a swap is for the benefit of the affected employee and should not inconvenience others
2. All swaps are done on a voluntary basis and solely at the employee's option.
3. The employee desiring the swap shall-log it into Telestaff and the employee accepting the swap must accept it in Telestaff. Swaps shall be made not less than 48 hours prior to the first shift being affected by the swap unless said swap arises from an unforeseen circumstance. **All** swaps are subject to shift commander approval.
4. Under no circumstances are swap times to be granted in order for an employee to make profit or for the purpose of assuming outside employment of any length or duration
5. All swap times must be completed by both parties within six (6) months of the first exchange
6. Employees participating in the swap will be covered by all applicable benefits while working the other persons shift; this will include if a member swaps for a county approved paid holiday, the employee working the holiday will be compensated for the holiday pay. However, they will not receive any additional wages for this time. The employees will receive their normal wages for their time worked for another.
7. If the person agreeing to work for another employee becomes ill or fails to appear for the exchange, his/her appropriate leave or wages will be charged. It is also understood that the person agreeing to report for duty in a swap is totally responsible for appearing and performing the duties of the person who originally requested the swap. Failure to fulfill the swap may result in disciplinary action
8. Shift swap of duty will be for a minimum duration of one (1) hour and will be in (30) minute increments after that first hour.
9. The county will neither incur nor suffer any liability as a result of any swap exchange made pursuant to this SOG.

Columbia County Fire Rescue SOG #100.20

Employee Swap Time

Shift Commanders will be able to swap with other Shift Commanders and Lieutenants
At *no* time shall a shift be without a Shift Commander or a Lieutenant at station 48

Lieutenants will be able to swap with other Lieutenants, Driver/Engineers and Shift Commanders

Driver Engineers will be able to swap with other Driver Engineers, firefighters designated as station leaders and Lieutenants

Firefighters, not able to be station leaders, will be able to swap with other firefighters only.

PRN Employees are NOT eligible for swap time.

Firefighters that are on their orientation period (Probationary Firefighters) are **not** eligible for swap time

Fire administration reserves the right to fill positions with available members for the good of the department in emergency or unique dire situations. In these situations, final approval will come from one of the Administrative Chiefs. In the absence of an Administrative Chief, the Shift Commander or designee will document the reasons for filling positions outside of this SOG and advise an Administrative Chief as soon as possible of the situation

Columbia County Fire Rescue SOG #100.20.1

Employee Annual Leave Time

General Requirements

This chapter sets forth the policy governing leave accrual and usage for all employees. There are two types of leave available: paid and unpaid. Paid leave includes annual leave, sick leave and leave for worker’s compensation, short term military service, civil duties, administrative service and bereavement. Unpaid leave includes leave without pay, long-term military service and FMLA (employees may elect or may be required to substitute accrued paid leave for an equivalent portion of FMLA leave)

1. Eligibility
REFER TO COUNTY LEAVE POLICY

2. Paid Leave
REFER TO COUNTY LEAVE POLICY

Terminating employees shall be paid for all unused, accrued annual leave earned through the date of termination, up to a maximum of two hundred forty (240) hours. Lump sum payments for unused accrued annual leave may also be made to employees who enter the Deferred Retirement Option Program (DROP) in accordance with Columbia County Personnel Policies and Procedure Manuel-ch19 up to a maximum of the employee’s annual leave on account or two hundred forty (240) hours. Employees separating during the first six (6) months of employment forfeit any leave benefits and cannot be donated to other employees.

Employee Annual Leave Time (continued)

1. Annual leave shall be accrued in accordance with the following schedule:

LENGTH OF SERVICE	ACCRUAL RATE FOR REGULAR EMPLOYEES	
	BIWEEKLY ACCRUAL RATE	ANNUAL LEAVE HOURS
Up to ten years	3.693	96.02
Ten years to twenty years	4.620	120.12
Over twenty years	6.160	159.12

LENGTH OF SERVICE	ACCRUAL RATE FOR 24 HOUR EMPLOYEES	
	BIWEEKLY ACCRUAL RATE	ANNUAL LEAVE HOURS
Up to ten years	5.17	134.42
Ten to twenty years	6.47	168.22
Over twenty years	8.62	224.12

4. Administration

- a. All requests for annual leave shall be submitted in Telestaff at least ONE (1) calendar weeks in advance
- b. Annual leave requests shall be granted at the discretion of the Department Head in consideration of departmental workloads;
- c. The use of annual leave to cover tardiness is not permitted
- d. There will be a maximum of TWO (2) employee on annual leave per shift
- e. Annual leave will be granted on a first applied for basis

5. SOG's will be amended in accordance with Columbia County personnel policies as needed.

- a. County Personnel policies will prevail in the event any issue is not resolved within the SOG

Columbia County Fire Rescue SOG #100.21

Employee Sick Leave

1. Computation

- a. Regular full time employees shall earn 3.693 hours of paid sick leave per bi-weekly pay period provided the employee is in active pay status for at least fifty (50) percent of the pay period (excluding worker's compensation leave)
- b. Part-time employees who work at least twenty (20) hours per week shall earn sick leave in a pro-rated amount computed on a base rate of 3.693 hours per bi-weekly pay period
- c. 24 hour employees shall earn sick leave at the rate of 5.17 hours per bi-weekly pay period
- d. Sick leave shall not be credited or granted to temporary employees
- e. Sick leave shall be earned as of the last day in the pay period
- f. The employees shall notify the supervisor on the first day of sick leave and submit a request for paid leave upon returning to work. In the absence of the employee, the Department Head or their designee may prepare a request for sick leave on the employee's behalf
- g. An employee with vested service who terminates because of retirement or death is entitled to payment at his/her most current rate for twenty five (25) percent of all unused, accrued sick leave An employee shall forfeit all rights to sick leave benefits, if;
Prior to retirement, separation from the County or death, the employee is found guilty of or has pleaded no contest or pleaded guilty to committing, aiding or abetting or conspiring in the commission of any crime constituting a felony

2. Administration

- a. All requests for sick leave shall be placed in Telestaff and approved by the Department Head or designee prior to use. In the event prior notification is not possible, an employee must immediately contact his/her supervisor regarding the absence. Proper sick leave slips will be filled out upon their next shift back to work and will be forwarded to shift commanders.
- b. Sick leave may only be utilized for employee sickness, sickness in the employee's immediate family, injury, disability, pregnancy or pregnancy related conditions, or quarantine by health authorities or a physician. Sick leave may be used for doctor or dental appointments or other foreseeable medical causes only if prior supervisory approval has been obtained. Sick leave may not be used for injury sustained while engaged in outside employment

Employee Sick Leave Time (continued)

REFER TO COUNTY SICK LEAVE POLICY