

Johnson County Fire Protection District



Policy and Procedure Manual Guidelines/Memorandums

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JOHNSON COUNTY FIRE PROTECTION DISTRICT
POLICY AND PROCEDURE

101.000	National Incident Management System
Effective Date: January 1, 2019	Revised Date:

101.000 National Incident Management System

The Johnson County Fire Protection District uses the National Incident Management System (NIMS) as its system for preparing and responding to all disaster incidents

- Homeland Security Presidential Directive / HSPD-54, 28 Feb 2003 established the National Incident Management System (NIMS).
- NIMS establishes a single, comprehensive approach to domestic incident management to ensure that all levels of government across the Nation have the capability to work efficiently and effectively together using a national approach to domestic incident management.
- NIMS provides a consistent nationwide approach for Federal, State and local governments to work together to prepare for and respond to, and recover from domestic incidents regardless of the cause, size or complexity.
- NIMS provides for interoperability and compatibility among Federal, State and local capabilities and includes a core set of concepts, principles, terminology and technologies covering the incident command system, unified command, training, management of resources and reporting.
- Beginning October 1, 2004 all Federal departments and agencies shall make adoption of the NIMS a requirement, to the extent provided by law, for providing Federal preparedness assistance through grants, contracts or other activities to local governments.

JOHNSON COUNTY FIRE PROTECTION DISTRICT
POLICY AND PROCEDURE

102.000	Incident Command System
Effective Date: January 1, 2019	Revised Date:

102.000 Incident Command System

The Incident Command System (ICS) will be utilized by all members of the District for all incident response operations, consistent with the concepts and principles taught by the Department of Homeland Security.

- The ICS is a standardized on-scene emergency management approach.
- The ICS is specifically designed to provide for the adoption of an integrated organizational structure that reflects the complexity and demands of single or multiple incidents without being hindered by jurisdictional boundaries.
- The ICS is a combination of facilities, equipment, personnel, procedures and communications operating within a common organizational structure.
- The ICS structure is designed to aid in the management of resources during incidents.
- The ICS is used for all kinds of emergencies and is applicable to small or large and complex incidents.
- The ICS serves to organize field level incident management operations.
- The ICS requires training and exercises by the District to facilitate use and implementation of the ICS.

JOHNSON COUNTY FIRE PROTECTION DISTRICT
POLICY AND PROCEDURE

103.000	Missouri Firefighters Memorial
Effective Date: January 1, 2019	Revised Date:

103.000 Missouri Firefighters Memorial

Johnson County Fire Protection District members and past members will be included in the Missouri Fire Fighters Memorial Distinguished Service Wall and Line of Duty Death Wall.

- The Chief of the District or the Secretary/Treasurer shall submit to the Fire Fighters Association of Missouri or other governing body having jurisdiction or control of the Missouri Fire Fighters Memorial the name of those members of the District who meet the following criteria at the time of their death:
 - a. Active roster members who have met the minimum years of service with the District as established by the Memorial (10 years) to be included on the Distinguished Service Walls at the Memorial site.
 - b. Active roster or past members who have completed twenty five (25) years of service with the District.
- The Chief of the District or the Secretary/Treasurer shall submit the name of any member of the District who dies in the “Line of Duty” to be included on the Line of Duty Death Wall at the memorial site
- The District will bear the costs associated with and assessed by the Memorial or its governing body to have the names of the deceased members inscribed on the appropriate walls at the Memorial site.

JOHNSON COUNTY FIRE PROTECTION DISTRICT
POLICY AND PROCEDURE

104.000	Tuition Reimbursement
Effective Date: January 1, 2019	Revised Date:

104.000 Tuition Reimbursement

The Johnson County Fire Protection District values the training and education its employees pursue which allow them to better fulfill their employment duties. As it is a benefit to the District to have employees with further education and certifications, assistance may be provided.

- All members desiring reimbursement must complete and sign a reimbursement agreement as prepared by the District prior to initial tuition payment and the agreement shall be the binding instrument for possible reimbursement.
- Tuition payments will initially be made at the applicant's expense.
- Tuition reimbursement requests will only be considered for educational courses approved by the District.
- Reimbursement will only be considered for members who are in good standing and are not on any type of probation as prescribed by the District.
- Reimbursement will not be made if the member is receiving duplicate payment for the same course or certification from any other source.
- Proof of successful course completion including applicable testing and certification must be submitted with all paid receipts for reimbursement consideration within six months of completion of coursework.
- Members receiving tuition reimbursement shall repay the entire amount to the District if the member fails to meet the terms of the signed reimbursement agreement.
- All members who fail to reimburse the District and subsequent legal action is pursued to recover the amounts due shall pay the District an additional fee of five hundred (\$500.00) dollars for administrative fees.
- Tuition reimbursement does not provide the member any vested rights to continued employment with the District.
- The District may modify the potential reimbursement amounts as needed and the applicable amount will be clearly stated in the reimbursement agreement.

JOHNSON COUNTY FIRE PROTECTION DISTRICT
POLICY AND PROCEDURE

105.000	Personal Protective Equipment Non-Service Distribution	
Effective Date: January 1, 2019		Revised Date:

105.000 Personal Protective Equipment Helmet Non-Service Distribution

The personal protective equipment helmets, and District required helmet accessories may be distributed to members or surviving family members of Johnson County Fire Protection District personnel upon death, retirement, departure in good standing, or upon removal of the helmet and accessories from service.

- The personal protective equipment helmet and District required helmet accessories assigned to any member of the District who dies in the line of duty while serving the District or any other fire service agency may be presented to the surviving family member(s) of the District personnel.
- The personal protective equipment helmet and District required helmet accessories assigned to any member of the District in good standing as determined by the District who dies in a non-line of duty situation may be made available for presentation to the surviving family member(s) of the District personnel.
- District personnel who have served as an active member of the District for a cumulative period of twenty (20) years and retire or depart from service to the District in good standing, as determined by the District, will be provided the opportunity to retain the personal protective equipment helmet and District required helmet accessories assigned to the member after signing a waiver as provided by the District relating to the future use of the personal protective equipment helmet or District required helmet accessories.
- District personnel who have served as an active member for less than twenty (20) years and depart from service to the District in good standing as determined by the District will be eligible to retain the personal protective equipment helmet or District required helmet accessories assigned to the member under the following guide:
 - a. The departing member shall submit payment in full to the District the sum determined by the District required to replace the personal protective equipment helmet and District required helmet accessories calculated at the market price at the time of departure.
 - b. If the personal protective equipment helmet make, model or District required helmet accessories are no longer in production or available for purchase as new merchandise the member shall submit payment in full to the District the sum determined by the District required to replace the personal protective equipment helmet and District required helmet accessories with an acceptable alternative as determined by the District.
 - c. The departing member will be required to sign a waiver as provided by the District relating to the future use of the personal protective equipment helmet and District required helmet accessories.

- District personnel may be provided the opportunity to retain the personal protective equipment helmet and District required helmet accessories assigned to the individual member that has been removed from service for any reason with the following provisions:
 - a. Any member who intentionally damages, as determined by the District, any personal protective equipment helmet or District required helmet accessories will not be allowed to retain the helmet or District required helmet accessories and will face disciplinary action.
 - b. No member will be allowed to retain any personal protective equipment helmet or District required helmet accessories that are deemed necessary to be retained by the District for future examination, illustrative purposes or for other pending actions or purposes.
 - c. The member permitted to retain any personal protective equipment helmet or District required helmet accessories will be required to sign a waiver as provided by the District relating to the future use of the personal protective equipment helmet and District required helmet accessories.

Waiver/Exception:

The distribution of any personal protective equipment helmet or District required helmet accessories to a living member of the District at retirement, departure in good standing or upon removal of the helmet from service for any reason shall not be made until a waiver as provided by the District relating to the future use of the personal protective equipment helmet or District required helmet accessory is signed by the member or their legal representative.

No waiver will be required if the helmet or District required helmet accessory has been rendered unusable by permanent alteration by the District or a District authorized representative or agent as determined by the District.

JOHNSON COUNTY FIRE PROTECTION DISTRICT
POLICY AND PROCEDURE

106.000	Participation in Non-District Activities or Organizations
Effective Date: January 1, 2019	Revised Date:

106.000 Participation in Non-District Activities or Organizations

Members desiring to participate in activities or organizations operating in affiliation, conjunction or support of the fire service and related fields should request approval from the Fire Chief before participation or membership is accomplished if doing so as a representative of the District.

- Participation or membership in local, regional, state, national and international activities or organizations related to the fire service as a representative of the District shall be done in a manner judged by the District not to be detrimental to the overall performance of the member or public perception of the District.
- Membership, attendance fees or other related fees will be the responsibility of the member unless otherwise mutually agreed to by the member and District.
- Members will not receive any compensation from the District for any participation in activities conducted by outside organizations.
- The District will support the involvement of its members additionally through the use of vehicles, facilities, equipment or other related items authorized by the Fire Chief as available. The use of a District vehicle will be utilized in accordance with District Policy 403.000, Driving/Operating District Apparatus/Vehicles.
- District members attending an event, meeting, gathering, training session or related activity as an authorized representative of the District will be considered to be “on duty” beginning at the time of departure for the activity until the completion of and/or return from the activity.
- Members shall not use and/or reproduce any District logos, videos or photographic materials to support their outside activities or organizations without prior authorization from the Fire Chief.
- Members representing the District in activities or organizations operating in affiliation, conjunction or support of the fire service and related fields should adhere to any and all relevant policies, procedures and guidelines as outlined in the District’s Policies and Procedures Manual.
- Members who do not seek approval from the Fire Chief to participate in activities or organizations operating in affiliation, conjunction or support of the fire service and related fields are therefore not representing the District and should refrain from wearing any District apparel, District insignias or ID badges at such activities.
- Members may voluntarily choose to participate in activities or organizations operating in affiliation, conjunction or support of the fire service and related fields and not represent the District. By choosing not to represent the District, no approval is required; however, should a member later choose to represent the District in an activity or organization, prior approval must be received by the Fire Chief before doing so.

Violations:

Any violation of this policy will be reviewed and processed in accordance to the proper methods established and outlined in the discipline section of this manual.

JOHNSON COUNTY FIRE PROTECTION DISTRICT
POLICY AND PROCEDURE

107.000	District Property/Equipment	
Effective Date: January 1, 2019		Revised Date:

107.001 General:

- The District will strive to provide all members with the necessary property/equipment to perform the various tasks assigned.
- The District will strive to keep all property/equipment in compliance with all recognized standards as practical and make those items available to all members for general use or individual assignment
- The members of the District will be responsible for regular inspection of all provided property/equipment and will complete and submit any required documentation of the inspection as prescribed by the District.
- Defects requiring repair or correction will be made by members possessing the required knowledge or abilities to make the repair or correction.
- If a required repair or correction exceeds the available abilities of assigned station personnel the issue will be promptly referred to the Assistant Fire Chief for further action.
- Property/equipment individually assigned will be returned to the District immediately upon severance of the member's affiliation with the District or at any other time upon demand of the District in essentially the same condition it was in at the time of assignment barring normal, non-abusive or negligent wear.
- All members are individually responsible to make financial restitution to the District for the cost required to replace any property/equipment not returned based on the then current market price as determined by the District to replace the component with a new component.
- All members are individually responsible to make financial restitution to the District for the cost required to repair or replace any property/equipment damaged due to negligent care or use or intentional action based on the then current market price as determined by the District to repair or replace the component as determined by the District.

107.002 Care and Use:

- The Officers of each Battalion or Division are responsible to insure District buildings and grounds are properly cared for and maintained.
- The Officers of each Battalion or Division are responsible to insure all District vehicles and assigned equipment are properly cared for and cleaned after use at fires, emergency incidents or training events and at all other times.
- All members shall utilize District property/equipment in accordance with established District policy, guidelines or accepted protocol.
- All members shall wear personal protective equipment as approved by the District when involved in fire suppression, hazardous duties, training providing practical evolutions in

accordance with all other District policy, guidelines or accepted protocol or as otherwise directed based on the individual event or assignment

107.003 Abuse or Failure to Maintain:

- Damage sustained by any District property/equipment due to abusive use or the negligence or intentional action by a District member or associated person as determined by the Fire Chief or designee is the sole responsibility of the member.
- Any District member causing or allowing District property/equipment to be damaged due to abusive use, negligence or intentional action as determined by the Fire Chief or designee will make financial restitution to the District for the repair or replacement of the damaged property/equipment as determined by the District.
- Any financial payment assessed by the District will be due and payable to the District on the date so designated or as agreed to by the District.
- Abusive use, negligence to care for or intentional actions to damage District property/equipment may result in further disciplinary action or dismissal from the District.

107.004 Failure to Return Property/Equipment:

- Any member who fails to return any property/equipment owned, maintained, used, commandeered or otherwise under the control of the District shall make full financial restitution to the District at a rate determined by the District on a payment schedule or plan as determined by the District.
- Any member failing to return property/equipment and failing to make payment as instructed may be subject to further action including, but not limited to civil or criminal proceedings and bill collection or other remedies available to the District.

JOHNSON COUNTY FIRE PROTECTION DISTRICT
POLICY AND PROCEDURE

108.000	Emergency Warning Equipment – POV	
Effective Date: January 1, 2019		Revised Date:

108.000 Emergency Warning Equipment – Personally Owned Vehicles

Permits will be issued only upon the recommendation of the appropriate Station officer and Battalion Chief or at any other time as deemed necessary by the Chief and after completion of an emergency driving techniques orientation approved by the District. Permits will not be issued until the member has successfully completed the Recruit Fire Fighter Training as required by the District. The privilege to use warning equipment can be revoked at will by a Chief Officer or their designee.

- All traffic laws, traffic control devices, and rules of the road shall be followed as set forth in the applicable Missouri state statutes pertaining to equipment use. No careless, imprudent, or other reckless driving practices will be tolerated whether emergency equipment is in use or not.
- The use of emergency equipment shall be confined to the proper boundaries of the Fire District except when other use is deemed necessary by a Chief Officer or their designee.
- No authorized member shall assume that emergency equipment use grants them the right-of-way over any other vehicle. This equipment simply signifies a request for the right-of-way.
- Emergency equipment shall only be used in relation to bona fide emergency responses to the fire scene or station. Any other use shall be viewed as an abuse of this privilege.
- Emergency lights and sirens shall be used jointly and approved for type and performance by a Chief Officer or their designee. This permit does not grant use of this equipment for any other department or agency.
- Emergency lights shall be permanently mounted or placed in the most visible area of the vehicle when in use.
- Passing on the right of any vehicle as restricted by law will be prohibited.
- Travel through any intersection shall be done with extreme caution and only when all conditions permit safe passage.
- All emergency responses shall be made with concern for existing conditions including pedestrians, weather, road conditions, and other vehicles.
- Liability insurance shall be maintained by all members granted a permit for emergency equipment use. Written proof of insurance shall be provided prior to issuance of permits.
- In accordance with the state law, permits shall be in the vehicle for which it is issued at all times.
- Abuse of any nature of this privilege or any reported traffic offenses may result in the suspension or revocation of all permit privileges. Display and use of all such equipment shall be promptly terminated at the request of any Chief Officer, or their designee.
- Use of sirens and lights will be done in accordance with current Missouri Statutes including, but not limited to 300.100, 304.022 and 307.175.

- All members must maintain at least the minimum state required insurance for any privately owned vehicle used in any manner for District related purposes.

JOHNSON COUNTY FIRE PROTECTION DISTRICT
POLICY AND PROCEDURE

109.000	Employee Paychecks
Effective Date: January 1, 2019	Revised Date:

109.000 Employee Paychecks

Employees, as designated by the Board, will be issued individual paychecks once per calendar quarter for incidents and District trainings attended during the preceding quarter. The incident and District training pay will be at a rate set by the Board. District personnel may also receive a monthly or biweekly paycheck for services rendered per individual employment agreements.

109.001 All individual paychecks must be cashed per the 90-day provision on the face of the check. The Board may, in its sole discretion, stop payment on any check issued subject to this policy and assess administrative processing and bank fees to the payee of the check under the following circumstances:

- If the issued check is not cashed within 90 days of the date of issue
- If an issued check is returned by the bank as “stale dated” under bank policy or Missouri law
- If the issued check is reported lost or stolen by the payee.

109.002 Any administrative processing fees imposed pursuant to this policy shall be at a rate or in an amount set by the Board. Any bank fees assessed pursuant to this policy will be in the actual amount charged to the District by the bank. Such administrative processing and bank fees assessed to a payee under this policy shall be withheld from the amount of any replacement check written to the payee and from subsequent payments made to the payee until the full amount of the assessed fees is repaid to the District.

Violations:

Violations of this policy will be reviewed and processed according to the proper methods established.

JOHNSON COUNTY FIRE PROTECTION DISTRICT
POLICY AND PROCEDURE

110.000	Employee Years of Service Recognition
Effective Date: January 1, 2019	Revised Date:

110.000 Employee Years of Service Recognition

The District recognizes the value of dedicated employees and strives to recognize that dedication and service at specific milestones of the employee's service career. The District may recognize those employees per the following chart for their respective years of service during the December meeting of the Board of Directors or at other times as deemed appropriate by the Board. Special recognition event consideration will be provided to those members retiring from the District with twenty or more years of service.

Recognition Chart:

Years of Service	Award
5	Service Pin
10	Service Pin
15	Plaque
20	Achievement Frame
25	Plaque
30	Statue
35	Award
Retirement 20-34	Small Mounted Axe
Retirement 35 +	Large Mounted Axe

JOHNSON COUNTY FIRE PROTECTION DISTRICT
POLICY AND PROCEDURE

111.000	Business Travel Expenses
Effective Date: January 1, 2019	Revised Date:

111.001 Travel. Johnson County Fire Protection District will reimburse employees for reasonable business travel expenses incurred on assignments away from the normal work location. All business travel must be approved in advance by the Fire Chief.

111.002 Approval. Employees whose travel plans have been approved should make all travel arrangements through the Fire Chief or Administrative Office.

111.003 Reimbursement Allowance. Generally, Johnson County Fire Protection District will provide a reimbursement allowance for meal expenses (non-alcohol) incurred during business-related trips (e.g. fire schools, instructor's conference, etc.) of no more than \$ 40.00 per day. If additional or higher meal expenses are anticipated during a business related trip, approval from the Fire Chief for a higher reimbursement allowance rate is required. Only the actual expense not exceeding the allowance will be reimbursed and only if itemized receipts for the purchase are submitted at the time of reimbursement request.

- **Proportional Meal Rate.** When the employee is already receiving one or more meals during the travel period (such as lunch provided by a conference) or on the first or last day of travel, providing the last day ends before a reasonable dinner time, but still must purchase one or more meals on their own a reimbursement allowance meal rate will be provided of \$30.00.

111.004 Costs. When approved, the actual costs of travel, meals, lodging and other expenses directly related to accomplishing business travel objectives will be reimbursed or paid in advance by Johnson County Fire Protection District. Employees are expected to limit expenses to reasonable amounts.

111.005 Travel With a Significant Other. When an employee and if approved, their significant other represent the Johnson County Fire Protection District at meetings or seminars, etc., the District will assume the expense incurred by both for lodging, registration, and meals. Travel expenses will be provided only for the employee.

111.006 Reimbursed Expenses. Expenses that generally will be reimbursed include the following:

- Fares for shuttle or airport bus service, where available; costs of public transportation for other ground travel. (Use of a free shuttle provided by many hotels or other facilities is encouraged)
- Taxis fares, only when there is no less expensive alternative. *
- Cost of meals, no more lavish than would be eaten at the employee's own expense.

- Tips not exceeding 20% of the total cost of a meal or 10% of a taxi fare
- Charges for telephone calls, fax, and similar services required for business purposes.

111.007 Accident Reporting. Employees who are involved in an accident while traveling on business must promptly report the incident to their immediate supervisor. Vehicles owned, leased, or rented by the Johnson County Fire Protection District may not be used for personal use without prior approval. The collision damage waiver offered by vehicle rental entities should be refused as the Johnson County Fire Protection District's insurance covers those items.

111.008 Expense Reporting. When traveling is completed, employees should submit a detailed travel expense report within 7 days of their return to work listing all incurred expenses. Reports should be accompanied by receipts for all individual expenses.

Questions. Employees should contact their supervisor or the Administrative Office for guidance and assistance on procedures related to travel arrangements, expense reporting, reimbursement for specific expenses, or any other business travel issues.

Abuse. Abuse of this business travel expense policy, including falsifying expense reports to reflect costs not incurred by the employee, can be grounds for disciplinary action, up to and including termination of employment.

JOHNSON COUNTY FIRE PROTECTION DISTRICT
POLICY AND PROCEDURE

200.000	Nature of Employment
Effective Date: January 1, 2019	Revised Date:

200.000 Nature of Employment

200.001 Employment. Employment with the Johnson County Fire Protection District is voluntarily entered into, and the employee is free to resign at will at any time, with or without cause. Similarly, Johnson County Fire Protection District may terminate the employment relationship at will at any time, with just cause, so long as there is no violation of applicable federal or state law. Employment with the Johnson County Fire Protection District is “at will” employment.

200.002 Employment policies. Policies set forth in this manual are not intended to create a contract, nor are they to be construed to constitute contractual obligations of any kind or a contract of employment between Johnson County Fire Protection District and any of its employees or members. The provisions of the manual have been developed at the discretion of management and the Board of Directors.

200.003 Approval. These provisions supersede all existing policies and practices and may not be amended or added to without the express approval of the Board of Directors of the Johnson County Fire Protection District.

200.004 Conditions of Employment. The Johnson County Fire Protection District maintains a list of minimum conditions of employment for any full time, part-time, paid-per-call or volunteer employee that may lead to automatic disqualification for employment or modification of a current employee’s employment status.

The Johnson County Fire Protection District will notify any candidate for employment disqualified according to these provisions, stating the reasons for the disqualification. Any disqualified candidate for employment may appeal such disqualification by submitting evidence to the Johnson County Fire Protection District that the information is in error or that the candidate should otherwise not have been disqualified. This information must be submitted within 30 days of the candidate’s notification of disqualification. If an error is found in the information, the candidate will be considered for reinstatement in the process. If the information is in dispute the Johnson County Fire Protection District will conduct any follow up investigation necessary and review the information within 30 days unless circumstances dictate an extension of the required time is needed to adequately gather or review the information to determine whether the disqualifying criteria exist. The candidate will be notified in writing of the results of the appeal. No applicant will be considered for employment if any criminal charges are pending

at the time of the application, but may be considered after final disposition of the charges is known.

Any current employee of the Johnson County Fire Protection District will be placed on administrative leave, with or without pay as determined by the Board, at the time of filing of charges or arrest in connection with any of the listed disqualifiers until the matter is legally concluded or dismissed. Current employees of the Johnson County Fire Protection District may be terminated should any of the listed disqualifiers become applicable to the employee. The employee will be notified of the reason (s) for disqualification at the time of discipline and/or termination. Any employee disciplined and/or terminated due to provisions within this policy may appeal the action according to the bylaws and policies of the Johnson County Fire Protection District or by any legal means afforded them. The provisions of this policy shall be additional to and do not replace or remove provisions of employment as outlined in any other Johnson County Fire Protection District policy, guideline or discipline process.

200.005 List of Disqualifiers. For the purpose of this policy the term “convicted” includes pleas of guilty, pleas of nolo contendere or findings of guilt whether or not imposition or execution of sentence is suspended:

- Conviction of or admission to committing a property or vehicle/traffic related felony or any other felony. Any property or vehicle/traffic related crime that would be classified a felony under Missouri statutes will be weighed on the facts of the case, taking into account the type of property or vehicle/traffic related crime or other crime, any other criminal convictions the applicant may have and the length of time that has transpired since any crime was committed and other pertinent information.

200.006 Exceptions to Automatic Disqualification.

- The Fire Chief will be responsible for making the final decision whether or not to initiate actions to disqualify candidates for employment or discipline or terminate existing employees.

JOHNSON COUNTY FIRE PROTECTION DISTRICT
POLICY AND PROCEDURE

201.000	Equal Employment Opportunity
Effective Date: January 1, 2019	Revised Date:

201.000 Equal Employment Opportunity

201.001 Equal Employment. In order to provide equal employment and advancement opportunities to all individuals, employment decisions at Johnson County Fire Protection District will be based on performance, qualifications, and abilities. Johnson County Fire Protection District does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age disability, veteran status, or any other characteristic protected by law. No person, or employee, no matter what his/her title or position has the authority, expressed, actual, apparent or implied, to discriminate against another employee of the Johnson County Fire Protection District. Minimum age for volunteer personnel is eighteen (18) years of age. The Junior Fire Fighters will range from fourteen (14) to eighteen (18) years of age. This policy applies while on the job or during any Johnson County Fire Protection District-related activity.

201.002 Accommodations. Johnson County Fire Protection District will make reasonable accommodations for qualified individuals with known disabilities. This policy governs all aspects of employment, including, but not limited to: selection, job assignment, compensation, discipline, termination, and access to benefits and training.

201.003 Open Door Questions. Any employees with questions or concerns about any workplace issues or concerns including discrimination in the workplace are encouraged to bring these issues to the attention of their immediate supervisor, another member of management or the Fire Chief.

You are not required to directly confront the person who is the source of your report, question, or complaint before notifying any of those individuals listed.

Nevertheless, you are required to make a reasonable effort to make harassment or discrimination known should it exist. The District prohibits retaliation made against any employee who lodges a good faith complaint of discrimination, or who participates in any related investigation. The District recognizes that making false accusations of discrimination in bad faith can have serious consequences for those who wrongly accused. The District prohibits deliberately making false and/or malicious discrimination allegations, as well as deliberately providing false information during an investigation. Anyone who violates this rule is subject to disciplinary action, up to and including termination. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment. The district will make every effort to thoroughly investigate while protecting confidentiality and privacy as reasonably possible of the individual making the accusation.

JOHNSON COUNTY FIRE PROTECTION DISTRICT
POLICY AND PROCEDURE

202.000	Employment Application
Effective Date: January 1, 2019	Revised Date:

202.001 Accuracy. The Johnson County Fire Protection District relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

JOHNSON COUNTY FIRE PROTECTION DISTRICT
POLICY AND PROCEDURE

203.000	Employee Medical Examinations	
Effective Date: January 1, 2019		Revised Date:

203.001 New Employees. To help ensure that employees are able to perform their duties safely, medical examinations are encouraged on an annual basis. If a medical examination is requested by the Johnson County Fire Protection District the examination will be at the expense of the Johnson County Fire Protection District.

203.002 Fitness for duty. New and current employees may be required to take medical examinations to determine fitness for duty. Such examinations are to be scheduled by the employee at a reasonable time for them, and will be performed at Johnson County Fire Protection District expense.

Volunteer/Paid per call employees may be compensated at a daily rate, set by the Board of Directors, for up to a maximum of two days for the time they have to take off from their regular job to conduct such examination. Number of days paid will be determined by the Fire Chief. In the event of extenuating circumstances, the employee may petition the Board for additional reimbursement beyond the two-day maximum.

203.003 Health Information. Information on an employee's medical condition or history will be kept in the employee's medical file, and maintained confidentially. Access to this information will be limited to those who have legitimate need to know.

JOHNSON COUNTY FIRE PROTECTION DISTRICT
POLICY AND PROCEDURE

204.000	Disability Accommodation
Effective Date: January 1, 2019	Revised Date:

204.001 ADA. Johnson County Fire Protection District is committed to complying fully with the Americans with Disabilities Act (ADA) and the Americans with Disabilities Act Addendum (ADAA) ensuring equal opportunity in employment for qualified persons with disabilities. All employment practices and activities are conducted on a non- discriminatory basis.

204.002 Hiring. Hiring procedures have been reviewed and provide persons with disabilities meaningful employment opportunities. Pre-employment inquires are made only regarding an applicant's ability to perform the essential duties of the position.

204.003 Medical Exams/ Records. Post- offer medical examinations are required only for those positions in which there is a bona fide- related physical requirement. They are given to all persons entering the position conditional job offers. Medical records will be kept confidential.

204.004 Accommodations. Reasonable accommodation is considered for any disabled employees, where their disability would affect the performance of essential job functions. All employment decisions are based on the merits of the situation in accordance with defined criteria, not the disability of the individual.

Qualified individuals with disabilities are entitled to equal pay and other forms of compensation (or changes in compensation) as well as in job assignments, classifications, organizational structures, position descriptions, lines of progression and seniority lists. Leave of all types will be available to all employees on an equal basis.

204.005 Commitment. Johnson County Fire Protection District is also committed to not discriminating against any qualified employees or applicants because they are related to or associated with a person with a disability. Johnson County Fire Protection District will follow any state or local law that provides individuals with disabilities greater protection than the ADA/ADAA.

This policy is neither exhaustive nor exclusive. Johnson County Fire Protection District is committed to taking all other actions necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADA and all other applicable federal, state, and local laws.

JOHNSON COUNTY FIRE PROTECTION DISTRICT
POLICY AND PROCEDURE

205.000	Job Posting and Employee Referrals
Effective Date: January 1, 2019	Revised Date:

205.001 Postings. Johnson County Fire Protection District provides employees/members an opportunity to indicate their interest in open positions and advance within the organization according to their skills and experience. In general, notices of all job openings are posted, although Johnson County Fire Protection District reserves its discretionary right to not post a particular opening.

Job openings will be posted on the Johnson County Fire Protection District website or other social media and will be distributed to all current employees via electronic media or interdepartmental mail and normally remain open for the period in which the Board of directors or Fire Chief has set. Each job posting notice will include the dates of the posting period, job title, essential duties, and qualifications (required skills and abilities).

To be eligible to apply for a posted job, employees must meet all the criteria set forth in the job description for the posted position. Employees who are on probation or suspension are not eligible to apply for posted jobs. Eligible employees can only apply for those posted jobs for which they possess the required skills, competencies, and qualifications.

205.002 Applying. To apply for an open position, employees should submit a job application/resume to the Fire Chief listing job- related skills and accomplishments. It should also describe how their current experience with Johnson County Fire Protection District and prior work experience and/ or education qualifies them for the position.

205.003 Supervisors. Johnson County Fire Protection District recognizes the benefit of developmental experiences and encourages employees to talk with their supervisors about their career plans. Supervisors are encouraged to support employee's efforts to gain experience and advance within the organization.

An applicant's supervisor may be contacted to verify job performance, skills, and attendance. Any staffing limitations or other circumstances that might affect a prospective transfer may also be discussed.

JOHNSON COUNTY FIRE PROTECTION DISTRICT
POLICY AND PROCEDURE

206.000	Employment Categories
Effective Date: January 1, 2019	Revised Date:

206.001 Classifications. It is the intent of Johnson County Fire Protection District to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. Accordingly, the right to terminate the employment relationship at will at any time is retained by both the employee and Johnson County Fire Protection District.

206.002 Full time Employees. A full time Administrative Division employee is defined as an employee of the Johnson County Fire Protection district who is regularly scheduled to work no less than 40 hours per calendar week and may include but is not limited to the Fire Chief, Assistant Fire Chief and Office Manager or other similar Administrative related positions. A full time Fire Suppression Division employee is defined as an employee of the Johnson County Fire Protection District who is regularly scheduled to work no less than 45 hours per calendar week. Generally, full time employees are eligible for the Johnson County Fire Protection District health insurance benefit package and other benefits provided by the Johnson County Fire Protection District.

206.003 Part time Employees. A part time employee is an employee in any Division who is regularly scheduled to work less than 30 hours per calendar week, and is paid on an hourly basis. Part time employees are not eligible for the Johnson County Fire Protection District health insurance benefit package, nor are they eligible for any paid time off or similar benefits.

206.004 Volunteers/ Paid per call Employees. Volunteer/paid per call employees are employees who work on an intermittent and/or unpredictable basis. Volunteer/paid per call employees are not eligible for the Johnson County Fire Protection District health insurance benefit package or paid time off benefits. They are eligible for various other benefits supplied by the Johnson County Fire Protection District.

JOHNSON COUNTY FIRE PROTECTION DISTRICT
POLICY AND PROCEDURE

207.000	Access to Personnel Files
Effective Date: January 1, 2019	Revised Date:

207.001 Files. Johnson County Fire Protection District maintains a personnel file on each employee. The personnel file includes such information as the employee's job application, resume, records of training, documentation of performance appraisals and salary increases, medical information and other employment records.

207.002 Restrictions. Personnel files are the property of Johnson County Fire Protection District, and access to the information they contain is restricted. Only designated supervisors and management staff personnel of Johnson County Fire Protection District who have a legitimate reason to review information in a file are allowed to do so.

207.003 Review. Employees who wish to review their own personnel file should contact the Fire Chief or Assistant Fire Chief. With reasonable advance written notice, employees may review their own personnel files in Johnson County Fire Protection District offices and in the presence of the Fire Chief or Assistant Fire Chief or an individual appointed by Johnson County Fire Protection District to maintain the files.

JOHNSON COUNTY FIRE PROTECTION DISTRICT
POLICY AND PROCEDURE

208.000	Personnel Data Changes
Effective Date: January 1, 2019	Revised Date:

208.001 Data. It is the responsibility of each employee to promptly notify Johnson County Fire Protection District of any changes in personnel data. Personal mailing addresses, telephone numbers, telephone service providers, numbers and names of dependents, individuals to be contacted in the event of emergency, educational accomplishments, and other such status reports should be accurate and current at all times. If any personal data has changed, notify the Administrative Office.

JOHNSON COUNTY FIRE PROTECTION DISTRICT
POLICY AND PROCEDURE

209.000	Employment Reference Checks
Effective Date: January 1, 2019	Revised Date:

209.001 References. To insure individuals who join Johnson County Fire Protection District are well qualified and have a strong potential to be productive and successful, it is the general practice of Johnson County Fire Protection District to check the employment references of applicants.

The Fire Chief will respond to all reference check inquires from other employers. Responses to such inquires will confirm only dates of employment, wage rates, and position(s) held.

JOHNSON COUNTY FIRE PROTECTION DISTRICT
POLICY AND PROCEDURE

210.000	Employee Relations
Effective Date: January 1, 2019	Revised Date:

210.001 Commitment. Johnson County Fire Protection District believes that the work conditions, wages, and benefits it offers to its employees are competitive with those offered by other employers in this area. If employees have concerns about work conditions or compensation, they are strongly encouraged to voice these concerns openly and directly to the Fire Chief.

210.002 Concerns. Experience has shown that when employees deal openly and directly with supervisors, the work environment can be excellent, communications can be clear, and attitudes can be positive. We believe that Johnson County Fire Protection District amply demonstrates its commitment to employees by responding effectively to their concerns.

JOHNSON COUNTY FIRE PROTECTION DISTRICT
POLICY AND PROCEDURE

211.000	Immigration Law Compliance
Effective Date: January 1, 2019	Revised Date:

211.001 Non- Discrimination. Johnson County Fire Protection District is committed to employing only United States citizens and individuals who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility within the first three days of employment, otherwise will be restricted from working. Former employees who are rehired must also complete the form if they have not completed an I-9 with Johnson County Fire Protection District within the past three years, or if their previous I-9 is no longer retained or valid.

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JOHNSON COUNTY FIRE PROTECTION DISTRICT
POLICY AND PROCEDURE

212.000	Job Descriptions - General
Effective Date: January 1, 2019	Revised Date:

212.001 Descriptions. Johnson County Fire Protection District makes every effort to create and maintain accurate job descriptions for all positions within the organization. Each description includes a job information section, a job summary section, an- essential duties and responsibilities section, a supervisory responsibilities section, a qualifications/ or experience section, a physical demands section, and a work environment section.

Johnson County Fire Protection District maintains job descriptions to aid in orienting new employees to their jobs, identifying the requirements of each position, establishing hiring criteria, setting standards for employee performance evaluations, and establishing a basis for making reasonable accommodations for individuals with disabilities when possible. Detailed job descriptions can be provided upon request to the Administrative Office.

212.002 Revisions. The Fire Chief and the Assistant Chief coordinate the preparation of job descriptions when new positions are created. Existing job descriptions are also reviewed and revised in order to ensure that they reflect current job duties. Job descriptions may also be rewritten periodically to reflect any changes in the position's duties and responsibilities. All employees will be expected to help ensure that their job descriptions are accurate and current, reflecting the work being done.

212.003 Concerns Employees should remember that job descriptions do not necessarily cover every task or duty that might be assigned, and that additional responsibilities may be assigned as necessary. Contact the Fire Chief if you have any questions or concerns about your job description.

JOHNSON COUNTY FIRE PROTECTION DISTRICT
POLICY AND PROCEDURE

213.000	Employment Process
Effective Date: January 1, 2019	Revised Date:

213.001 Applying. Any person applying for a position with the Johnson County Fire Protection District will complete the following.

- Complete an employment application in its entirety.
- Consent to a background investigation including, but not limited to: driving record, criminal background, federal jurisdictions, multi state sex offender registry and professional licensure.
- Possess a valid Missouri Driver's license if the position sought requires operation of a motor vehicle or the applicant must not operate Johnson County Fire Protection District vehicles.

213.002 Review. Each application shall be reviewed and discussed by the assigned Johnson County Fire Protection District personnel for initial screening. Successful applicants will then be interviewed by the appropriate assigned personnel with a recommendation to offer employment or to deny employment made to the Fire Chief and/or Assistant Fire Chief.

JOHNSON COUNTY FIRE PROTECTION DISTRICT
POLICY AND PROCEDURE

214.000	Personal Appearance
Effective Date: January 1, 2019	Revised Date:

214.001 Standards. Dress, grooming, and personal hygiene standards contribute to the morale of all personnel and affect the professional image Johnson County Fire Protection District presents to patrons and visitors.

During business hours or when representing Johnson County Fire Protection District, you are expected to present a clean, neat, and tasteful appearance. You should dress and groom yourself according to the requirements of your position, Johnson County Fire Protection District guidelines and accepted social standards.

The Fire Chief shall have final authority over what constitutes vulgar or offensive images, symbols, or language when disagreement arises. The Fire Chief shall be the final authority on the appropriateness and safety of dress attire, accessories, jewelry, etc.

214.002 Violation. If an Officer feels your personal appearance is inappropriate, you may be asked to leave the workplace until you are properly dressed or groomed. Under such circumstance, non-exempt employees will not be compensated for the time away from work. Consult an Officer if you have questions.

214.003 Hair. Hair must be kept well-groomed and neat when at all possible.

- A. The front of the hair must be maintained as not to interfere with the seal integrity of an SCBA face piece.
- B. If hair must be secured, (mechanically restrained), to meet the requirements, the device or method used for restraint must not interfere with the safe and proper use of helmet, face pieces or other required safety equipment and must remain restrained under all conditions of work or activity.
- C. Ribbons, feathers or other flammable ornamentation may not be worn in the hair.

214.004 Facial Hair. Mustaches and beards must be kept well- trimmed to prevent failure of an SCBA face piece seal. If an Officer determines your mustache, beard or goatees may interfere with the seal of an SCBA face piece you will be asked to trim them or not be allowed to use a SCBA face piece. No full facial beards will be permitted that interfere with the SCBA seal while utilizing an SCBA. Due to the expectations of full and part-time employees to function in all positions during work periods no facial hair is allowed that will interfere with the SCBA seal.

214.005 Jewelry. The wearing of jewelry may be allowed providing it does not provide safety risks or interfere with the proper use of equipment.

- A. Wristwatches or bracelets are permitted, but must not interfere with the usage of gloves or other personal protective equipment or be subject to catching or snagging.
- B. Earrings are not permitted to be worn by on duty fire suppression personnel to avoid being hooked or snagged while performing daily duties or emergency operations.
- C. Necklaces, crosses, pendants and medallions may be worn inside the shirt and should not be exposed regularly.
- D. Rings are permitted if not overly large or ornate and will not expose the individual to potential injury. A ring or multiple rings which could interfere with dexterity or the rapid donning of safety equipment including gloves is not permitted.

214.006 Body Piercings. Ornamentation in body piercings visible to the public are not allowed while on duty or in uniform.

214.007 Tattoos/Body Art/Branding. In general tattoos, body art or branding shall not be visible while Johnson County Fire Protection District members/employees are wearing a class "A" uniform.

- A. Tattoos, body art or branding may not be prejudicial to discipline, morale or be a discredit to the Johnson County Fire Protection District. No visible designs that are obscene, sexually explicit, or discriminatory are permitted.
- B. No symbolization of gang affiliation, supremacist or extremist groups or drug/alcohol use or abuse is allowed.
- C. A ring tattoo on the ring finger may be permitted.
- D. No body mutilation visible to the public is permitted.

JOHNSON COUNTY FIRE PROTECTION DISTRICT
POLICY AND PROCEDURE

215.000	Resignation
Effective Date: January 1, 2019	Revised Date:

215.001 Resignation. Any Johnson County Fire Protection District personnel may tender their resignation at any time. It is preferred the resignation is in writing and is delivered to the Fire Chief for acceptance allowing for a minimum of two weeks' notification. Additional information will be requested from the resigning employee at the time of acceptance of the resignation to help ensure the future delivery of any documents or other property due to the resigning employee.

JOHNSON COUNTY FIRE PROTECTION DISTRICT
POLICY AND PROCEDURE

216.000	Attendance and Punctuality
Effective Date: January 1, 2019	Revised Date:

216.001 Attendance. It is important for you to report to work on time and to avoid unnecessary absences. The Johnson County Fire Protection District recognizes that illness or other circumstances beyond your control may cause you to be absent from work from time to time. However, frequent absenteeism or tardiness from scheduled work or toned calls for service may result in disciplinary action, up to and including discharge. Excessive absenteeism, frequent tardiness or lack of attendance at toned calls for service puts an unnecessary strain on your co-workers and can have a negative impact on the success of the Johnson County Fire Protection District.

You are expected to report to work when scheduled. Whenever you know in advance that you are going to be absent, you should notify your immediate supervisor or the designated individual by telephone. If your absence is unexpected, you should attempt to reach your immediate supervisor or the designated individual as soon as possible, but in no event later than one hour before you are due at work. In the event your immediate supervisor is unavailable, you must speak with another designated individual. If you must leave a voicemail, you must provide a number where you may be reached if need be.

You are expected to be at your work space at the beginning of each business day. If you are delayed, you must call your immediate supervisor or the designated individual to state the reason for the delay. As with absences, you must make every effort to speak directly with your supervisor or the designated individual. Regular delays in reporting to work will result in disciplinary action up to and including discharge.

Should you have unplanned absences for more than one full work shift you are expected to follow protocol “calling in” each subsequent day following. In addition, absences may warrant the request for a doctor’s note by your supervisor in order to resume work. Two or more work shifts where an employee fails to notify his/her supervisor, or his/her designee will be considered job abandonment to commence voluntary resignation of employment.

216.002 Toned Calls for Service. The Johnson County Fire Protection District expects and requires all volunteer/paid per call personnel to respond to all toned calls for service they are available for, involving their assigned station or Division. Periodic review of response amounts will be conducted for each member/employee to determine effective staffing needs and effective participation.

216.003 Training. The Johnson County Fire Protection District requires all personnel to participate in training and professional development on a regular basis. Training and professional development standards are maintained separately by policy by the District

216.004 Discipline. Failure to meet training and professional development requirements and lack of participation in toned calls for service will result in disciplinary action which may include warnings, suspensions, probations or termination.

JOHNSON COUNTY FIRE PROTECTION DISTRICT
POLICY AND PROCEDURE

217.000	Paid Time Off
Effective Date: January 1, 2019	Revised Date: October 13, 2020

217.001 Administrative Division. Employees included in the Administrative Division will be provided paid time off at a rate and quantity as individually provided by the Board of Directors

217.002 Fire Suppression, Training and Safety, Water Rescue and Special Services Divisions. Full time, eligible employees included in these Divisions will be provided paid time off that may be used to provide opportunities for rest, relaxation, personal pursuits, illnesses and other similar occurrences. Paid time off can only be utilized after it has been accrued. In the case of a special situation for a full time employee who has not accrued paid time off the Fire Chief may make an exception to allow time off with or without pay, depending on the situation. Part time, paid per call and volunteer employees are not eligible for paid time off.

217.003 Accrual rate. Paid time off for eligible full time employees will be accrued at the following rate after successful completion of their initial probationary period:
0 to 1 year of full time service = 5 hours per regular pay check (5 hours x 26 pay periods =130 Hours)
1 + years of full time service = 6.5 hours per regular pay check (6.5 hours x 26 pay periods =169 Hours)

217.004 Scheduled Paid time off. The Johnson County Fire Protection District reserves the right to deny any paid time off request when, in the opinion of the Fire Chief or his designee, the absence of the employee will compromise the Johnson County Fire Protection District's ability to function and perform the service for which it was formed.

All paid time off requests shall be submitted in writing to the Fire Chief or his designee no less than 14 calendar days prior to the beginning of the requested vacation period.

The Fire Chief or his designee shall either approve or deny the request no later than two (2) working days after receipt of the request. The approval or denial shall be in writing, a copy of the approval or denied request shall be returned to the employee, and a copy shall be maintained in the employee's personnel file.

217.005 Unscheduled Paid time off. The Johnson County Fire Protection District understands from time to time circumstances may arise requiring an employee to request unscheduled paid time off. Unscheduled time off will generally be recognized for illness, employee's need to care for an immediate family member, extension of an authorized leave, or other similar events.

Notice of unscheduled paid time off should be made at the employee's earliest convenience, but not later than one hour prior to the scheduled work time, to the Fire Chief or designee to allow adequate time to secure coverage for the work hours if needed.

Employees away from work on unscheduled paid time off shall not engage in other employment outside of the Johnson County Fire Protection District. Outside employment during this unscheduled paid time off will result in forfeiture of the paid time off and may result in additional disciplinary actions up to and including termination.

217.006 Rate. Paid time off shall be paid at the employee's base rate at the time of the first day of the absence.

Full- time employees who respond to an emergency call while on paid time off shall be paid for the number of hours spent on the emergency. Their paid time off will be credited back to the employee for the number of hours spent on the emergency.

Full- time employees shall not respond to non-emergency calls while on paid time off; unless authorized to by a paid recall order or a second tone out. If they are authorized to respond then they shall be paid at their base rate for the number of hours spent on the call and their paid time off will be credited back to the employee for the number of hours spent on the non-emergency call.

217.007 Accruelement. Paid time off benefits shall be accrued from anniversary date to anniversary date upon reaching the initial probationary period.

Unused paid time off may carry over from year to year, there is a cap on the amount of paid time off you can accumulate. Once you reach your cap, you will not accumulate any more paid time off until you use some of the accrued cap limit. After you utilize any portion of the capped amount of paid time off you will begin accruing paid time off at your normal rate until the cap is reached. You will not receive retroactive paid time off accrual for the time you were at the cap limit. Paid time off is capped at your annual rate plus 45 hours. Any employee who is voluntarily resigning and provides sufficient written notification will receive compensation for all accrued paid time off. Employees who do not provide notice, or are involuntarily terminated for cause, forfeit any compensation for accrued paid time off.

217.008 Shareleave

As a matter of support for its staff, the Johnson County Fire Protection District (District) recognizes the value of employees sharing and donating paid time off accruals with other dedicated employees who would otherwise have an unpaid absence when they have a serious health condition or family health situation. This policy enables co-workers to assist qualifying employees who are experiencing serious health conditions/hardships, whether illness or injury, either personally or by an immediate family member.

Participation in this paid time off donation program is voluntary. Employees may voluntarily choose to donate unused accruals of paid time off. Donated accruals may then be used by a qualifying employee who has no accumulated accruals of paid time off benefits to use. Once accruals are donated, the donation is irrevocable. Any decisions made by the District regarding

recipients and use of the donation are final and binding, and are not subject to grievance or administrative review policies.

Donation Eligibility:

To be eligible to donate accruals to a coworker, an employee must have unused accruals of paid time off for Fire Suppression, Training and Safety, Water Rescue and Special Services Divisions. Employees of the Administrative Division must have unused accruals of vacation, sick leave, personal time or Board designated holiday time.

Contributions are strictly voluntary and are anonymous unless the donor chooses to self-identify. No employee may, directly or indirectly, pressure or coerce another employee in any manner to donate accruals. Leave may not be donated prior to its accrual.

Requesting Donations:

Requests for donations should be submitted on an approved donation request form to the Administrative Office preferably 30 days in advance of the leave, if possible. If the employee is unable to submit his/her own request, family members or legal guardians may do so. A medical certification from a certified health care provider must accompany the request. All donation correspondence and documents related to medical conditions or certifications will be maintained in a separate medical file by the Administrative Office.

An employee may request up to the duration of time as prescribed by their treating physician (minus accrued leave available if any), however, the duration of time may not exceed the maximum amount as allowable by FMLA regulations. Recipient employees must have exhausted all of their own accrued paid time off and all worker's compensation indemnity payments (if applicable) before being eligible for donated leave.

Once a request is received the donation applicant's name and their condition will remain anonymous in accordance with HIPPA requirements unless a written release has been provided. Donations will be noted on employee(s) pay stubs. Donation of accrual hours will be transferred on an hour by hour basis without regard to pay differential. The recipient of the donated leave will be paid for the donated time at their current rate of pay.

The Fire Chief will either approve or deny the request.

Upon approval of the request from the Fire Chief the Administrative Office will generate an e-mail to all full-time employees asking for donations to be made. The applicant may provide a written release to allow their name and/or condition to be included in the email.

The Administrative Office will inform the employee requesting the donation of any donations received.

Receiving Donations:

To be eligible to receive a donation, an employee must: (1) be a regular full-time employee of the District; (2) as defined per the current FMLA laws, be unable to work due to the serious health or injury condition of the employee or of a member of the employee's immediate family (spouse, child or parent and the child or parent of a spouse requiring the employee's personal care and attention); (3) be ineligible for or have exhausted all other paid time off benefits.

Shareleave donations will be treated as paid leave belonging to the recipient and must be used concurrently with any qualifying FMLA leave.

Extensions:

Once the donation amount is exhausted, the employee may apply for additional donations through the same process described above. An employee will only be allowed to utilize Shareleave for a maximum of three (3) months per rolling year. For example, if an employee is approved for Shareleave for the months of July, August, and September, they will not be eligible to receive Shareleave until July of the following year.

A donation in excess of FMLA requirements does not release the District from its rights under FMLA.

Continuation of Benefits During Leave:

Primary and any supplemental benefits provided by the District will continue in effect during a Shareleave as if the leave was originally accrued by the employee receiving the Shareleave. The recipient may also wish to determine if eligibility exists for disability or other similar benefits held by the District or the employee.

Tax Treatment of Donations

The District will treat accrual donations to an employee as regular wages for purposes of income tax withholding. The District will not treat accrual donations from or by an employee as having any tax implication.

Policy 217.009 Holidays Worked Compensation

The Johnson County Fire Protection District values the dedication given by all employees and understands the necessity to provide fire protection and other services to the public during commonly recognized holidays.

The District recognizes the following as holidays for the fire suppression division for the purpose of this policy:

New Year's Day

Memorial Day

Independence Day

Labor Day

Thanksgiving Day

The Friday following Thanksgiving Day

Christmas Day

President's Day

Columbus Day

Veterans Day

Fire suppression division nonexempt employees who may be required to work on a recognized holiday will be paid at one and one-half times their regular rate of pay for the hours worked.

There will be no compensation for holidays not worked or holidays that do not fall on a regularly scheduled workday.

Part-time fire suppression division employees assigned to work a specified shift/hours on a recognized holiday will be paid at a rate of one and one-half times their regular rate of pay for the hours worked. There will be no compensation for holidays not worked or holidays that do not fall on a regularly scheduled workday.

JOHNSON COUNTY FIRE PROTECTION DISTRICT
POLICY AND PROCEDURE

218.000	Work Schedules
Effective Date: January 1, 2019	Revised Date:

218.001 Schedules. Work schedules for employees vary throughout our organization. Supervisors will advise employees of their individual work schedules. Staffing needs and operational demands may necessitate variations in starting and ending times.

218.002 Regular Full-Time Employees. (Non-Administrative Division) These are employees who are scheduled to work no less than 40 hours in a seven-day period on a regular basis.

218.003 Definitions (Non-Administrative Division)

218.003.1 Tour of Duty: Refers to the period of time during which an employee is considered to be on duty for the purposes of determining compensable hours. The time may be scheduled by shifts or unscheduled periods of time spent performing work outside the shift.

218.003.2 Shift: Time during which the employee is regularly assigned.

Each shift shall be nine (9) hours in length for Full time employees and shall commence at 0800 each day. Part time shifts will be nine (9) hours in length and may start and end at different times to allow for coverage at the station for a longer period of time, unless emergency situations dictate otherwise

218.003.3 Work Period: The normal work period for regular full time and probationary shift employees shall be twenty-eight (28) consecutive days. Any full time employee who works any hours over two hundred twelve (212) hours during that 28 day period (53 hour work week) will be eligible to FLSA overtime at one and one half (1.5X) times his/her regular rate of pay.

218.003.4 Overtime Pay: For all compensable hours worked within the specified work period in excess of the FLSA's maximum limit of two hundred twelve (212) hours, the employees shall receive compensation at one and one half (1.5) times his/her regular rate of pay. Exceptions to this rule would include any hours of paid leave and any other exceptions allowed by the FLSA that occur within a work period.

218.004 Regular Full –Time Salaried Employees

These are employees that meet either the criteria for Executive positions as outlined in subsections 541.1 or 541.101 of the FLSA. Employees in the Executive categories are considered exempt for the purpose of overtime.

218.004.1 Shift: The employees referenced above in section 218.004 typically work a forty (40) hour flex-time schedule. Taking into account emergency responses and business requirements

that may dictate being on duty at times other than during normal business hours, employees in this category may alter their daily routine so as to accommodate these special needs.

JOHNSON COUNTY FIRE PROTECTION DISTRICT
POLICY AND PROCEDURE

219.000	Timekeeping
Effective Date: January 1, 2019	Revised Date:

219.001 Accuracy. Accurately recording time worked is the responsibility of every employee. Federal and state laws require the Johnson County Fire Protection District to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties.

219.002 Records. Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

219.003 Corrections. If corrections or modifications are made to the time record, both the employee and the Fire Chief or designee must verify the accuracy of the changes by initialing the time record.

JOHNSON COUNTY FIRE PROTECTION DISTRICT
POLICY AND PROCEDURE

220.000	Medical Leave
Effective Date: January 1, 2019	Revised Date:

220.001 Medical Leaves of Absence. Johnson County Fire Protection District provides medical leaves of absence without pay in accordance with FMLA to eligible employees who are temporarily unable to work due to a serious health condition or disability. Johnson County Fire Protection District will evaluate on a case by case basis, for employees who do not qualify for FMLA, with a maximum duration of four weeks. Employees who have accrued PTO are to use their accrued PTO until exhausted and thereafter go into a non-paid status for the remainder of their leave. For the purposes of this policy, serious health conditions or disabilities include inpatient care in a hospital, hospice, or residential medical care facility; continuing treatment by a health care provider; and temporary disabilities associated with pregnancy, childbirth, and related medical conditions.

220.002 Eligibility. Full-time employees and volunteer/paid per call employees are eligible to request medical leave as described in this policy.

Eligible employees should make requests for medical leave to the Fire Chief at least 30 days in advance of foreseeable events and as soon as possible for unforeseeable events.

220.003 Healthcare Statement. A health care provider's statement must be submitted if requested verifying the need for medical leave and its beginning and expected ending dates. Any changes in this information should be promptly reported to Johnson County Fire Protection District. Employees returning from medical leave must submit a health care provider's verification of their fitness to return to work and will not be allowed to work until its been received and approved.

220.004 Testing. The Johnson County Fire Protection District has the right to have the employee tested to his/her job description by a Johnson County Fire Protection District selected physician, when the employee has been on medical leave. The test will be at the Johnson County Fire Protection Districts expense.

220.005 FMLA. Eligible employees are normally granted leave for the period of the disability, in accordance with the period set forth in the family Medical Leave Act (FMLA). Any combination of medical leave and family leave may not exceed the maximum limit stipulated in the FMLA. If the initial period of approved absence proves insufficient, consideration will be given to a request for an extension. Employees will be required to first use any accrued paid time off before taking unpaid medical leave. For further details, see Family Leave policy.

220.006 Occupational Disability. Employees who sustain work-related injuries are eligible for a medical leave of absence for the period of disability in accordance with all applicable laws covering occupational disabilities and workers' compensation.

220.007 Return to Duty. So that employee's return to duty can be properly scheduled, an employee on medical leave is requested to provide Johnson County Fire Protection District with as much advance notice as possible of the employee's intended return to duty date. A medical work release must be submitted to the Fire Chief prior to the return to duty. When a medical leave ends, the employee will be reinstated to the same position, if it's available, or to an equivalent position for which the employee is qualified.

JOHNSON COUNTY FIRE PROTECTION DISTRICT
POLICY AND PROCEDURE

221.000	Modified/Light Duty
Effective Date: January 1, 2019	Revised Date:

221.001 Objective. The objective of this policy is to promote early recovery of work and non-work related illness/injuries, to improve employee morale, and to reduce Worker's Compensation costs. This policy will allow employees who have been injured on the job or employees who have been ill /injured and have been off of work on sick leave to return to work and perform tasks, duties, or activities that while essential to the organization, do not encompass the essential functions of their normal position.

221.002 Light Duty/Paid Per Call Employees. Any paid per call employee that is placed on light or limited duty by their full-time employer or a physician shall not respond to calls with the Johnson County Fire Protection District until a full medical release certifying that they are released to return to all work activities is furnished in writing. Paid per call employees that are placed on light or limited duty by their full-time employer or a physician shall report such to the Fire Chief immediately. If such notification is not made to the Fire Chief the paid per call employee may be subject to disciplinary action. Any paid per call employee that is placed on light or limited duty by their employer or physician shall submit a request for a leave of absence from the Johnson County Fire Protection District until such release is furnished The Johnson County Fire Protection District reserves the right to require a medical physical test upon return of the employee to work for the Johnson County Fire Protection District. These physicals if so requested will be conducted by a physician chosen by the Johnson County Fire Protection District and at the Johnson County Fire Protection Districts expense.

221.003 Light Duty/ Full-time Employee's. Because the district values its employees and understanding the limits of pay for workers' compensation benefits, any full-time Johnson County Fire Protection District employee injured while on duty or off duty and can only perform light duty must have a medical release from the worker compensation or family physician stating limits of the employee's duties and any and all restrictions the employee may have. If at the time of the disability there is light duty work that can be performed by the employee, he/she may apply with the Fire Chief for such duty. Any and all activities performed by the employee shall be in accordance with the physician's release and all other policies and procedures of the Johnson County Fire Protection District. No full-time employee can return to full-time employment with the Johnson County Fire Protection District until they have submitted a full, complete, and unrestricted medical release signed by the physician that placed the employee on light duty. Said release must be presented to the Fire Chief for approval prior to returning to full activity duty. The Johnson County Fire Protection District reserves the right to require an addition medical physical upon the return to work for the Johnson County Fire Protection

District. These physicals if so requested will be conducted by a physician chosen by the Johnson County Fire Protection District and at the Johnson County Fire Protection Districts expense.

JOHNSON COUNTY FIRE PROTECTION DISTRICT
POLICY AND PROCEDURE

222.000	Family Leave
Effective Date: January 1, 2019	Revised Date:

222.001 Family Leaves of Absence. Johnson County Fire Protection District provides family leaves of absence without pay to eligible employees who wish to take time off from work duties to fulfill family obligations relating directly to childbirth, adoption, or placement of a foster child; or to care for a child, spouse, or parent with a serious health condition. A serious health condition means an illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical care facility; or continuing treatment by a health care provider.

222.002 Eligibility. Full- time employees who have worked for Johnson County Fire Protection District for a year or more and 1250 hours in the last year may be eligible to request family leave as described in this policy.

Eligible employees should make requests for family leave to the Fire Chief at least 30 days in advance of foreseeable events and as soon as possible for unforeseeable events.

Employees requesting family leave related to the serious health conditions of a child, spouse, or parent may be required to submit a health care provider's statement verifying the need for a family leave to provide care, its beginning and expected ending dates, and the estimated time required.

222.003 Time Limits. Eligible employees may request up to the maximum amount of time allowed by the Family Medical Leave Act (FMLA). Any combinations of family leave and medical leave may not exceed this maximum limit. Employees will be required to first use any accrued paid time off before taking unpaid family leave. Married employee couples may be restricted to a combined total of the maximum amount of leave allowed by the FMLA for childbirth, adoption, or placement of a foster child; or to care for a parent with a serious health condition.

222.004 Insurance. Subject to the terms, conditions, and limitations of the applicable plans, Johnson County Fire Protection District will continue to provide health insurance benefits for the full period of the approved family leave.

222.005 Return to Duty. So that an employee's return to duty can be properly scheduled, an employee on family leave is requested to provide Johnson County Fire Protection District with at least two weeks' advance notice of the date the employee intends to return to duty. When family

leave ends, the employee will be reinstated to same position, if it's available, or to an equivalent position for which the employee is qualified.

JOHNSON COUNTY FIRE PROTECTION DISTRICT
POLICY AND PROCEDURE

223.000	Bereavement Leave
Effective Date: January 1, 2019	Revised Date:

223.001 Bereavement. Employees who qualify for time off due to the death of an immediate family member should notify the Fire Chief or designee immediately.

223.002 Time Off. Eighteen (18) hours of paid bereavement leave will be provided to eligible full-time employees per occurrence. Additional time off may be requested to be credited against existing paid time off or without pay.

223.003 Pay Rate. Bereavement pay is calculated based on the base pay rate on the first day of the absence.

223.004 Eligibility. Johnson County Fire Protection District defines “immediate family” as the spouse, child, parent, sibling or grandparent, grandchild, son/daughter-in-law or such relative of the employee’s spouse. Special consideration may also be given to any other person whose association with the employee was similar to any of the above relationships.

223.005 Additional Eligibility. Employees may be allowed off for the funeral of a fellow member/employee of the Johnson County Fire Protection District, or a fellow member of a neighboring mutual aid agency with the approval of the Fire Chief. In addition, in the event of death outside of the “immediate family member”, as defined above, employees may be granted funeral leave by the Fire Chief, when circumstances warrant the employee’s attendance at the funeral. Those circumstances shall include, but not be limited to; the employee’s unusually close relationship with the deceased, the employee’s role, if any, in the funeral, the existing work schedule, and any other relevant factors.

JOHNSON COUNTY FIRE PROTECTION DISTRICT
POLICY AND PROCEDURE

224.000	Jury Duty
Effective Date: January 1, 2019	Revised Date:

224.001 Responsibility. Johnson County Fire Protection District encourages full-time employees to fulfill their civic responsibilities by serving jury duty when required.

224.002 Rate of Pay. Jury duty leave will be calculated on the full-time employee's base rate times the number of hours the employee would otherwise have worked on the day of absence. Any compensation money received for serving on jury duty will be turned over to the Johnson County Fire Protection District at the end of the time served.

224.003 Proof of Summons. Employees must show the jury duty summons to the Fire Chief or designee as soon as possible so that the Fire Chief may make arrangements to accommodate their absence. Of course, employees are expected to report for work whenever the court schedule permits.

224.004 Benefits. Johnson County Fire Protection District will continue to provide health insurance benefits for the full term of the jury duty absence.

JOHNSON COUNTY FIRE PROTECTION DISTRICT
POLICY AND PROCEDURE

225.000	Witness Duty
Effective Date: January 1, 2019	Revised Date:

225.001 Responsibility. Johnson County Fire Protection District encourages employees to appear in court for witness duty when subpoenaed to do so.

225.002 Work Related Subpoena. If employees have been subpoenaed or otherwise requested to testify as witnesses by Johnson County Fire Protection District or have been subpoenaed to testify as a witness in a case directly related to the mission of the Johnson County Fire Protection District, they will receive paid time off for the entire period of witness duty.

225.003 Non Work Related Subpoena. Employees will be granted unpaid time off to appear in court as a witness when requested by a party other than Johnson County Fire Protection District or as a witness in a case that is not directly related to the mission of the Johnson County Fire Protection District. Employees are free to use any available accrued paid time off to receive compensation for the period of this absence.

225.004 Proof of Subpoena. The subpoena should be shown to the Fire Chief of designee immediately after it is received so that operating requirements can be adjusted, where necessary, to accommodate the employee's absence. The employee is expected to report for work whenever the court schedule permits.

JOHNSON COUNTY FIRE PROTECTION DISTRICT
POLICY AND PROCEDURE

226.000	Time Off to Vote
Effective Date: January 1, 2019	Revised Date:

226.001 Responsibility. Johnson County Fire Protection District encourages employees to fulfill their civic responsibilities by participating in elections.

226.002 Time Off. Voting locations in Missouri are open between the hours of 6:00 AM and 7:00 PM, which should allow all employees to vote before or after the scheduled work time. If voting cannot legitimately be completed during non-work time an employee working an election day shall be allowed time to vote, if the voting is taking place locally. The employee must be able to respond to a call at any given time. If an employee is in need to vote outside of the Johnson County Fire Protection District prior arrangements shall be made with the Fire Chief.

JOHNSON COUNTY FIRE PROTECTION DISTRICT
POLICY AND PROCEDURE

227.000	Military Leave
Effective Date: January 1, 2019	Revised Date:

227.001 Uniformed Services Employment and Reemployment Rights Act (USERRA) and Missouri Revised Statutes: A military leave of absence will be granted to employees who are absent from work because of service in the U.S. uniformed services, reserve component, or National Guard in accordance with the Uniformed Services Employment, Reemployment Rights Act (USERRA) and Missouri Revised Statutes. Advance notice of military service is required, unless military necessity prevents such notice or it is otherwise impossible or unreasonable. In the event of any military absence anticipated to exceed 90 days, the employee should state whether they intend to return to work upon release from active military duty. Any employee called to active service shall produce a copy of official orders from the appropriate military authority as evidence of such duty prior to deployment.

227.002 Pay Rate. Military Leaves of Absence will be unpaid with the exception that employees will receive a maximum of 120 hours of paid military leave each federal fiscal year, in accordance with Missouri Revised Statute 105.270.1 Pay shall be at the employee's regular rate of pay. Only those hours the employee would actually have been required to work may be charged against the 120-hour maximum.

227.003 Excess Time off. The portion of any military leaves of absence in excess of 120 hours in a fiscal year will be unpaid. However, full time employees may use any available paid time off for the absence.

227.004 Benefits. Continuation of health insurance benefits is available as required by USERRA based on the length of the leave and subject to the terms, conditions and limitations of the applicable plan for which the employee is otherwise eligible. Continuation of health care benefits may be at employee's expense in accordance with applicable law.

227.005 Accrual. Benefits accruals, such as paid time off will be suspended during any leave exceeding thirty days, and will resume upon the full-time employees return to active employment.

227.006 Return to Duty. Full-time employees on military leave for up to 30 days are required to return to work for the first regularly scheduled work day after the end of service, allowing reasonable travel time.

Full-time employees on longer military leave must apply for reinstatement in accordance with USERRA and all applicable state laws. Paid per call employees may return to duty at any time after their military leave has ended, as long as they have notified the Fire Chief of their return.

227.007 Position. Employees returning from military leave will be placed in the position they would have attained had they remained continuously employed or a comparable one depending on the length of military service in accordance with USERRA. They will be treated as though they were continuously employed for purposes of determining benefits, pay, or other rights based on length of service. Paid per call employees will be reinstated in the position that they were in before the military leave. Some training refreshing may be required.

JOHNSON COUNTY FIRE PROTECTION DISTRICT
POLICY AND PROCEDURE

228.000	Nursing Mothers
Effective Date: January 1, 2019	Revised Date:

228.001 Commitment. Johnson County Fire Protection District recognizes that breastfeeding has many benefits for new mothers and their children. The Johnson County Fire Protection District strives to support our employees as they balance the needs of new children against the requirements of their employment. Our policy is aimed at supporting mothers in completing their parental duties and bonding with their babies. The policy applies to all new mothers regardless of rank, status and position.

228.002 Accommodations. New mothers can pump/express milk or breastfeed their babies in designated areas of the workplace. A room will be provided for use to complete pumping or expressing of milk or breastfeeding that will be separate from bathrooms and shielded from view by the public and coworkers. The room will be equipped with chairs, electrical outlet access and table or counter. The room will be lockable from the inside and a “Do Not Disturb” sign will be provided to avoid inadvertent intrusion into the room. If a refrigerator is requested one will be provided for storage of pumped/expressed milk.

228.003 Breaks. New mothers may take reasonable breaks whenever there is a need to pump/express milk or breastfeed. The breaks will generally be for 15 minutes, but employees are allowed to take additional time if needed.

228.004 General Procedure.

- New mothers may use this policy’s provisions for one year after returning to work following the birth of their child.
- Employees should not be disturbed with work issues when pumping/expressing milk or breastfeeding.
- Employees should inform their supervisors when they want to use the provided lactation area to avoid confusion or conflicts with others requiring use of the room.
- Supervisors are not allowed to prohibit the use of break time to pump/express milk or breastfeed.
- Employees should not take the allowed lactation break time when it is not needed or be consistently late to return from such breaks.
- Other employees will support the new mother’s need for use of the designated lactation area.
- No comments, disturbance or victimization of our employees using the designated lactation area will be tolerated.
- Designated lactation area usage should be coordinated with the supervisor and Administrative Office to avoid conflicts and multiple employees will be allowed to use the area simultaneously only after mutual consent from all employees requesting use of the area.

JOHNSON COUNTY FIRE PROTECTION DISTRICT
POLICY AND PROCEDURE

229.000	Meal Periods
Effective Date: January 1, 2019	Revised Date:

229.001 Full-time Employees. (Non-Administrative Division) Generally employees are provided with one meal period of 60 minutes in length as long as the schedule permits. Should an employee be interrupted while on their meal period due to an incident demanding their immediate attention they are allowed to finish their meal period when the schedule permits. Meal periods must take place within the Johnson County Fire Protection District, unless other arrangements for coverage have been made. The Fire Chief or designee must approve of any arrangements.

JOHNSON COUNTY FIRE PROTECTION DISTRICT
POLICY AND PROCEDURE

230.000	Salary Administration
Effective Date: January 1, 2019	Revised Date:

230.001 Administration. The wage and salary administration program at Johnson County Fire Protection District was created to achieve consistent pay practices, comply with federal and state laws, mirror our commitment to Equal Opportunity, and offer competitive salaries within our labor market. Because recruiting and retaining talented employees is critical to our success, Johnson County Fire Protection District is committed to paying its employees equitable wages that reflect the requirements and responsibilities of their positions and are comparable to the pay received by similarly situated employees in other organizations in the area.

230.002 Compensation. Compensation for every position is determined by several factors, including job analysis and evaluation, the essential duties and responsibilities of the job, and wage & salary survey data on pay practices of other employers. Johnson County Fire Protection District periodically reviews its wage & salary administration program and restructures it as necessary. Performance based pay adjustments may be awarded in conjunction with superior employee performance documented by the performance evaluation process. Cost of living adjustments will be researched by the Fire Chief and his recommendation shall be presented to the Board of Directors annually. The Board of Directors must approve and set all wage & salaries for all Johnson County Fire Protection District employees. All wage and salary increases must be approved by the Board of Directors before becoming effective.

230.003 Questions. The Fire Chief or designee is available to answer specific questions about the wage and salary administration program.

JOHNSON COUNTY FIRE PROTECTION DISTRICT
POLICY AND PROCEDURE

231.000	Paydays
Effective Date: January 1, 2019	Revised Date:

231.001 Payday. Full-time employees will be paid at the end of each two-week period. Part time employees will be paid at the end of each two-week period for part time hours worked. If a part time employee also is a paid per call employee the paid per call compensation will be paid on a quarterly basis for the calls they responded to in the previous quarter. The pay for the quarterly calls will be figured after the end of each quarter with checks being issued the first month following the end of the quarter. In the event of a scheduled holiday or office closure on the normal payment day these employees will be paid the last working day prior to the scheduled payment day. Each payroll period will include earnings for all work performed through the end of the previous payroll period for salaried and hourly employees. Paid per call employees will be paid on a quarterly basis for the calls they responded to in the previous quarter. The pay for the quarterly calls will be figured after the end of each quarter with checks being issued the first month following the end of the quarter.

231.002 Payroll Eligibility. All Paid per call Firefighters will be paid for each call to which they respond. All Firefighters must report to the station to receive pay and credit for such calls. Paid per Call Firefighters shall be eligible to receive pay up until all equipment is back in service after said call. (In service either at the time the units leave a scene or back at the station) Once units are in service and are available for another call the eligibility for pay is over.

231.003 Paid Per Call Officer Stipend. The paid per call Chief Officers and the Training and Safety Division Captain and may receive additional pay stipend for the duties as paid per call officers. This stipend will established by the Board of Directors with recommendation from the fire Chief.

JOHNSON COUNTY FIRE PROTECTION DISTRICT
POLICY AND PROCEDURE

232.000	Performance Evaluation
Effective Date: January 1, 2019	Revised Date:

232.001 Job Performance. Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. Formal performance evaluations for new employees and those in new positions are conducted during the probationary period to allow the supervisor and the employee to discuss the job responsibilities, standards, and performance requirements of the position. An additional formal performance evaluation is conducted at the end of an employee's probationary period to provide both the supervisor and the employee the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals.

232.002 Evaluation Period. The performance of all employees is generally evaluated according to an ongoing 12- month cycle, based on the employee's anniversary date.

232.003 Pay. Performance- based pay adjustments may be awarded by Johnson County Fire Protection District in an effort to recognize truly superior employee performance. The decision to award such an adjustment is dependent upon numerous factors, including those documented by this formal performance evaluation process.

JOHNSON COUNTY FIRE PROTECTION DISTRICT
POLICY AND PROCEDURE

233.000	Pay Deductions
Effective Date: January 1, 2019	Revised Date:

233.001 Taxes. The law requires that Johnson County Fire Protection District make certain deductions from every employee's compensation. Among these are applicable federal, state, and local income taxes.

233.002 Deductions. Johnson County Fire Protection District offers benefits beyond those required by law. Eligible employees may voluntarily authorize deductions from their pay checks to cover the costs of participation in the program and/or other benefits.

233.003 Setoffs. Pay setoffs are pay deductions taken by Johnson County Fire Protection District, usually to help pay off a debt or obligation to Johnson County Fire Protection District or others.

233.004 Questions. If you have questions concerning why deductions were made from your pay check or how they were calculated, the Fire Chief or designee can assist in having your questions answered.

JOHNSON COUNTY FIRE PROTECTION DISTRICT
POLICY AND PROCEDURE

234.000	Overtime
Effective Date: January 1, 2019	Revised Date:

234.001 Overtime. When operating requirements or other needs cannot be met during regular working hours, employees may be scheduled to work overtime hours. When possible, advance notification of these mandatory assignments will be provided. All overtime work must receive the supervisor's prior authorization. Overtime assignments will be distributed as equitably as practical to all employees qualified to perform the required work.

234.002 Compensation. Overtime compensation is paid to all employees in accordance with federal and state wage and hour laws. Overtime pay is based on actual hours worked. Paid time off or any leave of absence will not be considered hours worked for purpose of performing overtime calculations.

234.003 Unauthorized absence. Failure to work scheduled overtime or overtime worked without prior authorization from the supervisor may result in disciplinary action, up to and including possible termination of employment.

234.004 Additional time. In addition to their regularly- scheduled hours, employees shall be paid for all paid personnel recalls, work on assigned days off, court appearances on off duty time which results from an employee's official duty, and training scheduled on off duty time for an employee or group of employees that is required.

234.005 Approval of Additional Hours. All additional hours must be approved by Administration, or in cases of emergency, the employee's supervisor will be allowed to approve additional hours. In the event of an emergency, the incident commander shall be able to initiate a recall of paid personnel to mediate the incident.

The Johnson County Fire Protection District retains the right to require that any and all employees work additional hours when an emergency exists or the District believes it necessary in the interest of the public's safety.

234.006 Recall to Fill Shift Vacancies. It shall be the Fire Chief's/Assistant Chief's/Captain's/Shift Commander's responsibilities to make sure all shift vacancies are filled. The first employee of the rank requested to call in will be awarded the time. In the event that no employee of the rank being requested calls in for the time the position will be opened to any qualified employee.

234.007 Employee Callback. All off-duty full time employees who respond for a recall or respond to calls beyond normal working hours shall be paid a minimum of one (1) hour at his/her applicable rate of pay.

JOHNSON COUNTY FIRE PROTECTION DISTRICT
POLICY AND PROCEDURE

235.000	Working Out of Grade
Effective Date: January 1, 2019	Revised Date:

235.001 Compensation. An employee works out of grade when he/she performs duties defined in a rank higher than their present rank.

Pay, when working out of grade will be at the employee's current level with an additional set amount as described below. This additional "Out of grade" amount will be paid to the out of grade employee who acts in this new position: (Acting Captain/ Shift Commander) for a time period. The set amount will be equivalent to an hour at the employee's current rate of pay.

Management reserves the right to pay the rate equal to the lowest amount paid for the grade being filled that is above the current rate of pay of the employee in cases where temporary fulfillment of that position is required until a replacement can be hired/ promoted.

For long term assignments the Johnson County Fire Protection District reserves the right to pay the out of grade employee additional compensation based on the pay scale of the position being filled.

JOHNSON COUNTY FIRE PROTECTION DISTRICT
POLICY AND PROCEDURE

236.000	Employee Benefits
Effective Date: January 1, 2019	Revised Date:

236.001 Eligibility. Eligible employees at Johnson County Fire Protection District are provided a wide range of benefits. A number of the programs (such as workers' compensation, disability, and unemployment insurance) cover all employees in the manner prescribed by law.

Benefits eligibility is dependent upon a variety of factors, including employee classification. Your supervisor can identify the program for which you are eligible. A summary of many of these programs can be found elsewhere in the Johnson County Fire Protection District's Policies and Guidelines.

236.002 Benefits. The following benefit programs are available to eligible employees.

236.002.1 Accidental Death & Dismemberment (all employees)

236.002.2 Bereavement leave

236.002.3 Family Leave- Per FMLA

236.002.4 Health Insurance- (Full –time employees)

236.002.5 Paid Time Off

236.002.6 Jury Duty Leave

236.002.7 Military Leave

236.002.8 Pension Plan

236.002.9 Uniform and Uniform Maintenance

236.002.10 Witness Duty Leave

236.003 Contributions. Johnson County Fire Protection District's Health insurance plan provides employees and their dependents access to medical insurance. All regular full-time employees are eligible to participate in the plan.

All eligible employees may participate in the Healthcare plan subject to the terms and conditions of the agreement between the Johnson County Fire Protection District and the insurance carrier.

The plan will be offered to eligible employees that leave the Johnson County Fire Protection District either by retirement or separation subject to Federal and State guidelines in place at the time of separation (COBRA). The cost of the Health plan selected by the employee will be the responsibility of the employee.

The Health care plan requires the employee to pay for dependent or family plan coverage for Health Insurance.

The District will pay 100% for single coverage for our employee that chooses to participate in the Johnson County Fire Protection District chosen Health Insurance Plan. If the single employee chooses to insure their family under the Johnson County Fire Protection District's Health Insurance plan, the additional amount for insuring their family will be the employee's responsibility to pay.

JOHNSON COUNTY FIRE PROTECTION DISTRICT
POLICY AND PROCEDURE

237.000	Workers' Compensation Insurance
Effective Date: January 1, 2019	Revised Date:

237.001 Workers Compensation. Johnson County Fire Protection District provides comprehensive workers' compensation insurance program at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, workers' compensation insurance provides benefits after a short waiting period or, if the employee is hospitalized, immediately.

237.002 Notification. Employees who sustain work related injuries or illness should inform their supervisor immediately. No matter how minor an on the job injury may appear, it is important that it be reported immediately following any direction provided elsewhere in the Johnson County Fire Protection District's policies or guidelines. Failure to notify the Johnson County Fire Protection District of a workplace injury or accident may result in a delay or denial of benefits. This will enable an eligible employee to qualify for coverage as quickly as possible.

237.003 Responsibility. Johnson County Fire Protection District is not responsible for any employee's voluntary participation in any off-duty recreational, social, or athletic activity even if sponsored by Johnson County Fire Protection District.

237.004 Compensation. Any regular full-time employee off on worker's compensation will be paid their base pay during their first six (6) months of time off for worker's compensation related issues. The employee must submit their worker's compensation checks back to the Johnson County Fire Protection District. The employee cannot receive both forms of payment.

JOHNSON COUNTY FIRE PROTECTION DISTRICT
POLICY AND PROCEDURE

238.000	Accidental Death and Dismemberment
Effective Date: January 1, 2019	Revised Date:

238.001 Eligibility. All employees of the Johnson County Fire Protection District are eligible for the Accidental Death and Dismemberment plan offered by the District.

238.002 AD&D Accidental death and Dismemberment (AD&D) insurance provides protection in cases of serious injury or death resulting from an accident. AD&D insurance coverage is provided through the Accident & Sickness policy that the District maintains.

JOHNSON COUNTY FIRE PROTECTION DISTRICT
POLICY AND PROCEDURE

239.000	Benefits Continuation (COBRA)
Effective Date: January 1, 2019	Revised Date:

239.001 COBRA. The Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under the Johnson County Fire Protection District's health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, or death of an employee; a reduction in an employee's hours or a leave of absence; an employee's divorce or legal separation; and a dependent child no longer meeting eligibility requirements.

239.002 Payments. Under COBRA, the employee or beneficiary pays the full cost of coverage at the Johnson County Fire Protection District's group rates. An administration fee may be added to the cost by the Johnson County Fire Protection District. This is also paid by the employee or beneficiary. Johnson County Fire Protection District provides each eligible employee with written notice describing rights granted under COBRA when the employee becomes eligible for coverage under the Johnson County Fire Protection District's health insurance plan. The notice contains important information about the employee's rights and obligations.

239.003 Insurance. The Johnson County Fire Protection District's health insurance plan provides employees and their dependents access to medical insurance benefits. All regular full time employees are eligible to participate in the health insurance plan.

Eligible employees may participate in the health insurance plan subject to all terms and conditions of the agreement between Johnson County Fire Protection District and the insurance carrier.

239.004 Eligibility. Health Insurance is offered to Johnson County Fire Protection District employees under COBRA when an employee retires from the District. The cost of the Health Plan will be paid by the employee.

Health Insurance is also offered to employees that quit the Johnson County Fire Protection District under current COBRA guidelines.

JOHNSON COUNTY FIRE PROTECTION DISTRICT

POLICY AND PROCEDURE

240.000	Tobacco/Vapor Use
Effective Date: January 1, 2019	Revised Date:

This policy will provide all employees with the expectations concerning the use of tobacco and vapor products while representing the District. It is generally accepted that tobacco products smoked and smokeless and potentially vapor producing products pose certain health risks not only to those choosing to use the items, but also to those exposed to the by-products. In addition to the potential harm caused by smoke and vapor by-products the bio-health hazard risk created by open vessels used for discharge of smokeless tobacco juices from the human body can have harmful effects to those not choosing to use the product.

240.001 General Information

- Smoking any type of tobacco product that creates by-products including, but not limited to, smoke, particulate matter or vapors is prohibited in all District buildings and vehicles.
- Smoking any type of tobacco product or vapor emitting device should be restricted to designated areas or areas not directly in the path of entry or exit or areas commonly used by employees to gather.
- All remains of a smoked tobacco item will be properly disposed of in a proper receptacle not prone to accidental fire and will not be disposed of on the ground. Use of smokeless tobacco (chewing tobacco) resulting in the use of a “spittoon” or open spitting is prohibited in public view, on the ground in public or in District vehicles and buildings.
- Use of smokeless tobacco (chewing tobacco) in areas permitted requiring the use of a “spittoon” will require the use of a non-transparent container with a spill proof lid.
- All spill proof lid containers utilized as “spittoons” will be disposed of properly and will not be allowed to sit unattended by its user.
- Trash containers, sinks or water fountains will not be utilized as “spittoons”.

240.002 Emergency Incidents/Training/Public Relations.

- The visible use of any tobacco or vapor producing products at emergency incidents or training events should be limited to more discreet areas not generally in full public view.
- Waste from the use of any tobacco or vapor producing products used at emergency incidents or training events shall be disposed of properly and will not be left as litter.
- The visible use of any tobacco or vapor producing products will not be permitted while conducting any public relations or public education events.

JOHNSON COUNTY FIRE PROTECTION DISTRICT
POLICY AND PROCEDURE

241.000	Rehire
Effective Date: January 1, 2019	Revised Date:

241.001 Eligibility – Voluntary Separations. Former employees may be rehired into their former Johnson County Fire Protection District position if available at their previous rate of pay without going through the competitive hiring process if rehiring occurs within one year of the former employee's separation from Johnson County Fire Protection District service and the employee separated in good standing. Former employees may also be rehired to part time or volunteer paid-per-call positions if rehiring occurs within one year of the separation and the employee separated in good standing.

If a former employee seeks employment with the Johnson County Fire Protection District after one year of the voluntary separation they must participate in all application, testing, interviewing or other processes related to the hiring process as if they had not previously been employed by the Johnson County Fire Protection District.

241.002 Accrued Time and Benefits.

- Rehired employees will not have previously accrued or unused leave time restored.
- If the employee is rehired for the same position the employee's compensation will be unchanged from the compensation on the termination date.
- If the employee is hired into a different job for which the pay level is greater or less than that of the employee's former position, the employee will receive the compensation earned by similarly situated employees in the new position.
- Insurance and similar benefits will be restored as soon as is practicable based on the terms of the plans and the rehire date.
- The rehired employee will accrue PTO at the same rate as the employee accrued prior to separation or at the current applicable rate for the position if changed.
- If the employee is hired into a different job for which the rate of accrual for leave is higher, the rehired employee will accrue such leave at the higher rate.
- No PTO is accrued during the period between the separation date and the rehire date.

241.003 Service Dates. Individuals rehired will receive adjusted service dates to reflect their previous service with the Johnson County Fire Protection District.

241.004 Eligibility – Involuntary Separations. Employees terminated by the Johnson County Fire Protection District or who were not in good standing at the time of separation or who failed to provide adequate notice of separation are not eligible for rehire for a minimum of two years. Any employee rehired after the two year period will be treated as new hire with regard to compensation, leave, benefits and all other terms and conditions of employment.

JOHNSON COUNTY FIRE PROTECTION DISTRICT
POLICY AND PROCEDURE

301.000	Employee Rules of Conduct
Effective Date: January 1, 2019	Revised Date:

301.001 Expectations. To ensure orderly operations and provide the best possible work environment, Johnson County Fire Protection District expects employees and volunteer/paid per call employees and other members to follow rules of conduct that will protect the interests and safety of all employees, and other members and the organization.

It is not possible to list all the forms of behavior that are considered unacceptable in and outside the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment.

- Unauthorized disclosure of confidential information (e.g. employee, citizen information, information relating to an emergency incident etc.)
- Theft or inappropriate removal or possession of property
- Falsification of any type of Johnson County Fire Protection District records or providing false information to a Johnson County Fire Protection District official
- Working under the influence of alcohol or illegal drugs
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating Johnson County Fire Protection District owned vehicles or equipment
- Fighting or threatening violence in the workplace
- Negligence or improper conduct leading to damage of Johnson County Fire Protection District- owned or privately- owned property
- Insubordination, conduct unbecoming or other disrespectful conduct
- Violation of safety or health rules
- Smoking in prohibited areas
- Excessive absenteeism or any absence without notice
- Sexual or other unlawful or unwelcome harassment, or discrimination
- Commission of unlawful acts
- Public conduct that brings discredit upon the Johnson County Fire Protection District.

301.002 Employee/ Employer Relationship. Employment with the Johnson County Fire Protection District is at the mutual consent of Johnson County Fire Protection District and the employee, and either party may terminate that relationship at any time, with or without cause and with or without advance notice.

JOHNSON COUNTY FIRE PROTECTION DISTRICT
POLICY AND PROCEDURE

302.000	Personal Conduct – General Responsibilities	
Effective Date: January 1, 2019		Revised Date:

302.001 Competency

- Each employee or member shall maintain sufficient competency to properly perform the duties and to assume the responsibilities of the position.
- All employee's or member's efforts should be directed and coordinated in such a manner that would tend to establish and maintain the highest standards of efficiency in carrying out the functions of the Johnson County Fire Protection District.
- The fact an employee or member was deemed competent at the time of acceptance shall not preclude a judgment of incompetency as the result of their performance of duty or capacity to fulfill the requirements of the assigned tasks.
- Incompetence may be exhibited in the any of the following manners which is not an all-inclusive or restrictive list:
 - A. Lack of knowledge or application of firefighting tactics
 - B. Unwillingness or inability to perform assigned tasks
 - C. Failure to conform to work standards established for the employee's rank, grade or position
 - D. Written records of repeated disciplinary actions for minor infractions of rules, regulations, policies, guidelines or directives
- All officers of the Johnson County Fire Protection District shall familiarize themselves with all Johnson County Fire Protection District policies, guidelines and accepted protocols and will be responsible to comply with, implement and enforce each policy, guideline or accepted protocol. Failure to comply, implement or enforce policy, guideline or accepted protocol may be grounds for determining incompetence as an officer.
- All employees and members of the Johnson County Fire Protection District will be provided access to all policies, guidelines, accepted protocol and other rules or directives of the Johnson County Fire Protection District upon employment. Failure to comply may be grounds for determining incompetence as an employee or member of the Johnson County Fire Protection District.

302.002 Criticism.

- No employee or member shall publicly criticize or ridicule the Johnson County Fire Protection District, its policies, guidelines or its members by talking, writing or expressing in any other manner any comment that may be deemed by the Johnson County Fire Protection District to be harmful or that could impair the operation or perception of the Johnson County Fire Protection District in person or through the use of any social or electronic media
- No employee or member shall criticize or ridicule to another member the Johnson County Fire Protection District, its policies, guidelines or its members by talking, writing or

expressing in any other manner any comment that may be deemed by the Johnson County Fire Protection District to be harmful or that could impair the operation or perception of the Johnson County Fire Protection District to another member unless that member is the criticizing member's supervisor or a ranking officer and the action is taken in conjunction with an official complaint or request for clarification of Johnson County Fire Protection District policy, guideline or accepted protocol

302.003 Conflicting Orders. Any member/employee given an order by a superior officer or incident commander in conflict with a previous order shall respectfully call attention to the conflict

If the member/employee giving the order does not retract or alter the order the subordinate shall not be held responsible for disobedience of the original order. Members/employees should comply with all orders unless it is a violation of the law or places the member in immediate danger. Any member/employee given conflicting orders shall submit a report stating the facts and circumstances of the event to their supervisor or the next level of authority should their supervisor be involved in the conflict.

302.004 Johnson County Fire Protection District Identification, Endorsements, Conflict of Interest.

- No member/employee is permitted to use any position, official identification card or badge for personal or financial gain or for obtaining privileges not otherwise available to the member
- No member/employee shall lend their identification card or badge to another person
- No member/employee shall reproduce the departmental badge or identification card without the permission of the Chief
- No member/employee is permitted or authorized to use the Johnson County Fire Protection District name, logo, photographs depicting the Johnson County Fire Protection District, the member/employee's official title or affiliation with the Johnson County Fire Protection District in connection with testimonials, advertisements or endorsements of any commodity or commercial enterprise or for any personal reason without the prior approval of the Chief
- No member/employee shall engage in any activity that is or could be deemed, interpreted or viewed as a conflict of interest to the Johnson County Fire Protection District.
- No member/employee shall use their position with the Johnson County Fire Protection District for personal gain or influence.

302.005 Public Relations.

- No member/employee shall address a public gathering, appear on radio or television; prepare for publication any article; act as a correspondent to a newspaper or periodical; release or divulge investigative information or any other matters of the Johnson County Fire Protection District without the prior authorization of the Fire Chief or designee.
- The Chief or a designee shall be permitted to release information relating to the organization or operation of the Johnson County Fire Protection District.

- The Chief or designee shall be the only person authorized to release information pertaining to investigations and information not deemed confidential by law and which pertains to the investigation.
- All members/employees representing the Johnson County Fire Protection District in any public relations event or public format shall dress and act in a manner that displays and is conducive to a professional appearance and not offensive to the general public.
- Members/employees shall refrain from the use of tobacco in the vicinity of Johnson County Fire Protection District apparatus while attending any public event or at other times when in view of the public. Members/employees shall utilize designated tobacco areas during such events. If the property on which the event is being held has a tobacco policy, Johnson County Fire Protection District personnel will comply with the policy while on the property.
- No smoking will be allowed in any Johnson County Fire Protection District vehicle or building at any time.

302.006 Personal Information. All members/employees are responsible to promptly report to the administrative office any change in address, telephone number, e-mail address or other personal information changes in writing on the provided form.

302.007 Reports and Documentation.

- No member/employee shall falsify information or withhold complete information from incident reports, whether verbal or written for any Johnson County Fire Protection District incident or event requiring a report to be submitted for any purpose.
- Incident reports shall be complete and will be completed as soon as practical following each incident or event and promptly submitted to the administrative office.
- No member/employee shall be authorized to release any copy of any report created on behalf of the Johnson County Fire Protection District or in execution of the member/employee's duties without the prior authorization of the Chief or designee.
- A report of any accident, injury or sickness involving a Johnson County Fire Protection District member/employee while engaged in Johnson County Fire Protection District activities shall be made immediately to the member's supervisor, Battalion or Division Chief who in turn will immediately notify the Chief, Assistant Chief or District Office Manager. Written reports on the appropriate forms shall be completed and submitted as appropriate for the individual event.
- No member/employee shall report an accident, injury or sickness falsely as a line of duty occurrence or otherwise deceive or attempt to deceive any official of the Johnson County Fire Protection District as to the member/employee's condition of health.

JOHNSON COUNTY FIRE PROTECTION DISTRICT
POLICY AND PROCEDURE

303.000	Personal Conduct – Electronic/Digital Media	
Effective Date: January 1, 2019		Revised Date:

303.001 Personal Conduct – Electronic/Digital Media. No member/employee shall record any incident scene, response, victim, loss site, training event, public relations event by use of personal or Johnson County Fire Protection District owned electronic or digital recording devices and share or distribute the recording without the prior approval of the Chief or designee. Any photograph or video taken by or provided by a Johnson County Fire Protection District member and posted to the internet or any other publicly viewed format depicting the image of the Johnson County Fire Protection District or any part, element or employee thereof that is deemed by the District to have the potential to or does injure, harm or detract from a positive public image of the Johnson County Fire Protection District must be removed immediately upon order of the Chief or designee.

JOHNSON COUNTY FIRE PROTECTION DISTRICT
POLICY AND PROCEDURE

304.000	Personal Conduct – Personal Actions/Activities	
Effective Date: January 1, 2019		Revised Date:

304.001 Physical contact

- No member/employee shall physically enter into any action that can be deemed by the Johnson County Fire Protection District as fighting or any other physical altercation.
- No member/employee shall strike, cause to be struck or in any other way offensively touch any other member or member of the public.
- No member/employee shall engage in any sexual activity while on duty, in a Johnson County Fire Protection District vehicle or while on any Johnson County Fire Protection District property.

304.002 Theft and misappropriation.

- No member/employee shall steal or in any manner divert any property, resource, good, product or other related service of the Johnson County Fire Protection District.
- No member/employee shall steal or in any manner divert any property, resource, good, product or other related service owned by or provided by another member, any member of the public, any other agency or any business.

304.003 Alcohol and Drugs. No member/employee shall use alcohol or drugs in violation of existing Johnson County Fire Protection District policy or guideline. No member shall use any other substance which could impair their physical or mental capabilities while on duty or when officially representing the Johnson County Fire Protection District.

304.004 Insubordination

- All members/employees shall promptly obey and execute any and all safe and lawful orders of a superior officer or incident commander.
- All members/employees shall promptly obey and execute any and all safe and lawful orders of a superior officer or incident commander when the orders are relayed by another member of the Johnson County Fire Protection District.
- Failure to follow orders shall be considered insubordination.
- Any abusive language or conduct toward a superior officer or incident commander shall be insubordination

304.005 Criminal Acts.

- All members/employees shall refrain from committing any criminal act.
- All members/employees shall immediately report to the administrative office any criminal charges that may be filed or pending against them.
- Any member/employee may be disciplined up to dismissal for the conviction of any criminal act including, but not limited to the following:

- A. Conviction of or admission to committing a felony in Missouri after reaching age 18 or of any crime that would be classified a felony under Missouri statutes but occurring in another state or country.
- B. Conviction of or admission to committing a felony in Missouri prior to reaching age 18 or of any crime that would be classified a felony under Missouri statutes but occurring in another state or country within five years of the date of application and/or conditional job offering or hiring except in the case of arson or fire related crimes, which shall have no time limit.
- C. Conviction of or admission to a motor vehicle/traffic related felony in Missouri after reaching age 18 or of any vehicle/traffic related crime that would be classified a felony under Missouri statutes but occurring in another state or country.
- D. Conviction of or admission to a motor vehicle/traffic related felony in Missouri prior to reaching age 18 or of any vehicle/traffic related crime that would be classified a felony under Missouri statutes but occurring in another state or country within five years of the date of application and/or conditional job offering or hiring.
- E. Conviction of or admission to committing multiple misdemeanor offenses prior to or after reaching age 18 or after being employed by the District judged to be detrimental to the overall performance or public perception of the District as judged by the District.
- F. Conviction of or admission to the possession, sales or use of any illegal drug within five years of the date of application and/or conditional job offering or hiring or at any time after employment.
- G. Conviction of or admission to the use of non-prescribed, to the applicant or employee, prescription drugs or abuse of any prescribed prescription drugs within five years of the date of application and/or conditional job offering or hiring or at any time after employment.
- H. Conviction of or admission to intentional destruction of District property.
- I. Conviction of or admission to misappropriation of District property or resources.
- J. Conviction of or admission to perjury.

304.006 Violation of Policies or Guidelines.

No member/employee shall commit an act or omit an act contrary to the good order and discipline of the Johnson County Fire Protection District or constituting a violation of any of the provisions of the Policies and Guidelines of the Johnson County Fire Protection District.

JOHNSON COUNTY FIRE PROTECTION DISTRICT
POLICY AND PROCEDURE

305.000	Discipline
Effective Date: January 1, 2019	Revised Date:

305.001 Purpose. The purpose of this policy is to state the Johnson County Fire Protection District's position on administering equitable and consistent discipline for unsatisfactory conduct. The best disciplinary measure is the one that does not have to be enforced and comes from good leadership and fair supervision at all organizational levels.

Johnson County Fire Protection District's own best interest lies in ensuring fair treatment of all employees and in making certain that disciplinary actions are prompt, uniform and impartial. The major purpose of any disciplinary action is to correct the problem, prevent recurrence and prepare the employee for satisfactory service in the future.

305.002 Progressive Discipline. Employment with Johnson County Fire Protection District is based on mutual consent. Both the employee and Johnson County Fire Protection District have the right to terminate employment at will, with or without cause. Johnson County Fire Protection District may use progressive discipline at its discretion.

Disciplinary action may call for any or all, of the following steps- verbal counseling, written warning, probation, suspension with or without pay, or termination of employment, depending on the severity of the problem and the number of occurrences. There may be circumstances when one or more steps are bypassed.

Progressive discipline means that, with respect to most disciplinary problems, these steps will normally be followed: a first offense may call for a verbal counseling; a next offense may be followed by a written warning; another offense may lead to probation or a suspension; and, still another offense may then lead to termination of employment.

305.003 Serious Nature of Events. Johnson County Fire Protection District recognizes that there are certain types of employee problems that are serious enough to justify either a suspension, or, in extreme situations, termination of employment, without going through the usual progressive discipline steps.

By using progressive discipline, we hope that most employee problems can be corrected at an early stage, benefiting both the employee and the Johnson County Fire Protection District.

JOHNSON COUNTY FIRE PROTECTION DISTRICT
POLICY AND PROCEDURE

306.000	Problem Resolution
Effective Date: January 1, 2019	Revised Date:

306.001 Commitment. Johnson County Fire Protection District is committed to providing the best possible working conditions for its employees. Part of this commitment is encouraging an open and frank atmosphere in which any problem, complaint, suggestion, or question receives a timely response from supervisors and management.

Johnson County Fire Protection District strives to ensure fair and honest treatment of all employees. Supervisors, managers and employees are expected to treat each other with mutual respect. Employees are encouraged to offer positive and constructive criticism. Not every problem can be resolved to everyone's total satisfaction, but only through understanding and discussion of mutual problems can employees and management develop confidence in each other. This confidence is important to the operation of an efficient and harmonious work environment and helps to ensure security for everyone.

306.002 Disagreement. If employees disagree with the established rules of conduct, policies, or practices, they can express their concern in writing to the immediate supervisor, other member of management, or the Fire Chief. If employees disagree with the application of the established rules of conduct, policies, or practices, they can express their concern through the grievance resolution procedure. No employee will be penalized, formally or informally, for voicing a complaint with the Johnson County Fire Protection District in a reasonable, business- like manner, or for using the grievance resolution procedure.

306.003 Grievance Procedures. If a situation occurs when employees believe that a condition of employment or a decision affecting them is unjust or inequitable, they are encouraged to make use of the following steps. The employee may discontinue the procedure at any step. Employees and supervisors are encouraged to discuss issues and resolve them, if possible, without initiating formal grievance resolution proceedings. The procedural steps are:

1. The employee presents the problem in writing to his/her immediate supervisor within (5) calendar days after incident occurs. This presentation shall include (A) a statement of the problem along with the attendant facts and evidence, (B) the specific violation of Johnson County Fire Protection District Policy, if any claimed, and (C) the remedy being requested. If the supervisor is unavailable or the employee believes it would be inappropriate to contact that person, the employee may present problem in writing to the Fire Chief.
2. The immediate supervisor responds to problem in writing within (5) calendar days, after consulting with appropriate management, when necessary. The supervisor shall document any discussions, in addition to the written response.

3. If after the discussion between the supervisor and the employee the problem remains unresolved, the employee shall present the problem in writing to the Fire Chief within (5) calendar days. This presentation shall include (A) a statement of the problem along with the attendant facts and evidence, (B) the specific violation of Johnson County Fire Protection District policy, if any claimed, and (C) the remedy being requested.
4. The Fire Chief shall review and consider the problem, which may include speaking directly with the aggrieved employee, and the employee's supervisor. The Fire Chief shall respond to the employee in writing with his/her decision regarding the problem within five (5) calendar days from the date the problem was presented. The Fire Chief has full authority, within policy, to make any adjustment deemed appropriate to resolve the problem.
5. Upon receipt of the Fire Chiefs decision, the employee may request, in writing within five (5) calendar days from the date of the Fire Chief's decision, to appear before the Board of Directors. At the next regularly scheduled Board of Directors meeting, the employee shall appear and present all attendant facts and evidence regarding the problem and the previous decisions rendered. The Fire Chief shall present all attendant facts and evidence on behalf of the Johnson County Fire Protection District. After hearing all evidence, the Board of Directors shall meet in closed session, and shall render a decision regarding the matter within (5) calendar days. The decision of the Board of Directors shall be final.
6. At any closed session or other meeting or hearing for demotion or discharge, the Board shall hear evidence presented and make their determination upon the record and evidence produced at the hearing. The evidence admitted and the conduct of the hearing shall be governed in accordance with the provisions of the Administrative Procedures Act, Section 536.070 R.S.Mo.
7. The Board, at the conclusion of an appearance or a hearing, may find in favor of the employee, suspend the employee without pay, demote the employee, or discharge the employee, or any other actions they deem appropriate. Within (10) days from the conclusion of the hearing, the Board shall file a finding of fact together with its determination and mail, postage paid, such findings and determination to the employee at his or her last known address.

JOHNSON COUNTY FIRE PROTECTION DISTRICT
POLICY AND PROCEDURE

307.000	Drug and Alcohol Use
Effective Date: January 1, 2019	Revised Date:

307.001 Expectation. It is Johnson County Fire Protection District's desire to provide a drug-free, healthful and safe workplace. To promote this goal, members/employees are required to report for duty in appropriate mental and physical condition to perform in a satisfactory manner.

As the personnel of the Johnson County Fire Protection District are charged with the responsibility of their own safety as well as the public safety and are charged with the responsibility of providing dependable, efficient and professional services to the public the following policy will aid each member in understanding their role in relation to the use of alcohol or drugs. This policy will help reduce risk to individual members, fellow members, and the public.

All members/employees must sign the employee drug and alcohol policy acknowledgment and consent form maintained by the Johnson County Fire Protection District relating to this policy as a condition of employment. Signing this form does not constitute an expressed or implied contract of employment.

While on Johnson County Fire Protection District premises and while conducting business-related activities off Johnson County Fire Protection District premises, no employee may use, possess, distribute, sell or be under the influence of alcohol or illegal drugs. The legal use of prescribed medications is permitted while on-duty only if they do not impair an employee's ability to perform his/her essential functions effectively and in a safe manner that does not endanger other individuals.

307.002 Alcohol and drugs defined.

- Alcohol shall be described as any intoxicating liquids commonly referred to as alcoholic without regard to the actual alcohol content of the liquid (i.e. liquor, beer, wine, etc.)
- Drugs shall be described as any licit or illicit drug gained by legal or illegal means or used outside of the prescribed manner.

307.003 Use of alcohol or drugs

- No member/employee of the Johnson County Fire Protection District shall respond to any emergency incident, training or other function of the Johnson County Fire Protection District or act in behalf of the Johnson County Fire Protection District when under the influence of alcohol or drugs.
- No member/employee shall operate any Johnson County Fire Protection District equipment or vehicles when under the influence of alcohol or drugs.

- Members/employees who are under the influence of prescription drugs or non-prescription drugs that may cause side effects which can impair the member and which may carry specific warnings concerning the possible side effects shall refrain from participating if the side effects are present or impairment occurs.
- No alcohol or drugs (excluding the proper use of prescription or non-prescription medications) shall be consumed, stored or maintained on or in any Johnson County Fire Protection District building, vehicle or property unless specific permission is granted by the Chief or Assistant Chief in respect to an organized social function.
- Any member/employee who appears to be under the influence of alcohol or drugs at any emergency incident, training or other function of the Johnson County Fire Protection District shall be immediately removed from direct involvement in the activity which they are participating in and should be placed in a safe location under supervision.

307.004 Pre-employment testing

1. All finalist for any position with the Johnson County Fire Protection District shall be subject to mandatory drug testing. The prospective employee candidate will sign the provided "Receipt of Alcohol and Drug Use Policy and Consent to Drug and Alcohol Testing" form. A refusal by an applicant to execute this form shall constitute grounds for denial of employment.
2. The confirmed presence of any illegal drug may be grounds for disqualifying an applicant.
3. If an applicant is taking prescription medication that may be reflected during testing, this must be substantiated by a physician's report indicating if the taking of the prescribed drugs will prevent or alter the applicant's ability to perform essential job duties.
4. If the report indicates the person cannot perform essential job duties while under the influence of these prescribed drugs, this shall be grounds for disqualification.

307.005 Reasonable Suspicion of Alcohol or Drug Use

- Reasonable suspicion shall include, but not be limited to a good faith belief based on objective facts sufficient to lead a reasonably prudent person to suspect that an employee is under the influence of or impaired by alcohol or drugs. These observations may include, but not be limited to slurred speech, alcohol odor, unsteady walking, physical altercations, verbal altercations, out-of-ordinary behavior, possession of alcohol or drugs on Johnson County Fire Protection District property training or other Johnson County Fire Protection District functions, altered personality traits, information obtained from a reliable person with personal knowledge or other similar indicators.
- Impairment could occur as the result of use or abuse of drugs, alcohol, prescription, or other medication and other factors.
- In any case where there is reasonable suspicion that an employee may be under the influence of alcohol or drugs or may have alcohol or drugs in their possession or present in or on Johnson County Fire Protection District property the employee or their possessions may be searched and testing may be conducted with or without the freely given consent of the employee.
- Employees that refuse to submit to drug and alcohol testing are subject to disciplinary action up to and including termination

- No employee shall have any expectation of privacy in lockers, quarters, stations, or equipment owned or maintained by the Johnson County Fire Protection District and all such items and areas shall remain at all times under the exclusive control of the Johnson County Fire Protection District.
- The Johnson County Fire Protection District therefore retains the right to inspect any such item or area for any reason at any time.
- When there is reasonable suspicion that an employee is under the influence of alcohol or drugs the employee will be prevented from engaging in work and will be retained for a reasonable time until the employee can be transported from the work site.

307.006 Random Testing

The Johnson County Fire Protection District may elect to perform random drug and alcohol tests at any time. Employees will be randomly selected by a process maintained by the district.

Employees that refuse to submit to drug and alcohol testing are subject to disciplinary action up to and including termination.

307.007 Post-Accident/Injury Testing

When reasonable suspicion exists, employees are required to submit to a drug and alcohol test following any accident that involves the operation of a motor vehicle where the damage will likely exceed \$500 dollars.

Employees who are involved in an incident, or sustain an injury while performing a work related activity may be subjected to an alcohol and drug test should management have reason to believe that conduct occurred to have contributed to the incident/accident.

307.008 Testing Procedures

- Pre-Employment Testing
 - a. Prior to receiving a final offer of employment, finalist shall submit to a drug test.
 - b. Finalist will be contacted by the administrative office to schedule a time to submit to the test.
 - c. A sample will be obtained by a qualified Johnson County Fire Protection District representative and submitted to a contracted lab for analysis.
- Reasonable Suspicion Testing
 - a. Any employee that suspects another employee of performing duties under the influence of alcohol or drugs as defined in this policy, shall immediately notify their direct supervisor, Duty Chief, or incident commander of the suspicion.
 - b. Upon notice of the suspected employee the supervisor notified of the suspicion will contact the Duty Chief, Assistant Chief, or Fire Chief in that order.
 1. The notified chief officer will contact a qualified Johnson County Fire Protection District employee to conduct an initial blood alcohol content test and drug test.
 - c. The suspected employee shall be removed from performing any duties and retained in a safe location under supervision until alcohol and drug sampling can occur and the employee can be transported from the work site.
 - d. If the suspected employee refuses to remain on-site, the suspected employee will be subject to disciplinary action up to and including termination.

1. If the suspected employee leaves District property by operating a motor vehicle, the appropriate law enforcement agency shall be contacted and provided the employee's name, vehicle description, and direction of travel.

- **Post-Accident/Injury Testing**

- a. Following any accident involving a Johnson County Fire Protection District vehicle where damage is expected to exceed \$500 in damage, the operator shall submit to an alcohol and drug test.

1. Following the accident, if no medical treatment is required or is refused, the operator shall be retained in a safe location under supervision until an alcohol and drug sample can be obtained.

2. The Duty Chief, Assistant Chief, or Fire Chief shall be notified of the incident in that order. The notified chief officer will contact a qualified district employee to conduct an initial blood alcohol content test and drug test.

- b. Following any injury where the employee receives medical treatment, the employee shall submit to an alcohol and drug test.

1. The Duty Chief, Assistant Chief, or Fire Chief shall be notified in that order following an injury. The notified chief officer will contact a qualified district employee to collect required samples.

2. An initial blood alcohol content test and drug test sample should be obtained by a qualified District employee as soon as reasonably possible.

3. If samples are not able to be obtained by a district employee at the time of the injury, a blood draw should be collected by the facility providing the medical treatment. This request should be made through the workers compensation treatment form submitted at the time of admission.

4. The employee is responsible for providing the results of the alcohol and drug tests provided by the treating facility.

307.009 Qualification and Methods

The Johnson County Fire Protection District will select individuals to complete a course provided by a contracted company to ensure proper methods of obtaining samples are achieved. Following successful completion of this course, these individuals shall be considered "qualified" to collect, package, and submit samples for testing.

- **Drug Sample Testing**

- a. All samples collected for drug testing will be submitted to an independent, contracted company for analysis.

- b. Samples that produce a positive result will be submitted to the independent company's medical consultant which may result in additional questioning between the medical consultant and the employee who submitted the positive sample.

- c. Results will be provided to the Johnson County Fire Protection District.

- **Alcohol Testing**

a. Employees that are reasonably suspected to be under the influence of alcohol, involved in a vehicular accident with damage expected to exceed \$500, or that are injured, will be required to submit to a preliminary blood alcohol test.

1. Testing will be conducted by a Johnson County Fire Protection District appointed employee qualified to administer the test.
2. A Preliminary Breath Testing (PBT) instrument will be utilized to sample the employee's blood alcohol content.
3. Test results of .002% or higher will be considered a positive result.

307.010 Violations and Conditions

Violations of this policy will be reviewed and processed according to the proper methods established. Violations of this policy may lead to disciplinary action up to and including termination of employment.

The Johnson County Fire Protection District reserves the right to notify the appropriate law enforcement agency when there is a reasonable suspicion to believe that an employee may have illegal drugs in their possession, or in an area not jointly or fully controlled by the District.

307.011 Notifications. Under the Drug Free Workplace Act, an employee who performs work for a government contract or grant must notify Johnson County Fire Protection District of a criminal conviction for drug-related activity occurring in the workplace. The report must be made within 5 days of the conviction.

307.012 Questions. Employees with questions on this policy or issues related to drugs or alcohol use in the workplace should raise their concerns with their supervisor or the Fire Chief without fear of reprisal.

JOHNSON COUNTY FIRE PROTECTION DISTRICT
POLICY AND PROCEDURE

308.000	Sexual and Other Unlawful Harassment
Effective Date: January 1, 2019	Revised Date:

308.001 Environment. Harassment in the workplace is a violation of state and federal law. The Johnson County Fire Protection District does not tolerate harassment of any kind. Further, any form of retaliation or reprisal against any employee for reporting a harassment complaint will not be tolerated. All employees have a right to work in an environment free from discriminatory insult, intimidation or harassment due to sex, age, color, race, national origin, religion, sexual orientation, marital status, handicap status, veteran status, or other characteristics protected by law. All employees, regardless of rank or position, should treat others with respect and dignity in a manner so as not to offend the sensibilities of a co-worker.

308.002 Sexual Harassment. The Johnson County Fire Protection District's policy prohibits sexual harassment. For the purpose of this policy the term "sexual harassment" is defined as (1) unwelcome sexual advances, (2) requests for sexual favors with or without accompanying promises, threats or reciprocal favors or actions, or (3) other verbal or physical conduct of a sexual nature, when submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, submission to or rejection of such conduct by an individual, or such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Examples of prohibited conduct include, but are not limited to, lewd or sexually suggestive comments, language or jokes of a sexual nature, slurs and other verbal, graphic or physical conduct relating to an individual's gender or body, any display of sexually explicit pictures, greeting cards, articles, books, magazines, objects, photos or cartoons, and sexual flirtation, advances, or propositions.

Verbal or physical conduct of a sexual nature includes, but is not limited to the following: Unwanted touching, pats, squeezes, massages, repeated brushing against someone's body, sexual remarks about someone's body or sexual activities, suggestive looks, staring and leers, suggestive touching of one's own body, repeated requests for dates, written or verbal sexual propositions or innuendoes, and suggestive gestures

308.003 Other Harassment. In addition to sexual harassment, the Johnson County Fire District's policy prohibits any other conduct in the workplace, whether physical or verbal, committed by supervisors or others, which involves discriminatory insults, intimidation or harassment due to age, color, race, national origin, religion, sexual orientation, marital status, handicap status, veteran status, or other characteristics protected by law, and that:

- Has the purpose or effect of creating an intimidating, hostile or offensive work environment
- Has the purpose or effect of unreasonably interfering with an individual's work performance; or
- Otherwise adversely affects an individual's employment opportunities.

308.005 Harassing Conduct. Harassing conduct includes, but is not limited to:

- Epithets, slurs, negative stereotyping, threats, intimidation, and hostile acts that are related to race, color, religion, gender, national origin, age, disability, sexual orientation; and
- Written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of race, color, religion, gender, national origin, age, disability, or sexual orientation and that is placed on walls, bulletin boards, or elsewhere on Johnson County Fire Protection District premises or circulated in the workplace.

308.006 Unlawful Harassment. Unlawful harassment, including sexual harassment, is incompatible with the Johnson County Fire Protection District's belief that employee should be treated with respect and dignity. Even conduct that is intended to be "innocent" may still constitute sexual harassment if it falls within the terms of this policy. If any employee expresses concern that your behavior may have violated this policy, respect his/her concerns. Regardless of your intent, how others interpret your behavior is important. This policy is not meant to interfere with or discourage friendships among employees. However, employees must be sensitive to acts or conduct that may be considered offensive by other employees. It is the responsibility of all management personnel to themselves refrain from unlawful harassment, including sexual harassment and to ensure that employees do not engage in such conduct.

308.007 Reporting. If you experience or witness sexual or other unlawful harassment in the workplace report it immediately to your supervisor. If the supervisor is unavailable or you believe it would be inappropriate to contact that person, you should immediately contact the Fire Chief or any other member of management. You can raise concerns and make reports without fear of reprisal or retaliation. The Johnson County Fire Protection District prohibits retaliation made against any employee who lodges a good faith complaint of sexual harassment, or who participates in any related investigation. The Johnson County Fire Protection District recognizes that making false accusations of harassment in bad faith can have serious consequences for those who are wrongly accused. The Johnson County Fire Protection District prohibits deliberately providing false information during an investigation. Anyone who violates this rule is subject to disciplinary action, up to and including termination.

All employees are encouraged to put any complaint in writing. Any written complaint should specify the date of the event, the general nature of the event, give the exact words or conduct involved, give names of any witnesses to the complaint, and state whether similar incidents have occurred before. The complaint will be treated with confidentiality and will be responded to. Where investigations confirm complaints, appropriate disciplinary action will be taken, which may include termination, regardless of a first offense or not.

308.008 Investigation. All allegations of sexual harassment will be quickly and discreetly investigated. To the extent possible, your confidentiality and that of any witnesses and the alleged harasser will be protected against unnecessary disclosure. The Johnson County Fire Protection District will make every effort to ensure that those named in the report, will not be part of the investigation. The Johnson County Fire Protection District reserves the right and hereby provides notice that third parties may be used to investigate sexual and other types of harassment claims. When the investigation is completed, you will be informed of the outcome of the investigation.

308.009 Supervisors. Any supervisor or manager who becomes aware of possible sexual or other unlawful harassment must immediately advise the Fire Chief or any member of management so it can be investigated in a timely and confidential manner. You are not required to directly confront the person who is the source of your report, question or complaint before notifying any of those individuals listed. Nevertheless, you are required to make a reasonable effort to make harassment or discrimination known should it exist. Anyone engaging in sexual or other unlawful harassment will be subject to disciplinary action, up to and including termination of employment. Failure of a supervisor to report such conduct as required shall also result in disciplinary action, up to and including termination of employment.

308.010 Training. All employees will complete training provided or approved by the District as prescribed by the Johnson County Fire Protection District and will complete supplemental training as dictated, provided or approved by the Johnson County Fire Protection District.

JOHNSON COUNTY FIRE PROTECTION DISTRICT
POLICY AND PROCEDURE

309.000	Non-Fraternization
Effective Date: January 1, 2019	Revised Date:

309.001 General. While the Johnson County Fire Protection District does not wish to interfere with the off-duty and personal conduct of its employees, certain types of off-duty conduct and relationships may interfere with the Johnson County Fire Protection Districts legitimate service and protection duties. To prevent unwarranted sexual harassment claims, uncomfortable working relationships, productivity and/or morale problems among other employees, and even the appearance of impropriety, supervisors and managers of the Johnson County Fire Protection District should refrain from engaging in romantic or sexual relationships with any other employee of the District.

JOHNSON COUNTY FIRE PROTECTION DISTRICT
POLICY AND PROCEDURE

310.000	Employment Termination
Effective Date: January 1, 2019	Revised Date:

310.001 Termination. Termination of employment is an inevitable part of personnel activity within any organization and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated.

- Resignation- voluntary employment termination initiated by an employee
- Discharge- involuntary employment termination initiated by the organization
- Reduction in Force- involuntary employment termination initiated by the organization

310.002 Exit Interviews. Johnson County Fire Protection District will generally schedule exit interviews at the time of employment termination. The exit interview will afford an opportunity to discuss such issues as employee benefits, conversion privileges, repayment of outstanding debts to Johnson County Fire Protection District, or return of Johnson County Fire Protection District owned property. Suggestions, complaints and questions can also be voiced.

310.003 Pay. Since employment with Johnson County Fire Protection District is based on mutual consent, both the employee and Johnson County Fire Protection District have the right to terminate employment at will, with or without cause, at any time. Employees will receive their final pay in accordance with applicable state law, and upon return of all Johnson County Fire Protection District owned property. Any employee who is voluntarily resigning, and provides sufficient written notification will receive all accrued paid time off. Employees who do not provide notice, or are involuntarily terminated for cause, forfeit any accrued paid time off.

310.004 Benefits. (Non-Administrative Division) Employee benefits will be affected by employment termination in the following manner: All accrued, vested benefits that are due and payable at termination will be paid. Some benefits may be continued at the employee's expense if the employee so chooses. The employee will be notified in writing of the benefits that may be continued and of the terms, conditions, and limitations of such continuance.

JOHNSON COUNTY FIRE PROTECTION DISTRICT
POLICY AND PROCEDURE

311.000	Return of Property
Effective Date: January 1, 2019	Revised Date:

311.001 Responsibility. Employees are responsible for all Johnson County Fire Protection property, materials, or written information issued to them or in their possession or control. All Johnson County Fire Protection property must be returned by employees on or before their last day of work. Where permitted by applicable laws, Johnson County Fire Protection District may withhold from the employee's check or final paycheck the cost of any items that are not returned when required. Johnson County Fire Protection District also may take all action deemed appropriate to recover or protect its property including, but not limited to direct billing to the employee for all items not returned, criminal prosecution or civil recovery.

JOHNSON COUNTY FIRE PROTECTION DISTRICT
POLICY AND PROCEDURE

312.000	Complaint Process - Public
Effective Date: January 1, 2019	Revised Date:

312.001 Overview. The Johnson County Fire Protection District has established a process in handling contacts with the public involving complaints or recommendations for commendation concerning Johnson County Fire Protection District actions or activities. The goal of this process is to respond professionally in receiving and responding to citizen complaints or recommendations for commendation.

312.002 Inquiry Process. Inquiries are from citizens who want clarification or explanations concerning the actions of the Johnson County Fire Protection District or any individual employee in the performance of his or her duties. These are situations where the inquiring party believes that they, or someone else, were not personally harmed, and no formal Johnson County Fire Protection District action is demanded. Results from an inquiry may be conveyed to the initiating party verbally or in writing. Inquires received by any Johnson County Fire Protection District Board member shall be directed to the Fire Chief or Assistant Chief as appropriate.

312.003 Formal Complaints. Formal complaints are situations where the public believes there has been wrong-doing by the Johnson County Fire Protection District in its actions, and/ or by an individual employee of the Johnson County Fire Protection District in the performance of their duties.

All formal complaints shall be initiated in a written form and shall include a written description and signature from the initiating party.

The Formal Complaint process shall be followed whenever a complaint alleges criminal misconduct, corruption, and excessive force, violation of a constitutional right, breach of civil rights, an incorrect interpretation and/or application of policies or practices. Formal complaints shall specifically state the nature of the event and facts in support of the allegation.

312.004 Completed Forms. The completed complaint will be received through a Chief Officer, who will time and date stamp the complaint, make a copy for the complainant. Within 30 business days from the date the complaint/inquiry was filed (excluding Saturdays, Sundays and state and federal holidays), the complainant will be advised by letter or e-mail of the findings of the investigation and whether action will be taken.

312.005 Review. The Chief Officer will review the complaint and resolve it or assign it up the chain of command as appropriate for investigation. The investigation is expected to be thorough and complete and encompass interviews with all involved parties, the inspection or assessment of

any evidence or records, and any other pertinent information. The Chief Officer will delineate any follow-up action that they deem necessary and forward the complaint to the Fire Chief for final approval. All complainants will receive a copy of the complaint and a written response from the Chief Officer. The Johnson County Fire Protection District will retain a record of all formal complaints and disciplinary action for period not longer than one year.

312.006 Chief Officers. Formal complaints regarding the Assistant Chief will be managed by the Fire Chief directly. Formal complaints regarding the Fire Chief will be managed by the Board of Directors directly.

JOHNSON COUNTY FIRE PROTECTION DISTRICT
POLICY AND PROCEDURE

313.000	Anti-Violence
Effective Date: January 1, 2019	Revised Date:

313.001 Commitment. The Johnson County Fire Protection District believes all employees have the right to a workplace that is free from behavior that can be considered harassing, abusive, disorderly, disruptive or violent. Any violent behavior or behavior that creates a climate of violence, hostility or intimidation will not be tolerated regardless of its origin. Each act or threat of violence will be handled bases on the severity of the incident and may result in discipline up to and including termination.

313.002 Prohibited acts. The following list includes some, but is not a list of totality of actions or behaviors that may be considered as violence:

- Violent or threatening physical contact (including pushing, fighting, physical intimidation, etc.).
- Direct or indirect threats.
- Threatening, abusive or harassing phone calls.
- Stalking.
- Destructive or sabotaging actions against company or employee's personal property.
- Threatening acts or abusive language that creates tension within the work environment.
- Violation of restraining orders.

313.003 Actions. Any person who makes substantial threats, exhibits threatening behavior or engages in violent acts while on Johnson County Fire Protection District property, apparatus or while engaged in any activity based on affiliation with the Johnson County Fire Protection District will be removed from the area, premises or general location as quickly as safely permitted. Any person removed for this behavior will remain off of Johnson County Fire Protection District property and will not act on behalf of or participate in any activity related to the Johnson County Fire Protection District pending the outcome of an investigation.

313.003.1 Other Binding Policies. No other existing Johnson County Fire Protection District policy, procedure, practice or guideline should be interpreted to prohibit decisions designed to prevent a threat from being carried out, a violent act from occurring or a life-threatening situation from developing.

313.004 Reporting. In the event any action or behavior as outlined above is experienced or witnessed by any employee the employee should report the action or behavior to their supervisor, another member of management or the Fire Chief as soon as safely possible.

313.005 Investigation. The Johnson County Fire Protection District will initiate an investigation into the facts of any reported occurrence of actions or behaviors by any employee, vendor,

citizen or other party or will refer the reported information to the appropriate law enforcement agency for investigation. If the actions or behaviors are conducted by a Johnson County Fire Protection District employee disciplinary action response may include, but is not limited to termination and/or criminal prosecution.

313.006 Restraining Orders. To aid the Johnson County Fire Protection District in potentially avoiding workplace violence all employees who obtain a protective restraining order which lists the work environment of the Johnson County Fire Protection District as a protected area must provide their supervisor, another member of management or the Fire Chief a copy of the temporary or permanent protective or restraining order.

JOHNSON COUNTY FIRE PROTECTION DISTRICT

POLICY AND PROCEDURE

400.000	Training and Continuing Professional Development	
Effective Date: January 1, 2019		Revised Date:

400.001 Summary: As a public service organization, it is recognized that a minimum level of training and a process of continuing professional development are an essential element in the proper and safe performance of duties assigned to District officers, firefighters, and specialists. The District will establish continuing professional development requirements for employees based upon their assigned roles and responsibilities. The District will also provide opportunities for all employees to achieve their continuing professional development requirements, including outside training deemed to be of importance to the District, which may be limited by available funding. All employees will be held accountable for their individual achievement of continuing professional development requirements. Active participation in training and continuing professional development meetings is expected of all employees, as mere attendance without active participation results in little or no benefit gained by the employee.

400.002 Definitions

- Officers – Any employee of the District assigned a rank above firefighter or specialist.
- Chief Officers – Any employee of the District designated as a Chief, Assistant Chief, Division Chief, Battalion Chief, or other rank including the designation of Chief.
- Captain – Any employee of the District designated as a Captain with duties assigned within a Division and reporting directly to a Chief Officer.
- Lieutenant – Any employee of the District designated as a Lieutenant with duties assigned within a Division and directly reporting to a Captain or other higher officer.
- Firefighter – Any employee of the District assigned to a specific station in the Fire Suppression Division and directly reporting to a Lieutenant or other higher officer.
- Specialist – Any employee of the District assigned to a division other than the Fire Suppression Division and directly reporting to an Assistant Team Leader, Team Leader, Lieutenant or other higher officer.
- Water Rescue Support Technician – Any employee of the District assigned to provide ground support services and functions as a member of the Water Rescue Division.
- Surface Water Rescue Technician – Any employee of the District assigned to provide surface water rescue and operation services as a member of the Water Rescue Division.
- Dive Technician – Any employee of the District assigned to provide dive rescue and operation services as a member of the Water Rescue Division.
- Recruit Firefighter – Any firefighter appointed by the District and assigned to a District station, who has not completed the District's approved Recruit Training program, or a recognized equivalent.
- Junior Firefighter – Any member appointed by the District between the age of fourteen (14) and eighteen (18) not yet promoted to the rank of Firefighter or Recruit Firefighter.

- Staff Meeting – A continuing professional development meeting held to conduct training, disseminate information, plan, discuss administrative strategies and goals or other related activities generally called by the Chief or Assistant Chief, which requires attendance by Chief Officers of the District.
- Officer's Training Meeting – A continuing professional development meeting held to conduct training, disseminate information, plan, or conduct other District-related activities, generally called by the Chief, Assistant Chief, or other designated officer, which requires attendance by all District officers.
- District Training Meeting – A continuing professional development meeting held to conduct training or disseminate information at a station or battalion level and generally called by a member of the Training and Safety Division on an adopted schedule.
- Station Training Meeting – A continuing professional development meeting held to conduct training or disseminate information at a station level and generally called by a station officer (Captain or Lieutenant) on an adopted schedule or as needed dealing with topics approved through the Training and Safety Division or by direction of the Fire Chief or designate.
- Division Training Meeting – A continuing professional development meeting held to conduct training or disseminate information at a division level and generally called by a Division officer on an adopted schedule or as needed.
- Training Roster – An official document administered at every District, officer, station, or division training meeting which is used to develop and maintain official training records. The training roster must be legibly signed by each individual employee in attendance and promptly submitted to District Headquarters.
- Outside Training – Training offered by a provider other than JCFPD or the Johnson County MO Fire Association.

400.003 Requirements

- Training requirements will be independently established for each division based upon regulatory requirements and assigned duties.
- All training requirements will be described in terms of hours.
- Training or meeting start times indicate the beginning of the training or meeting at the location/site of the training or meeting and travel time to the location/site is not included.
- Employees who arrive at the location/site of officer training meetings, District training meetings, and station training meetings later than the posted start time or leave these training meetings early will have their recorded training hours reduced in thirty-minute blocks.

A. Headquarters Division

1. Chief Officers

- a. All Chief Officers assigned to the Headquarters Division shall document a minimum of thirty (30) hours of total training and continuing professional development annually. Examples of acceptable training and continuing professional development activities are described in the Appendix of this policy.
- b. As part of the thirty (30) hours of annual training all Chief Officers shall document a minimum of six (6) hours of attendance at officer's training meetings annually.

- c. All Chief Officers shall not be absent for two consecutive scheduled officer's training meetings.
- d. All Chief Officers shall document completion of the following NIMS courses (or their current equivalents):
 - i. IS-100.b Introduction to Incident Command System
 - ii. IS-200.b ICS for Single Resources and Initial Action Incidents
 - iii. ICS-300 (Classroom)
 - iv. ICS-400 (Classroom)
 - v. IS-700.a National Incident Management System, An Introduction
 - vi. IS-800.b National Response Framework, An Introduction

B. Fire Suppression Division

1. Chief Officers

- a. All Chief Officers assigned to the Fire Suppression Division shall document a minimum of thirty (30) hours of total training and continuing professional development annually. Examples of acceptable training and continuing professional development activities are described in the Appendix of this policy.
- b. As part of the thirty (30) hours of annual training all Chief Officers shall document a minimum of three (3) hours of District training per quarter showing attendance at alternating stations throughout the entire assigned Battalion.
- c. As part of the thirty (30) hours of annual training all Chief Officers shall document a minimum of six (6) hours of attendance at officer's training meetings annually.
- d. All Chief Officers shall not be absent for two consecutive scheduled officer's training meetings.
- e. As part of the thirty (30) hours of annual training all Chief Officers shall document additional attendance and completion of training and continuing professional development from District Training, Station Level Training scheduled by the Station Captain or Lieutenant dealing with safety training, review of past incidents, equipment familiarization, operational training or other District approved topics or outside training annually from the examples described in the Appendix of this policy to reach or exceed the minimum thirty (30) total hours.
- f. All Chief Officers shall document completion of the following NIMS courses (or their current equivalents):
 - i. IS-100.b Introduction to Incident Command System
 - ii. IS-200.b ICS for Single Resources and Initial Action Incidents
 - iii. ICS-300 (Classroom)
 - iv. ICS-400 (Classroom)
 - v. IS-700.a National Incident Management System, An Introduction
 - vi. IS-800.b National Response Framework, An Introduction

2. Captains

- a. All Captains shall document a minimum of thirty-five (35) hours of total training and continuing professional development annually. Examples of acceptable training and continuing professional development activities are described in the Appendix of this policy.

- b. As part of the thirty-five (35) hours of annual training all Captains shall document a minimum of four (4) hours of attendance at officer's training meetings annually.
- c. All Captains shall not be absent for two consecutive scheduled officer's training meetings.
- d. As part of the thirty-five (35) hours of annual training all Captains shall document a minimum of twenty-seven (27) hours of attendance at District training meetings annually.
- e. As part of the thirty-five (35) hours of annual training all Captains shall document additional attendance and completion of training and continuing professional development from District Training, Station Level Training scheduled by the Station Captain or Lieutenant dealing with safety training, review of past incidents, equipment familiarization, operational training or other District approved topics or outside training annually from the examples described in the Appendix of this policy to reach or exceed the minimum thirty-five (35) total hours.
- f. All Captains shall document completion of the following NIMS courses (or their current equivalents):
 - i. IS-100.b Introduction to Incident Command System
 - ii. IS-200.b ICS for Single Resources and Initial Action Incidents
 - iii. IS-700.a National Incident Management System, An Introduction
 - iv. IS-800.b National Response Framework, An Introduction
- g. All Captains shall insure that either the Captain or Lieutenant is in attendance at each officer's training meeting to help insure each station's inclusion in receiving distributed information or equipment and to assist in planning for the District.
- h. All Captains shall contact the Chief, Assistant Chief, or their Battalion Chief prior to missing any officer's training meeting for any reason and shall provide the reason for missing the officer's training meeting.
- i. All Captains shall be responsible for documenting those employees who are absent from their respective station's District training meeting and have called, along with the reason for being absent on the District training roster.
- j. All Captains shall be responsible for their individual attendance at any make-up District training meeting provided that they need to attend to comply with this policy.
- k. All Captains shall be responsible for scheduling a minimum of six (6) approved station training meetings annually for their station personnel. Each training shall be a minimum of two hours duration. The station meeting training shall be posted in advance of the meeting and documented on a training roster. The content of the station meeting may include safety training, review of past incidents, equipment familiarization, operational training, or other appropriate topics. The Training and Safety Division shall provide training materials which can be utilized for station training meetings.

3. Lieutenants

- a. All Lieutenants shall document a minimum of thirty-five (35) hours of total training and continuing professional development annually. Examples of acceptable training and continuing professional development activities are described in the Appendix of this policy.

- b. As part of the thirty-five (35) hours of annual training all Lieutenants shall document a minimum of four (4) hours of attendance at officer's training meetings annually.
- c. All Lieutenants shall not be absent for two consecutive scheduled officer's training meetings.
- d. As part of the thirty-five (35) hours of annual training all Lieutenants shall document a minimum of twenty-seven (27) hours of attendance at District training meetings annually.
- e. As part of the thirty-five (35) hours of annual training all Lieutenants shall document additional attendance and completion of training and continuing professional development from District Training, Station Level Training scheduled by the Station Captain or Lieutenant dealing with safety training, review of past incidents, equipment familiarization, operational training or other District approved topics or outside training annually from the examples described in the Appendix of this policy to reach or exceed the minimum thirty-five (35) total hours.
- f. All Lieutenants shall document completion of the following NIMS courses (or their current equivalents):
 - i. IS-100.b Introduction to Incident Command System
 - ii. IS-200.b ICS for Single Resources and Initial Action Incidents
 - iii. IS-700.a National Incident Management System, An Introduction
 - iv. IS-800.b National Response Framework, An Introduction
- g. All Lieutenants shall insure that they coordinate with their respective station Captain that either the Captain or Lieutenant is in attendance at each officer's training meeting.
- h. All Lieutenants shall contact their respective Captain or their Battalion Chief prior to missing any officer's training meeting for any reason and shall provide the reason for missing the officer's training meeting.
- i. All Lieutenants shall in the absence of the Captain be responsible for documenting those employees who are absent from their respective station's District training meeting and have called, along with the reason for being absent on the District training roster.
- j. All Lieutenants shall be responsible for their individual attendance at any make-up District training meeting provided that they need to attend to comply with this policy.
- k. All Lieutenants shall in the absence of the Captain be responsible for scheduling a minimum of six (6) approved station training meetings annually for their station personnel. Each training shall be a minimum of two hours duration. The station meeting training shall be documented on a training roster. The content of the station meeting must be approved by the District and may include safety training, review of past incidents, equipment familiarization, operational training, or other appropriate topics. The Training and Safety Division shall provide training materials which can be utilized for station training meetings.

4. Firefighters

- a. All Firefighters shall document a minimum of twenty-five (25) hours of total training and continuing professional development annually.

- b. As part of the twenty-five (25) hours of annual training all Firefighters shall document a minimum of twenty one (21) hours of attendance at District training meetings annually.
 - c. Firefighters employed full-time at a career fire department can submit up to fifteen (15) hours of training related specifically to firefighting or technical rescue for credit towards the required twenty-five hours. These hours can be used to supplement the twenty-one (21) hours of required District training so long as the condition defined in section D-4(e) of this policy are met.
 - d. As part of the twenty-five (25) hours of annual training all Firefighters shall document additional attendance and completion of training and continuing professional development from District Training, Station Level Training scheduled by the Station Captain or Lieutenant dealing with safety training, review of past incidents, equipment familiarization, operational training or other District approved topics or outside training annually from the examples described in the Appendix of this policy to reach or exceed the minimum twenty-five (25) total hours.
 - e. As part of the twenty-five (25) hours of annual training all Firefighters shall document a minimum of three (3) hours of attendance at District training meetings each quarter.
 - f. All Firefighters shall contact an officer at their respective station prior to missing any District training meeting for any reason.
 - g. All Firefighters shall be responsible for their individual attendance at any make-up District training meeting provided that they need to attend to comply with this policy.
 - h. All Firefighters shall document completion of the following NIMS courses (or their current equivalents):
 - i. IS-100.b Introduction to Incident Command System
 - ii. IS-700.a National Incident Management System, An Introduction
5. Recruit Firefighters
- a. Recruit Firefighters shall complete the Recruit Training program, as described by District policy or guideline.
 - b. Recruit Firefighter shall also comply with the provisions outlined within this policy for Firefighters
6. Junior Firefighters
- a. Junior Firefighters shall comply with the Junior Firefighter program, as described by District policy or guideline.
7. Make-up of missed training
- a. Any member assigned to the Fire Suppression Division may attend the District training meeting held in any station during the same month and on the same subject matter if they have been or will be forced to miss the meeting held at their respective station.
 - b. Any member assigned to the Fire Suppression Division may attend the scheduled make-up District training meeting as scheduled by the Training and Safety Division for the subject matter the member did not attend.
 - c. No make-up for missed officer's training meetings will be granted.
8. Multiple same topic District training
- a. No member assigned to the Fire Suppression Division shall be assigned credit for attending more than one District training meeting dealing with the same

subject matter in any single month or its scheduled make-up training date during a single calendar year.

9. Reinstatement provision

- a. Members assigned to the Fire Suppression Division who have been terminated for violation of this policy may reapply for employment one time no earlier than six months from the date of termination.
- b. Reapplication for employment is not a guarantee of employment and each former member's application will be considered independently.
- c. Any former employee who submits an application and successfully receives approval from their respective Station Officers, the Assistant Fire Chief, and the Fire Chief shall be reinstated in a probationary status for the remainder of the calendar year of reinstatement and for the entire following calendar year.
- d. Any further violation of this policy by the reinstated member or violation of other District policy may lead to immediate termination with no provision for reapplication at a future date.

C. Training and Safety Division

1. Chief Officers

- a. All Chief Officers assigned to the Training and Safety Division shall document a minimum of thirty-two (32) hours of total training and continuing professional development annually. Examples of acceptable training and continuing professional development activities are described in the Appendix of this policy.
- b. As part of the thirty-two (32) hours of annual training all Chief Officers shall document a minimum of six (6) hours of attendance at officer's training meetings annually.
- c. All Chief Officers shall not be absent for two consecutive scheduled officer's training meetings.
- d. All Chief Officers shall document completion of the following NIMS courses (or their current equivalents):
 - i. IS-100.b Introduction to Incident Command System
 - ii. IS-200.b ICS for Single Resources and Initial Action Incidents
 - iii. ICS-300 (Classroom)
 - iv. ICS-400 (Classroom)
 - v. IS-700.a National Incident Management System, An Introduction
 - vi. IS-800.b National Response Framework, An Introduction
- e. All Chief Officers shall be certified as a Fire Instructor I (or higher), according to the Missouri Division of Fire Safety, or other acceptable certifying body, within one (1) year of appointment, or as determined acceptable by the Fire Chief.
- f. All Chief Officers shall remain certified as a Fire Instructor I (or higher) during their assignment within the Training and Safety Division.
- g. As part of the thirty-two (32) hours of annual training all Chief Officers shall instruct a minimum of twenty-four (24) hours of training offered by the District annually.
- h. As part of the thirty-two (32) hours of annual training all Chief Officers shall instruct a minimum of six (6) hours of training offered by the District during each quarter.

2. Captains

- a. All Captains assigned to the Training and Safety Division shall document a minimum of thirty (30) hours of total training and continuing professional development annually. Examples of acceptable training and continuing professional development activities are described in the Appendix of this policy.
- b. As part of the thirty (30) hours of annual training all Captains shall document a minimum of four (4) hours of attendance at officer's training meetings annually.
- c. All Captains shall not be absent for two consecutive scheduled officer's training meetings.
- d. All Captains shall document completion of the following NIMS courses (or their current equivalents):
 - i. IS-100.b Introduction to Incident Command System
 - ii. IS-200.b ICS for Single Resources and Initial Action Incidents
 - iii. IS-700.a National Incident Management System, An Introduction
 - iv. IS-800.b National Response Framework, An Introduction
- e. All Captains shall be certified as a Fire Instructor I (or higher), according to the Missouri Division of Fire Safety, or other acceptable certifying body, within one (1) year of appointment, or as determined acceptable by the Division Chief-Training.
- f. All Captains shall remain certified as a Fire Instructor I (or higher) during their assignment within the Training and Safety Division.
- g. As part of the thirty (30) hours of annual training all Captains shall instruct a minimum of twenty-four (24) hours of training offered by the District annually.
- h. As part of the thirty (30) hours of annual training all Captains shall instruct a minimum of six (6) hours of training offered by the District during each quarter.

3. Lieutenants

- a. All Lieutenants shall document a minimum of thirty (30) hours of total training and continuing professional development annually. Examples of acceptable training and continuing professional development activities are described in the Appendix of this policy.
- b. As part of the thirty (30) hours of annual training all Lieutenants shall document a minimum of four (4) hours of attendance at officer's training meetings annually.
- c. All Lieutenants shall not be absent for two consecutive scheduled officer's training meetings.
- d. All Lieutenants shall document completion of the following NIMS courses (or their current equivalents):
 - i. IS-100.b Introduction to Incident Command System
 - ii. IS-200.b ICS for Single Resources and Initial Action Incidents
 - iii. IS-700.a National Incident Management System, An Introduction
 - iv. IS-800.b National Response Framework, An Introduction
- e. All Lieutenants shall be certified as a Fire Instructor I (or higher), according to the Missouri Division of Fire Safety, or other acceptable certifying body, within one (1) year of appointment, or as determined acceptable by the Division Chief-Training and Safety.

- f. All Lieutenants shall remain certified as a Fire Instructor I (or higher) during their assignment within the Training and Safety Division.
 - g. As part of the thirty (30) hours of annual training all Lieutenants shall instruct a minimum of twenty-four (24) hours of training offered by the District annually.
 - h. As part of the thirty (30) hours of annual training all Lieutenants shall instruct a minimum of six (6) hours of training offered by the District during each quarter.
- 4. Safety Lieutenants and Specialists
 - a. All Safety Lieutenants and Specialists shall document a minimum of twenty-five (25) hours of total training and continuing professional development annually. Examples of acceptable training and continuing professional development activities are described in the Appendix of this policy.
 - b. As part of the twenty-five (25) hours of annual training all Lieutenants shall document a minimum of four (4) hours of attendance at officer's training meetings annually.
 - c. All Lieutenants shall not be absent for two consecutive scheduled officer's training meetings.
 - d. Safety Lieutenants and Specialists employed full-time at a career fire department can submit up to fifteen (15) hours of training related specifically to firefighting or technical rescue for credit towards the required twenty-five hours. These hours can also be used to supplement the twenty-one (21) hours of required District training so long as the condition defined in section E-4(e) of this policy are met.
 - e. As part of the twenty-five (25) hours of annual training all Safety Lieutenants and Specialists shall document a minimum of three (3) hours of attendance at District training meetings each quarter.
 - f. All Lieutenants shall document completion of the following NIMS courses (or their current equivalents):
 - i. IS-100.b Introduction to Incident Command System
 - ii. IS-200.b ICS for Single Resources and Initial Action Incidents
 - iii. IS-700.a National Incident Management System, An Introduction
 - iv. IS-800.b National Response Framework, An Introduction
 - g. All Specialists shall document completion of the following NIMS courses (or their current equivalents):
 - i. IS-100.b Introduction to Incident Command System
 - ii. IS-700.a National Incident Management System, An Introduction
- 5. Make-up of missed training
 - a. No make-up for missed officer's training meetings will be granted.
- 6. Discipline provision
 - a. Members assigned to the Training and Safety Division may be disciplined for violation of this policy in accordance to the proper methods established and outlined in the discipline section of this manual.

D. Water Rescue Division

- 1. Division Chief
 - a. All Division Chief's shall document a minimum of thirty-three (33) hours of total training and continuing professional development related to water rescue

annually. Examples of acceptable training and continuing professional development activities are described in the Appendix of this policy.

- b. As part of the thirty-three (33) hours of annual training all Division Chief's shall document a minimum of four (4) hours of attendance at officer's training meetings annually.
- c. All Division Chief's shall not be absent for two consecutive scheduled officer's training meetings.
- d. As part of the thirty-three (33) hours of annual training all Division Chief's shall document a minimum of twenty-seven (27) hours of attendance at District training meetings at their assigned station annually.
- e. As part of the thirty-three (33) hours of annual training all Division Chief's shall document additional attendance and completion of training and continuing professional development from District Training, Station Level Training scheduled by the Division Chief or Captain dealing with safety training, review of past incidents, equipment familiarization, operational training or other District approved topics or outside training annually from the examples described in the Appendix of this policy to reach or exceed the minimum thirty-three (33) total hours.
- f. All Division Chief's shall document completion of the following NIMS courses (or their current equivalents):
 - i. IS-100.b Introduction to Incident Command System
 - ii. IS-200.b ICS for Single Resources and Initial Action Incidents
 - iii. IS-700.a National Incident Management System, An Introduction
 - iv. IS-800.b National Response Framework, An Introduction
- g. All Division Chief's shall insure that either the Division Chief or an Captain is in attendance at each officer's training meeting to help insure each station's inclusion in receiving distributed information or equipment and to assist in planning for the District.
- h. All Division Chief's shall contact the Chief or Assistant Chief prior to missing any officer's training meeting for any reason and shall provide the reason for missing the officer's training meeting.
- i. All Division Chief's shall be responsible for documenting those employees who are absent from their respective station's training meetings and have called, along with the reason for being absent on the District training roster.
- j. All Division Chief's shall be responsible for their individual attendance at any make-up training meeting provided that they need to attend to comply with this policy.

2. Captain(s)

- a. All Captains shall document a minimum of thirty-three (33) hours of total training and continuing professional development related to water rescue annually. Examples of acceptable training and continuing professional development activities are described in the Appendix of this policy.
- b. As part of the thirty-three (33) hours of annual training all Captain's shall document a minimum of four (4) hours of attendance at officer's training meetings annually.
- c. All Captain's shall not be absent for two consecutive scheduled officer's training meetings.

- d. As part of the thirty-three (33) hours of annual training all Captain's shall document a minimum of twenty-seven (27) hours of attendance at District training meetings at their assigned station annually.
- e. As part of the thirty-three (33) hours of annual training all Captain's shall document additional attendance and completion of training and continuing professional development from District Training, Station Level Training scheduled by the Division Chief or Captain's dealing with safety training, review of past incidents, equipment familiarization, operational training or other District approved topics or outside training annually from the examples described in the Appendix of this policy to reach or exceed the minimum thirty-three (33) total hours.
- f. All Captain's shall document completion of the following NIMS courses (or their current equivalents):
 - i. IS-100.b Introduction to Incident Command System
 - ii. IS-200.b ICS for Single Resources and Initial Action Incidents
 - iii. IS-700.a National Incident Management System, An Introduction
 - iv. IS-800.b National Response Framework, An Introduction
- g. All Captain's shall insure that they coordinate with their Division Chief that either the Division Chief or a Captain is in attendance at each officer's training meeting.
- h. All Captain's shall contact their Chief or the Assistant Chief prior to missing any officer's training meeting for any reason and shall provide the reason for missing the officer's training meeting.
- i. All Captain's shall in the absence of the Division Chief be responsible for documenting those employees who are absent from their respective station's training meeting and have called, along with the reason for being absent on the District training roster.
- j. All Captain's shall be responsible for their individual attendance at any make-up District training meeting provided that they need to attend to comply with this policy.

3. Specialists

- a. Water Division Specialist shall include, but not be limited to Water Rescue Support Technicians, Surface Water Rescue Technicians and Dive Technicians
- b. Water Rescue Support Technicians shall document a minimum of twenty-five (25) hours of total training and continuing professional development related to water rescue including at least one ground tending training session annually. Examples of continuing professional development activities are described in the Appendix of this policy.
- c. Surface Water Rescue Technicians shall document a minimum of twenty-five (25) hours of total training and continuing professional development related to water rescue including at least three (3) swift water training sessions annually. Examples of continuing professional development activities are described in the Appendix of this policy.
- d. Dive Technicians shall document a minimum of twenty-five (25) hours of total training and continuing professional development related to water rescue including at least six (6) dive sessions, three (3) of which must be dry suit dive sessions annually. Examples of continuing professional development activities are described in the Appendix of this policy.

- e. As part of the twenty-five (25) hours of annual training all Specialists shall document a minimum of three (3) hours of attendance at District training meetings each quarter.
- f. All Specialists shall contact a supervisor at their respective station prior to missing any District training meeting for any reason.
- g. All Specialists shall be responsible for their individual attendance at any make-up District training meeting provided that they need to attend to comply with this policy.
- h. All Specialist shall document completion of the following NIMS courses (or their current equivalents):
 - i. IS-100.b Introduction to Incident Command System
 - ii. IS-700.a National Incident Management System, An Introduction

E. Special Services Division

1. Auxiliary

- a. Auxiliary members shall comply with the most current version of the Johnson County Volunteer Fire Auxiliary Articles of Association or Bylaws and District policy or guideline providing direction for the Auxiliary
- b. Auxiliary members shall document completion of the following NIMS courses (or their current equivalents):
 - i. IS-100.b Introduction to Incident Command System
 - ii. IS-700.a National Incident Management System, An Introduction

JOHNSON COUNTY FIRE PROTECTION DISTRICT
POLICY AND PROCEDURE

401.000	Training and Continuing Professional Development	
Effective Date: January 1, 2019		Revised Date:

Any member of the District that wishes to attend a training that is not provided by the Fire District or Johnson County Missouri Firefighters Association, as a representative of the Fire District, shall submit an Outside Training Request Form.

Any member of the District that would like to request course tuition, travel assistance, or the use of District equipment, including personal protective equipment, at any outside training shall submit an Outside Training Request Form.

- a. Any member of the District requesting tuition assistance for an approved Firefighter I and II course must notify the Training and Safety Division Prior to November 1 of the year before anticipated completion of the course.
- b. Requests for tuition assistance made after the deadline are subject to denial or may be delayed until the following budget year.

Outside Training Request Forms will be available at each District Station, the Training and Safety Division Office, the Administrative Office, and online at www.jcfpd.net under the Training and Safety Division page.

All request forms should be completed in full and then submitted to the Administrative Office at District Headquarters.

After review of the application the applicant will be informed within five business days if their request was approved or denied. A District representative shall work with the applicant to ensure all registrations, and other approved assistance is scheduled or arranged.

Requests may be approved in part or in whole. Example: Applicant requested course fees, vehicle, and meals. Request may be approved for vehicle use, but denied for fees and meals.

401.001 Exceptions

Exceptions or variations to this policy can be granted by the Chief or Assistant Chief should situations arise which mandate such exception or variance.

401.002 Violations

Any violation of this policy will be reviewed and processed in accordance to the proper methods established and outlined in the discipline section of this manual.

401.003 Appendix

The Johnson County Fire Protection District recognizes that a variety of training and continuing professional development activities contribute to delivering public safety services safely, efficiently, and effectively to the taxpayers of our district. The District provides a wide range of training and continuing professional development activities for its employees. In addition, the

District encourages its employees to seek out training and continuing professional development activities offered by other emergency management and emergency services providers at the county, regional, state, and federal levels.

The following list provides examples of acceptable training and continuing professional development activities. The following list is not an exclusive list of acceptable activities. Contact the Training and Safety Division if you have questions about a specific training and continuing professional development activity that is not listed below. Individuals claiming credit for training and continuing professional development activities must be prepared to document outside training by providing certificates of training, training materials, handouts, registration paperwork, attendance forms, or other acceptable documentation.

Training and Continuing Professional Development Activities

- Johnson County Fire Protection District
 - Officer's Training Meetings (for officers)
 - District Training Meetings
 - Approved Station Training Meetings scheduled by the Captain or Lieutenant
 - Recruit training
 - Live burns (offered quarterly)
 - Special training (District approved vehicle rescue, water rescue, watercraft operation, hazardous materials, etc.)
- Johnson County Missouri Fire Association
 - Regular training sessions
- Johnson County Emergency Management Agency
 - Local training
 - Local exercises
 - LEPC meetings/exercises
 - State-sponsored training
 - Annual pipeline training
- Firefighter I/II
- Hazardous Materials Awareness, Operations, or Technician level
- MU Fire and Rescue Training Institute
 - Sponsored courses at other agencies
 - Winter Fire School
 - Summer Fire School
 - Instructor Conference
- State Emergency Management Agency (Missouri)
 - Sponsored courses at other agencies
- Federal Emergency Management Agency
 - Sponsored courses at other agencies
 - Independent study courses
 - NIMS courses
- National Fire Academy
 - Sponsored courses on-campus
 - Sponsored courses off-campus
 - Independent study courses (online)
 - Coffee break sessions

- Emergency Management Institute
 - Sponsored courses on-campus
 - Sponsored courses off-campus
 - Independent study courses (online)

Conferences

- State level
 - FFAM
 - Fire Chief's Association
 - Emergency Management Association
 - Arson Investigation
 - Missouri Association of Fire Protection Districts
- National level
 - NFPA
 - IAAI
 - IAEM

Education (College-level)

- Fire science, emergency management, occupational safety, criminal justice, business administration
- Other courses upon review
- 1 semester hour = 15 contact hours

JOHNSON COUNTY FIRE PROTECTION DISTRICT
POLICY AND PROCEDURE

402.000	Recruit Firefighter
Effective Date: January 1, 2019	Revised Date:

Summary: This policy will provide all members the knowledge of the required amount of attendance and participation at Recruit Training activities. The policy will serve as the minimum standard expected from fire fighters newly appointed by the District. Newly appointed fire fighters are not able to fully contribute to fire suppression and other emergency activities until they receive a minimal amount of training. The District is committed to providing newly appointed fire fighters specific training which will enable them to perform assigned duties in a safe and efficient manner. Each newly appointed fire fighter will be held accountable for their individual attendance and participation at Recruit Training activities.

402.001 Definitions

- A. Recruit Fire Fighter – Any fire fighter newly appointed by the District and assigned to a District station, who has not completed the District’s approved Recruit Training program, or a recognized equivalent. Recruit Fire Fighters are not allowed to participate in initial interior structural fire attack activities, unless under the direct supervision of a Training Officer during a District Training function.
- B. Fire Fighter – All members assigned to a District station or special division serving under a lieutenant or other higher officer directly, who has completed Recruit Training, or a recognized equivalent.
- C. Training Officer – An officer of the District assigned to the Training and Safety Division to directly provide or supervise the training of members, or a designated member of the District assigned temporarily to directly provide or supervise the training of members.
- D. Recruit Training – A District-approved program of training that introduces the Recruit Fire Fighter to the District’s policies, procedures, and operational practices and substantially conforms to the Missouri Division of Fire Safety’s Basic Firefighting course or a similar course. This program of training will include periodic assessments of knowledge and skills. Recruit Training does NOT replace monthly District training requirements.
- E. Recruit Training Meeting – A meeting held to conduct recruit training or disseminate information at the District level and generally called by a member of the Training and Safety Division on an adopted schedule.
- F. Recruit Training Roster - A document administered at each Recruit training meeting which must be legibly signed by each individual member in attendance and from which the official training records will be maintained.

402.002 Requirements – Recruit Fire Fighters

- All fire fighters appointed after the effective date of this policy shall be appointed as Recruit Fire Fighters for a maximum period of one year (twelve months), commencing with the date of appointment.

- All Recruit Fire Fighters shall be required to complete Recruit Training within one year (twelve months) of appointment or re-classification.
- Recruit Training will be conducted in a six-month cycle, providing two cycles for each Recruit Fire Fighter to complete all required Recruit Training.
- Each module of Recruit Training may be completed independently of other modules, allowing flexibility of scheduling for Recruit Fire Fighters. However, the Training and Safety Division may require the completion of specific modules prior to attending more advanced modules.
- Recruit Fire fighters who fail to complete the Recruit Training program within one year (twelve months) of their appointment shall be placed on probation for six months, during which time the Recruit Fire Fighter shall complete the Recruit Training program or be terminated.
- Recruit Fire Fighters may not be approved as apparatus drivers or operators, but may train as apparatus drivers and operators.
- Upon successful completion of Recruit Training, Recruit Fire Fighters shall be re-classified as Fire Fighters.

402.003 Requirements – Recruit Training

- Recruit Training shall consist of individual training modules. Attendance will be taken during each module. Each Recruit Fire Fighter must sign the Recruit Training Roster to receive credit for that training module. Required live fire and related training skills evolutions will be offered periodically (quarterly) as scheduled and announced.
- Recruit Training shall be conducted according to a schedule that will be prominently disseminated to all District stations. The cycle of Recruit Training will be completed within six months, and immediately begin again, allowing two complete cycles in any twelve-month period. Recruit Fire Fighters shall begin attending Recruit Training immediately upon appointment, unless the Recruit Fire Fighters appointment date occurs during modules that require prerequisite module completion..
- Recruit Training shall be modeled upon the Basic Fire Fighter class developed by the Missouri Division of Fire Safety, with modifications to conform to District policies, procedures, and practices. Recruit Training shall have periodic assessments of knowledge and skills. Knowledge assessments shall consist of quizzes covering the material discussed in class and a final exam. Knowledge assessments will be scored, and Recruit Fire Fighters must score at least 70%. Skill assessments shall consist of practical demonstration of procedures and practices used within the District. Recruit Fire Fighters must pass all skill assessments. Recruits will be given two chances to pass knowledge or skill assessments for any single module. Recruits who fail to pass a module will be required to take that module again and successfully complete it.
- Recruit Fire Fighters are required to complete all modules and required National Incident Management System training prior to participating in the structural live fire training exercise.
- Recruit Training will be conducted by Training Officers assigned to the Training Division and by designated members of the District temporarily assigned to assist with Recruit Training.

402.004 Junior Fire Fighters

- Junior fire fighters are eligible to attend specified modules of Recruit training. Limitations on attendance are identified below.

- Junior fire fighters may attend Recruit training as long as their presence does not displace Recruit fire fighters from attending.
- Junior fire fighters who are aged 14 through 16 are eligible to attend specified training modules.
- Junior fire fighters age 17 are eligible to attend all modules of Recruit training. Upon successful completion of Recruit training and becoming 18 years of age, Junior fire fighters will be appointed as fire fighters.

402.005 Make-up of missed training

Any Recruit Fire Fighter who misses more than half of a module of instruction must wait until the next offering of that particular class, generally during the next six-month cycle of Recruit Training.

All Recruit Fire Fighters will be responsible for their own individual attendance at scheduled offerings of particular classes during the next six-month cycle of Recruit Training in order to complete Recruit Training.

402.006 Exceptions

Exceptions or variations to this policy can be granted by the Chief or Assistant Chief should situations arise which mandate such exception or variance.

402.007 Violations

Any violation of this policy will be reviewed and processed in accordance to the proper methods established and outlined in the discipline section of this manual.

JOHNSON COUNTY FIRE PROTECTION DISTRICT
POLICY AND PROCEDURE

403.000	Driving/Operating District Apparatus/Vehicles	
Effective Date: January 1, 2019		Revised Date: March 9, 2021

Summary: This policy will be utilized by all members of the District for all apparatus/vehicles owned, hired, borrowed commandeered or used by the District. This policy will serve as the minimum standard for personnel to achieve prior to and following the receipt of authorization to operate apparatus/vehicles or equipment on behalf of the District. Adherence to this policy will help to provide all members and the public with a safer environment during the emergency and non-emergency use of District apparatus/vehicles. Any driving or operation of District apparatus/vehicles shall be done with extreme care and caution and in accordance to and compliance with all applicable statutes or ordinances.

403.001 Provisions

1. Any member driving any apparatus/vehicle shall have and maintain a driver's license valid in the state of Missouri.
2. All safety restraint systems shall be utilized by any member driving or riding in a District apparatus/vehicle during any emergency, non-emergency or training activity.
3. Should any member forfeit or have their driver's license suspended, revoked or otherwise be denied the privilege to have a driver's license the member shall immediately stop driving District apparatus/vehicles and shall notify their station officers, Battalion/Division Chief and the administrative office.
4. All members wishing to be considered for driving any District apparatus must complete and submit a release authorization allowing the District to secure a driver's history for that member from the appropriate state data base before beginning any driver training evolution and at other intervals as deemed necessary by the District.
5. All members shall inform their station officers, Battalion/Division Chief and the administrative office of any moving violation they receive while operating District or privately owned apparatus/vehicles.
6. Should a member accumulate a significant amount of minor violations or any major violation their status as a driver of District apparatus/vehicles may be reviewed.
7. No member shall drive or operate a District apparatus/vehicle or equipment under the influence of alcohol, illicit drugs or any prescription drugs which prohibit the use of vehicles or related equipment or could reasonably be expected to alter or impair the driver/operator's abilities.
8. Driver training shall be conducted on routes as developed and presented by each station's officer(s) or under the approval of a Chief Officer.
9. Routes will be developed to encompass the majority of the driving environments unique to each station's primary response area and shall not be comprised solely of paved roadways.
10. Consideration in developing routes should be given to road surface, physical size and conditions of the route to help insure exposure of each driver/operator candidate to the general conditions found in their respective primary response area.

11. The driver/operator candidate's apparatus/vehicle driving and operating training requirements may be extended for additional training purposes with approval from the Battalion Chief, Assistant Chief or Chief should the driver/operator candidate require further instruction or practice opportunities.
12. Driving/operating skills shall be performed in all classification groups of apparatus/vehicles and will be evaluated separately. (Authorization to drive one classification does not immediately grant authority to drive all classifications of District apparatus/vehicles)
13. Driving training requirement compliance records will be completed and submitted as prescribed.
14. Although most apparatus/vehicle driving will be in a forward direction all members shall practice backing operations which will be noted on the compliance record form and shall be proficiently demonstrated prior to final authorization of driver/operator privileges.
15. At the completion of any driving training or other incident the driver/operator of the vehicle is charged with the responsibility to insure that the apparatus/vehicle is returned to operational service status.
16. It is recommended that driving training be done in a consistent pattern beginning with the support vehicles or brush unit followed by the tanker and engine to assist the candidate in becoming more familiar with general District operations and incident management before being placed in command situations at large scale operations commonly associated with engine use.
17. All driver/operator candidates must demonstrate a proficient ability to operate all systems and functions related to the respective apparatus/vehicle. (i.e. Pump, Air Systems, Generators, Lighting, Radios, Etc.)
18. All driver/operator candidates should be familiar with the incident management practices of the District and demonstrate the ability to perform as an incident commander prior to final driver/operator authorization being granted.
19. Completed records of driver/operator candidate compliance will be forwarded to the respective Battalion/Division Chief or the Administrative office for further processing before final driving privileges are granted.
20. All compliance records shall be submitted to the administrative office when completed.
21. No member under 18 years of age shall drive any District apparatus/vehicle on an emergency response.
22. Members under 18 years of age with proper/valid state license may drive and operate District apparatus/vehicles with proper supervision during training exercises.
23. All members must maintain at least the minimum state required insurance for any privately owned vehicle used in any manner for District related purposes.
24. Driver/Operator training may be provided to a member in Recruit status, but final authorization will not be given until all individual Recruit training is completed.

403.002 Apparatus/Vehicle Classification Groups

- Group 1: Brush Units, Rescue, SCBA/Air supply, Support Vehicles
- Group 2: Tankers, Engines
- Group 3: UTV

403.003 Requirements for Apparatus/Vehicle Driving and Operation

- Driver/Operator:
 - a. Must complete and log a minimum of fifty (50) miles in each apparatus/vehicle classification Group 1 and 2.
 - b. Must demonstrate a proficient ability to operate the pumps and other systems and functions contained on Group 1 apparatus/vehicles.
 - c. Must receive authorized training in the proper operation of the pumps and other systems contained on Group 2 apparatus/vehicles and demonstrate the proficient ability to operate these items independently.
 - d. Must successfully complete individual District authorized training for Group 3 vehicles.
- Probationary Driver/Operator:
 - a. May not drive or operate any apparatus/vehicle prior to final authorization without the direct supervision of a member authorized by the respective station officer(s) or a Chief Officer including during training evolutions unless approved under the noted exceptions.
 - b. May not drive any apparatus/vehicle during an emergency response unless approved under the noted exceptions.
 - c. Must complete and log fifty (50) miles in each apparatus/vehicle_classification Group 1 and 2 with no time restriction for the completion of this requirement.
 - d. Must receive approved training and demonstrate the ability to proficiently operate pumps and systems on Group 1 apparatus/vehicles
 - e. Must receive authorized training in the proper operation of the pumps and other systems contained on Group2 apparatus/vehicles.
 - f. Must record a minimum of three hours of independent pump operations and evolutions including, but not limited to set up, hose deployment, water flow, drafting operations and hydrant use for Engines contained in the Group 2 apparatus/vehicle classification.
 - g. Must document all driving training and operations training and demonstrate the proficient ability to perform driving and operating tasks to their respective station officer(s), Battalion/Division Chief or other designated District representative.
 - h. Must submit all completed and signed documentation to the administrative office prior to receiving final driver/operator authorization.
 - i. Must successfully complete individual District authorized training for Group 3 vehicles.

403.004 Compliance Documentation Forms

1. A documentation form provided by the District shall be maintained for each member participating in the driver/operator candidate program.
2. All driving and operation mileage and time recorded by any member must be countersigned by an authorized representative as approved by the respective station officer(s) or Chief Officer.
3. All mileage and operation time shall be done in the presence of and under the supervision of the properly authorized representative.
4. Upon completion of driving and operating requirements the completed compliance forms, including the appropriate signature of the station officer(s), Battalion/Division Chief or designated representative shall be submitted to the administrative office before final driver/operator authorization can be given.

5. All completed compliance forms will be maintained in the respective member's personnel file in the administrative office.

403.005 Exceptions

Exceptions or variations to this policy can be granted by a Chief Officer or their authorized designee should situations arise which mandate such exception or variance.

- a. Chief Officers or Station Officers may grant temporary exceptions or variance to this policy, for personnel 18 years of age and above, in the event of an extreme emergency which requires the temporary authorization of driver/operator privileges to insure the proper apparatus/vehicle arrives at an emergency scene.

403.006 Violations

Any violation of this policy will be reviewed and processed according to the proper methods established and outlined in the discipline section of this manual.

JOHNSON COUNTY FIRE PROTECTION DISTRICT
POLICY AND PROCEDURE

404.000	Rapid Intervention Team Training Program	
Effective Date: January 1, 2019	Revised Date:	

404.001 Scope

This training program will outline the areas of focus and will be taught and evaluated on a written knowledge and physical performance level. All trainings are created by and performed under the authority of the Training and Safety Division (TSD), any outside trainings to be used as continuing education credit must be pre-approved from the TSD to ensure they fit the needs of the RIT Firefighter. TSD has the final authority to grant the Firefighter with the qualification after the successful completion of the requirements of the firefighters.

404.002 Prerequisites

Certification as a RIT Firefighter requires a member to be in good standing and have completed one year of service as a firefighter. Time as a recruit firefighter is not included in the year of service requirement. Equivalent experience may be considered and approved by the TSD.

Firefighter I & II certification is not required but preferred.

1. Firefighters with less than one year of service may attend the RIT training if class size permits additional attendees. Following completion of the training, firefighters with less than one-year experience will not be allowed to perform RIT Duties on scene. These members are also not required to retake courses they have successfully completed prior to meeting the service time requirements.

404.003 Training requirements

Initial classroom and hands on training will consist of a 12-hour introductory level course. The length of the course may vary depending on class size and may require additional time as content changes. This course will provide the RIT candidate with the basic knowledge and understanding of RIT. The RIT candidate will be provided a skills checklist to complete throughout the course. RIT candidates must complete an end of course exit test which includes both a written and practical skills exam. All RIT course work including any quizzes and skill checks must be completed for the candidate to be eligible to complete the exit test.

404.004 Continuing Education Requirement

Trained members of JCFPD RIT will be required to attend 8 hours a year of Continuing Education applicable to RIT. The Training and Safety Division will make CEUs available and members may attend outside training if prior approval from the TSD is attained. Of the eight (8) hours required annually, only four hours of classroom training can be used to meet the minimum requirement. A minimum of four (4) hours must include practical skill applications.

Failure to obtain the annual continuing education requirement will result in a temporary probationary status until requirements can be met by the RIT firefighter. While on probationary status, the firefighter should not be used as a member of RIT on emergency scenes.

JOHNSON COUNTY FIRE PROTECTION DISTRICT
POLICY AND PROCEDURE

500.000	Station Residency
Effective Date: January 1, 2019	Revised Date:

This policy will provide all members with information concerning the District's Station Residency program and the expectations, rules, obligations and other related matters governing the program. The District considers a resident in the station as a valuable asset providing the District with readily available personnel resources while providing the resident with an opportunity to live and work in a fire department setting. A limited number of dorm style rooms will be made available for single occupancy with no rent expected in exchange for certain assigned duties and response to incidents and events.

Minimum Qualifications:

1. Must be at least 18 years of age.
2. Must possess a current and valid state issued vehicle operator's license with an acceptable driving history.
3. Must become a member of the District and remain a member in good standing.
4. Must have proper documentation to complete an I-9 form and to be employed in the United States of America.
5. Must have a High School Diploma or GED.
6. Must be available to complete a minimum 24 Hours of duty per week.
7. Must be able and willing to follow all District policies and guidelines.
8. Missouri Firefighter I & II and Missouri Rescue Technician certification preferred.

Application/Selection Process:

1. Complete a Residency request application by the appropriate deadline.
2. Complete a District employment application if a non-member.
3. Following an administrative review of the required documentation an interview may be held with the applicant.
4. Applicant interviews will be held at the discretion of the District. In lieu of an oral interview selection may be made based on the information provided in the application.
5. Successful applicants will be notified by the District to arrange a mutually agreeable occupancy schedule.

Housing/Deposit:

1. Living accommodations will be provided primarily in Station 1 or other stations as appropriate.
2. The District reserves the right to relocate any resident from one station to another as deemed in the best interest of the District.
3. A refundable deposit of \$200.00 per resident must be paid before applicant may move in. (Refunds are based on cleanup and damage to the provided facilities including, but not limited to the room door, room walls, ceiling and floor.)

4. Holes required to hang personal items within the provided occupancy area must be approved and not be excessive in nature.
5. Laundry facilities will be provided.
 - a. The resident will supply their own detergent or fabric softener.
 - b. No tints or dyes are permitted.
 - c. No foam, rubber or similar items will be placed in the dryer.
 - d. Laundry should be promptly removed from the machines.
 - e. No Personal Protective Equipment will be laundered in the residential machines.
 - f. Machine failure or malfunctions will be reported promptly.
6. All areas that are open to public view utilized as living area by a resident shall be maintained by the resident in such manner to present a favorable impression to the general public.
7. Entrances, exterior portions of entrances or hallways will not be obstructed or used for any purpose except entry and exit.
8. Bicycles, motorcycles, scooters or other similar items will not be stored within the building without prior approval of the Fire Chief.
9. Lawns and other common areas will not be utilized to store or temporarily store vehicles or other personal property.
10. No clothing, sheets, towels, signs or other similar items will be hung from windows or any other place visible to the public.
11. Residents are responsible for securing the facility when departing for any reason.
12. Trash will be placed in containers provided and removed to the dumpster on a regular basis.

Resident Responsibilities:

1. Maintain the cleanliness of the station including, but not limited to, floor care (sweeping, mopping, waxing, buffing), trash removal and general housekeeping assignments.
2. Maintain the apparatus in a clean and response ready condition.
3. Respond to emergency and non-emergency incidents when on duty or otherwise available.
4. Participate in public relations or education events when on duty or otherwise available.
5. Assist with or perform other work details as assigned while on duty.
6. Be on duty a minimum of 24 hours per week with a duty schedule to be agreed on by the Resident and Fire Chief. (Duty – indicates time dedicated to the District and District responsibilities while at the station or participating in District activities)
7. Sleeping areas are the sole responsibility of the resident for cleanliness and order and are subject to inspection by the Fire Chief.

General Provisions:

Alcohol:

1. No alcohol is permitted in District buildings or openly on District property.
2. The resident must comply with all appropriate District policies or guidelines regulating activities or responses when under the influence of alcohol.
3. No alcohol may be consumed while on duty.
4. No resident will be on the District premises while intoxicated.

Common Areas:

1. All areas of the station except the sleeping rooms are considered common areas.

2. The residents will share the common areas with other members of the District.
3. All common areas will be kept clean and orderly.
4. Common areas should be cleaned on a routine basis.

Department Vehicles

1. Department vehicle use is restricted per other policies or guidelines.
2. Department vehicles may not be used for personal purposes by any resident.

Drugs:

1. No illegal drug or drug paraphernalia may be possessed, consumed, manufactured, stored, distributed or maintained in any fashion in or on District property or vehicles.
2. Prescription medication not prescribed to the resident may not be possessed, consumed, stored, distributed or maintained in any fashion in or on District property or vehicles.
3. All medications will be secured by the resident at all times.

Firearms:

1. Possession or storage of any kind of firearm is not allowed.

Guests:

1. Guests are welcome at the station on a short-term basis.
2. Guests must be accompanied by the resident member and are their responsibility.
3. Guests in the resident rooms or areas are not allowed between 11:00 PM and 7:00 AM weekdays and from 12:00 AM midnight to 7:00 AM on weekends without prior permission of the Fire Chief.
4. Any guest under the age of 18 that is not related to the resident must be accompanied by someone of the same sex over the age of 18 while on the premises.
5. Any guest under the age of 18 must leave the premises no later than 10:00 PM.
6. No overnight guests are permitted.

Internet/Telephone:

1. The District will provide wireless internet connection to the resident.
2. Internet usage should be limited to sites that would not directly or indirectly violate provisions of other District policies or guidelines and to limit accidental exposure to perceived offensive sites by other members or visitors to the facility.
3. Telephones are provided throughout the building.
4. Personal use of the District telephone is allowed for LOCAL calling, but length of conversations should be monitored and lengthy conversations should not take place during the business day.
5. Personal cellular telephone usage is suggested and recommended to alleviate possible conflicts with the District telephone.
6. When answering the District telephone a courteous manner should be used and detailed messages should be taken and left in the appropriate location for the intended party.

Kitchen Facilities:

1. A complete kitchen facility is provided for use by all members of the District.
2. It is the responsibility of anyone using the kitchen to return it to a clean and ready status.
3. The stove should be cleaned immediately after spills and on a regular basis if used.
4. The sink will be cleaned on a regular basis.

5. No dirty dishes will be allowed to sit. If the dishwasher is not available to load the rinsed, but dirty dishes the dishes should be hand washed and dried and returned to their storage location.

Noise Curfew:

1. Unnecessary or disruptive noise in the station before 7:00 AM or after 12:00 AM midnight is prohibited.
2. Dormitory style living dictates respect for others living or temporarily staying at the station.

Personal Belongings:

1. Personal belongings except kitchen or bathroom necessities will be kept in the resident's room.
2. Personal property not fitting in the resident room without creating unnecessary or unsafe conditions should be stored in an off-site storage facility at the resident's expense.
3. The District is not responsible for any damage or loss to personal property.
4. It is suggested a renter's insurance policy or other similar provision is secured by the resident to cover their personal belongings.

Personal Vehicles:

1. Personal vehicles or watercraft not currently licensed or operable in any way are not allowed on District property.
2. The District reserves the right to have any item in violation removed at the owner's expense.
3. Permitted items should be stored or parked in properly marked parking locations or as approved by the Fire Chief.
4. Minor vehicle repairs may be allowed on District property after approval by the Fire Chief.
5. No personal vehicle or watercraft will be housed in the Fire Station.
6. The District is not responsible for any damage to or loss of any vehicle, watercraft or property parked or stored on District property.

Pets:

1. No pets will be allowed.

Private Enterprise:

1. No "Home" based or private business venture or dealings will be operated from the District premises by the resident.

Refrigerator:

1. A refrigerator is provided for use by the residents.
2. The contents of the refrigerator should be edible.
3. Old/Rotted/Expired/Spoiled or other non-edible items should be promptly removed and properly disposed of.
4. The interior of the refrigerator should be cleaned on a regular basis and immediately after spills occur.

Subleasing/Occupation

1. The resident who has been granted permission to occupy a resident room is the only person authorized to occupy the room.
2. No subleasing or joint tenancy of the resident room is allowed.

Termination:

1. A resident may be discharged and leave the premise for the following reasons, although this is not an all-inclusive list.
 - a. Incompetence or inefficiency
 - b. Offensive conduct
 - c. Harassment
 - d. Violation of rules, regulations, guidelines, or policies.
 - e. Negligent or willful damage or waste of public/private property.
 - f. Use of alcohol or illegal drugs while on duty.
 - g. Violation of safety practices resulting in accidents.
 - h. Poor attitude resulting in non-compatibility with other residents.
 - i. Violation of local, state or federal laws, regulations, ordinances or rules.
 - j. Theft
 - k. Insubordination

Tobacco Use:

1. Smoking is prohibited in all District buildings and vehicles.
2. Smoking will only be done in designated areas on the exterior of the building.
3. Use of smokeless tobacco (chewing tobacco) resulting in the use of a "spittoon" or open spitting is prohibited in public view, on the ground or in District vehicles.
4. Use of smokeless tobacco (chewing tobacco) resulting in the use of a "spittoon" or open spitting is prohibited in common areas of the District premise unless a non-transparent container with a spill proof lid is utilized.
5. All spill proof lid containers will be disposed of properly and will not be allowed to sit unattended by its user.
6. Trash containers, sinks or water fountains will not be utilized as a "spittoon".

Vacancies:

1. Any resident who decides to vacate a sleeping unit is requested to give notice as early as possible.
2. Any resident evicted will be given thirty (30) days notice unless the continued presence of the resident will be hazardous or harmful to the District or personnel.

JOHNSON COUNTY FIRE PROTECTION DISTRICT
POLICY AND PROCEDURE

500.001	Residency Agreement
Effective Date: January 1, 2019	Revised Date:

**JOHNSON COUNTY FIRE PROTECTION DISTRICT
RESIDENCY AGREEMENT**

IT IS AGREED, by and between Johnson County Fire Protection District, The District, and _____, Resident:

That the District hereby allows Resident, and Resident agrees to utilize the following described premises situated in Johnson County Missouri, to-wit:

Dwelling unit at the District's Station 1 at 122 W. Young, Warrensburg, MO 64093
Hereinafter referred to as the "dwelling unit", in consideration of the mutual promises of the parties herein, and upon the following terms, provisions and conditions:

1. **Term:** The duration of the agreement shall be from _____, to and including _____.
2. **Rent:** Resident shall serve as a volunteer firefighter, on duty a minimum of 24 hours per week, abiding by the rules governing volunteers and residents in exchange for housing.
3. **Deposit Security:** At the time of execution of this agreement Resident shall pay to the District in trust the sum of \$200.00 to be held and disbursed as a security deposit pursuant to the provisions of the District's policy 500.
4. **Use-Absences:** Unless otherwise agreed in writing, Resident shall occupy and use the above described property as a dwelling unit. Resident shall notify the District of any anticipated extended absence from the premises no later than the first day of the extended absence.
5. **Utilities:** Utilities shall be furnished and paid for by the District.
6. **Manager:** The Fire Chief of the District is designated by the District to manage the premises and receive payment of deposits and demands upon the District of the resident.
7. **Maintenance by the District:** The District shall;
 - a. Make all repairs and do whatever is necessary to put and keep the dwelling unit in a fit and habitable condition.
 - b. Keep all common areas of the premises in a clean and safe condition, but the District shall not be liable for any injury caused by and objects or materials which belong to, or which may have been placed by, a resident in the common areas of the premises used by the resident.

- c. Maintain in good and safe working order and condition all electrical, plumbing, sanitary, heating ventilating, aired conditioning, and other facilities and appliances.
- d. Provide and maintain appropriate receptacles and conveniences, accessible to the resident, for the central collection and removal of garbage, rubbish and other waste incidental to the occupancy of the dwelling unit and arrange for their removal.
- e. Supply running water and reasonable amounts of hot water at all times and reasonable heat or cooling.

8. Rules:

- a. All existing rules concerning the Resident's use and occupancy of the premises have been furnished to the Resident in writing.
- b. The District may from time to time adopt further or amended written rules concerning the residents use and occupancy of the premises.

9. Access:

- a. The District shall have the right, subject to Resident's consent, which consent shall not be unreasonably withheld, to enter the dwelling unit in order to inspect the premises, make necessary or agreed repairs, alterations or improvement, supply necessary or agreed services or exhibit the dwelling unit to prospective or actual residents, workmen, contractors; provided, however, that the District may enter the dwelling without resident's consent in case of emergency and as otherwise provided.

10. Assignment and subletting: The Resident shall not assign this agreement, nor sublet the dwelling unit, or any portion thereof, without the written consent of the District.

11. Fixtures and improvements:

- a. The Resident shall leave and surrender to the District at the termination of this agreement all locks, bracket for curtains and all other fixtures attached to doors, windows or woodwork and all alterations, additions or improvements made by Resident without any payment.
- b. The Resident shall make no structural alterations without the District's consent.

12. Present and continuing habitability:

- a. Resident has inspected the property and fixtures and acknowledges that they are in a reasonable and acceptable condition of habitability for their intended use.
- b. In the event that the condition changes so that in the Resident's opinion the habitability and value of the premises are affected then Resident shall promptly give reasonable notice to the District.

13. Notices: Any notice shall be in writing and may be given by either party to the other in addition to any other manner provided by law.

14. Construction: Words and phrases herein shall be construed as in the single or plural number and as masculine, feminine or neutral gender according to the context.

15. **Entire agreement:** This writing, including any addendum attached hereto, constitutes the entire agreement between the parties hereto with respect to the subject matters hereof and no statement representation or promise with reference to the agreement or the premises or any repairs, alterations or improvement, or any change in the term of this agreement shall be binding upon either of the parties unless in writing and signed by both the District and the resident

16. **Termination of agreement:** Any resident who decides to vacate a sleeping unit is requested to give notice as early as possible. Any resident evicted will be given thirty (30) days notice unless the continued presence of the resident will be hazardous or harmful to the District or personnel.

17. **Additional provisions:** Resident is provided a copy of the Residency Policy. Failure to observe this policy shall be grounds for termination.

Dated: _____

Resident Signature

District Signature

JOHNSON COUNTY FIRE PROTECTION DISTRICT
POLICY AND PROCEDURE

600.000	Information/Data/Communications
Effective Date:	Revised Date:

600.001 Telephone System. Personal use of telephones for outgoing local calls shall be limited. Calls for bona fide family emergency situations can be made or accepted during working hours. This includes the use of personally owned portable telephones.

600.002 Cellular Phones. Personal portable telephones (cellular phones) usage during working hours should be limited. Personal or Johnson County Fire Protection District owned cellular phones should not be used excessively while operating on a call, unless it is a bona fide family emergency, Johnson County Fire Protection District emergency, or required Johnson County Fire Protection District business. The Johnson County Fire Protection District assumes no responsibility for any loss, breakage or theft of employee owned portable phones or personal pagers.

- Personal communication devices are allowed to be carried while on duty but must be allowed to go to voice mail if the employee is engaged in any part of a call for service, unless authorized by a supervisor.
- Use of these devices shall be limited to when such use will not interfere with on- scene operations, work or training activities, and when not in conflict with other departmental policies or procedures.
- Personnel shall not respond to, or make any personal calls, send text messages, view online sites or check voice mail messages while engaged in any alarm, or training session.
- Personnel are normally prohibited from using personal communication devices between the dispatch of a call and the time that the call is cleared. This is to prevent any distractions while engaged in call activity and to avoid any possible interference with equipment that may occur based upon the cellular activity.
- In addition, the use of these devices shall never cause a delay in responding to an alarm, or beginning of assignments and training sessions.
- Exceptions related to on call activities may include, but not be limited to: During such times that no other means of contact can be made: To contact patient relatives and /or parents; If there is no other means to contact supervisors, administrators or Dispatch to assist with call related functions and activities; Utilizing the device to facilitate the call process by looking up information that pertains to the call; Or to assist with language translation.
- The use of any hand held electronic device while driving a Johnson County Fire Protection District apparatus should be limited to emergency situations only during which

delay in use would create further harm or escalate the situation surrounding the need for the contact.

A. Whenever possible the driver should complete contacts while the vehicle is parked, by pulling to the side of the road or off the road to continue the conversation or contact.

B. Should a situation dictate use of a hand held device while operating a vehicle a “hands-free” mode is recommended to be utilized.

C. If at any time a contact must be handled while driving a Johnson County Fire Protection District vehicle, the driver must always remember the road and safety takes precedence over conducting business on the hand held device.

D. Voicemail should be activated while operating a vehicle to allow incoming calls to go to voicemail unless a suitable hands-free device is in use.

E. Hand-held devices will not be used for sending or receiving email, texts or other similar methods of communication while operating a vehicle.

F. If an emergency need to utilize a hand held device arises, the employee should pull over safely if conditions allow, keep emergency calls as briefly as possible and alert the caller that you are operating a vehicle.

G. All use of hand-held electronic devices should cease immediately if driving conditions or situations become hazardous.

F. Employees will be responsible for all fines for failure to follow any applicable law or restriction concerning driving while using a hand-held device.

- Use of a fixed mounted or portable two-way radio device being utilized in the course of doing business for the Johnson County Fire Protection District is not considered as a hand held electronic device and are not regulated by the same restrictions.

600.003 Confidentiality. Personnel should not use the camera function on personal communication devices to photograph any materials or persons during the course and scope of their duties without prior authorization. Any and all photographs taken become the property of the Johnson County Fire Protection District, and as such, must be turned over to the Fire Chief immediately. Unauthorized posting of pictures on any internet web site, or distribution of these photos to individuals outside of the Johnson County Fire Protection District is strictly prohibited and shall result in discipline up to and including termination.

600.004 Fax Machine. The Johnson County Fire Protection District’s fax machine is intended for business use only. Any personal use must be authorized by a Chief, Officer or Administrative Office personnel.

JOHNSON COUNTY FIRE PROTECTION DISTRICT
POLICY AND PROCEDURE

601.000	Computer and Email Usage
Effective Date:	Revised Date:

601.001 Purpose. The purpose of this policy is to outline for Johnson County Fire Protection District personnel the electronic communication procedures, including the contents of the Johnson County Fire Protection District owned computers, phones and facsimiles. This policy is also intended to apply to employees' usage of their personal computer equipment that may be used on Johnson County Fire Protection District property, within its apparatus or during any Johnson County Fire Protection District related activity. This policy is meant to set forth guidelines regarding access to and disclosure of information sent or received by Johnson County Fire Protection District employees using any electronic or computerized system.

This policy establishes the Johnson County Fire Protection District's position on the use and management of social media and provides guidelines on the management, administration, and oversight. This policy is not meant to address one particular form of social media; rather social media in general terms as technology will outpace our ability to discover emerging technology and create policies governing its use.

Internet, email, phones or social media channels or any other communication or information system of the Johnson County Fire Protection District is not to be used in any way that may be disruptive, offensive to others or harmful to morale. Violators of any portion of this policy will be subject to disciplinary action in accordance with Johnson County Fire Protection District Policy for any violation committed.

601.002 Definitions

- Blog: A self-published diary or commentary on a particular topic that may allow visitors to post responses, reactions, or comments.
- District: Johnson County Fire Protection District
- Post: Content and individual shares on a social media site or the act of publishing content on a site.
- Profile: Information that a user provides about himself or herself on a social networking site.
- Social Media: A category of Internet-based resources that enable the user to generate content and encourage other user participation. This includes, but is not limited to, social networking sites: Facebook, MySpace, Twitter, YouTube, Wikipedia, blogs, and other sites.
- Social Networks: Platforms where users can create profile, share information, and socialize with others using a range of technologies.

- Speech: Expression or communication of thoughts or opinions in spoken words, in writing, by expressive conduct, symbolism, photographs, videotape, or any other related forms of communication.

601.003 System Administrator. No changes, alterations, or additions shall be made to the Johnson County Fire Protection District's computer systems, websites, or social media channels without approval from the System Administrator. This includes all hardware and any software with an executable file and relocation of computer components and peripherals.

601.004 Maintenance. Problems encountered with any computer equipment, including CPU, monitor, keyboard, cabling, modems, routers and etc. shall be reported to the System Administrator or their designee immediately. Personnel shall not try to repair any hardware or software programs at any time. The Johnson County Fire Protection District's computer systems have many programmed settings that could be changed by personnel trying to repair problems on their own.

601.005 Training. Computer operation training and software training will be provided for orientation purposes. Johnson County Fire Protection District officers and administrative staff may need additional training not provided below. The basic training will normally consist of:

1. Introduction to basic Windows operation systems
2. Applicable word, data and spreadsheet applications
3. Applicable record management system
4. Specialized applications as approved by the System Administrator

601.006 Security/Usage. Personnel should attempt to maintain the security of the Johnson County Fire Protection District's computer system at all times. While utilizing the Johnson County Fire Protection District's computers, the majority of all work related information should be maintained on the network server if available, not the local drives. This is a security concern that shall be maintained.

Johnson County Fire Protection District workstations and servers with secure information will have an inactivity timeout after a specified number of minutes for the computer to timeout. This will require the user to log back into the computer to access any information. Johnson County Fire Protection District workstations and servers will have a unique password required to log-in to each computer and the passwords may be changed on a regular basis.

Computers are provided primarily for our employee's use with district related operations. Personal uses are allowed, but should be appropriate material and at proper times so as not to interfere with normal operations of district business.

All documents and usage of Johnson County Fire Protection District computers or electronic devices are subject to the Freedom of Information Act. All information produced and saved on the Johnson County Fire Protection District's computers shall be under the ownership of the Johnson County Fire Protection District. Management shall maintain the rights to review or delete any and all documents on Johnson County Fire Protection District computers.

The Johnson County Fire Protection District's servers and database will be backed-up for security each on an ongoing basis.

Social media content shall adhere to applicable laws, regulations, and policies, including information technology and records management policies of the Johnson County Fire Protection District.

601.007 Educational Uses. The Johnson County Fire Protection District will allow personnel to utilize the internet connection to complete coursework aimed at the employees' educational development. This education is to include course and research for the following areas.

- Completion of fire service related education and course
- Completion of college level course for degree completion
- Any Johnson County Fire Protection District sanctioned training curriculum

601.008 Restrictions. Documents saved on Johnson County Fire Protection District computers or server shall not normally be password protected. In circumstances where document protection is required, a chief officer and the system administrator shall be notified of the appropriate password(s) or protection.

Only hardware and software licensed to the Johnson County Fire Protection District shall be operated on the computers. The operation of personal or shareware or other non-Johnson County Fire Protection District software is not allowed without prior approval of the System Administrator. This applies to personal equipment to include, but not be limited to; lap-tops, netbooks, smart phones, i-pads, cameras and etc...

All personnel are restricted from using email, voice mail, or the Internet in a manner that creates a conflict of interest, violates policy, or is unethical.

All personnel are restricted from introducing to the Johnson County Fire Protection District's network any peripheral, software, or device containing a virus. All software must first be scanned by an anti-virus program/protocol designated by the System Administrator.

601.009 Right to Review. The Johnson County Fire Protection District treats all computer files, including email sent or received, as Johnson County Fire Protection District related information. Although the Johnson County Fire Protection District allows for personal use of the email system, it also has the capability and reserves the right, with or without consent or notice, to access, monitor, review, copy and/or delete any computer files, including email sent or received or web site communications.

Employees shall not assume or expect personal files or email to be protected from review from the Johnson County Fire Protection District. Employees should not use the Johnson County Fire Protection District computer systems to create or transmit information they wish to keep private. Because the Johnson County Fire Protection District is sensitive to the legitimate privacy rights of employees, every effort will be made to guarantee that workplace monitoring is done in an

ethical and respectful manner. All employees should be aware that all information is available to the public via the Freedom of Information Act.

601.010 Harassment Language. Use of the computer system to engage in any communications that are in violation of this or any Johnson County Fire Protection District policy is strictly prohibited. The Johnson County Fire Protection District prohibits the display of sexually explicit images, messages, videos, cartoons or any transmission or use of communications that contain profane or offensive language, ethnic slurs, racial epithets or anything that may be construed as harassment or disparagement of others based on their race, color, national origin, gender, age disability, religion or political beliefs.

601.011 Separation. Upon voluntary or involuntary separation from the Johnson County Fire Protection District, employees may not remove any computer related programs, files or materials for personnel possession. All computer related files or materials are the property of the Johnson County Fire Protection District and shall not be released without written permission from the Fire Chief or their designee.

601.012 Copyright Protection. Through the purchase of hardware and software, the Johnson County Fire Protection District automatically comes under provisions of all copyright laws. These laws are normally contained in equipment and software manuals, and they shall be adhered to. These laws generally prohibit the copying of programs for the use on other computer installations.

601.013 Social Media Procedures. All Johnson County Fire Protection District social media sites or web pages shall be approved by the Fire Chief or designee and shall be administered by the System Administrator or designee.

Social media pages shall clearly indicate they are maintained by the Johnson County Fire Protection District and shall have the Johnson County Fire Protection District's name and contact information prominently displayed.

Social media content is subject to open public records laws. Social media pages should state that the opinions expressed by visitors to the page(s) do not reflect the opinions of the Johnson County Fire Protection District.

Social media pages shall clearly indicate that posted comments will be monitored and that the Johnson County Fire Protection District reserves the right to remove obscenities, off-topic comments, and personal attacks.

Social media pages shall clearly indicate that any content posted or submitted for posting is subject to public disclosure.

601.014 Department-Sanctioned Social Media. Johnson County Fire Protection District personnel representing the Johnson County Fire Protection District via social media outlets shall do the following:

- The use of Johnson County Fire Protection District computers by personnel to access social media is prohibited without authorization by the System Administrator.
- Conduct themselves at all times as representatives of the Johnson County Fire Protection District and accordingly, shall adhere to all Johnson County Fire Protection District policies of conduct and observe conventionally accepted procedures and proper decorum.
- Identify themselves as members of the Johnson County Fire Protection District
- Do not post, transmit, or otherwise disseminate confidential information, including photographs or videos, related to Johnson County Fire Protection District training, activities, or work related assignments without permission from a chief officer.
- Do not conduct political activities or private business.
- Johnson County Fire Protection District personnel's use of personally owned devices to manage the Johnson County Fire Protection District's social media activities or in the course of official duties is prohibited without permission from the Fire Chief or System Administrator.
- Employees shall observe and abide by all copyright, trademark, and service mark restrictions in posting materials to any electronic media.
- Adhere to Johnson County Fire Protection District policy under all circumstances.

601.015 Social Media Personal Use.

Precautions and Prohibitions. Johnson County Fire Protection District personnel shall abide by the following when using social media.

Johnson County Fire Protection District personnel are free to express themselves as private citizens on social media sites to the degree that their speech does not impair or impede the performance of duties, impair discipline and harmony among coworkers, or negatively affect the public perception of the Johnson County Fire Protection District.

As public employees, Johnson County Fire Protection District personnel are cautioned that their speech either on or off duty, and in the course of their official duties that has a connection to the employee's professional duties and responsibilities may not necessarily be protected speech under the First Amendment.

- This may form a basis for discipline if deemed detrimental to the district.
- Johnson County Fire Protection District personnel should assume that their speech and related activity on social media sites will reflect upon their position within the department and the Fire District.
- Johnson County Fire Protection District personnel shall not post, transmit, or otherwise disseminate any information to which they have access as a result of their employment without permission from the Fire Chief or designee.
- Johnson County Fire Protection District personnel are cautioned **not** to do the following:
 - A. Display department logos, uniforms, or similar identifying items on personal web pages or social sites without prior permission.

B. Post personal photographs or provide similar means of personal recognition that may cause you to be identified as a firefighter, fire officer or employee of the Johnson County Fire Protection district without prior permission.

- When using social media, Johnson County Fire Protection District personnel should be mindful that their speech and conduct become part of the World Wide Web.
- Adherence to the Johnson County Fire Protection District's code of conduct is required in the personal use of social media. In particular, Johnson County Fire Protection District personnel are prohibited from the following:
 - A.** Speech containing obscene or sexually explicit language, images, or acts and statements or other forms of speech that ridicule, malign, disparage, or otherwise express bias against any race, any religion, or any protected class of individuals.
- Johnson County Fire Protection District personnel may not divulge information gained by reason of their authority; make any statements, speeches, appearances, and or endorsement; or publish materials that could reasonably be considered to represent the views or positions of the Johnson County Fire Protection District without authorization.
- Johnson County Fire Protection District personnel should be aware that they may be subject to civil litigation for publishing or posting false information that harms the reputation of another person, group, or organization otherwise known as defamation to include:
 - A.** Publishing or posting private facts and personal information about someone without their permission that has not been previously revealed to the public, is not of legitimate public concern, and would be offensive to a reasonable person.
 - B.** Using someone else's name, likeness, or other personal attributes without that person's permission for an exploitative purpose.
 - C.** Publishing the creative work off another, trademarks, or certain confidential business information without permission of the owner.
- Johnson County Fire Protection District personnel should be aware that privacy settings and social media sites are constantly in flux, and they should never assume that personal information posted on such sites is protected.
- Johnson County Fire Protection District personnel should expect that any information created, transmitted, downloaded, exchanged, or discussed in a public online forum may be accessed by the Johnson County Fire Protection District at any time without prior notice.

601.016 Violations. Reporting violations. Any employee becoming aware of or having knowledge of a posting or of any website or webpage in violation of the provision of this policy shall notify his or her supervisor immediately for follow-up action.

601.017 Passwords. Any software, program, or any other media that is added to Johnson County Fire Protection District computers that require the use of passwords to access will require that those passwords be supplied to Administration for the protection of the Johnson County Fire Protection District and the security of Johnson County Fire Protection District computers.

601.018 Information System. Computers, computer files and the software system furnished to the employees are the Johnson County Fire Protection District's property and are intended for business use. These items are not to be removed from Johnson County Fire Protection District property by an employee without authorization of a Chief Officer or Administrative Personnel. Employees should not use a password, access a file, upload or download any software or retrieve any stored communications without authorization. To ensure compliance with this policy, computers usage may be monitored.

601.019 Harassment. The Johnson County Fire Protection District strives to maintain a workplace free of harassment and is sensitive to the diversity of its employees. Therefore, Johnson County Fire Protection District prohibits the use of computers and the e-mail in ways that are disruptive, offensive to others, or harmful to morale.

For example, the display or transmission of sexually explicit images, messages and cartoons is not allowed. Other such misuse includes, but is not limited to, ethnic slurs, racial comments, off-color jokes, or anything that may be construed as harassment or showing disrespect for others.

601.020 Email. Johnson County Fire Protection District e-mail may not be used to solicit others for commercial ventures, religious or political causes, outside organizations, or other non-business matters.

601.021 Notification. Employees should notify their immediate supervisor, the Fire Chief or any member of management upon learning of violations of this policy. Employees who violate this policy will be subject to disciplinary action, up to and including termination of employment.

JOHNSON COUNTY FIRE PROTECTION DISTRICT
POLICY AND PROCEDURE

602.000	Internet Usage
Effective Date: January 1, 2019	Revised Date:

602.001 World Wide Web. Internet access to global electronic information resources on the World Wide Web is provided by Johnson County Fire Protection District to assist employees in obtaining work-related data and technology. The following guidelines have been established to help ensure responsible and productive Internet usage. While Internet usage is intended for job-related activities, incidental and occasional brief personal use is permitted within reasonable limits.

602.002 Data. All internet data that is composed, transmitted, or received via Johnson County Fire Protection District's computer communications systems is considered to be part of the official records of the Johnson County Fire Protection District and, as such, is subject to disclosure to law enforcement or other third parties. Consequently, employees should always ensure that the business information contained in internet e-mail messages and other transmissions is accurate, appropriate, ethical, and lawful.

602.003 Equipment. The equipment, services, and technology provided to access the internet remain at all times the property of the Johnson County Fire Protection District. As such, Johnson County Fire Protection District reserves the right to monitor Internet traffic, and retrieve and read any data composed, sent or received through our online connection and stored in our computer systems. Employees should not expect, and have no right to privacy regarding, Johnson County Fire Protection District computer systems, email, internet traffic, or data.

602.004 Content. Data that is composed, transmitted, accessed, or received via the internet must not contain content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any employee or other person. Examples of unacceptable content may include, but are not limited to, sexual comments or images, racial slurs, gender-specific comments, or any other comments or images that could reasonably offend someone on the basis of race, age, sex, religious or political beliefs, national origin, disability, sexual orientation, or any other characteristic protected by law.

602.005 Additions. The unauthorized use, installation, copying or distribution of copyrighted, trademarked, or patented material to, or from, the internet is expressly prohibited. As a general rule, if an employee did not create material, does not own the rights to it, or has not received authorization for its use, it should not be put on the internet. Employees are also responsible for ensuring that the person sending any material over the internet has the appropriate distribution rights.

602.006 Anti-Virus. Internet users should take the necessary anti-virus precautions before downloading or copying any file from the internet. All downloaded files are to be checked for viruses; all compressed files are to be checked before and after decompression.

602.007 Abuse. Abuse of the internet access provided by the Johnson County Fire Protection District in violation of law or Johnson County Fire Protection District policies will result in disciplinary action, up to and including termination of employment. Employees may also be held personally liable for any violation of this policy. The following behaviors are examples of previously stated or additional actions and activities that are prohibited and can result in disciplinary action.

- Sending or posting discriminatory, harassing, or threatening messages or images
- Using the Johnson County Fire Protection District's time and resources for personal gain
- Stealing, using, or disclosing someone else's code or password without authorization
- Copying, pirating, or downloading software, movies and electronic files without permission
- Violating copyright laws
- Failing to observe licensing agreements
- Engaging in unauthorized transactions that may incur a cost to the Johnson County Fire Protection District or initiate unwanted internet services and transmissions
- Sending or posting messages or material that could damage the Johnson County Fire Protection District's image or reputation
- Participating in the viewing or exchange of pornography or obscene material
- Sending or posting messages that defame or slander other individuals
- Attempting to break into the computer system of another organization or person
- Sending or posting chain letters, solicitations, or advertisements not related to business purposes or activities
- Using the internet for political causes or activities, religious activities, or any sort of gambling
- Jeopardizing the security of the Johnson County Fire Protection District's electronic communications systems
- Passing off personal views as representing those of the Johnson County Fire Protection District
- Sending anonymous e-mail messages
- Engaging in any other illegal activities

JOHNSON COUNTY FIRE PROTECTION DISTRICT
POLICY AND PROCEDURE

700.000	Fire Auxiliary
Effective Date: January 1, 2019	Revised Date:

700.001 Fire Auxiliary

General:

- The District supports the formation of a volunteer Fire Auxiliary unit to provide support to the activities of the District and other entities as deemed appropriate.
- The District recognizes the existence of the Johnson County Volunteer Fire Auxiliary (hereinafter referred to as the Auxiliary) and adopts the organization as a functional unit of the District.
- The Auxiliary will function per the most current adopted Articles of Association and Bylaws accepted by the members of the Auxiliary after review by the District, which will be maintained on separate documentation from this policy and according to any other provision of applicable District policies or guidelines.

700.002 Special provisions:

- Auxiliary members will complete a District approved instructional session dealing with workplace harassment and comply with all other provisions of the most current District policy dealing with Harassment.
- Auxiliary members will only drive or operate District owned vehicles or equipment which they have shown a generally acceptable ability to properly drive or operate as approved by the Auxiliary President and the Fire Chief or their designee.
- The Auxiliary will complete a yearend financial summary and submit it to the Board of Directors for inclusion with District financial records held for auditing.

JOHNSON COUNTY FIRE PROTECTION DISTRICT
GUIDELINES

101.000	Health and Wellness
Effective Date: January 1, 2019	Revised Date:

101.000 Health and Wellness

1. All members should strive to maintain their personal health and wellness to aid them while performing District duties.
2. Proper personal dietary and health options and physical fitness requirements should be identified and practiced by each member at an individual level.
3. Members must strive to recognize health related issues that may prohibit the proper execution of District duties and shall make their appropriate supervisor aware of these issues in a timely fashion. The supervisor will notify the Chief, Assistant Chief or their designee. In the absence of the member's supervisor the member should directly contact the Chief, Assistant Chief or their designee.
4. Should health and wellness concerns prohibit a member from participation in part of or all of their District duties and activities it is the duty of the member to refrain from such duties or activities until the issue has been resolved. A doctor's release or other verification may be required before the member returns to all duties and activities.
5. Members are encouraged to have regular physical examinations on an individual responsibility basis. Results of any completed physical should be forwarded to the administrative office when available for retention in the member's personnel file.
6. Smoking should not take place in District vehicles or stations. Other tobacco use should be limited to appropriate areas and the member utilizing any tobacco product is responsible for maintaining control of the byproducts (i.e. cigarette butts, spittoons, etc.) and properly discarding these items.
7. All members should perform their duties in a manner to promote safety in an effort to reduce work place injuries.
8. Each member will complete and submit to the administrative office a medical statement form at the time of initial membership and at other times as requested.

VIOLATIONS

- Any violation of this guideline will be reviewed and processed according to the proper methods established and outlined in the discipline section of this manual.

JOHNSON COUNTY FIRE PROTECTION DISTRICT

GUIDELINES

101.100	Fit for Duty
Effective Date: January 1, 2019	Revised Date:

This guideline will establish procedures for assessing fitness for duty of District personnel under certain specified circumstances or upon release to return to work following an injury or illness.

Responsibility:

1. It is the responsibility of each individual, their supervisor, and the District to follow all applicable procedures set forth in this guideline.
2. Each individual is ultimately responsible to be fit for duty.
3. Any supervisor who becomes aware that an individual may be unfit for duty may rely on this guideline to ensure that the person in question is removed from their work assignment or prevented from returning to their work assignment until such time that the individual's fit for duty status can be verified under the terms of this guideline.
4. It is the employee's responsibility to recognize that any condition that may prohibit the employee from proper execution of District duties should be reported to the Administrative Office for evaluation.
5. Employees must also recognize that a diagnosis from a physician is not required to determine if the employee is not fit for duty and that failure to report any condition that may prohibit the employee from properly executing District duties may further injure themselves or co-workers.

Definitions:

1. Fit for Duty: A condition at which an employee is capable of performing all assigned job duties without modification or restriction.
2. Fit for Duty Evaluation: Process in which an employee is evaluated either medically or through other means to determine if the employee is fit for duty.
3. On Duty: Period of time in which the employee is performing work as an employee of the Johnson County Fire Protection District. Work for the District may include but is not limited to; training, emergency incidents, non-emergency incidents, or public relation events.
4. Off Duty: Period of time in which the employee is engaged in work or activities not associated with the Johnson County Fire Protection District. Off duty work and activities include but are not limited to; time spent at other full or part-time places of employment, other volunteer organizations, or during personal activities.

Procedure:

A. Fit for Duty

1. Self-Report: For the safety and well-being of personnel and their co-workers, an individual is not to report to work if they are unable to safely perform assigned duties, especially in cases of communicable disease. An individual with a mental

or physical condition that may prevent them from performing an essential job function in an effective and/or safe manner should not report for work until such time as they are cleared by the District or personal physician.

2. Personal Illness: Personnel are not to report for duty if they are unable to safely perform assigned duties. Personnel that have received notice of work restrictions from a physician for any reason, shall report any restrictions to the administrative office. Modified work restrictions may be considered as described in this guideline.
3. Medications: Personnel using prescribed or over-the-counter medication that may potentially impair their mental or physical abilities to perform the functions of their job safely and effectively should not report for work.
4. Physical Condition: It is the employee's duty to maintain adequate physical health to perform assigned duties. Personnel that are unable to perform specific job functions should report any restrictions to their supervisor and the administrative office. Modified work restrictions may be considered as described in this guideline.
5. Alcohol/Drug Use: Employee's should refer to the current JCFPD policy regarding alcohol and drug use.

B. Illness and Injury On or Off Duty

1. All standards and definitions for fit for duty evaluations and assessment are the same regardless of whether the illness or injury is incurred on or off duty.
2. Illness or injuries occurring off duty that result in work restrictions issued by a physician shall be released by a physician (by follow-up or by note) prior to returning to normal on duty or fit for duty status.
3. Illness or injuries occurring off duty that the employee feels may restrict or prohibit their ability to safely perform their assigned duties should be reported to their immediate supervisor.
4. Employee's that become ill or injured while on duty shall comply with all work modifications or restrictions determined by the treating physician. Employees may seek a second medical opinion at their own expense.

C. Observation and Reporting

1. Any individual observed to be mentally or physically impaired and/or who may be unable to effectively and safely perform one or more essential function(s) of their job may be subject to a fit for duty evaluation by a physician or other qualified designee. Signs of inability to perform may include but are not limited to apparent weakness, illness, disorientation, memory loss, erratic behavior or inability to successfully complete an individual performance standard associated with their position.
2. Reporting Process:
 - a. Employee's will report work restrictions to the Administrative Office in a timely fashion. If applicable, a doctor's note describing the restrictions and expected return date should be submitted.
 - b. Personnel who observe or have a reason to believe that another individual may be unfit to perform the functions of the job effectively and/or safely, will report such observations to their immediate supervisor or incident

commander. If the immediate supervisor is involved or unreachable, an on-duty Chief Officer should be notified.

- c. If the actions of the employee in question are putting themselves or others at risk, immediate removal from the scene or property may be necessary. If medical attention is required, an ambulance should be requested to the incident location. The immediate supervisor of the individual in question should contact the on-duty Chief Officer and report the observations and any actions taken.
 - d. In cases where the individual is removed from duty or needs to be referred for a medical evaluation and/or treatment, the immediate supervising officer will contact the on-duty Chief Officer immediately. The on-duty Chief Officer shall notify the Chief and/or the Assistant Chief as soon as possible.
3. Referral for Medical Evaluation
- a. The District may determine the need for an individual's fit for duty medical evaluation under the following circumstances.
 - 1. When actual problems exist or are reported with the individual's performance of any essential function of their job.
 - 2. When there exist legitimate concerns about whether the individual or their performance poses a direct threat to the safety and health of themselves or others.
 - 3. To determine the necessity for, or the existence of, a reasonable accommodation.
 - 4. When medical evaluation, screening, and monitoring is required by federal, state, or local law.

D. Return to Work

- 1. Modified Duty
 - a. Assigned duties may be modified to accommodate illness or injuries provided that the modified duties are prescribed by a physician or are within the scope of restrictions established by the employee and the District.
 - b. Modified duties will be considered on a case by case basis and there is no guarantee that modifications to assigned duties can or will be made.
- 2. Medical Evaluation to Return to Work
 - a. Any individual returning to work from an injury or illness, extended absence, or from any other health-related circumstance that may call to question their ability to perform their duties in a safe and effective manner, must contact the Administrative Office. The District may require a medical release to return to work from the employee's personal healthcare provider, or an appropriate medical expert.
- 3. For absences due to injuries or illnesses, the District may accept a medical release to return to work from the individual's physician. Medical releases must be received before the employee is permitted to return to regular duty.

Violations:

Violations of this guideline will be reviewed and processed according to the proper methods established.

JOHNSON COUNTY FIRE PROTECTION DISTRICT
GUIDELINES

102.000	Automated External Defibrillator (AED)	
Effective Date: January 1, 2019		Revised Date:

Overview:

The AED combines cardiac rhythm interpretation with electrical shock therapy. When the AED detects ventricular fibrillation or a rapid tachycardia greater than 200 beats per minute, a defibrillatory shock is delivered. It is applied during a cardiac arrest situation, thereby decreasing the time interval between the onset of ventricular fibrillation/tachycardia and treatment, thus increasing the survival rate for sudden cardiac death.

Indications:

1. Unconsciousness
2. Apnea
3. Pulse less
4. Treat according to age appropriate protocols. Follow manufacturer guidelines for pediatric patients. Must use pediatric models.

Contraindications:

1. Consciousness
2. Presence of breathing
3. Presence of pulse
4. Treat according to age appropriate protocols. Follow manufacturer guidelines for pediatric patients. Must use pediatric models.

Procedure:

1. Check scene for hazards; move patient promptly if unable to defibrillate safely.
2. Assess patient to determine if AED should be utilized (i.e. pulse less, apnea, etc.)
3. If witnessed arrest, may give precordial thump followed by pulse check.
4. Initiate BLS until AED is attached; Verify unresponsiveness, open airway, give 2 rescue breaths, verify no pulse and promptly attach AED to patient. CPR should be done until AED is attached but the use of the AED should not be delayed.
 - Place machine at patient's left ear and turn it on.
 - Place electrode patches below right clavicle at right sternal border and at lower left ribs over the apex of the heart.
5. Stop CPR if in progress.
6. Clear the patient. ***Safety is paramount and the AED operator's responsibility.**
7. Allow AED to analyze patient.
8. Maintain safety as the AED analyzes and delivers up to 3 defibrillations.
9. Check pulse.
10. If no pulse, perform CPR for 1 minute.
11. Stop CPR.

12. Clear the area.
13. Maintain safety as the AED analyzes and delivers up to 3 defibrillations.
14. Check pulse.
15. If no pulse, perform CPR for 1 minute.
16. Continue with sets of three stacked shocks and CPR until ALS arrives, transport decision is made, or patient has a change in condition.

Coonsiderations:

1. Throughout the cardiac arrest, while the AED is in use, the operator should give an appropriate verbal report.
2. No pulse checks are indicated after shocks 1, 2 and 4, 5 etc.; pulse checks are indicated following each stack of 3 shocks.
3. Defibrillations, when indicated, are always delivered in stacks of 3.
4. If no shock advised, check pulse; if pulse less, perform CPR for 1 minute and reanalyze.
5. The use of the AED should be coordinated with ALS personnel. ALS personnel should consider the shocks delivered by the AED as part of their ACLS protocol.
6. **Safety is essential in the operation of the AED.**

Documentation:

1. The primary EMS provider is responsible for completing the run report, generating medical direction printouts, documenting all CPR/AED events, and forwarding the information for review by the EMS Medical Advisor per EMS agency's protocols.
2. CPR/AED efforts will be documented on a Johnson County Fire Protection District incident report.
3. Monthly AED maintenance records must be submitted promptly to the administrative office of the District.

STANDARD PRECAUTIONS MUST BE OBSERVED.

JOHNSON COUNTY FIRE PROTECTION DISTRICT

GUIDELINES

103.000	Accident Investigation
Effective Date: January 1, 2019	Revised Date:

Overview:

The following guideline will provide the personnel of the Johnson County Fire Protection District with a basic understanding of the necessary steps needed to investigate accidents involving District equipment, apparatus and personnel. By investigating accidents the suspected cause may be identified allowing corrective actions to be implemented to reduce future similar incidents or to remove hazardous conditions, equipment or apparatus.

General:

1. The investigation of accidents is not a process to access fault or blame, but is a means of identifying avoidable circumstances.
2. All accidents resulting in personal injury or death, violations of District policy or guidelines involving vehicles not owned by the District resulting in injury, death or serious property damage, involving the same person in a relatively short period of time or involving the same location, equipment or apparatus will be investigated.

Procedure:

A. VEHICLE ACCIDENTS

1. Each vehicle will be provided with an accident reporting kit containing accident report forms, pencil and witness cards.
2. The officer or officer in charge will complete the necessary forms while at the accident site and will notify their supervisor immediately of the accident who may respond to the scene depending on the severity of the accident and who will notify the Chief, Assistant Chief or their designee of the accident. If the supervisor is not available the member should contact the Chief, Assistant Chief or their designee.
3. In the case of an accident all injured parties should be assisted and medical assistance should be summoned.
4. The accident site should be secured for further investigation by District personnel or law enforcement personnel.
5. Names and contact information of all involved parties and witnesses should be secured.
6. Vehicle make, model, license, identification numbers and owner information should be secured for all vehicles involved.
7. The involved members should make no statements concerning the accident except to law enforcement investigating the accident, District representatives investigating the accident or the District's insurance provider.
8. Secure photographs of the scene if possible.

9. The assigned District representative may conduct further investigation into the accident as deemed necessary from the initial reported information and appropriate corrective measures may be implemented.

B. NON-VEHICULAR ACCIDENTS

1. Summon medical assistance if needed or as a precautionary measure.
2. Give only the aid you are qualified to provide.
3. Stabilize the equipment or area if further injury is possible.
4. Notify your supervisor or the Chief, Assistant Chief or their designee in the supervisor's absence.
5. Secure names and contact information of witnesses and all involved parties even if not severely injured.
6. Record what protective equipment was in use and secure any failed equipment or protective clothing.
7. The officer or officer in charge will complete and submit an injury/illness investigation report form and accident reporting and treatment (ART) form immediately following the accident.
8. The assigned District representative may conduct further investigation into the accident as deemed necessary from the initial reported information and appropriate corrective measures may be implemented.
9. The assigned District representative will coordinate with the injured person regarding the modified-duty practices.

Violations:

Any violation of this guideline will be reviewed and processed according to the proper methods established and outlined in the discipline section of this manual.

JOHNSON COUNTY FIRE PROTECTION DISTRICT
GUIDELINES

103.100	Near-Miss Reporting
Effective Date: January 1, 2019	Revised Date:

Purpose:

This guideline will provide all personnel with a basic knowledge concerning the reporting of “Near-Miss” incidents that occur and/or are witnessed while work is being performed by members of the Johnson County Fire Protection District.

Definitions:

1. A near-miss incident shall be defined as an unintentional, unsafe occurrence that could have resulted in a reportable injury, fatality, or property damage.
2. These incidents include but are not limited to; actions that occur on emergency and non-emergency scenes, training events, work in or around fire stations, or any other activity that is performed by an employee while performing work as a member of the Johnson County Fire Protection District.

Goal:

The purpose of implementing a near-miss reporting system is to:

1. Give employees of the Johnson County Fire Protection District the opportunity to learn from each other through real life experiences.
2. Help formulate strategies to reduce firefighter injuries and fatalities.
3. Prevent and/or reduce property damage.
4. Assure that all current applicable standard operating guidelines or department policies and procedures are accurate and to address new S.O.G.’s

Responsibility:

1. It remains the responsibility of each and every employee of the Johnson County Fire Protection District to commit to safe work behaviors and to operate within standard operating policies and guidelines at all times.
2. Chief Officers, Station Officers, or Firefighters acting in an officers role, carry an additional responsibility of ensuring that all members of their crew are operating in a safe manner at all times.
3. Even with planning and training, unintentional, unsafe situations (near-misses) may occur. Any situation that you feel warrants a near-miss report should be submitted for review.
4. Activities or actions that result in a near-miss incident should be reported.
5. Near-miss reports should be completed by the individual(s) involved in the near-miss incident.
6. Near-miss reports are not a substitute for reporting injuries to the body or damage to equipment or property.
7. Injuries shall be reported as defined in the current JCFPD guideline relating to injuries.

Procedure:**A. Near-Miss Incident Reporting**

1. A near-miss report shall be completed following any near-miss incident. If an injury occurs that requires medical treatment, an injury report shall be completed.
2. Accidents that involve damage to vehicles should be reported as defined in current JCFPD guidelines.
3. Near-miss reporting forms are available at each station, Headquarters, or online at www.jcfd.net. Forms should be completed and submitted within 24 hours of the incident.
4. Completed forms should be submitted to the administrative office. If completed forms cannot be delivered to Headquarters, call the administrative office and leave a message that the form needs picked up from the respective station.
5. The administrative office will review the form and report the incident to insurance providers as necessary. If a reported near-miss incident is determined to require an injury report, the injured employee will be contacted and an injury form will be completed.
6. The administrative office will deliver a copy of the incident and all supporting documentation to the Training and Safety Division (TSD) for review and investigation.
7. A representative from the TSD will investigate the incident and submit a corrective action report to the TSD Division Chief. Incidents involving TSD staff will be investigated by TSD staff not involved in the incident.
8. Corrective actions and other results of the investigation will be reviewed and processed on a case by case basis.

B. Filing Witnessed Near-Misses/Anonymous Near-Miss Reports

1. In the event an employee witnesses a near-miss event, employees are encouraged to submit a near-miss report.
2. Employees may submit an anonymous near-miss report if they witness a near-miss incident.
3. Anonymous near-miss reports can be submitted online by navigating to the Training and Safety Division website which can be found on the District website at www.jcfd.net. Forms can also be completed and submitted to the administrative office by placing the form in the administrative mail box at Headquarters.
4. Anonymous reports that are submitted using the paper form do not need reporting employee information or supervisor review to be submitted.
5. Anonymous reports that are received will be processed through the administrative office and forwarded to the TSD for investigation.

Violations:

Violations of this guideline will be reviewed and processed according to the proper methods established.

JOHNSON COUNTY FIRE PROTECTION DISTRICT

GUIDELINES

103.200	Injury Reporting
Effective Date: January 1, 2019	Revised Date:

Purpose:

This guideline will provide all personnel with a basic knowledge concerning the reporting of injuries that occur while work is being performed by members of the Johnson County Fire Protection District.

Definitions:

An injury shall be defined as an injury to the body or illness that occurs as a result of an employee's job.

Responsibility:

It remains the responsibility of each and every employee of the Johnson County Fire protection District to commit to safe work behaviors and to operate within standard operating policies and guidelines at all times. Chief Officers, Station Officers, or Firefighters acting in an officers role, carry an additional responsibility of ensuring that all members of their crew are operating in a safe manner at all times.

Activities or actions that result in an injury shall be reported. Injury reports shall be completed by the individual(s) injured and or a District representative if the injured person is incapable of reporting the injury in a timely fashion.

Procedure:

A. Injury Reporting

1. The injured employee should seek medical treatment if necessary. Injured employees should report to Western Missouri Medical Center unless EMS deem necessary to transport to a more appropriate facility.
2. The Chief, Assistant Chief, or duty officer in charge should be notified immediately.
3. Personal protective equipment including self-contained breathing apparatus that failed or contributed to the injury, or is suspected of contributing to an injury, shall be removed from service, secured and not altered, cleaned, serviced, or repaired until an investigation has been completed and the equipment is released for use.
4. All personal protective equipment including self-contained breathing apparatus that was used by an employee involved in a "Mayday" or Line of Duty Death shall be removed from service, secured and not altered, cleaned, serviced, or repaired until an investigation has been completed and the equipment is released for use.
5. An injury packet shall be completed in its entirety within 24 hours of the injury. Injury packets are available in each station and HQ.
6. Instructions included with the injury packet should be followed and any questions should be referred to the supervisor that was contacted in Section A item 2.

7. Completed packets should be submitted to the Chief, Assistant Chief, duty officer in charge, or the Officer Manager. In the event that the injury packet cannot be delivered to one of these positions, contact the administrative office to arrange for pick-up.

B. Injury Investigation

1. An investigation will be conducted following an injury to determine the cause of the injury to reduce the potential of reoccurrence.
2. The officer in charge during the time of the incident that resulted in injury will complete an initial incident investigation and collect statements from witnesses of the incident if applicable.
3. After the injury is reported and an injury report is received by the administrative office, the report will be forwarded to the Training and Safety Division to conduct a detailed investigation.
 - a. The Division Chief of the Training and Safety Division will assign the investigation to the appropriate staff member.
 - b. A report that includes at minimum, an incident investigation, witness statements, and corrective action recommendation will be completed.
4. A final injury report will be submitted to the Chief following the investigation conducted by the Training and Safety Division.
5. All reports will be maintained and submitted to the appropriate insurance providers as necessary.

Violations:

Violations of this guideline will be reviewed and processed according to the proper methods established.

JOHNSON COUNTY FIRE PROTECTION DISTRICT
GUIDELINES

104.000	Emergency Operations Center
Effective Date: January 1, 2019	Revised Date:

PURPOSE:

The purpose of the following guideline is to provide the basis of operations for the District in the Emergency Operations Center.

Start-up Procedures

- Check in with EOC Operations Chief.
- Obtain a situation briefing from the EOC Operations Chief for initial response to the EOC or off-going District representative.
- Provide the designated EOC Operations representative with all District contact information and the current representative's contact information.
- Set up the District's computer station if not already done.
- If a phone is provided at the station, ensure that it is functioning properly.
- Log in to the computer system.
- Review the previous shift activities located in the position's binder.
- Begin a new EOC Summary Log when needed.
- Review the goals and response procedures of the District during an emergency.

Materials needed:

- Computer
- District Policies & Guidelines Manuel
- Map Book
- Position Binder (Current District roster, contact information, EOC Summary Log forms, EOC Event/Action Log forms)

Responsibilities of the Position

- The District representative is to serve as the primary link between the EOC and the District Incident/Area Commander(s) and to assist in coordinating and overseeing District operations in the EOC during the emergency.
- The District representative is to document significant events, actions and decisions in relation to District activities during the emergency in the EOC Summary Log and EOC Event/Action Log.
- The District representative must initiate and maintain contact with the EOC Operations Chief and utilize Memorandums of Understanding when possible, and help coordinate mutual aid support and assistance on behalf of the District.

- The District representative must gather accurate information about what is happening and assess and update the District Incident/Area Commander(s) when necessary or when the representative deems pertinent.
- The District representative can make decisions and take necessary actions on behalf of the District on all events and situations. The District representative may make independent decisions for financial resources to support Johnson County Fire Protection District operations for non-major expenses. Issues that arise that exceed the scope of the District representative's authority need to be discussed with the Fire Chief before taking action.
- The District representative must support the requisition of material, people and apparatus and the delivery and distribution of these items, but not exceed the capabilities of the District.
- The District representative must notify the Fire Chief immediately upon notification of any fatality or severe injury involving a District employee or in the event of substantial damage to or contamination of District equipment or property.

Demobilization and Termination Steps

End of Shift

- Log off the computer system.
- Ensure that all required forms or reports are completed and placed in the position's binder with the most current information in the front.
- Brief the oncoming District representative
- Ensure that all Contact Information is current and updated.
- Verify that all EOC forms or reports completed during the specified period have been submitted to the designated EOC Operations representative.

Termination of EOC

- Log off the computer system.
- Ensure that all required forms or reports are completed and placed in the position's binder with the most current information in the front.
- Verify that all EOC forms or reports have been completed during the specified period.
- Have copies made of all your logs, reports, memorandums and any other documents used and received in the EOC and return to the District administrative office.
- Ensure that all necessary EOC forms or reports have been submitted to the designated EOC Operations representative.
- Disassemble the computer station.
- Return the computer equipment, position binder and any other District materials to the District administrative office. If the office is not accessible, contact the Fire Chief to determine where to store the equipment.

Contact Information

The District Chain of Command is as follows: Fire Chief, Assistant Fire Chief, Battalion Chief(s), Division Chief.

In the unlikely emergency circumstance where the Fire Chief and the Assistant Fire Chief should be unable or unavailable to be reached within a reasonable period of time, temporary duties will be assigned to the on-call duty chief.

Other pertinent telephone numbers:

MISCELLANEOUS NUMBERS	
Johnson County Central Dispatch	(660)747-2265
Department of Natural Resources	1-800-631-4824
Chemtrec	1-800-262-8200
Missouri State Water Patrol	(573)751-3333
Missouri State Fire Marshal	1-800-877-5688
PIPELINES	
Panhandle Eastern	1-800-225-3913
Enbridge	1-800-858-5253
Phillips Conoco	1-800-766-8230
UTILITIES	
KCP&L	1-800-303-0357
West Central Electric	1-800-491-3803
Missouri Gas Energy	1-800-582-1234
Missouri American Water Company	1-866-430-0820 or 747-3191 or Local 747-3192
Empire District	1-800-406-9220
Public Water Supply District 1	660-429-2231
Public Water Supply District 2	816-732-6658
Public Water Supply District 3	660-429-2494
O&M Enterprises	816-732-4313

JOHNSON COUNTY FIRE PROTECTION DISTRICT

EOC Summary Log

Page _____

Incident:

[illegible]

JOHNSON COUNTY FIRE PROTECTION DISTRICT
EOC Event/Action Log

Action Number _____

District Representative:
Incident:
Date/Time:

Event:

Action Taken:

JOHNSON COUNTY FIRE PROTECTION DISTRICT

GUIDELINES

105.000	Uniform Clothing
Effective Date: January 1, 2019	Revised Date:

Purpose:

The following guideline will provide the personnel of the Johnson County Fire Protection District with a basic understanding of the requirements for purchasing and wearing uniforms or insignia garments. Providing a uniform appearance throughout the District continues to enhance our standing with our community members. The District cannot always provide the listed items, but individual purchase and use must meet these guidelines. Purchased or issued clothing items bearing the District name or insignia are considered a representation of the District and their individual use may be regulated.

Definitions:

- A. Uniform – Any combination of clothing prescribed in the recognized classification contained in this guideline or described by the District.
- B. Insignia garments – Any type of clothing item including, but limited to headwear of all styles, jackets/coats/sweatshirts, shirts, pants bearing the District name, logo or patch in any form or abbreviation.

Uniform Classifications:

- 1. Class A – Full Dress Uniform
- 2. Class B – Uniform Shirt - Uniform Pants
- 3. Class C – Polo Shirt – Uniform Pants
- 4. Class D – Department T-shirt – Uniform Pants
- 5. Class E – Department Polo/T-shirt – Casual Pants/Shorts

Descriptions/Uses

- A. Class A: Complete dress uniform utilized for formal events.
 - 1. Jacket: Black wool/wool blend, lightweight double-breasted
 - a. Buttons: Officers – Gold (FD); Firefighters – Silver (FD)
 - b. Patch: District patch – Left sleeve shoulder area
 - c. Collar Brass: Officers – one on each lapel; Closed back gold (rank appropriate bugle grouping)
 - d. Collar Brass: Firefighters – one on each lapel; Closed back silver (FD)
 - e. Badge: Rank appropriate (approved design configuration – Appendix A)
 - f. Sleeve Braid: ½”width – Both lower sleeves
 - i. Officers – Gold (Chief 5 braids, AC 4 braids, BC/DC 3 braids, Captain 2 braids, Lt. 1 braid)
 - ii. Firefighters – Silver (one braid)
 - g. Years of Service Insignia: Left lower sleeve above sleeve braid

- i. Maltese Cross 1" – Officers (gold) – 1 representing each 5 years of service
 - ii. Maltese Cross 1" – Firefighters (silver) – 1 representing each 5 years of service
 - 2. Shirt: Long sleeve button front duty shirt as prescribed in rank appropriate color
 - a. Collar Brass: Open back rank specific color and design as above – one on each lapel
 - b. Badge: Rank appropriate (approved design configuration – Appendix A)
 - c. Nameplate: Right chest at top of pocket or at top of pocket flap; Officers - gold w/black block letters; Firefighters - silver w/black block letters
 - d. Years of Service Bar: Rank appropriate color w/black block letters - "Serving Since" with appropriate year – connected to nameplate with pin/post
 - e. Patch: District supplied departmental patch – left shoulder
 - f. Flag: American Flag patch –reverse star (stars to the front) – right shoulder
 - g. Neck Tie: Black long tie matching jacket color
 - h. Tie Bar: Officer – gold with appropriate open back bugle configuration; Firefighter – silver with FD scramble
 - 3. Pants: Black smooth front to match material and color of jacket
 - 4. Belt: Black smooth leather with plain buckle color matching collar brass or a dark buckle
 - 5. Shoes: Black smooth leather – polished/clean
 - a. Black smooth toe non-duty style boots may be substituted (i.e. Wellington, etc.)
 - 6. Socks: Black unless prohibited by medical condition (n/a if boots authorized)
 - 7. Hat: Round style service cap; Officers - white; Firefighters - black
 - 8. Hat Devices:
 - a. Front – Solid back single post; Officers - rank insignia and color appropriate; Firefighters – silver with scramble design
 - b. Side buttons: Officer - gold (FD); Firefighters - silver (FD)
- B. Class B: Semi-dress uniform utilized for events dictating more than casual wear, but not requiring formal dress uniform.
- 1. Shirt: Long/short sleeve button front duty shirt as prescribed in rank appropriate color (appropriate sleeve selection assigned based on event)
 - 2. Collar brass: Open back rank specific color and design as above – one each lapel
 - 3. Badge: Rank appropriate (approved design configuration – Appendix A)
 - 4. Nameplate: Right chest at top of pocket or at top of pocket flap; Officers - gold w/black block letters; Firefighters - silver w/black block letters
 - 5. Years of Service Bar: Rank appropriate color w/black block letters - "Serving Since" with appropriate year – connected to nameplate with pin/post
 - 6. Patch: District supplied departmental patch – left shoulder
 - 7. Flag: American Flag patch –reverse star (stars to the front) – right shoulder
 - 8. Neck Tie: Black long tie matching jacket color
 - 9. Tie Bar: Officer – gold with appropriate open back bugle configuration; Firefighter – silver with FD scramble
 - 10. Pants: Black smooth front
 - a. Slacks
 - b. Multi-pocket (EMS) style

9. Belt: Black smooth leather with plain buckle color matching collar brass or a dark buckle
 10. Footwear: Black leather – polished/clean
 - a. Shoes –smooth toe
 - b. Black smooth toe duty style or Wellington style boots may be substituted
 11. Socks: Black unless prohibited by medical condition (n/a if boots authorized)
- C. Class C: Semi-casual uniform utilized for less formal events, public appearances, public education, educational forums, etc.
1. Shirt: Polo style shirt in rank appropriate color or approved color for event/user
 2. Pants: Black smooth front
 - a. Slacks
 - b. Multi-pocket (EMS) style
 - c. Other dark pant/jean as approved for event
 3. Belt: Black smooth leather with plain buckle
 4. Footwear: Black leather – polished/clean
 - c. Shoes –smooth toe
 - d. Black smooth toe duty style or Wellington style boots may be substituted
 5. Socks: Black unless prohibited by medical condition (n/a if boots authorized)
- D. Class D: Casual duty wear for daily type activities and non-formal events
1. Shirt: District t-shirt in good repair
 2. Pants: Black smooth front
 - a. Slacks
 - b. Multi-pocket (EMS) style
 - c. Other dark pants/jeans as approved for event
 3. Belt: Black smooth leather with plain buckle
 4. Footwear: Black leather – polished/clean
 - e. Shoes –smooth toe
 - f. Black smooth toe duty style or Wellington style boots may be substituted
 5. Socks: Black unless prohibited by medical condition (n/a if boots authorized)
- E. Class E: Casual off duty or special assignment
1. Shirt: District t-shirt or polo in good repair
 2. Pants: Jeans, shorts, etc.
 3. Belt: Optional
 4. Footwear: Personal choice (appropriate for event)

Prohibited Uses:

- A. District authorized uniforms or other clothing items bearing the District name or insignia are not permitted to be used during, but not limited to, the following circumstances:
1. During the consumption of alcohol while in public.
 2. During the commission of a crime.
 3. While participating in any form of solicitation, direct sales, charitable campaigns, etc., not authorized by the District.
 4. While occupying or frequenting any business, event, display or meeting if the presence of the uniform or insignia garment, as determined by the District, could be construed as detrimental to the overall image, standing, purpose or goals of the District.

Disposal:

- A. Uniforms or insignia wear items whether purchased or issued should be disposed of in a method designed to remove the item from further public use.
 - 1. No uniform or insignia wear item should be disposed of by donation to an organization which would re-introduce the item to general public use.
 - 2. When no longer in good or serviceable repair, uniform or insignia wear should be properly disposed of rendering the item incapable of further standard wear.

Violations/Exceptions:

- 1. Any violation of this guideline will be reviewed and processed according to the proper methods established and outlined in the discipline section of this manual.
- 2. Exceptions and deviations to this guideline can be granted on a case-by-case basis by the Fire Chief or authorized designee

JOHNSON COUNTY FIRE PROTECTION DISTRICT
CLASS A UNIFORM

Suit Color: Black

Suit Type: Double breasted

Button Color: Chief, AC, BC, DC, Captain, LT. (Gold), Firefighter (Silver)

Suit Collar Insignia: Officers - Closed back bugles (Gold –Chief-5 crossed, AC-4 crossed, BC/DC-3 crossed, Captain-2 Standing, Lieutenant-1 Standing), Firefighters- Closed back fire department scramble (Silver). One insignia on each collar lapel above the break line of the wide lapel and the tapered neck collar portion.

Cap Style: Naval Style. Officers (White), Firefighter (Black)

Cap Devices: Officers (Gold-Configuration matching collar insignia); Firefighter (Silver- Scramble)

Cap Band: Officers – Gold, Firefighter - Silver

Shirt Color: Officers (White), Firefighter (Approved Gray)

Tie: Black-long

Belt: Black – Smooth finish (Black buckle or buckle corresponding to button color)

Department Patch: Left Shoulder

Sleeve Striping Color/Size: Officers (Gold; Chief-5, AC-4, BC/DC-3, Captain-2, LT.-1), Firefighter (Silver -1) Both sleeves, ½” Stripes

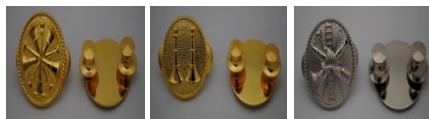
Years of Service Markers: Officers (Gold Maltese Cross), Firefighters (Silver Maltese Cross) (1 per 5 years) Left sleeve only

Footwear: Black polished

Buttons:



Collar Insignia-Suit Only:



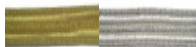
Tie:



Cap Devices:



Sleeve Striping:



Years of Service Markers:



Hat Style:



Suit:



G100.105 – Uniform Clothing

Appendix A



Blackington B30 (or equivalent)—Black Block Lettering

Not shown actual size

JOHNSON COUNTY FIRE PROTECTION DISTRICT
GUIDELINES

105.100	Dress Code/Hygiene and Public Image
Effective Date: January 1, 2019	Revised Date:

Purpose: The following guideline will provide the personnel of the Johnson County Fire Protection District with a basic understanding of the dress code, hygiene and public image requested by the District. As an employee of the District, we expect you to present a clean and professional appearance when you represent us, whether you are in or outside of the office. You are, therefore, required to dress in appropriate business attire and to behave in a professional, businesslike manner. Providing a uniform appearance throughout the District continues to enhance our standing with our community members. The District desires to present a positive image to the public and to make the workplace safe and desirable. Employees are expected to conduct regular hygiene practices and regular laundering of attire worn to incidents and activities.

General:

1. The District dress code for full time fire suppression, training or water rescue division employees is the provided uniform when on duty and attire fitting an assigned particular incident or activity or when called back to duty on a temporary basis. (Additional guidance is located in G100.105)
2. All classifications of employees are expected to arrive for incidents or other activities in appropriate attire suited for the particular event or as specifically recommended.
3. Generally, clean, neat clothing is acceptable. However, torn or excessively worn clothing may not always be appropriate.
4. Tee shirts or other clothing with inappropriate verbiage or pictures are not appropriate attire.
5. As always, please use common sense in your choice of attire.

Hygiene:

1. The District strives to maintain a healthy work environment for all personnel.
2. Personal hygiene and laundering can affect others working with or who encounter an employee.
3. Regular hygiene practices including bathing, dental care and similar items are encouraged to assist in reducing the potential spreading of common germs, bacteria or virus.
4. Regular laundering of soiled clothing is recommended to assist in the reduction of potential harmful residue that can be contained in clothing based on prior exposures and introduced to the District work environment.

Violations/Exceptions:

1. Any violation of this guideline will be reviewed and processed according to the proper methods established and outlined in the discipline section of this manual.

JOHNSON COUNTY FIRE PROTECTION DISTRICT
GUIDELINES

106.000	Electronic Tablet Use
Effective Date: March 1, 2021	Revised Date:

PURPOSE

To establish the security, use, and maintenance of District provided electronic tablet devices.

GUIDELINE

The District will strive to maintain an electronic tablet device for use by District staff to facilitate access to electronic media and training programs to better facilitate remote access to essential programs. It is the responsibility of each member to maintain accountability for the provided equipment and take measures to keep all information stored on such device secure.

1. Tablets assigned to a station should be stored primarily on the engine to provide access to pre-plan information.
2. Tablets should be checked during regular equipment checks to ensure they are charged and function correctly.
3. Tablets may be “checked out” for training purposes or remote meetings. This must be approved by the station officer PRIOR to the device being removed from District property and returned upon the completion of the approved use.
4. Tablets may not be used to access media that is unacceptable for the work environment. This includes pornography, hate speech, violence, or other similarly related category.
5. Tablet settings or security measures shall not be altered, tampered with, or disabled.
6. Occupancy information stored on the tablet is to be used for official business only. Accessing or releasing information for personal use is strictly prohibited and punishable by law.
7. Tablets assigned to individual staff shall follow the same guidelines and restrictions.
8. Any damage or loss of a tablet must be reported to the administrative office immediately.

VIOLATIONS

- Any violation of this guideline will be reviewed and processed according to the proper methods established and outlined in the discipline section of this manual.

2. Exceptions and deviations to this guideline can be granted on a case-by-case basis by the Fire Chief or authorized designee.

JOHNSON COUNTY FIRE PROTECTION DISTRICT
GUIDELINES

107.000	Take Home Vehicles
Effective Date: January 1, 2023	Revised Date:

PURPOSE

The following guideline will provide the personnel of the Johnson County Fire Protection District with a basic understanding of the requirements for utilization and assignment of a take home vehicle.

GUIDELINE

Because of the nature of their employment with the District, chief officers can be assigned a District vehicle equipped with warning lights, siren, radio equipment and other associated equipment for use during duty and non-duty hours. To help maintain continuity of District operations and response supervision, a group of continuously available personnel with diverse specialized, technical investigative or command responsibilities is maintained in an on-call or call-out status.

Uses

- A. **On-Call or Call-out:** The assigned vehicle is used to transport the particular chief officer and his related equipment to activities of the District including, but not limited to:
 1. Emergency incidents.
 2. Trainings. (Outside the County with approval of the Fire Chief)
 3. Meetings. (Outside the County with approval of the Fire Chief)
 4. Community events. (Outside the County with approval of the Fire Chief)
 5. Performing assigned duties.
- B. **Personal Use:** Because of the work schedule of a chief officer and the need to respond to such activities at any time reasonable personal use is permitted within the defined local area.
 1. The defined local area is recognized as no more than 30 miles from the District borders.
 2. Reasonable use also is guided by the chief officer's ability to respond promptly to an official activity with the vehicle when requested. If not then the use is likely not reasonable.
- C. **Operation:** When the chief officer utilizes a take home vehicle the following apply:
 1. All vehicle traffic laws and ordinances will be complied with.
 2. Chief Officers are held personally liable for a violation served either upon the District vehicle or a personal vehicle if being used in an authorized performance of official duties unless the alleged violation occurs during an emergency incident.

3. Cellular telephone use is prohibited unless conducting official District business while using an appropriate hands-free device or the vehicle is not moving.
4. Smoking or vaping in a District vehicle is prohibited.
5. Emergency lights and associated equipment may only be used for emergency situations or for safety purposes.
6. All applicable seat belt laws will be followed by the driver and all passengers.
7. Operators of take home vehicles should at all times take into account their level of training, available protective equipment and personal safety prior to rendering assistance to disabled motorist or other citizens who, in their best judgement may need help.
8. Civilian passengers are permitted when their presence does not restrict the ability of the Chief Officer to immediately respond directly to the required assignment, however it is preferable that any civilian passengers be dropped off in a safe and responsible manner and in a safe location when possible or logistically warranted prior to initiating an emergency response.

D. **Actions not Permitted:** The following is an non-inclusive list of actions not permitted when utilizing a take home vehicle:

1. Pushing or towing other non-district or emergency agency vehicles.
2. Purchasing or transporting alcoholic beverages.
3. Operating the vehicle after consuming alcoholic beverages.
4. Operating the vehicle while on medication or with a physical injury that affects or impairs the safe operation of the vehicle.
5. Permitting the vehicle to be operated by anyone not employed by the District.
6. Permitting the vehicle to be operated by a member of an affiliate emergency services provider unless the assigned operator is incapacitated and no other District personnel are readily available to transport the vehicle to a safe location.
7. Using emergency warning devices while not on an emergency or providing a safe zone in a hazardous environment not reaching an emergency designation.
8. Use of the vehicle for vacation or other strictly recreational uses.

VIOLATIONS

1. Any violation of this guideline will be reviewed and processed according to the proper methods established and outlined in the discipline section of this manual.

**JOHNSON COUNTY FIRE PROTECTION DISTRICT
POLICY AND PROCEDURE**

108.000	Incident Decontamination	
Effective Date: March 1, 2024		Revised Date:

PURPOSE:

The following guideline will provide members of the District a uniform approach to completing on-scene decontamination of equipment, personal protective equipment (PPE) and skin following the exposure to the products of combustion or bodily fluids. This guideline extends to decontamination of the skin using an off-scene shower.

BACKGROUND:

On scene decontamination of PPEs and skin is performed to remove contaminants following exposure to the products of combustion. On scene decontamination can reduce hazardous compounds entering the body through absorption, ingestion and inhalation. Showering as soon as possible after an incident can further reduce absorption of hazardous compounds.

Fire apparatus can become contaminated while operating on incident scenes. Primary and/or secondary contamination can occur on the exterior of the apparatus or on the interior of the cabs. Fire gases leaching into the apparatus, particulate matter depositing on surfaces, or direct contact with contaminated tools and gear can cause residual contamination to be carried back to the stations. The thorough cleaning of fire apparatus, tools and gear will help to reduce the likelihood of secondary contamination from hazardous compounds and carcinogens into the stations or onto personnel while normally riding in apparatus.

DEFINITIONS:

- Carcinogen: substance, organism or agent capable of causing cancer
- Contaminated: known exposure to the products of combustion or bodily fluids
- Personal Protective Equipment (PPE): Turnout coat, turnout pants, suspenders, hood, gloves, ANSI approved reflective vest and helmet (including neck flap and inner-liners).

GENERAL:

All uniformed personnel exposed to the products of combustion are responsible for ensuring they complete on-scene decontamination as directed by the incident commander (IC) or their designee and after completing all operational assignments. This includes returning to the station for showers when directed by the IC.

1. Incident response to the following provide an example, but not a complete list of incidents to which this procedure applies:
 - a. Structure Fires
 - b. Training Fires (Live fire training, flashover)
 - c. Hazmat Runs

- d. Vehicle Fires
2. The Incident Commander or Company Officer may determine that these procedures should be applied in the following incidents, based on circumstance:
 - a. Dumpster Fires
 - b. Vegetation and Wildland Fires
 - c. Technical Rescue Emergency
 - d. Vehicle Extrication
 - e. Other details where it is determined decontamination is needed.

Company officers are responsible for the inspection, cleanliness and working order of the PPE of all assigned personnel. PPE requiring cleaning or repair shall be cleaned according to District Guidelines.

PROCEDURES:

Fire apparatus and tools used on the fire scene must be cleaned to the degree with which they were contaminated. Units that were closer into the incident where personnel and equipment were used more heavily will take additional time and effort to reduce the contamination levels than apparatus that were only used sparingly, or that were only ever staged. Individual stations are responsible for decontaminating their individual units and equipment when used on an incident. On larger multi-station incidents the Incident Commander is responsible for establishing and following through on units decontaminating gear, tools and equipment on scene and facilitating the return to service and cleaning of units once back in quarters. Decontamination procedures will be divided into three categories: On-scene, At-Home and In-Quarters procedures.

All fire equipment should be cleaned before placing back on the fire apparatus which includes but not limited to the following items:

- SCBA (prior to leaving scene or should be transported out of personnel cab)
- SCBA Face piece using the proper cleaning agent
- All hand tools
- Nozzles
- Hose

Decontamination Area

- An on-scene decontamination area should be upwind from the operational area at a distance where no additional exposure may be possible. The following items should be positioned at this location:
 - Scrub brush.
 - Bucket.
 - Liquid soap
 - One inch hose line from apparatus with low flow fog nozzle or garden hose with spray nozzle.

- Minimum PPE of gloves and eye protection should be worn during decontamination procedures.
 - Nitrile gloves are required for decontamination involving potential biohazards.

On-Scene Decontamination

On scene decontamination is a head to toe and front to back, cleaning of the PPE that may consist of either of the following types as determined by the degree of exposure:

- Light Exposure – Exposure to dry products of combustion for a short duration.
- Moderate to Heavy Exposure - Exposure to interior firefighting or exterior operations while working near the fire for longer durations.

- Initiation of On-Scene Decontamination
 - On-scene gross decontamination of PPE and equipment should be performed on incidents where personnel are exposed to the products of combustion or when the IC determines it is required.
 - Prior to ingesting snacks or other consumables, personnel should wash hands using approved wash stations and decontamination detergents.
 - "Fire Wipes" or "Baby Wipes", provided by the department, should be used on the face, neck and any exposed areas as soon as possible when exiting the structure.
 - Personnel should limit skin contact with PPE at the conclusion of decontamination.
 - Following a thorough on-scene rinse, contaminated turnout coat, pants, gloves and hood should be placed in a plastic bags, when available, with the top secured and transported back to the station in a compartment where exposure is minimized.
 - Limiting the transportation of PPE in the passenger compartments (fire apparatus and staff vehicles), contaminated or not, should be encouraged.
 - Apparatus and tools that were directly involved in suppression, salvage, overhaul, and/or investigative operations should undergo gross decontamination on scene prior to equipment being placed back on apparatus and returning to station.

Hazardous Material incidents may require special decontamination procedures and should be followed as suggested by subject matter experts (SME).

At-Home Decontamination

Decontamination extends to showering as soon as feasible following exposure to the products of combustion for a more thorough washing of the skin and removing contaminated clothing.

1. When practical, prior to cleaning equipment, PPE and returning units back in service, members should consider showering (station or home) and return in a clean set of clothes to limit exposure and dermal absorption of carcinogens.
2. Cleaning of contaminated civilian clothing should be washed separately of other clothing to prevent potential cross contamination.
 - a. Contaminated civilian clothing, from incident exposure, may be washed using station extractors and normal laundry detergents.

In-Quarters Decontamination

The primary cleaning of the apparatus and tools should have been done at the incident scene. If the weather did not allow for this, then they should be cleaned at the station either outside of the bay or at last resort in the bay with follow-up cleaning of that area done once completed. Once the primary cleaning is complete, a more detailed secondary cleaning can take place if required in the bay while utilizing appropriate PPE to include barrier gloves and safety glasses at a minimum. Masks and/or other PPE may be required on a case-by-case basis.

- Apparatus Passenger Compartments
 - Wipe down all surfaces with a damp cloth utilizing the approved station surface cleaner.
 - Vacuum or sweep floors to collect dust that may settle in crevices.
 - N95 mask should be considered to limit potential respiratory inhalation of harmful particulates.
- Tools and Compartments
 - Empty the compartment of any tools. Remove any large debris with a small broom or pooled liquids with dry rags. Wipe down all surfaces with a damp cloth using a station surface cleaner.
 - Hand tools should be cleaned with soapy water, rinsed and dried.
 - Cleaning of the power tools should follow the manufacturer recommendations.
 - Any defect or damage found while cleaning any tools should be fixed (or replaced) prior to placing them back on the apparatus.
- Turn Out Gear/PPE
 - Each member will be responsible for the regular cleaning and inspection of the provided PPE.
 - Each member should perform regular cleaning complying with the manufacturer's or the District's care recommendations.
 - Cleaning shall take place as soon as practical following the use of the PPE, if contaminated, and should include all components of the PPE ensemble.
 - Any defects in PPE including, but not limited to rips, tears, malfunctioning fasteners or excessive staining should be promptly brought to the attention of the member's station officers for referral for repairs or replacement.

VIOLATIONS:

Any violation of the guideline will be reviewed and processed according to the proper methods established and outlined in the discipline section of this manual.

JOHNSON COUNTY FIRE PROTECTION
DISTRICT

109.000	Bleeding Control and Tourniquet Application	
Effective Date: March 1, 2024		Revised Date:

PURPOSE

The following guideline will provide each member of the District knowledge of the appropriate steps to assessing and applying a tourniquet in the absence of Emergency Medical Services (EMS) during incident operations.

DEFINITIONS:

- Proximal: closer to the core of the body.
- Distal: further from the core of the body.
- BSI: body substance isolation
 - Use of PPE: medical gloves and consideration of eye protection
- Dressing: Sterile gauze that is placed directly against the wound to absorb blood or other fluid.
- Bandage: Cloth or other material that is used to cover a dressing and hold it in place.
- Hemostatic gauze: dressings that are treated with compounds that help promote the clotting of blood and assist in the stoppage of blood flow.
- Aseptic: free from contamination by debris, bacteria, viruses, or other microorganisms; sterile.

INDICATIONS:

1. Direct Pressure:
 - a. When bleeding can be controlled utilizing a dressing by utilizing pressure of a person's hand(s).
2. Tourniquet Application:
 - a. When upper or lower extremity hemorrhage cannot be controlled by applying direct pressure to a bandage or by applying a pressure dressing to the bleeding site.
 - b. Complete or partially severed extremity that has “spurting” (arterial) or continuous/oozing (venous) flow of blood not able to be controlled by direct pressure.

CONTRAINDICATIONS:

1. Tourniquet Application:
 - a. Controllable hemorrhage by direct pressure or other less invasive methods.
 - b. Uncontrollable hemorrhage **not located on extremity.**

PROCEDURE

1. Observe BSI precautions and use proper aseptic techniques.
2. Apply direct pressure to the wound using an appropriate sized dressing.

JOHNSON COUNTY FIRE PROTECTION DISTRICT

3. If dressing becomes blood soaked, do not remove it. Add more dressings to pre-existing dressings and continue direct pressure to the wound.
4. If bleeding is controlled, apply bandage over the wound.
 - a. If minor amount of pressure is required to control bleeding, consider use of ace/elastic type wrap over bandage
5. If life threatening or serious hemorrhage is uncontrollable or unmanageable by direct pressure:
 - a. Apply tourniquet per procedure below.
 - i. Note time of application or call it in to dispatch (ie..“Dispatch, mark tourniquet applied at this time.”).
 - ii. Do not remove or loosen the tourniquet once applied.
 - iii. Apply dressing to the wound site.

In some instances, more than one tourniquet and continued direct pressure may be needed to control hemorrhage.

6. If a tourniquet cannot be applied or fails to control bleeding, pack the wound with hemostatic gauze.
7. Ensure the patient stays warm with use of blankets or shielded with other garments from atmosphere elements.
8. Monitor the patient for shock and if possible have the patient lie down (if they are not already) and elevate their legs.
9. Use of tourniquet and bleeding control methods shall be documented in the incident report narrative.

To apply the Combat Application Tourniquet (CAT):

1. Place the tourniquet around the injured extremity (should be placed at least 2” proximal to bleeding site)
2. Pull self-adhering band “very tight” and securely fasten the band back on itself.
3. Twist the rod until bleeding is manageable.
4. Lock the rod inside the clip locking it in place.
 1. Secure the rod inside the clip with the strap.

Note: The application of a tourniquet is a painful procedure and patient response to pain should not deter members from applying it, if necessary.

VIOLATIONS

Any violation of this guideline will be reviewed and processed according to the proper methods established.

JOHNSON COUNTY FIRE PROTECTION DISTRICT
GUIDELINES

201.000	Junior Firefighter Program
Effective Date: January 1, 2019	Revised Date:

PURPOSE:

The Johnson County Fire Protection District invites and encourages those persons who are at least fourteen (14) years of age and who have not yet reached their eighteenth (18th) birthday to become involved in the fire service in Johnson County. The following guidelines should provide the Junior Fire Fighter the necessary skills and guidance to prepare themselves for a future career or further involvement in the fire service field.

REQUIREMENTS:

Applicants for the Junior Fire Fighter Program shall meet the following criteria:

1. Be at least fourteen (14) years of age and not reached their eighteenth (18th) birthday at the time of application.
2. Be in good health.
3. Be able to perform all duties as assigned.
4. Be able to, and participate in training provided by the District.
5. Be able to follow orders and adhere to all guidelines or policies of the District.
6. Be able to provide references from at least two adults if required.
7. Be able to maintain and provide documentation of a minimum of a C average while attending school.
8. Copies of grades will be submitted at the completion of each normal grading period (i.e. semester, quarter, etc.)
9. Must complete a membership application and the Parental Consent Authorization Form.

SUPERVISION:

1. The Program Coordinators for the Junior Fire Fighter Program will be the Chief and Assistant Chief or their specified designee.
2. Routine supervision of Junior Fire Fighters will be placed with the Station Officers of the station which the Junior member is assigned as they will have somewhat more regular personal contact.
3. On scene supervision will be assigned by the Incident Commander according to the tasks assigned to the Junior member.

GUIDELINES:

A. General

1. Applicants accepted into the Junior Fire Fighter Program will be placed on a three (3) month probation which will allow them to become more familiar with the operation of the District and the Program.
 - a. Applicants can be dismissed from the program during the probationary period for any violation of the program guidelines or if their continued involvement

- can be shown to be detrimental to the program or District or on the recommendation of their respective Station Officers, Assistant Chief or Chief.
2. All persons accepted into the Junior Fire Fighter Program will be permitted to participate in the District activities according to the following guide.
 3. Junior Fire Fighters are encouraged to take part in activities at the fire stations and are encouraged to visit the stations when time permits.
 - a. Visits to the fire stations by non-District affiliated personnel (i.e. friends, classmates) should be kept to a minimum and should not interfere with normal duties or District function.
 4. Tobacco product use (i.e. smoking, chewing of tobacco, etc.) by any member under the legal age to purchase such materials will not be allowed at any District related activity, incident, station or in a District vehicle.
 5. No Junior Fire Fighter will be provided any monetary compensation or reimbursement for the services they render as a member of the Junior Fire Fighter Program.
 6. Junior Fire Fighters will be expected to participate in post incident activities to return the station and equipment to a ready status.
 - a. Junior Fire Fighters may be excused from these activities under the approval of a District Officer or the Incident Commander if preparation time for the next day's school attendance is required.

B. Training

1. All members will be required to attend and participate in training sessions at their assigned station.
2. All members will be required to attend membership meetings or special training meetings held specifically for the members of the Junior Fire Fighter Program.
3. All members should attend any special training sessions as provided when possible.
4. Members may be allowed to operate District vehicles and equipment during approved training exercises if all pertinent state license requirements are fulfilled.
5. Training will be conducted beginning with the basics of Fire Service operations and will follow topic matter similar to that accepted by the State of Missouri Fire Fighter I and II training certification and as developed by the District Training Division.

C. Responding to incident scenes(allowed)

1. No member will respond directly to any incident scene.
2. Members will respond non-emergency to their assigned stations at the time of the call.
3. When permitted the member will respond to the scene on a District vehicle or by approved personal vehicle under the supervision of an adult District member and with the permission of the Incident Commander, Station Officer, Chief or Assistant Chief.
 - a. No member shall respond to any scene until they have attended and satisfactorily completed a minimum of eight (8) hours of orientation and basic firefighting procedure instruction approved by the Program Coordinator.
4. Junior Fire Fighters will under no circumstance be allowed to install, display or operate emergency lights or sirens on their personal vehicle.
5. Members will not respond on District vehicles which are considered as the initial attack vehicle or on any vehicle if displacement of an adult member will occur.
6. No Junior Fire Fighter shall drive any vehicle owned, hired, borrowed or commandeered by the District to, from, or during any alarm incident.

D. Responding to incident scenes(not-allowed)

1. No Junior Fire Fighter will participate in any hazardous material or pollution spill incident scene.
2. No Junior Fire Fighter will participate in any emergency rescue or emergency medical incident scene.

E. Incident activities

1. Junior Fire Fighters will assume a support roll at any incident to which they are allowed to respond.
2. Members will wear full protective clothing provided by the District at all times when at a fire scene or as directed by the Incident Commander, Station Officer, Chief or Assistant Chief.
3. Junior Fire Fighters will not enter a structure involved in fire or be a member of any entry or offensive attack team at any fire scene.
4. Junior Fire Fighters will operate in an area designated as a safe distance from the actual incident.
5. Members can assist with many fire ground activities as requested by the Incident Commander.(i.e. moving and placement of hose lines, dump tank operations, SCBA support, lighting placement and other similar tasks)
6. Members will be allowed to perform secondary fire line activities with proper supervision at the scene of natural ground cover fires.

F. Stand By/Ready Status

1. Although all members are expected to remain in a stand by or ready status when away from their assigned station the following guidelines will be followed.
 - a. No member will leave their respective school during the normal operating hours of the class day to respond to any incident.
 - b. No member will maintain or possess any alarm notification equipment on their person while at their school during the normal operating hours of the class day.

DISCIPLINE:

A. General

1. All Junior Fire Fighters will be required to function under the accepted guidelines and procedures of the Johnson County Fire Protection District. Failure to adhere to these guidelines and procedures shall be just cause for disciplinary action which may be appropriate including, but not limited to probation, suspension or termination from the Junior Fire Fighter Program.
2. Violations of State, Federal or County statutes, regulations or rules by a Junior Fire Fighter may be subject to disciplinary action as deemed appropriate.

B. Disciplinary Action

1. Any member in general of the District should report any violation of the guidelines or policies of the District by any Junior Fire Fighter to an Officer of the District.
 - a. Upon notification by any member of the District of a violation of District guidelines or policies by a Junior Fire Fighter an Officer of the District shall attempt to confirm the violation and initiate the disciplinary action procedure.

2. Any Officer of the District may initiate disciplinary action for violation of guidelines or policies of the District by any Junior Fire Fighter.

C. Disciplinary Action Procedures

1. Upon the confirmation of a violation of guidelines or policies of the District or State, Federal or County statutes, regulations or rules the Chief, Assistant Chief or other Officer of the District shall take immediate action to initiate the disciplinary process.
 - a. In the absence of a District Officer on a given scene the Incident Commander may take immediate action to stop the violation if ongoing and insure that the disciplinary process is started.
 - b. The Officer initiating disciplinary action will contact the Junior Fire Fighter coordinator as soon as possible and will submit in writing a synopsis of the violation and a summary of the action taken which will be included in the Junior Fire Fighters personnel file.
2. The Junior Fire Fighter who commits a violation will be notified immediately and will be subject to the following:
 - a. Oral reprimand
 - b. Written reprimand
 - c. Suspension or denial of on scene activities
 - d. Probation
 - e. Suspension
 - f. Dismissal and termination from the Program
3. The type or level of disciplinary action will be regulated by the severity of the violation and frequency of violations.
4. The Junior Fire Fighter Program Coordinator will determine the length of probation, denial of on scene activities or suspensions.

D. Grievances/Appeals

1. Junior Fire Fighters who are subject to Disciplinary actions may file a formal grievance in writing with the program coordinator within ten (10) days of the action.
2. The grievance will include a statement of the grievance and the facts surrounding the incident and disciplinary action and will contain a statement of the remedy or adjustment sought.
3. Within seven (7) days of receiving the written grievance the Program Coordinator will review the grievance with three officers of the District, one of which will be the Chief or Assistant Chief.
 - a. The Officer initiating the process will not be a member of the review committee.
 - b. Upon completion of the review the Program Coordinator will report the decision of the committee in writing to the affected Junior Fire Fighter.
 - c. Notice in writing of the action taken will also be provided to the Station Officer who provides routine supervision for the affected Junior Fire Fighter.

E. Grades-Disciplinary Action

1. All Junior Fire Fighters will maintain a minimum of a "C" grade average while attending school.
2. A copy of the grading report must be submitted at the completion of each regular grading period (i.e. semester, quarter, etc.).

3. Failure to maintain a minimum “C” grade average will result in the Junior Fire Fighter being placed on probation for one grading period.
 - a. During the following grading period the member will concentrate their efforts on improving their grade average.
 - b. If the grade average is improved to a minimum “C” average the member will be reinstated.
 - c. If the grade average is not improved to a “C” average the member will be dismissed from the Junior Fire Fighter Program.
 - d. During the period of suspension the activities of the member will be limited to regular training meetings.

JOHNSON COUNTY FIRE PROTECTION DISTRICT
GUIDELINES

202.000	Chaplaincy Program
Effective Date: January 1, 2019	Revised Date:

Objective:

To provide for the full range of fire department personnel needs through the establishment of a comprehensive chaplaincy program within the Johnson County Fire Protection District.

Appointment:

- Because of the major risks and constant stresses faced by fire service personnel in the line of duty, a chaplain or chaplains will be appointed to function within the Johnson County Fire Protection District.
- The Chaplain will be appointed by the Fire Chief.

Qualifications and Training:

- The individual or individuals appointed to the position of Fire District Chaplain will be:
 - a. An ordained member of the clergy or a lay person with a strong background and education in spiritual care.
 - b. In good physical health.
 - c. Interested in the fire service.
 - d. Prepared to serve in a crisis zone.
 - e. Willing to commit the time necessary to make the ministry effective.
 - f. Committed to learn the skills necessary to effectively relate to and minister to firefighters and EMS personnel
- To the extent possible, the Chaplain will be given the opportunity to meet with members and staff of the District, visit the stations and receive guidance in understanding fire district organizations and procedures. Training will also be provided to help the Chaplain protect himself and to be able to render proper help to assist members on the emergency scene.

Duties of the Chaplain:

The below listed duties constitute only a brief summary of what may actually be required in any situation that may be encountered. The Chaplain must remain constantly alert and sensitive to needs and the means he must employ to meet those needs.

- Emergency situations. The Chaplain may respond when contacted by dispatch or Fire District personnel or at his own discretion and will report at the scene to the incident commander. When at the scene, the Chaplain will be under the command authority of the officer in charge. The Chaplain may respond as follows:
 - a. To the scene when:

1. Whenever the incident commander determines that the services of the Chaplain may be of value in the ongoing emergency operation. This may include situations where:
 - (a) A critical incident is in progress.
 - (b) A critical injury or death to a fire fighter is reported.
 - (c) The incident involves a victim that is a member of a District member's family.
 - (d) The victim or family is highly emotional or unstable.
 - (e) Care is needed for the family of the victim while treatment is underway.
 - (f) The victim or the family requests the services of a chaplain or clergy.
 - (g) The incident commander feels the presence of the Chaplain would be of benefit to the victim or to District personnel.
 - b. To the hospital when:
 1. Notified by the incident commander.
 2. A member of the District is the victim.
 3. A family member of District personnel is the victim.
 4. Specifically requested.
- Follow-up actions:
 - a. On-the-scene duties:
 1. Provide appropriate victim assistance to free operational personnel for firefighting duties.
 - (a) Comfort and counsel
 - (b) Referral to appropriate community agencies for assistance.
 - (c) Help contact persons, insurance agents, family members, etc. In all cases the Chaplain will attempt to find out a victim's church or religious preference and attempt to notify the pastor or church.
 2. Provide appropriate assistance to fire fighters engaged in firefighting activities.
 - (a) Watch for signs of physical or emotional stress.
 - (b) Assist in providing firefighting needs (water, rest, etc.)
 - (c) Advise command whenever it is felt that a fire fighter is in need of being relieved from emergency operations.
 - b. Post-emergency duties:
 1. Conduct follow-up to insure victims are receiving necessary assistance.
 2. Insure firefighter's needs are met in the areas of on-the-job injuries, critical incident stress, etc.
 - Routine duties:
 - a. Duties within the Fire District:
 1. Visit all stations.
 2. Visit hospitalized department members and members of their families.
 3. Be available for helping and initial counseling for members of the District in times of stress or difficulty.
 4. Assist when requested by any division of the District in their programs.
 5. Attend Fire District functions.
 6. Assist with funeral/memorial services as needed and requested.

7. Be a member of the Critical Incident Stress Debriefing team if established.
- b. Duties outside the Fire District.
 1. Represent and interpret Fire District goals and concerns to the churches and religious institutions of the community as requested.
 2. Assist when requested with public events or public information needs.
 3. As time permits, and as requested, assist with ministry to victims and their families.

General Guidelines for the Chaplaincy

- The Chaplain does not replace the home church pastor, but seeks to support the concern every church has for its members who may be in professions with special risks or needs. Moreover, the Chaplain must be for the advantage of every member of the department, regardless of his or her nationality, race, sex or religion.
- Any communications a person makes to the Chaplain is on a strictly confidential basis and will not be released to District members or any other person. Any fire personnel may go to the Chaplain without having to notify his or her supervisor or anyone else.
- Any Fire District officer or member (including administrative staff) who is or becomes aware of any situation which may need the response of the Chaplain may contact the Chaplain directly, except when operating at an incident scene. Fire District administration will keep current telephone numbers for the Chaplain. The Chaplain may also be contacted through Fire District administration if desirable. Examples of situations where the Chaplain may be contacted include, but are not limited to:
 - a. Death, injury to, or hospitalization of a Fire District member.
 - b. Death, injury to, or hospitalization of a Fire District member's spouse or child.
 - c. Death in a Fire District member's close family.

JOHNSON COUNTY FIRE PROTECTION DISTRICT
GUIDELINES

203.000	Critical Incident Stress Debriefing (CISD)	
Effective Date: January 1, 2019		Revised Date:

Objective:

This guideline will provide all personnel with a basic knowledge concerning the identification of potential events dictating the need for a critical incident stress debriefing and the process for initiating and providing assistance to district personnel to minimize the severity and duration of the emotional trauma caused by a traumatic incident.

Guidelines:

A. General

1. The goal of conducting a CISD is to assist those that have been involved with a traumatic incident through a forum that allows expression of their emotions amongst peers and to establish a baseline for recovering from such incidents.
2. Information and discussions that occur during a CISD are considered confidential and should not be shared outside the debriefing.
3. Personnel that request additional and/or immediate medical treatment as a result of a traumatic incident will be handled on a case by case basis by the Fire Chief, Assistant Chief or their designee. Personnel that pose an immediate threat to themselves or others should be referred to, or transported to, the nearest medical facility.
4. Critical incident stress debriefings should be conducted after personnel are involved in an incident that may be considered traumatic for those involved. Those incidents include but are not limited to:
 - a. Death or serious injury of an emergency services worker on scene.
 - b. Near death or "Mayday" situation that occurs on scene.
 - c. Incidents involving multiple fatalities.
 - d. Incidents that involve death or injury to children and young adults.
 - e. Incidents that involve family members or those having a close personal relationship to personnel present on scene.
5. The Fire Chief shall be notified of any event that may potentially lead to a CISD.

B. Initiating a CISD

1. Any officer or firefighter may request that a CISD be conducted following a traumatic incident by notifying the Fire Chief, Assistant Chief or their designee.
2. The Fire Chief shall be notified in the event a CISD is requested. The Fire Chief or designee will contact a District Chaplain to assist with the debriefing.
3. A CISD should occur within 72 hours of the incident.
4. A CISD should not be held immediately following the incident.

5. Personnel that were involved in the incident should be notified of the time and location of the CISD and be encouraged to attend.
6. Personnel attending the CISD should be limited to those that were directly involved in the incident with the exception of the following staff functions:
 - a. Fire Chief
 - b. Assistant Chief
 - c. Battalion Chief
 - d. Station Officer(s)
 - e. Chaplain
 - f. Safety Representative
 - g. Outside counseling figure (if needed)

C. Conducting a CISD

1. Critical incident stress debriefings should be held at a location that can be closed off from interruptions or other non-involved employees.
2. A CISD should not be used to critique the operations of the incident. The focus of a CISD is to review the facts of the event and build support for those that were involved.
3. At least one person that was not involved in the incident should act as the mediator of the CISD. This position will be responsible for establishing rules, monitoring the discussion and encouraging participation from the group. This position will preferably be filled by an individual that has completed CISD training, or has experience in conducting such debriefings.
4. There is no time limit set for conducting a CISD, but it is recommended it does not exceed two hours.
5. Information containing contact information for professional services should be made available to those attending the CISD and to those involved in the incident.
6. Follow-up with personnel may be conducted by a District Chaplain as provided for in District Guidelines or Policies.

JOHNSON COUNTY FIRE PROTECTION DISTRICT

GUIDELINES

301.000	Funeral General
Effective Date: January 1, 2019	Revised Date:

The purpose of this Funeral Guideline is to provide a checklist and guide in the event of a death of a member of the **Johnson County Fire Protection District**. It will enable the Department and surviving members of the family to select those options, which are appropriate according to the situation. The information set forth may be used to organize and coordinate a ceremony with the funeral director, the department's chaplains, administration and officers.

The information can be followed in its entirety or used cafeteria style by selecting those options that are appropriate to the situation. By using the information included in this guideline a tribute fitting the deceased and meeting the family's wishes can provide a moving service reflecting the professionalism of the department.

It is essential that the fire department personnel involved in the planning process understand their role and specific responsibilities. A series of brief but detailed job descriptions have been included for the "task force" of officers who will be in charge of coordinating the numerous details that may arise. It needs to be clearly understood that the funeral director will play a significant role in the funeral service, as well as the clergy. Paramount in coordinating the service is maintaining sensitivity in working within the wishes expressed by the surviving family and if appropriate the deceased.

The key word throughout the investigation, funeral and grieving process is *restraint*. It is imperative that the correct information be released to the next of kin and the news media. This must be handled in a timely and sensitive manner.

The circumstances leading up to the death may result from any of the following:

- Death at the scene.
- Dead on arrival at the hospital.
- Alive upon arrival at the hospital, later expires.
- Injuries or trauma that result in death later on.
- Death due to natural causes.

The conditions that prevail at the time of the tragedy will require specific procedures to be handled in a sequence to insure that the organization continues to function under extreme emotional distress. The following quick emergency checklist can be used as a review to identify the necessary steps to begin the investigation process.

- Restrain the use of two-way radio communications.
- Establish a telephone link to the Chief or his designee and the department's Chaplain.

- Activate an investigation team, and the State Fire Marshal.
- Notify the National Fire Incident Reporting System (NFIRS).
- Activate the Critical Incident Stress Debrief team.
- Note and record the exact: location of the accident.
- Impound protective clothing & equipment.
- Assemble Chaplain and Support Group to notify the next of kin.
- Appoint a liaison to the hospital.
- Review the personal information sheet for instructions.
- Assign the PIO
- Prepare a statement for the news media.
- Ask the Coroner to order an autopsy & toxicology test, be sure to specify exact blood carbon monoxide & alcohol levels.
- Provide the family transportation to the hospital.
- Assign Family Liaison Officer.
- Screen the media from the family.
- Appoint a Funeral Officer.

The members of the "task force" assigned to areas of responsibilities need to function with full authority and in the best interest of the department.

In order to provide each member of the department an opportunity to express their personal desires, a personal information sheet has been developed and provided to all personnel. This information is maintained in a limited access confidential file to be used only in the event of an individual's death.

JOHNSON COUNTY FIRE PROTECTION DISTRICT

GUIDELINES

302.000	Funeral Preparation
Effective Date: January 1, 2019	Revised Date:

Preparation

The importance of being prepared for a funeral can provide the members of the surviving family and the Department with the emotional support to successfully handle the numerous details that will arise in the event of a death of a member or affiliate of the department. The purpose of this policy is to outline the procedures that may be implemented in the event of a death of a current member, a past member or an individual affiliated with the department. This policy is divided into three (3) categories that define who is entitled to a fire service funeral and the department's level of participation. This basic framework allows for the many unique situations that might contribute to an individual's death. This Funeral policy will be available to all employees. The following areas contain brief descriptions, which can be followed as preparatory considerations to minimize the potential confusion that might result from a death.

Background

The Fire Department will assume the responsibility to notify the next of kin by providing a Chief Officer and Chaplain in the event of a line of duty death. Every effort will be made to notify the next of kin in person and to provide support through the funeral planning process. The information outlined in this policy can be used to organize and coordinate a ceremony fitting the family's wishes. It is customary for the funeral director to spearhead the funeral arrangements; however, the Fire Department will provide cooperation and support to achieve the goals of the service. The information previously expressed by the individual will be included according to the wishes of the surviving family (See Fire Fighter Last Wish Form**).

Fire Fighters Last Wish Form* *

The Department will provide a personal information sheet as a courtesy to every member of the department. It is not a legal document, but an inventory to assist personnel in organizing their personal affairs. The information contained in the personal information sheet will be maintained in a file in the office. The only person with the key will be the Chaplain or his designee. Only in the event of death will the file be opened and the information read. The Department will provide a Fire Fighter Addendum Form for personal finances. If he or she chooses to use this form the employee will seal it in an envelope and attach it to the Last Wish Form. The only time this envelope will be opened is for the employee to update it or for a Line of Duty Death. The employee will place instructions on the outside of the envelope, to return or destroy on or before a particular date. It will be the responsibility of every employee to update the information by October 1st of each fiscal year.

Photographs

The department member should maintain a current set of photographs of themselves, included with their personal information sheet, for media use. The release of the photos will be at the expressed desires of the surviving family.

Resumes

In addition to Fire Fighter Last Wish form, the members will be encouraged to maintain a current resume including their educational background, work experience, professional affiliations and awards received within the fiscal year. The resume can be included on the Personal Information Sheet. The information will be helpful in the event of death to write an obituary, eulogy or select readings befitting the individual.

Member Responsibilities

Every member of the department and his/her family should be informed of the services available prior to a tragedy striking. This awareness will be extremely helpful in the event of a death and initial procedures and decisions will need to be implemented as soon as possible.

Member Benefits

The department will maintain a checklist of items that need to be closed out in the event of a death. Some of these items include:

- Autopsy Report
- Final Paycheck
- Outstanding Debts
- Insurance Policies
- Social Security (survivor's benefits)
- Special Benefits for Settlement
- Vacation
- Holiday/Personal Days (terminates upon death)
- Sick Time applicable only if sick
- Longevity
- Association Benefits
- Federal Death Benefits

Uniforms

In the event of a death of a fire fighter, the department may provide a uniform for burial. This must be clearly expressed by the individual in the Personal Information Sheet or by the surviving family. This does not include protective clothing for burial purposes.

Inventory of Funeral Supplies

The following is a recommended list of supplies that may be used during the funeral service and mourning period.

- Badge Shrouds
- Black bunting
- Wreath

Funeral Directors

The local funeral directors will be made aware of the existence of this manual and traditional guidelines. Depending upon the situation, the information may serve as a guide or be

implemented in its entirety. The Funeral Director will play a major role in all aspects of the funeral planning process.

Florists

The local florists will be informed of the special considerations that they may be called upon to develop for a fire fighter funeral. A copy of line art showing examples of floral arrangements is included in the manual. Some of these special arrangements include:

- Maltese Cross
- Department patch
- Broken Rung Ladder
- Crossed pike pole and ax
- Helmet

Chaplain(s)

The Department Chaplain(s) will play a significant role during the period of tragedy, and also with the debriefing sessions during the grieving process.

JOHNSON COUNTY FIRE PROTECTION DISTRICT
GUIDELINES

303.000	Types of Circumstances and Funeral Services	
Effective Date: January 1, 2019		Revised Date:

There are three sets of circumstances that have been identified that entitle an individual with a fire service funeral. There are also certain funeral procedures that are offered to each different circumstance. The purpose for the difference is to not make light of the ultimate sacrifice of the Line of Duty Death that happens while operating at an emergency scene.

Type 1: Line of Duty Death

Any death that occurs while a fire fighter is on duty. This may be from trauma that occurs on scene of an emergency. The individual may be deceased on scene or die later on from the injuries. Also included are deaths due to illness contracted in the performance of one's duties. Line of Duty also includes those deaths caused by natural causes while the person is on duty. An individual who dies on the scene of an emergency is entitled to a full formal fire department funeral. This will include a formal escort for the casket to and from the funeral home, place of viewing and graveside. Posting of guards for the viewing and before the church service. Fire Department Paul Bearers and the use of fire apparatus as caisson. The graveside service will include a firing detail, the playing of TAPS. The American Flag will be folded ceremoniously over the grave and presented to the family along with the deceased helmet, badge and IAFF medal. If deemed appropriate by the Fire Chief a fly-by of aircraft will be performed. The bell will be rung and the last alarm will be sounded.

Other TYPE 1 deaths will be entitled to the above service with the following changes: There will be no formal escort for the casket. At graveside there will be no firing detail.

Type 2: Off Duty Deaths

This is the death of any line-personnel while not on duty. If the individual is rendering aide at an emergency scene then he will be considered a TYPE 1 Line of Duty Death. Type 2 circumstances are entitled to the following: Posting of the guard at the viewing and before the church service. Fire department Paul Bearers. At graveside the folding of the American Flag, fly-by, the ringing of the bell and the Last Alarm. Retired Chiefs from our department may also be included in this type of service.

Type 3: Retired or Affiliate Member of the Department Death

These are individuals who are employed by the department but are not line firefighting personnel. They may also be an honorary member of the department or a member of the community the Fire Chief deems deserving of a fire department presence at their funeral. The level of involvement will be left up to the Fire Chief, but may include: Fire department uniform presence at the viewing and memorial service.

Note: If the deceased is an honorable discharged veteran no matter what the circumstance they are entitled to a grave side service that includes a firing detail, the playing of TAPS and the folding and presentation of the American Flag.

JOHNSON COUNTY FIRE PROTECTION DISTRICT
GUIDELINES

304.000	Line of Duty Death
Effective Date: January 1, 2019	Revised Date:

Initial On-Scene Actions in Detail:

A series of on-scene events can occur which directly or indirectly cause the death of a fire fighter. The incident may take one of the following forms:

- Death at the scene.
- Dead on arrival at the hospital.
- Alive upon arrival, but expires later.
- Injuries or distress not detected at the scene and the individual dies later.

In all cases, a series of steps must be taken to insure that the cause of death is accurately reported and investigated. These need to be implemented by the on-scene Incident Commander as soon as possible to effectively handle the situation.

- Secure the scene
- No statements to the media.
- Notify the following individuals via **telephone**, to insure confidentiality.
 - Chief and Chaplain(s)
 - Direct supervisor (if applicable)
 - Investigation team
 - Department Investigator
 - Law Enforcement
 - Safety Officer
 - Department photographer

All radio traffic relating to the incident should be kept to a minimum. This will help to insure that the Chief or his designee and the department's Chaplain(s) will handle the notification of the next of kin.

Hospital Liason

- Appoint an individual to serve as a **Hospital Liaison**. This individual should report directly to the hospital and establish the role of liaison between the hospital and Incident Commander via **telephone**. This individual remains in this position until relieved by the Incident Commander. The responsibilities of the **Hospital Liaison** will be as follows:
 - Request that blood gases be drawn as soon as possible.
 - Insure that no information is released to the news media.
 - Collect all personal articles should death occur.

- Periodically brief the Incident Commander concerning the condition of involved individual.

Note: It is critical the cause of death is accurately reported. An autopsy should be requested along with a request for a toxicological examination with a test for specific levels of Carbon Monoxide (CO) in the blood expressed in an "exact percent". This is absolutely critical in the event of a collapse of a member at or following an incident without a physical injury present. (This test may not be performed if the individual has been hospitalized for more than a few days under heavy medication, as the result will be inconclusive.)

If an individual is admitted to the hospital with injuries sustained in the line of duty or reasonably connected with line of duty, a request should be made upon admission for a blood test with a specific test for Carbon Monoxide expressed in an exact percent.

Emphasize the importance of the percent level as opposed to generalities such as "CO" present or "Trace of CO". This again is critical if there is any possibility of a coronary involvement, even if it is not obvious at the time of admission. For example, a member is admitted with a broken leg at a fire but subsequently suffers a heart attack that was brought about by low level smoke inhalation that did not produce an obvious symptom at the scene. The broken leg certainly was not the cause of death but if a CO level of 15% or more (10% for non-smokers) is detected on admission, which will be considered as a "physical injury" which resulted in death under the Public Safety Officers Benefit Law. Do not make any statements that might indicate "Stress", "Strain" or "Exertion" was a contributing factor in the incident. This will surely lead to the denial of benefits.

Public Information Officer

Assign the Public Information Officer to obtain from the investigative team information in order to document all the facts of the incident as they occurred and begin a preliminary news release concerning the incident. Remind the PIO that under no circumstances will information be released until the next of kin have been notified and the Incident Commander has approved the information.

- The responsibilities of the **Public Information Officer** will be as follows:
- Gather all facts pertaining to the incident.
- Gather background information pertaining to the fire fighter.
- Prepare a brief statement.
- Wait for approval and notification of next of kin **before** releasing any information to the news media.

The Hospital Liaison and Public Information Officer should be maintained until instructions are received from the Incident Commander. In the absence of the Chief, his designee and the Chaplain should assume the responsibility of notification of the next of kin.

Restrict the release of information to the press or other agencies until the next of kin have been notified.

Activate the Critical Incident Stress Debriefing team. The death of a fire fighter is psychologically traumatic for all members of the department. The reaction to such emotional

stress can affect each individual differently. It has been demonstrated that psychological counseling shortly after a traumatic incident can be extremely beneficial.

Critical Incident Stress Debriefing, a relatively new area, focuses on a person's reactions to unusually stressful incidents (mass-casualties, mutilations, incidents involving loved ones). The debriefing is primarily an educational session, emphasizing that unusual dreams or emotions are probably normal reactions to abnormal situations.

Procedures for Notification

At the time of death, in addition to the next of kin, the following notifications will need to be made:

- State Fire Marshal
- State Worker's Compensation Board (within 48 hours)
- Department's Worker's Compensation Board
- National Fire Academy
- National Fire Incident Reporting System
- Federal Public Safety Officer's Benefit Program**

**If a fire fighter (career or volunteer) dies as a result of line of duty trauma, his survivors are eligible for a one hundred thousand dollar (\$100,000) Federal Public Safety Officers' Benefit.

There are restrictions for eligibility as follows:

- The individual must suffer death while performing on duty responsibilities. In other words, a fire fighter acting independently may not be eligible. A volunteer performing fire department or EMS operations becomes "on-duty" based upon the individual's department policies.
- The benefits do not extend to a fire fighter performing intentional misconduct, voluntary intoxication or suicide.
- To initiate a claim, contact the Public Safety Officer's Benefit program at the following address: - PSOB Program Bureau of Justice Assistance 633 Indiana Avenue NW Washington, D. C. 20531 (202) 724-7620
- Indicate at the time of contact that you are making a preliminary report with pertinent details to follow.

Notification Officer

Prompt notification of the next of kin is of the utmost importance in the case of a line of duty death. **Notification shall be made in person by the Notification Officer, a role assumed by the Chief or his designee and accompanied by the Chaplain(s)**

The official notification serves to assure the next of kin as to the validity of the information and to provide a knowledgeable source of information concerning the death.

The Chief or his designee and the Chaplain(s) are jointly responsible for the notification of the next of kin.

If the next of kin should arrive on the scene, mark them with a bright armband or other similar identification. Tell them that this is to assist the department in locating them in the event they are needed for questioning. Remind other emergency personnel to be careful of comments within earshot of the survivors.

- The primary role of the **Notification Officer** is to assume responsibility for making the initial contact with the next of kin. This shall be done in person whenever possible. This official notification must be made before any details of a death are released to the news media.
- The **Notification Officer and Chaplain** should be prepared to assist the next of kin with the immediate emotional trauma associated with the notification. The support resources under the direction of the **Notification Officer** should include emergency medical personnel equipped with portable radio communications and medical equipment. The **Notification Officer and Chaplain(s)** should be prepared to stay with the next of kin, until a family member or friend arrives. Under no circumstances should the next of kin be left alone.
- It is common for the survivors to become extremely emotional immediately after notification. This behavior is normal and important. Avoid phrases like, "it's all right."
- **The Notification Officer** shall have official fire department identification in his possession. Prior to visiting the **survivors**, the **Notification Officer** will do the following:
 - Familiarize their self with the circumstances of the death and the personal data concerning the individual.
 - Be **sure to** check and double check with the hospital as to the condition of the fire fighter.
 - Be absolutely certain about the status of the fire fighter. Insist upon an official pronounce of death before proceeding.
 - Check the personnel files for any background information.
 - Always clear the release of information with the Incident Commander.
 - Try to determine if the family has a particular person, specifically, a close family friend and department member, to act as Family Liaison Officer.

Once the notification has been made, then the Chief, PIO, dispatch and religious affiliations will need to be notified. After the notification has been completed with the next of kin, the Chief will instruct the communications center to dispatch the death announcement. Upon receipt of the "official" notification it will be entered into the logbook and the station(s) flag(s) will be lowered to half-staff. The front of the station will be draped with black bunting until seven (7) days after the funeral.

As soon as possible, a news conference should be arranged to distribute the most factual information to the media.

Survivor Action Officer

It is recommended that the Chief assume _- delegate the position of the **Survivor Action Officer** to act as a liaison to the next of kin. Typically, the **Survivor Action Officer** is a special staff

assignment. As a direct representative of the Fire Chief, the **Survivor Action Officer** should receive the full cooperation of the entire department.

- **The Survivor Action Officer** is responsible for the management of several important activities. His principal concern is the ongoing welfare of the next of kin. It is his responsibility to render whatever assistance is necessary in settling the personal affairs of the deceased member and assisting the family through the crisis.
- **The Survivor Action Officer** coordinates the activities of a number of personnel assigned to handle specific aspects of the funeral arrangements to assist the surviving family.
- Additional duties of the **Survivor Action Officer** include the following:
 - Confirm that the next of kin has been notified.
 - Notify all department personnel of the death.
 - Confirm the notification of all outside agencies and vacationing personnel.
 - Arrange to have flags lowered to half-mast and bunting placed on station(s) as appropriate.
 - Assure that dispatch has been notified,
 - Follow up contacts when funeral arrangements have been determined.
 - Personally collect all of the deceased's personal items from the station and forward in person to the Family Liaison Officer.
 - Conduct a coordination meeting with the "task force" of officers as soon as possible (Family Liaison and Funeral Officer) so that all key individuals will be instructed to make the appropriate contacts and when the next meeting will be scheduled.
 - Remain a key contact person for outside agencies, news media and other departments in relation to the death and subsequent ceremony (PIO and Survivor Officer).
 - Make appropriate arrangements for a post funeral meal and facility to handle a large group of people with the family's approval through the Liaison Officer.
 - Call a final meeting of the "task force" to establish the Department's participation in the funeral services based on the family's wishes.
 - Establish a timetable or schedule of events.
 - Identify times and places for group gatherings in accordance with ceremonies.
 - Re-contact all appropriate people and agencies with the schedule, meeting places and any special instructions.
 - Contact support agencies as appropriate to arrange their assistance through the appropriate key person.
 - Bands
 - Honor guards
 - Firing squads
 - Bugler
 - Contact appropriate department (personnel to arrange for finalization of required paperwork, forms, etc.).
 - Obtain six (6) copies of the death certificate and distribute to the personnel department.
 - Contact outside agencies for support during the funeral.
 - Maintain key coordination and contact position for the remainder of events.
 - Coordinate the post funeral meal process and establish milestones for future family follow up by Family Liaison Officer.
 - Assure that all department functions return to normal.

- Autopsy reports, birth certificates, marriage certificates, death certificates (Workman's Comp.) VA or military records. (Order death certificates in Departments name to obtain free of charge.)
- Check the individual's retirement plan--survivor benefits
- VA widow and children benefits and burial benefits
- Social Security--survivor benefits
- Insurance policies
 - Continue medical plan for the family
 - Life insurance
 - Optional insurance
 - Widows and orphans funds
- W-2 form
- Final paycheck, including sick leave and vacation time
- Income tax report
- Outstanding loans
- Transfer of ownership of property and vehicles to survivors.
- Review all outstanding bills. Include the last medical and funeral expenses Determine what is covered by insurance.
- Advise survivors not to loan money
- Investigate possibility of college scholarships for dependents.
- Mortgage insurance
- Worker's compensation

JOHNSON COUNTY FIRE PROTECTION DISTRICT
GUIDELINES

305.000	Funeral Options
Effective Date: January 1, 2019	Revised Date:

DESCRIPTION OF FUNERAL OPTIONS:

Honor Guards

If the family requests an Honor Guard, it becomes the responsibility of the Funeral Director and the Department to assure that the request is fulfilled. The Honor Guard will report directly to the Assigned Honor Guard Commander. All Honor Guard activity will be coordinated through the Funeral Officer. Typically, the honor guards are to report in their respective dress uniforms and outfitted in white gloves.

Pallbearers

Should the family choose to use department personnel as pallbearers, it must be determined which fire fighters the family would like to have participated in the service. The total number of pallbearers should be between six (6) and eight (8). The pallbearers should wear dress uniforms and white gloves.

Usually, pallbearers are exempt from following the majority of order given to the remainder of the formation due to the specific responsibility they are assigned. The instructions on the removal, handling and transporting of the casket should be given by the funeral director.

Should a piece of fire apparatus be used as a caisson to carry the casket, the pallbearers should be assigned to drive and ride the apparatus from beginning to end of the funeral procession. This will be implemented at the discretion of the Department.

Traditionally, the casket is draped with an American flag for veterans and all uniformed personnel. Should this option be exercised, The Flag Fold Team from the Honor Guard will need to remove, fold and present the flag(s) to the Chief of the Department who will present it to the Next of Kin.

Transportation

A department vehicle and driver will be offered to the immediate next of kin during the viewing and funeral period. Assignment of vehicle and personnel will be at the discretion of the Administration.

Meals

During the period of mourning and post funeral reception, meals may become a matter of aggravation for the deceased's family. Friends of the family, unions or associations may be able

to provide for these needs in all cases through their preparation, delivery and financial support. Should these arrangements be needed, the Office Manager under the direction of the Chief will coordinate these efforts.

Childcare

If childcare presents a problem for the family during the viewing and funeral period, this need should be identified and assistance provided accordingly.

Family Liaison Officer

A Family Liaison Officer should be established for all situations involving a death in order to offer the available department services and establish two way communications between the family and the department. Responsibilities include providing assistance to the bereaved family during the funeral process and determining the amount of involvement the union or fire department will provide for the services. This needs to be in direct accordance with the family's wishes.

Funeral Officer

The Funeral Officer is responsible for implementing the wishes of the family as expressed through the Family Liaison Officer. The Survivor Action Officer at the beginning of the funeral planning process assigns this position.

Chaplain

The amount of involvement the Chaplain has will be dependent upon the family's wishes and/or religion. One option that can be proposed is a shared responsibility between the clergy of family choice and the department's Chaplain. Once again, the family's wishes must be honored and communicated by the Family Liaison Officer.

Areas handled by the Chaplain will be as follows:

- Initial notification of the next of kin
- Comfort and counseling of surviving family members
- Prayer services in the home
- Church services
- Cemetery interment
- Follow-up counseling for the surviving family members

Procession

The family may indicate the desire for a procession from the funeral home or church to the cemetery. The procession process needs the staging of vehicles at the funeral home prior to the funeral beginning and ends upon arrival at the cemetery. Specifics in the option may under the direction of the Funeral Director with the corporation of the Procession Officer, the Church Officer, and the Cemetery Officer and include the following:

- Department vehicle(s) used as caisson, flower car and/or miscellaneous transportation
- Procession route must be chosen and may include a drive or walk by the deceased fire station, home or any other special considerations.
- Is a static display of apparatus requested or appropriate on the procession route?

- Are crossed ladders or aerial equipment requested or appropriate at the cemetery entrance?

Caisson

An engine may be appropriate as a caisson to carry the casket. Should this option be exercised, the apparatus will have to be cleaned, draped in bunting, retrofitted to easily accept the casket and taken out of service for a period of time.

Flower Apparatus

A piece of fire apparatus can serve as a flower vehicle in the procession. It will have to be cleaned, draped in bunting, and retrofitted to carry flowers. Arrangements will need to be made to take the vehicle out of service.

Formations

Formations may be appropriate under certain circumstances. The Funeral Officer will shoulder the responsibilities for the formations. Should the option be exercised, the formations would be at the following points in the ceremony:

- Walk through of all attending fire fighters at the funeral home (optional).
- Honor guard formations either side of the exit path of the casket at the funeral home, to the hearse or caisson.
- Honor guard formations either side of the casket entry to and exit from the church.
- Honor guard formations are located on either side of the exit path from the hearse or engine caisson to the interment.

Note: For references see the Military Standards section.

Taps

One or more bugler at the cemetery may play military taps. The location should be approximately 50 to 75 feet from the gravesite.

Firing Detail

A military firing detail may be exercised at the cemetery ceremony. This consists of firing three volleys from the weapons. The number of firing squad members is up to local determination. The position of a firing squad is 50 to 75 feet from the gravesite.

Band

A band may be recruited to play certain ceremonial arrangements during the interment process. Music such as the Battle Hymn or the Republic may be in order. Bands may be utilized as follows:

- During the church service
- Should the procession involve walking, the drum section can be used for cadence.
- At the cemetery
- Local bands can be contacted for their availability. These might include The Shriners or local high school bands.

Last Alarm Service

A traditional bell ringing ceremony at the end of the graveside service may be exercised, signifying the fire fighter's last alarm. A short reading accompanies the ringing of the bell.

Musical Arrangements

Musical arrangements should be selected by the family and coordinated through the Family Liaison Officer to the appropriate key personnel. This includes choirs, bands, singers and organ arrangements.

Readings

Numerous Scripture readings or verses are available and appropriate during the funeral home, church and cemetery services. Again, the family must indicate the appropriate readings and who will read them. The service will be arranged with the family church and clergy involved.

Euology

Typically, the family decides what, when and where. This may be appropriate at any one of the steps in the entire ceremony, including funeral home, church and cemetery. A clergy member and/or close family friend from the Department may perform this task. The Family Liaison Officer makes the appropriate contacts with the Church and Cemetery Officers, along with the Funeral Director.

Crossed Aerial Ladders

Should the family wish to have the crossed aerial ladders at the cemetery entrance, the Family Liaison Officer should forward this request to the Survivor Action Officer for coordination and approval. The implementation of this request is handled by the Procession Officer.

Static Equipment Display of Outside Equipment

During the procession process, the family may choose to exercise a static display of department apparatus with fire personnel at attention and saluting the passing casket. This final tribute may be set up anywhere; however, it is usually at the church, fire station on procession route, or at the cemetery entrance. The Procession Officer is responsible for handling the placement of all vehicles during the procession.

Burial in Uniform

Should the family choose to bury the deceased in uniform; the department may provide one for this purpose. The Family Liaison Officer will have to deliver the clothing to the Funeral Director upon request.

Closed Casket

A consideration on closed casket ceremonies may be to place a picture of the deceased in uniform and the deceased's helmet (cleaned up) on top of the closed casket. This can be presented to the family.

Walk Through

A scheduled walk through paying tribute to the deceased may be exercised as a form of paying tribute from fellow fire fighters. This should be coordinated with the Funeral Director and the Funeral Officer. Should it be exercised the fire personnel lines up single file by rank and agency. The formation then files through single file past the casket, stopping briefly to pay tribute. The contingent then exits the chapel.

Refreshments or Post Services Reception

An after service reception may be held at a church hall, school cafeteria or fire station, should the family approve. The Survivor Action Officer should coordinate the event, calling upon affiliated agencies to assist in donating food for the service.

Bunting

Station and apparatus bunting should be available for a department to use with short notice. It may be appropriate to purchase it on a regional basis. Should fire trucks be used for caissons or flower cars, they too should be bunted. The front of the station should be draped with black bunting until seven (7) days after the funeral.

Half Staff Flags

American flags can be brought to half-mast at the point of notification that a Department member has passed away up to 1700 hours of the day of the funeral and interment. When a flag is at half-mast, no other flags should be flown on the same halyard.

Badge Shrouding

Shrouding of a badge is accomplished by a 1/2" to 3/4" piece of black material horizontally at the badge's midpoint entirely around the badge. The shroud should be placed on the badges at the time of notification of the death and may remain on the badge until 1700 on the day of interment.

JOHNSON COUNTY FIRE PROTECTION DISTRICT

GUIDELINES

401.000	Water Rescue Division General	
Effective Date: January 1, 2019		Revised Date:

Purpose

It shall be the mission of the Water Rescue Division of the Johnson County Fire Protection District to provide high quality, prompt and efficient rescue services for a wide variety of water related incidents and to provide support to other personnel of the District and or our neighboring emergency services agencies in Johnson County and adjacent areas as deemed feasible based on needs and available resources.

Scope

The water Rescue Division will be comprised of personnel approved by the District including those who may not normally provide firefighting or related services. The Division personnel not providing firefighting or related services will be required to comply with policies and guidelines of the District that apply to all personnel regardless of their job title or position within the District, but will not be required to comply with policies or guidelines specifically affecting personnel assigned firefighting or related duties and training. The Division personnel will comply with all other policies or guidelines applicable to the water rescue Division. The Division will perform or assist with the performance of water related rescues across the District, across Johnson County as requested and out of the county on a case by case basis.

Chain of Command

The Water Rescue Division will be directly supervised by the Water Rescue Division Chief, assisted by the Water Rescue Division Captain (s), who will report directly to the Assistant Fire Chief. While training for water rescue related incidents all personnel will report to the Water Rescue Division Chief or Captain(s) who will be in charge of the training event. During actual water rescue incidents the Incident Commander will be in charge, but the Water Rescue Division Chief or Captain(s) or qualified team members should provide additional support or expertise or may assume command as required.

Safety

The safety of the Johnson County Fire Protection District personnel is our most important consideration in both training exercises and rescue operations. It is understood that swift/surface water and underwater training/rescue is a dangerous endeavor. The on scene Officers must constantly process the “assessment of risk” to assure that the exercise or rescue is progressing in the safest possible manner. Any Officer or participant may call a halt to the exercise or rescue if they perceive an unsafe practice. Any participant may choose not to perform an assigned task if they perceive the task to be unsafe.

JOHNSON COUNTY FIRE PROTECTION DISTRICT
GUIDELINES

402.000	Water Rescue Division Subdivisions	
Effective Date: January 1, 2019		Revised Date:

This Division is a volunteer, non-firefighting, arm of the Johnson County Fire Protection District for the primary purpose of water related rescue. Recovery operations may or may not be approved at the discretion of the Districts Command Staff. Any approved District personnel, 18 years or older, may volunteer for service in this Division. Members of other public safety agencies or civilians may apply for membership to the Johnson County Fire Protection District and volunteer for service in the Water Rescue Division without being required to train on firefighting specific topics or perform firefighting or related duties. Any approved volunteer may qualify for one or more of the three subdivision specialties within the Water Rescue Division.

A. Support Technicians

The core of the Water Rescue Division is the personnel who provide ground based support to the other technicians. Ground based support is critical to the success of any operation, particularly dive and surface ice rescue operations.

Qualifications

- Should be highly organized and a good communicator.
- Must be adept at record keeping.
- Must be able to lift 50 pounds from the ground to chest level.
- Must attend a Ground Tender Class, approved by the District, in a time frame as agreed to with the District.
- Must be willing to work in harsh weather conditions.
- Must demonstrate skills. (See Section E)

B. Surface Water Technicians

These technicians are tasked with providing surface water search and rescue operations using the Johnson County Fire Protection District's watercraft or other means as required and achieved with safety considered.

Qualifications

- Required to operate watercraft on calm and in swift water.
- Must demonstrate skills. (See Section E)
- Must possess if born after January 1, 1984 or obtain, if born prior to January 1 1984, a Missouri Boating Safety Education Certification.
- Successfully complete and pass a swift water rescue course, approved by the District, in a time frame as agreed to with the District.
- Be willing to work in harsh weather conditions.

C. Surface Ice Rescue Technicians

These technicians are tasked with providing surface ice rescue operations for the Johnson County Fire Protection District.

Qualifications

- Must be certified in surface ice rescue.
- Be willing to work in harsh weather conditions.

D. Dive Technicians

These technicians are tasked with providing underwater search and rescue operations for the Johnson County Fire Protection District.

Qualifications

- Must possess a valid Open Water Certification.
- Must demonstrate skills. (See Section E)
- Must become Dry Suit Certified and attend a Ground Tender Class.
- Must obtain an Advanced Open Water Certification.
- Must obtain a Rescue Diver Certification.
(Above qualifications must be completed in a time frame as agreed to with the District)
- Be willing to work in harsh weather conditions.

E. Basic Skills

It is understood that a person attempting a water related rescue, on the surface or underwater, may at any time be required to swim long distances under adverse conditions. Possessing the skill and stamina to swim, under these conditions, may be necessary to rescue a victim, another participant in the rescue or to save yourself. The testing requirements outlined in this section are taken from the standard swimming/stamina skills required for a PADI Dive Master Certification. Each test will be performed non-stop without time limits.

1. Support Technicians

- 200 meter/yard swim
- 10 minute float/tread

2. Surface Water Technicians

- 400 meter/yard swim
- 15 minute float/tread
- 100 meter/yard victim tow

3. Dive Technicians

- 400 meter/yard swim
- 15 minute float/tread
- 100 meter/yard tired diver tow
- 800 meter/yard fin snorkel swim

**JOHNSON COUNTY FIRE PROTECTION DISTRICT
GUIDELINES**

403.000	Training
Effective Date: January 1, 2019	Revised Date:

The Water Rescue Division Chief and Captain(s) will establish a training schedule for the year. This training schedule will conform to and provide opportunities for all members to comply with the District's most current training and professional development policy.

**JOHNSON COUNTY FIRE PROTECTION DISTRICT
GUIDELINES**

404.000	Call Out/Activation
Effective Date: January 1, 2019	Revised Date:

The Water Rescue Division is to be toned out on any water related rescue within the District. The Division will also be toned out at the request of any public service agency in Johnson County.

Out of county calls for service must be approved by the Johnson County Fire Protection District Fire Chief, Assistant Chief or their assigned designee before the Division will be toned out.

**JOHNSON COUNTY FIRE PROTECTION DISTRICT
GUIDELINES**

405.000	Responses
Effective Date: January 1, 2019	Revised Date:

Surface Ice Rescue

- A crew will respond to the scene with appropriate equipment and watercraft as needed to assist the area engine crew.

Swift/Surface Water Rescue

- Surface water technicians, divers and support personnel will respond with watercraft.

Underwater Rescue

- Divers, surface water technicians and support personnel will respond with watercraft.

JOHNSON COUNTY FIRE PROTECTION DISTRICT

GUIDELINES

406.000	Shore Line/Surface Water Rescue Operations	
Effective Date: January 1, 2019		Revised Date:

Equipment

The Johnson County Fire Protection District has been provided with suitable watercraft, personal flotation devices (PFD's), helmet's, exposure protection and diving equipment that meet the standards of Public Safety Water Rescue Teams. Participants involved in water related training or rescues will use/wear the provided and approved equipment.

- Participants involved in water related training or rescues will not wear bunker or turnout gear if they are within 15 feet of the water's edge.
- Participants who train or attempt a rescue within 15 feet of the edge of the water will wear the provided and approved PFD.
- Participants who train or attempt a rescue on the surface will wear the provided and approved PFD, helmet and exposure protection as dictated by water and weather conditions.
- Participants involved in training or rescues are responsible for the cleaning, drying and making ready all equipment used during the exercise or operation.
- When available all rescuers in the water should have a portable radio.

Manning

The recommended minimum manning during surface water training or rescues will be as follows:

- An engine crew of three (if available) should be dispatched for shore based rescues.
- Watercraft should be manned by three rescuers. One driver, one swimmer and one deck hand.
- A minimum of two support technicians should be available to drive the trucks and handle launch, retrieval and other shore duties.

Rescue Methods

Consideration should always be given to the simplest and safest method available to accomplish the rescue goal.

- The first arriving District representative or unit should initiate the incident Command System by establishing a site specific incident Command and providing an initial size-up of the scene.
- Incident management should be obtained through use of ICS utilizing as many components of the system as may be required to assist in the organized resolution to the incident.
- On scene personnel will report to the recognized incident Commander and will perform specific tasks as assigned.
- Emergency Medical resources may be requested as appropriate and as needed for the incident.

Shore Based Rescues

- Appropriate safety equipment should be used by members involved in the incident.
- District members working within 15 feet of the water edge will wear a provided and approved PFD.
- Rescue operations should take place from the shoreline by use of reach and throw practices in accordance with training available to District members with no members entering the water.
- Rescue team should be comprised of at least three (3) properly equipped and trained personnel.

SURFACE WATER RESCUES

The safety of both rescuers and victim, location of the victim and water conditions must all be considered while processing the risk assessment and formulating a rescue plan. Consideration must be given to the safest, quickest and simplest approach to the operational goal. A wading rescue operation is often all that is needed. Rescues involving watercraft are more complicated and are dictated by distance, water depth and current.

- Members involved in a rescue must use/wear provided and District approved protective equipment.
- Shore based members working within 15 feet of the water's edge will wear a provided and District approved PFD.
- Members entering into or on the water will wear a provided and District approved PFD, helmet and exposure protection as dictated by the weather and/or water conditions.
- Members entering into or on the water will work in teams of at least two and carry a rescue throw bag, PFD for the victim along with a harness and light as needed.

JOHNSON COUNTY FIRE PROTECTION DISTRICT

GUIDELINES

408.000	Underwater Rescue Operations
Effective Date: January 1, 2019	Revised Date:

EQUIPMENT

- Divers who train or attempt an underwater rescue will wear a provided and District approved wet or dry suit, full face mask and carry, at a minimum, a 80cf air cylinder
- A minimum 19cf cylinder backup air supply may also be used.
- Divers will be tethered with a rope or communication line.
- Support personnel working within fifteen feet of the water will wear a provided and District approved PFD.
- A spare aid cylinder (at least 80cf) should be available for each diver.
- A contingency (80cf) air cylinder will be available in the immediate area.
- An appropriate first aid kit with medical oxygen will be available at all training sessions and rescues.

MANNING

The recommended minimum manning during under water training or rescue will be as follows:

- One operations officer.
- One safety officer.
- One record keeper.
- Three divers should be in or prepared to enter the water. One primary diver and two backup divers (one in the water ready to respond and one in the immediate area and 90% ready to respond).
- Two ground tenders (one for the primary diver and one for the backup diver).
- One support person to assist divers with equipment, change out tanks and set up a diver staging area.

RESCUE METHODS

Training sessions will introduce, instruct and practice a variety of underwater search and rescue techniques that are accepted and commonly used by dive teams around the world. At a rescue, the team will select the technique that offers the greatest chance for safety and success after collecting evidence from the reporting party and witnesses, while considering the target, land topography, weather and water conditions. The team must remain vigilant to new evidence and changing conditions that could dictate a new strategy, modification or change in search techniques.

- The first arriving District representative or unit should initiate the incident Command System by establishing a site specific incident Command and providing an initial size-up of the scene.
- Incident management should be obtained through use of ICS utilizing as many components of the system as may be required to assist in the organized resolution to the incident.

- On scene personnel will report to the recognized incident Commander and will perform specific tasks as assigned.
- Emergency Medical resources may be requested as appropriate and as needed for the incident.

WARM WEATHER WATER OPERATIONS

- All personnel, especially divers, must be carefully monitored for signs of heat exhaustion.
- All personnel must be carefully monitored for signs of exhaustion and lack of focus.
- Divers will go to rehab after twenty minutes (plus or minus five minutes) of underwater operations.
- Divers may dive again after an appropriate rehab.
- Support personnel working within fifteen feet of the water will wear a provided and District approved PFD.

COLD WATER OPERATIONS

- All personnel, especially divers, must be carefully monitored for signs of hypothermia.
- All personnel must be carefully monitored for signs of exhaustion and lack of focus.
- Divers will go to rehab after twenty minutes (plus or minus five minutes) of underwater operations.
- Divers may dive again after an appropriate rehab.
- Support personnel working within fifteen feet of the water will wear a provided and District approved PFD.

ICE OPERATIONS

- All personnel, especially divers, must be carefully monitored for signs of hypothermia.
- All personnel must be carefully monitored for signs of exhaustion and lack of focus.
- Divers will go to rehab after twenty minutes (plus or minus five minutes) of underwater operations.
- Divers may dive again after an appropriate rehab.
- Care must be taken to prevent regulator freeze up.
- The bitter end of the diver's tether or communication line must be secured to the ice or bank at the water's edge.
- Support personnel working on the ice must be kept to an absolute minimum and wear a provided and District approved PFD.
- Kitty litter, floor dry or other suitable substance must be spread on the ice to prevent ground support personnel from slipping or sliding into the hole.

JOHNSON COUNTY FIRE PROTECTION DISTRICT
GUIDELINES

501.000	Structural – Vehicular PPE
Effective Date: January 1, 2019	Revised Date:

A. APPROVED PPE: STRUCTURAL/VEHICULAR

1. Each regular member will be provided with NFPA compliant PPE to include at least a helmet, hood, coat, pants, suspenders, boots and gloves.
2. Each junior firefighter will be issued PPE that may not be compliant and it cannot be used by the junior firefighter or any other member for interior fire attack.
3. Only District provided PPE will be utilized as primary PPE by any member.
4. Personally owned PPE may be approved by the Chief, Assistant Chief, or their designee to be utilized as supplemental PPE (extra gloves, goggles, etc.)
5. Any personally owned PPE must be NFPA compliant prior to being considered for use and must be approved prior to actual use.
6. SCBA will be provided on apparatus.

JOHNSON COUNTY FIRE PROTECTION DISTRICT
GUIDELINES

502.000	Wildland/Natural Cover PPE
Effective Date: January 1, 2019	Revised Date:

APPROVED PPE

- The District will not routinely provide members with complete natural cover firefighting PPE.
- If any component is supplied it must be cared for and is subject to the same limitations for modifications as structural and vehicular PPE.
- All members should exercise extreme care when selecting personal clothing for use at a natural cover incident to avoid items subject to melting, ignitability or other routinely severe immediate affects from exposure to fire.
- All members should attempt to provide protection to all body parts to help reduce the risks of burns, cuts, punctures, etc.

VIOLATIONS

- Any violation of this guideline will be reviewed and processed according to the proper methods established and outlined in the discipline section of this manual.

JOHNSON COUNTY FIRE PROTECTION DISTRICT
GUIDELINES

503.000	Traffic Safety Vest
Effective Date: January 1, 2019	Revised Date:

PURPOSE

The following guideline will provide each member of the District a working knowledge of the use of Traffic Safety Vests designed to provide added visual protection and to allow members to follow Federal Highway Administration Rule 23 DFR 634.

GENERAL

1. All members will wear the provided compliant vest while operating in or in the proximity of any roadway at any type of emergency or non-emergency incident or during any activities providing support to emergency or non-emergency incidents. (Support activities include but are not limited to command, safety, rehabilitation, water supply, breathing air supply, etc.)
2. Vests will be worn by all members when under conditions listed above regardless of the use of any other assigned Personal Protective Equipment.
3. It is suggested that the vest be assembled and left in place over the Personal Protective Equipment coat when not in use and removed when the incident circumstances do not dictate its use.
4. While operating in situations not requiring vest usage personnel must exercise caution when entering or exiting adjacent roadways and the vest should be used if repeated exposure to the roadway will exist.

EXCEPTIONS

1. Due to the nature and volatility of fire it is not recommended that any member wear the provided vest while actively suppressing flames, but the vest will be donned at the conclusion of fire suppression or that member's direct involvement with suppression while the member is still at the incident scene or engaged in support activities.
2. The provided vest should not be worn by any member while actively suppressing flames or in any other situation where flame or heat impingement to the vest could create a hazardous condition to the fire personnel by reducing the effectiveness of the Personal Protective Equipment.

DISCIPLINE

1. Any member who violates this guideline will be subject to action as outlined in the District discipline guide

JOHNSON COUNTY FIRE PROTECTION DISTRICT
GUIDELINES

504.000	Use and Care of PPE
Effective Date: January 1, 2019	Revised Date:

USE AND CARE

1. All members will be expected to wear the appropriate PPE for the tasks assigned while participating in any incident, training or while performing other duties.
2. Each member will be responsible for the regular cleaning and inspection of the provided PPE.
3. Each member should perform regular cleaning complying with the manufacturer's or the District's care recommendations.
4. Cleaning should take place as soon as practical following the use of the PPE and should include all components of the PPE ensemble.
5. No member should alter, tamper, remove or otherwise negatively affect the PPE assigned to any other member.
6. Should a member be required to utilize PPE assigned to any other member it becomes the duty of the member actually using the PPE to promptly insure that the PPE is cleaned and returned to a ready status.
7. Any defects in PPE including, but not limited to rips, tears, malfunctioning fasteners or excessive staining should be promptly brought to the attention of the member's station officers for referral for repairs or replacement.

JOHNSON COUNTY FIRE PROTECTION DISTRICT
GUIDELINES

505.000	Personalization
Effective Date: January 1, 2019	Revised Date:

PERSONALIZATION OF PPE

1. No member will alter the PPE in any fashion not approved by the Chief, Assistant Chief or their designee.
2. Helmets may be altered at the members expense with decals in the following manner without prior approval:
 - a. A small unobtrusive (no larger than 2" x 4") self-sticking American flag decal may be applied on the rear of the helmet and should be applied to the right of the center ridge of the helmet and located just at/above the rear bill and helmet crown junction.
 - b. Self-sticking block style black vinyl type lettering not smaller than ¾" and not exceeding 1" in size spelling the members last name or first name initial and last name may be applied to the rear of the helmet centered from side to side and located on the white reflective stripe provided.
3. Turnout coats and pants should not be altered with any personalization items without prior approval by the Chief, Assistant Chief or their designee.
4. Any desired and approved alteration of any PPE must not negatively affect the PPE for NFPA compliance or life longevity.

JOHNSON COUNTY FIRE PROTECTION DISTRICT

GUIDELINES

601.000	Accountability
Effective Date: January 1, 2019	Revised Date:

PURPOSE

The information contained in this guide will provide all members of the Johnson County Fire Protection District the knowledge of the recommended practices for accountability at District incidents.

GENERAL

A. Tag assignment

1. All personnel will be issued an accountability tag corresponding to their assigned radio identification number.
2. Each member shall attach their assigned tag to the ring at the back of the firefighting helmet assigned to or regularly utilized by the member.

B. Incidents requiring structural firefighting personal protective equipment

1. Each member shall remove the tag from the helmet as they arrive on an incident scene and submit the tag to the incident commander at which time they will be assigned a specific task.
2. Those arriving on an apparatus may send one representative, with all accountability tags associated to the apparatus, to the incident commander to submit the tags and receive the task assignment.
3. No member shall operate at an incident requiring structural firefighting personal protective equipment (PPE) without submitting their respective tag to the incident commander and receiving a specific task assignment.
4. Should a member utilize PPE not normally assigned to or utilized by that member they shall submit the tag on the PPE to the incident commander and make certain the incident commander notes the difference of the tag marking verses the members actual identity.
5. Each member or team shall return to the incident commander after completing their assigned task for further assignment.
6. No member shall terminate their activity and leave an incident scene without notifying the incident commander and being officially dismissed.
7. Each member is responsible for securing their accountability tag upon the completion of the incident or at the time of dismissal from the scene.

C. Incident commander accountability duties at incidents requiring structural firefighting personal protective equipment

1. The incident commander will be responsible for maintaining an accurate account of each member operating on the incident scene in addition to all other duties normally performed by the incident commander.

2. The incident commander will be responsible for ensuring that all accountability tags are collected from the arriving members and will assign tasks to the members at the time they report to the incident commander.
3. The incident commander will be responsible for a periodic verification or account for each member operating at the incident.
4. The periodic verification times will be partially dictated by the severity of the scene and the visibility or lack of visibility of the operating members.
5. The periodic verification should be done no less than after the first fifteen minutes of operation and approximately every twenty minutes thereafter.
6. The periodic verification can be done in a variety of methods including, but not limited to: visual observation, roll call of each member, roll call of each apparatus for complete crew verification, roll call by assignment teams or any other feasible method which allows for the verification of the safety and presence of all operating members.

D. Incidents not requiring structural firefighting personal protective equipment

1. All members should report to the incident commander at any incident not requiring structural firefighting PPE upon arriving at the scene to receive a specific task assignment.
2. Submission of the District accountability tag will not be required, but may be done to assist with scene accountability.
3. Each member should ensure that their presence has been recorded to aid the incident commander in task assignment.

E. Incident commander accountability duties at incidents not requiring structural firefighting personal protective equipment

1. The incident commander will be responsible for maintaining an accurate account of each member operating on the incident scene in addition to all other duties normally performed by the incident commander.
2. The incident commander will ensure that all members arriving at the scene are assigned a specific task at the time the member reports to the incident commander.
3. The incident commander will be responsible to perform a periodic verification or account of each member operating at the incident.
4. The frequency of the periodic verification shall be dictated by the severity of the incident, geographic area, visual accountability or other similar conditions.
5. The periodic verification shall be done by any feasible method which allows for the verification of the safety and presence of all operating members.

F. Violations

1. Violations of this guideline will be reviewed and processed according to the proper methods established.

JOHNSON COUNTY FIRE PROTECTION DISTRICT
GUIDELINES

601.100	Location Determinants
Effective Date: January 1, 2019	Revised Date:

Purpose:

This guideline will establish procedures for establishing common terminology for operational areas involving structures on emergency incidents.

Definitions:

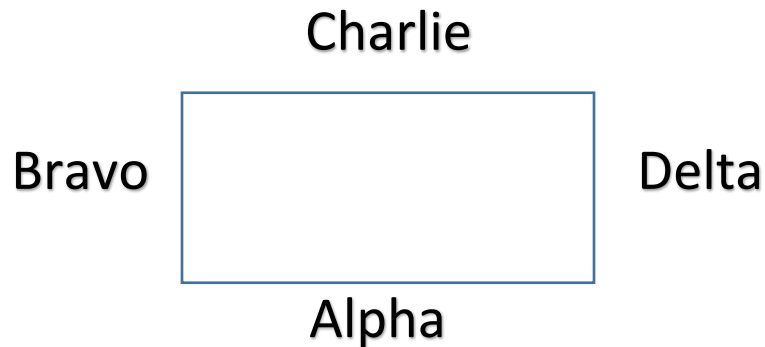
Side: Sides shall be considered the exterior sides of a structure.

Divisions: Divisions are the vertical layers of the structure.

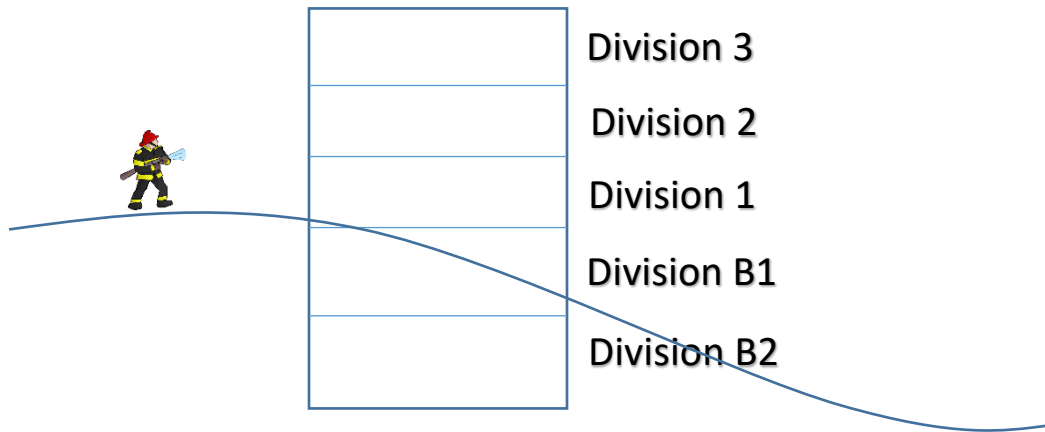
Quadrants: Quadrants are considered the interior operational sections on the interior of the structure.

Guideline:

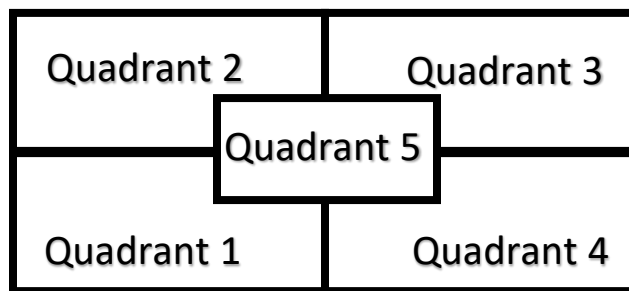
Sides will be called Alpha, Bravo, Charlie, and Delta respectively. The Alpha side shall be declared by the incident commander and will normally be the street side, or side of normal entry. The remaining sides will be named in a clockwise fashion.



Divisions define the vertical operational levels of the structure. Division 1 shall be considered the ground level at the point of entry on the Alpha side. Division determinants will increase numerically upwards. Divisions that fall below grade on the Alpha side shall be declared B1 and increase numerically for each level downward.



Quadrants shall be used to determine interior operational areas on any division. Quadrants shall be titled by number and rotate counter clockwise starting at the Alpha/Bravo corner. The center of the structure shall be titled quadrant 5.



Examples:

A firefighter that observes fire coming from a second floor window on the back side of a structure can notify command that, “Fire is visible from the Charlie side, Division 2, Quadrant 2.

A firefighter can provide an interior location to other units by stating they are located, “Division 1, quadrant 4.

JOHNSON COUNTY FIRE PROTECTION DISTRICT
GUIDELINES

602.000	Emergency Vehicle Response/Use
Effective Date: January 1, 2019	Revised Date:

PURPOSE:

The following guideline will provide the personnel of the Johnson County Fire Protection District with the basic knowledge of the expected procedures to be utilized while responding in or using emergency vehicles owned, hired, borrowed, commanded or used by the District and privately owned vehicles. Use of the practices outlined in this guideline will help provide all members and the public with a safer environment during and after emergencies and at other non-emergency use times. Although emergency vehicles and personnel must be conveyed to those in need promptly it must be done in the safest and most prudent manner possible.

GENERAL:

1. All members operating any vehicle on behalf of the District or privately owned vehicles in response to a call for service will first complete training and meet other operator requirements as outlined in other District policies or guidelines.
2. All members operating any vehicle on behalf of the District must maintain a valid state issued driver/operator license.
3. All members will be required to annually sign and submit a motor vehicle moving violation report and release provided by the District.
4. All members must notify the administrative office immediately if they receive a moving violation, suspension or revocation of their state driving privileges.

PROCEDURE:

A. PRE-TRIP INSPECTION

1. Prior to entering the vehicle the driver should make a complete circle around the vehicle to determine that all equipment is secured, compartment doors are securely closed and all physical obstructions are out of the way.
2. Following the visual inspection of all four sides and the top the driver should verify the right side and rear clearance with the front right seat occupant, if any, prior to moving the vehicle.

B. AUDIBLE AND VISUAL WARNING DEVICES

1. Audible and visual warning devices should only be used when responding to a call for service deemed to be an emergency by the District and due to information contained in the dispatch or notification.
2. Audible and visual warning devices should be used simultaneously when responding to emergency incidents.
3. All drivers must remain aware of other vehicles and pedestrians and be prepared to take appropriate defensive driving actions, as the warning devices do not insure the right-of-way.

C. VEHICLE CONTROL AND RIGHT-OF-WAY

1. All drivers should maintain control and operate the vehicle in a manner providing the highest level of safety for District personnel and the public.
2. All drivers must yield the right-of-way to vehicles and pedestrians until given the right-of-way by the other party. If the other party fails to yield the driver cannot force the right-of-way.
3. All drivers should be aware of alternative travel patterns or escape routes when overtaking or passing other vehicles.
4. All drivers should maintain a safe following distance behind other private vehicles and other emergency vehicles.

D. RESPONSE SPEEDS

1. When responding to emergency incidents all drivers should operate the vehicle at a speed providing the driver with the greatest degree of control and/or opportunity to perform evasive or corrective driving maneuvers that may be required as conditions permit.
2. When responding to emergency incidents the driver:
 - a. Should operate the vehicle at all times with due regard for the public and emergency personnel safety.
 - b. May exceed the prima facie speed limit as needed so long as the driver does not endanger life or property.
 - c. May park or stand irrespective of the provision of sections 304.014 to 304.025.
 - d. May proceed past a red or stop signal or stop sign, but only after slowing down as may be necessary for safe operation.
3. Slower speed should be maintained for certain conditions including, but not limited to: slippery roads, sharp curves, inclement weather, poor visibility, heavy or congested traffic or deteriorated road surfaces.

E. INTERSECTIONS

1. All drivers approaching intersections either controlled or not controlled by traffic control warning devices must exercise a high level of caution.
2. Drivers should scan the intersection and visible areas of the approaching roadway for other vehicles, pedestrians or other hazards.
3. The driver should slow down and be prepared to stop.
4. The siren tone should be changed prior to reaching the intersection.
5. If at all possible do not use the oncoming lane of traffic to pass through the intersection.
6. All traffic lanes should be accounted for and eye contact should be made with other drivers to assure they have acknowledged your presence and are yielding the right-of-way.
7. If all lanes of traffic cannot be accounted for the driver should stop the vehicle and not continue through the intersection until all lanes have been accounted for.
8. Drivers should also exercise a high level of caution when approaching guarded or unguarded railroad crossings.
9. No driver should pass through a guarded railroad crossing if the warning device is activated at the crossing.
10. Before crossing an unguarded railroad crossing, the driver should reduce all audible noise possible and listen for an oncoming train while scanning visually for any train.

F. NON-EMERGENCY RESPONSE AND ORDINARY TRAVEL

1. When responding to non-emergency incidents or while operating the vehicle at any other time the driver should obey and comply with all traffic laws.

G. RIDING

1. All persons riding on District vehicles should be seated in approved riding positions and should be secured to the vehicle by seat belts while the vehicle is moving.
2. The driver should verify that all persons are seated and secured prior to placing the vehicle in motion.
3. Riding on tail steps, sidesteps, running boards or other exposed areas not designed as a seating area is not allowed.

H. BACKING

1. All drivers and other personnel must exercise a high level of caution if a vehicle is to be involved in a backing procedure.
2. If at all possible avoid backing the vehicle.
3. When backing, a spotter should be utilized when available and should be visible to the driver at all times during the backing procedure. If the spotter is not visible the driver should stop until the spotter is again visible.
4. If a spotter is not available the driver should exit the vehicle and walk completely around the vehicle to determine if the travel path is clear and that all equipment and compartments are properly secured.

I. PRIVATE VEHICLE RESPONSE

1. Drivers responding in private vehicles to the station or incident will do so in accordance with the appropriate District policy or guideline regulating this activity.

J. VIOLATIONS

1. Any violation of this guideline will be reviewed and processed according to the proper methods established and outlined in the discipline section of this manual.

JOHNSON COUNTY FIRE PROTECTION DISTRICT
GUIDELINES

603.000	Personal Vehicle (POV) Response
Effective Date: January 1, 2019	Revised Date:

PURPOSE:

The following guideline will provide the personnel of the Johnson County Fire Protection District with the basic knowledge of the expected procedures to be utilized while responding to incidents or conducting District related responses in privately owned vehicles. Use of the practices outlined in this guideline will help provide all members of the public with a safer environment during and after emergencies and at other non-emergency use times. Although emergency vehicles and personnel must be conveyed to the in need promptly it must be done in the safest and most prudent manner possible.

GENERAL:

1. All members operating any privately owned vehicle on behalf of the District in response to a call for service or for other District related purposes will first complete training and meet other operator requirements as outlined in other District policies or guidelines.
2. All members operating any vehicle on behalf of the District must maintain a valid state issued driver/operator license.
3. All members will be required to annually sign and submit a motor vehicle moving violation report and release provided by the District.
4. All members must notify the administrative office immediately if they receive a moving violation, suspension or revocation of their state driving privileges.

A. AUDIBLE(Siren) AND VISUAL WARNING DEVICES

1. Audible and visual warning devices may not be installed or utilized until the proper authorization has been provided by the Fire Chief.
2. Audible and visual warning devices should only be used when responding to a call for service deemed to be an emergency by the District and due to information contained in the dispatch or notification.
3. Audible and visual warning devices should be used simultaneously when responding to emergency incidents.
4. All drivers must remain aware of other vehicles and pedestrians and be prepared to take appropriate defensive driving actions, as the warning devices do not insure the right –of-way.

B. VEHICLE CONTROL AND RIGHT –OF-WAY

1. All drivers should maintain control and operate the vehicle in a manner providing the highest level of safety for District personnel and the public.

2. All drivers must yield the right-of-way to vehicles and pedestrians until given the right –of- way by the other party. If the other party fails to yield, the driver cannot force the right of way.
3. All drivers should be aware of alternative travel patterns or escape routes when overtaking or passing other vehicles.
4. All drivers should maintain a safe following distance behind other private vehicles and other emergency vehicles.

C. RESPONSE SPEEDS

1. When responding to emergency incidents all drivers should operate the vehicle at a speed providing the driver with the greatest degree of control and/or opportunity to perform evasive or corrective driving maneuvers that may be required as conditions permit.
2. When responding to emergency incidents the driver:
 - a. Should operate the vehicle at all times with due regard for the public and emergency personnel safety.
 - b. May exceed the prima facie speed limit as needed so long as the driver does not endanger life or property.
 - c. May park or stand irrespective of the provision of sections 304.014 to 304.025.
 - d. May proceed past a red or stop signal or stop sign, but only after slowing down as may be necessary for safe operation.
3. Slower speed should be maintained for certain conditions including, but not limited to: slippery roads, sharp curves, inclement weather, poor visibility, heavy or congested traffic or deteriorated road surfaces.

D. INTERSECTIONS

1. All drivers approaching intersections either controlled or not controlled by traffic control warning devices must exercise a high level of caution.
2. Drivers should scan the intersection and visible areas of the approaching roadway for other vehicles, pedestrians or other hazards.
3. The driver should slow down and be prepared to stop.
4. The siren tone should be changed prior to reaching the intersection.
5. If at all possible do not use the oncoming lane of traffic to pass through the intersection.
6. All traffic lanes should be accounted for and eye contact should be made with other drivers to assure they have acknowledged your presence and are yielding the right-of-way.
7. If all lanes of traffic cannot be accounted for the driver should stop the vehicle and not continue through the intersection until all lanes have been accounted for.
8. Drivers should also exercise a high level of caution when approaching guarded or unguarded railroad crossings.
9. No driver should pass through a guarded railroad crossing if the warning device is activated at the crossing.
10. Before crossing an unguarded railroad crossing, the driver should reduce all audible noise possible and listen for an oncoming train while scanning visually for any train.

E. NON-EMERGENCY RESPONSE AND ORDINARY TRAVEL

1. When responding to non-emergency incidents or while operating the vehicle at any other time the driver should obey and comply with all traffic laws.

JOHNSON COUNTY FIRE PROTECTION DISTRICT
GUIDELINES

604.000	Mutual Aid Responses
Effective Date: January 1, 2019	Revised Date:

PURPOSE:

The following guideline will provide all personnel of the Johnson County Fire Protection District with an understanding of the acceptable and expected response to requests for mutual aid assistance from outside agencies. This understanding and adherence to the guideline will also serve to help District personnel provide continued non-compromised service to the citizens and visitors to the District with whom the Districts primary responsibilities lay.

GENERAL:

A. MUTUAL AID REQUESTS

1. Generally requests for mutual aid will be honored with the appropriate initial response of District resources.
2. If a request is made during a time that District resources are not immediately available or if the rendering of mutual aid assistance would substantially reduce effective service within the District no response will be made and the requester will be notified of the unavailability of District resources.
 - a. In the event that other stations of the District are currently assigned to other tasks and the requested station is not, the response to the mutual aid request may be denied if the response would further reduce available District resources to a level deemed inadequate to provide service within the District.

B. RECEIPT OF REQUESTS

1. Requests for mutual aid assistance from agencies outside of Johnson County will normally be received by Johnson County Central Dispatch personnel who will in turn initially relay the request to the Fire Chief, Assistant Fire Chief or their designee.
2. Requests for mutual aid assistance from agencies inside of Johnson County will normally be received by Johnson County Central Dispatch personnel who will dispatch the appropriate stations and/or equipment per the current response protocols on file at Dispatch.
3. Following review and approval of the request the District station which is equipped to provide the required assistance will be alerted via emergency tone alert activation.
4. In the event that a member of the District receives a request for mutual aid directly from an outside agency that request should be relayed immediately to Johnson County Central Dispatch for proper processing and emergency alert notifications.
5. In the event that a member of the District personnel directly receives a request for mutual aid assistance the member should obtain and relay at least the following information.
 - a. Name of requester
 - b. Requesting agency
 - c. Contact telephone numbers

- d. Radio Frequency
- e. Exact resources requested (i.e. engine, tanker, SCBA support, etc.)
- f. Exact situation to which response is requested (i.e. structure fire, natural cover fire, search, rescue, etc.)
- g. Exact address and directions to the scene or staging area
- h. Any special hazards which may exist

C. RESPONSES

1. Only those stations and personnel assigned to respond to the request for mutual aid assistance during the emergency tone alert notification should respond initially.
2. Other personnel may respond to their respective stations and after assembling should notify the Fire Chief, Assistant Fire Chief, or their designee of the number of available personnel.
3. Although these people have assembled at the station they should not respond until authorized to do so as they may be required to provide coverage for the responding station's area within the District.
4. All responses to request for mutual aid assistance should be made in District owned vehicles with complete crews, unless otherwise specified, to help limit the exposure of personally owned vehicles to harm during the response.
5. Responses may be made in personally owned vehicles if so authorized in the alert notification or following advisories or if the situation requires no utilization of District vehicles.
6. Responses, in District vehicles or personally owned vehicles, should be made in an emergency or non-emergency mode as dictated by the situation and information provided by the requesting agency.
7. Upon arrival at the designated location for the mutual aid assistance District personnel should report to the incident commander for direction and then perform those tasks as required that do not exceed the personnel's level of training or expertise.
8. Upon completion of the assistance the District personnel should clear the scene when released by the incident commander and return all personnel and equipment to a ready status with the District.

D. VIOLATIONS

1. Violations of this guideline will be reviewed and processed according to the proper methods established.

JOHNSON COUNTY FIRE PROTECTION DISTRICT
GUIDELINES

605.000	Motor Vehicle Accidents/Collisions
Effective Date: January 1, 2019	Revised Date:

PURPOSE:

The following guideline will provide the personnel of the Johnson County Fire Protection District with the knowledge of the expected response procedures in the event of a motor vehicle collision that requires response by the District. The District maintains responsibility of fire suppression, vehicle extrication, elimination of hazards, aircraft landing and other assistance as deemed necessary at the scene of motor vehicle accidents. Primary patient care will remain the responsibility of other agencies so prepared, but qualified and trained District personnel may assist in these processes as available without interference with the execution of the District responsibilities.

GENERAL:

A. NOTIFICATION AND RESPONSE

1. When notified by the dispatching agency or other similar agency that a request for District assistance with a motor vehicle accident has been made, the District personnel assigned to the affected station(s) will respond to their respective station(s).
2. All personnel should respond utilizing the most direct and shortest route to the station.
3. When a majority of a crew is assembled at the station nearest the scene or as directed by the dispatching agency the engine should respond to the scene of the accident prepared to render the necessary assistance.
4. When directed to respond, the rescue vehicle should respond with sufficient staffing as anticipated from information known concerning details of the incident to provide the correct level of service.
5. All other personnel should continue their response to the station and after a crew is assembled to staff the tanker, it should also respond to the scene. If additional personnel are required, the grass unit should be utilized.
6. Other personnel arriving at the station should assume a standby and ready status and respond to the scene in the remaining District vehicle or personally owned vehicles only as directed.
7. In all cases those personnel who are familiar and experienced with vehicle extrication, vehicle firefighting hazards and techniques and roadway operations should be the primary personnel responding to the scene.

B. PRIVATELY OWNED VEHICLES

1. Privately owned vehicles as a general rule should not be driven to the accident site.
2. If an accident site lies in the most direct and shortest route to the station for the responding District personnel the first two personnel may stop at the scene to offer

- immediate assistance, reassurance and assessment of the situation if no other Fire, Ambulance or Law Enforcement agency is on the scene.
3. The patient assistance provided should not exceed the level of training or expertise the arriving personnel maintains.
 4. The level of reassurance should be adequate to provide the involved party the comfort of knowing further assistance is responding and prohibit them from a feeling of abandonment which may occur if the District personnel responding in emergency fashion simply drives past the site.
 5. The assessment of the situation should be complete and include as much information and detail about the scene conditions which will allow all responding agencies valuable information regarding anticipated needs at the scene and proper level of response to help in alleviating the potential for other motor vehicle accidents that can occur during emergency responses and the unnecessary commitment of equipment that may better be utilized on other emergency scenes.
 6. The assessment should simply be an assessment and advisory relayed to the other agencies who will independently evaluate the information provided and determine what type of action or response to make and it will not be the duty of the District personnel at the scene to independently alter or prohibit other agencies responses.
 7. When other agencies arrive on the scene that can provide the necessary level of care and they in turn release or notify the District personnel that no further assistance is required the District personnel should safely leave the scene and continue to the station for any required debriefing or report completion.
 8. District personnel may also leave the scene prior to other agency arrival if no assistance, reassurance or further assessment is required, but will properly notify the dispatching agency and or the responding agency as to the departure from the scene.
 9. Any personnel who arrive at the scene in a personally owned vehicle should exercise great care and caution in the parking of the vehicle.
 - a. The position chosen for parking should be somewhat remote and allow other equipment access to the scene.
 - b. The position chosen for parking should not prohibit normal traffic flow unless such positioning is required to help protect exposed patients or roadway obstructions.
 - c. If normal traffic flow must be interrupted great care and caution should be utilized in the methods of interruption to help reduce the potential for further vehicular or pedestrian contact to be made.

C. EXCEPTIONS

1. The Fire Chief, Assistant Chief, Battalion Chief, Division Chief or their designee may respond to the scene.
2. The Station Officers of the affected station(s) may respond to the scene if needed or when the situation deems their response if all required station apparatus or resources are staffed and responding.
 - a. Supervisory duties are deemed appropriate as reasoning for response to the scene.
2. Other exceptions will be granted for personnel directly ordered to the scene by the Fire Chief, Assistant Chief, Battalion Chief, Division Chief or their designee, Station Officers or the ranking official of the agency involved in the on scene activities.

D. VIOLATIONS

1. Violations of this guide will be reviewed and processed according to the proper methods established.

JOHNSON COUNTY FIRE PROTECTION DISTRICT
GUIDELINES

606.000	Ice and Cold Water Rescue
Effective Date: January 1, 2019	Revised Date:

PURPOSE:

The purpose of this guideline is to provide the members of the Johnson County Fire Protection District with working knowledge and understanding of the safe and efficient conduct of ice and cold water rescue operations.

GENERAL:

- A. Upon receipt of an alarm for a cold water or ice rescue emergency, the District will respond with available resources, including personnel, cold water rescue suits, water rescue rope, shore line water safety equipment and pike pole(s).
- B. A qualified District member on the scene will establish Incident Command (IC) and will remain in command until relieved by a competent authority. The incident commander is responsible for the entire incident including the following actions:
 1. Determine the number of victims, their condition and their last known location if they cannot be seen from shore.
 2. Formulate an action plan to successfully remove the victim(s) from the hazardous condition.
 3. Direct the communications center to notify the following when needed:
 - a. Mutual aid departments with special consideration given to those with equipment and training in cold water and ice rescue.
 - b. Local ambulance with Advance Life Support Personnel.
 - c. Nearest hospital with a trauma center.
 - d. Air ambulance.
 - e. Local law enforcement for crowd and traffic control.
 - f. Local or mutual aid dive teams.
 - g. Any other services determined by the IC.
- C. Safety of all personnel will be paramount and the following safety procedures will be included, but are not an all-inclusive list:
 1. Animal rescues are at the discretion of the IC and should only be attempted if the safety of rescuers can be assured.
 2. All operations will be performed by trained personnel who are familiar with and physically capable of performing the duties and tasks required.
 3. Primary rescuers and back up personnel will be equipped with cold water rescue and or immersion suits. Whenever possible the rescuers should wear a helmet to assist with protecting their head from injury.
 4. All personnel working on shore within 15 feet of the water should be equipped with not less than a Type I personal floatation device.

5. Tether lines will be attached to the front ring and clasp on the front of the harness of the Ice Rescue Suit of all personnel engaged in GO or CONTACT rescues. Appropriate shore crew will control tether lines and ensure that ropes, carabineers and zippers are functioning and used appropriately.
 6. Tethering procedures will include one rope (minimum tensile strength of 2000 lbs.) attached to the front ring and clasp of the Ice Rescue Suit. When it is necessary to travel further than one line will allow you must connect two lines together with a carabineer.
 7. Primary and back up rescuers should be equipped with ice awls when available for their own use or for use by the victim.
 8. Each person involved in the rescue operation should have a backup person to take over if needed if sufficient personnel can arrive at the scene.
 9. Rest and medical monitoring of all personnel in a warm vehicle or shelter should be provided at regular intervals. The EMS team leader or safety officer will declare any rescuer unfit to continue and will notify the IC.
 10. Adequate lighting and flashlights should be available for night operations.
- D. Initial response of fire & rescue personnel will include the vehicle carrying cold water or ice rescue suits and all associated equipment and other vehicles as appropriate for lighting, personnel and support functions. When it is possible a minimum of eight (8) personnel should be utilized for optimum safety as follows: Incident Commander, Primary Rescuer, Secondary Rescuer, One Man Back-Up Team and a Four Man Shore Crew.
- E. At no time will any team member attempt a GO or CONTACT rescue without proper backup, a cold water suit or ice rescue suit and a tether line to shore.
- F. A continual assessment of the personnel, equipment, number of victims, victim's condition, ice conditions and access options must be maintained.
- G. Communication with the victim(s) should be immediately established and maintained through the rescue attempt with the first question being "Are you alone?".
- H. Preferred equipment includes, but is not limited to the following items:
1. Ice Rescue Suits – Minimum of 2 for primary and backup rescuer.
 2. Water Rescue Rope
 3. Carabineers
 4. Ice Awls
 5. Water Rescue Helmets – 1 for each rescuer on the ice
 6. PFDs – Enough for any personnel within 15' of the water not wearing a cold water or ice rescue suit.
 7. Lighting – For scene and personal use.
 8. Throw bags and rope.
 9. Ice screws

JOHNSON COUNTY FIRE PROTECTION DISTRICT

GUIDELINES

609.000	Rapid Intervention Team
Effective Date: January 1, 2019	Revised Date:

Purpose

The purpose of this document is to establish a guideline for the response, organization, operation, and termination of Rapid Intervention Teams (RITs) when needed.

Scope

This procedure is to be followed by all members of the Johnson County Fire Protection District regardless of the response area in which it occurs. The Incident Commander is encouraged to request RIT on all incidents where the members are placed into a “Hazard Zone” and could need immediate intervention. RIT Standard Operating Guidelines are incident driven.

Term and Definitions

- **Immediately Dangerous to Life and Health (IDLH):** exposure to an atmosphere that is likely to cause death or immediate or delayed permanent adverse health effects or prevent escape from such an environment.
- **LUNAR:** Location, Unit, Name, Air/Assignment, Resources needed. This is the report that the downed, missing, or trapped firefighter gives during mayday.
- **Mayday:** A radio message reserved for the sole purpose of notifying on-scene personnel that there is a missing, trapped, or disabled firefighter(s) on-scene.
- **Rapid Intervention Team (RIT):** A designated team that will be comprised of trained members that will serve as a standby rescue team for missing, trapped, or disabled firefighters. This team will be fully equipped with Personal Protective Equipment (PPE), SCBA and face piece, and specialized rescue tools that will be chosen based on the specific needs for the operation.
- **Risk Benefit Assessment:** the development of action plans, which take present and potential risks and benefits into consideration to determine the safest actions to be taken
- **RIT Officer:** RIT Officer is a fire ground title not a rank. The member of RIT that is the liaison with IC and Safety Officer and coordinates RIT operations. A qualified senior firefighter/officer with RIT training and is able to competently make RIT operational decision.
- **RIT Support Apparatus:** An additional apparatus requested for RIT Operations as needed. This is the apparatus RIT will pull required and recommended tools from as to not take tools away from fire ground operations. This Apparatus will be from the nearest available station that is not involved in the scene. This apparatus’ sole purpose is to support RIT.
- **Standby Firefighter:** One (1) firefighter in standby mode that is fully equipped with the proper protective equipment needed to perform and an immediate rescue if needed. This is likely to be the third and remaining firefighter on first arriving apparatus.
- **Standby Mode:** The state of being fully equipped with the proper PPE, including SCBA

and face piece.

- **Suspended RIT:** When RIT is no longer “activated” due to the absence of an IDLH environment but members are still present to reactive RIT if situations dictate the need to re-establish.

Risk Benefit Assessment

A risk benefit assessment will be utilized by the Incident Commander when arriving on scene to formulate the incident action plan. The objective is to save life and property in the safest manner possible and the risk benefit assessment will help gauge decision. The risk benefit assessment is as follows:

1. Within the structural plan, we may risk our lives to protect savable lives.
2. Within the structural plan, we may risk our lives a **LITTLE** to protect savable property.
3. WE will NOT risk our lives at all to save lives and property that are not savable.

This assessment will allow interior search and rescues and fire suppression operations to take place prior to the RIT assembly if the situation resembles situation 1 and/or 2 above.

Prior to Establishing RIT

1. Two In/ Two Out (Interior firefighting/No RIT)
 - a. With the exception explained in the Risk Benefit Assessment, firefighters should not engage in interior structural firefighting operations without a minimum of two standby firefighters exterior.
 - b. Prior to interior structure firefighting operations or deployments into an IDLH atmosphere, the incident commander must evaluate the situation and determine there are enough members present to safely conduct emergency operations.
 - c. Members operating interior must work in teams of two or more and remain in contact with each other by direct, visual or verbal contact.
 - d. Firefighters in standby mode will be waiting outside in proper PPE, including SCBA and face piece.
 - e. The firefighters in standby mode will remain in communication with the interior team and incident command.
 - f. The firefighters in standby mode may conduct fire ground operations provided they are in close proximity to the incident and the activities do not hinder the standby firefighter’s ability to perform an immediate rescue operation if needed.
 - g. Nothing in this section shall prevent the first arriving fire company from performing tasks that may be reasonably taken to determine the nature and extent of the fire involvement.
2. Two In / One Out (Rescue Mode / no RIT)
 - a. Prior to implementing the Two In/One Out scene, the IC must perform a Risk Benefit Assessment to determine the value of the risk.
 - b. During the risk benefit assessment, life threats must be obvious (directly see or hear victims in structure or notified by witnesses that the occupants are still in the structure).
 - c. When Rescue Mode is utilized the “One Out” firefighter **MUST** be in position prior to the firefighters entering the structure to proceed.
 - d. The “One Out” firefighters responsibility is to monitor the scene safety and interior team’s condition.

- e. The “One Out” firefighter may perform exterior operations when communication with the interior team is maintained to continually confirm safety and condition and the exterior operations do not interfere with standby mode.
- f. When additional resources and personnel arrive on scene, transition to the Two In/ Two Out mode.
- g. Nothing in this section shall prevent the first arriving fire company from performing tasks that may be reasonably taken to determine the nature and extent of the fire involvement.

Rapid Intervention Team’s Formation

1. RIT(s) should be assigned by the Incident Commander as soon as feasible, whether it is before or after the entry of firefighting personnel into the designated hazard zone. The Incident Commander should consider the need for having more than one RIT.
2. Multiple RIT(s) are not required for multiple interior teams. However, multiple RIT(s) are justifiable when separated by:
 - Geographical features
 - Complexity of structure
 - Magnitude of the scene
 - Interior teams on different floors
3. RITs shall be composed of at least three firefighters, including the RIT Officer. However, if resources are available, a four-member RIT is desirable and can grow at the discretion of the RIT Officer.
4. Each RIT member should have a portable radio capable of communicating on the primary fire ground channel being utilized.
5. RIT(s) will be assigned a “call sign” by the Incident Commander. The officer of the RIT(s) must assure that radio traffic is monitored and are aware of their “call sign.” i.e. RIT 1, RIT 2, RIT Division 1, RIT Sector A, etc.
6. RIT(s) will report directly to the RIT Officer, the RIT Officer will report directly to the Incident Commander.
7. RIT(s) will be in proper PPE. Including SCBA and face piece. RIT members should understand that wearing proper PPE, SCBA, and Face piece may lead to fatigue and exhaustion and RIT members should rehab as needed to allow themselves to perform RIT duties competently.
8. On all confirmed structure fires, Station Ten’s Air 3108 and an additional engine company from the nearest station not involved with the call should be requested as needed to provide RIT and a RIT Support Apparatus. The RIT Support Apparatus will assure enough manpower is present on location to accomplish all critical fire ground activities and maintain required tools and resources for RIT(s).
9. If RIT(s) are deployed to perform a lost firefighter search and rescue, Command should immediately form additional RIT(s) to relieve deployed RIT(s) or assist with the rescue portion of the operation.

Team Responsibilities

1. RIT(s) should assemble in a position that is close to firefighting operations and close to Command without hampering or congesting the operation.
2. RIT(s) assemble equipment and tools that could be used in a rescue operation. Tools should be placed on a tarp when necessary in a staging area. The tarp/staging area should be in the immediate area but not congest the operation. Should an emergency arise, tools will be readily accessible.

3. RIT Officer and IC can request additional resources, as needed depending on the needs of the incident.
4. While RIT members are setting up equipment and tools, the RIT Officer should check all sides of the fire building looking for fire location, alternate escape routes, window and door layouts, and potential high-risk situations. If possible the RIT Officer should have a TIC available.
5. RIT(s) will verify placement of ladders to the upper floors of at least two sides of the involved structure as a secondary means of escape. If ladders have not been placed the RIT(s) will accomplish this task.
6. RIT(s) will verify rear and or side doors are available (unlocked) and capable of being utilized as a secondary means of exit.
7. RIT(s) will verify that the scene is adequately illuminated.
8. RIT(s) will continuously perform a 360 degree size up of the fire building, noting changes in fire conditions and structural integrity. Noted concerns should be reported to the scene safety officer and or the incident commander.
9. RIT members shall monitor primary fire ground radio traffic and stay in communication with the Incident Commander, Safety Officer, and RIT Officer at all times.
10. Each RIT will hold the same call sign through the entire duration of the scene. When RIT 1 has completed their task and RIT 2 is the immediate rescue team, they are still RIT 2.
11. Keeping the RIT crew together is ideal so once a crew is assembled to create RIT 1, those members will remain under the collective call sign of RIT 1. (i.e. no changing partners).
12. Other Fire ground Duties
 - a. RIT members may be assigned other fire ground duties as long as those duties do not require excessive physical exertion, can be immediately stopped at any time, do not negatively affect fire ground safety, and do not interfere with the teams primary job functions as stated above. The decision is ultimately at the discretion of the RIT Officer.
 - b. Examples of such duties include:
 - i. Securing utilities
 - ii. Marking/roping of scene hazards
 - iii. Establishing additional exterior lighting
 - iv. Assisting with accountability

13. Demobilizing Rapid Intervention Team(s)

After Incident Command, Safety Officer and RIT Officer have evaluated the scene and unanimously determined there is no longer a need for active RIT, RIT may be suspended. The IC will advise over the radio that RIT has been suspended allowing all members of the fire ground to be aware of the decision. Consider the following points:

- a. Command is the only individual that has the authority to demobilize RIT(s).
- b. RIT(s) should only be demobilized when the structure is no longer considered immediately dangerous to life and health (IDLH). IDLH includes salvage and overhaul due to the weakened structural members and possible presence of toxic gases.
- c. Prior to demobilizing RIT(s), Command must insure that all personnel are accounted for.

JOHNSON COUNTY FIRE PROTECTION DISTRICT
GUIDELINES

701.000	Camp Palestine – 396 SW 730 Road, Chilhowee, MO
Effective Date: January 1, 2019	Revised Date:

PURPOSE:

The purpose of the following information is to provide a basis of operation for emergency incidents occurring at the above named facility. The information is not all inclusive, but will provide a general guide for initial response, mutual aid sources and other information considered crucial to the positive conclusion to emergency incidents at the facility.

GENERAL RESPONSE INFORMATION:

- A. For incidents involving non-major fires a standard response will be made by Station 3 personnel of the Fire District who will request additional assistance as they deem appropriate.
- B. For incidents of a major fire or potentially major fire or exposure including emergencies in, but not limited to the Chapel, Recreation Center/Cafeteria, Multi-unit dwelling, residential dwellings and temporary housing cabins the following will be a minimum initial response.
 - 1. Station 3 will respond with the engine and tanker based on available personnel and all other available personnel.
 - 2. Station 9 will respond with the engine and tanker based on available personnel and all other available personnel.
 - 3. Station 5 will respond with the engine and tanker based on available personnel and all other available personnel.
 - 4. Station 10 will respond with the SCBA Support Vehicle and tanker based on available personnel.
- C. Mutual Aid Resources
 - 1. City of Warrensburg
 - a. Ladder (Primary)
 - b. Engine
 - 2. City of Holden
 - a. Engine
 - 3. Johnson County Fire Protection District #2
 - a. Station 3 Tanker
 - b. Station 4 Tanker
- D. Additional Mutual Aid agreements are in place and can be used as necessary for on sight assistance or for coverage of the areas vacated by responding apparatus and personnel.
- E. Water Fill Sites
 - 1. Water fill sites should be established in at least two locations with a third optional.
 - a. Site one- SW F Hwy and SW 800 Road.

- b. Site two- 364 SW Hwy 58 on the west side of the roadway
- c. Site three – SW 800 Road and SW 201 Road.
- d. Site four(optional)- City of Chilhowee hydrant system

F. Support Agencies

- 1. Traffic control by Sheriff's Department or Highway Patrol
 - a. Hwy F and SW 725 no admittance except fire personnel called to the scene and local residents
 - b. SW 401 and SW 750 at the west side of the "T" intersection no admittance except fire personnel called to the scene.
 - c. Media personnel and parents will not be allowed access until appropriate areas can be established for proper on sight containment of these people.

G. Canteen and Victim assistance

- 1. Johnson County Volunteer Fire Auxiliary
- 2. American Red Cross

H. State Fire Marshal

- 1. An investigator can be summoned to assist in and to determine the cause of the fire in accordance with guidelines set forth by the State Fire Marshal.

I. Johnson County Coroner

- 1. The coroner should be contacted in the event of known fatalities and should be summoned as early as possible to the sight for proper management of the victims.

J. Staging and Rehabilitation

- 1. These operations should be established within the compound and clear of the operational areas and wind direction influenced smoke and debris.
- 2. The lot near the Chapel, the area of the cabins or the recreation center/cafeteria could all be utilized depending on the particular situation.

K. Public Information Officer

- 1. A PIO should be designated and will be the only District personnel authorized to release any information concerning the incident.
- 2. The PIO and assisting personnel will establish an area away from the immediate fire zone to contain family members wishing to gain access to the sight for further contact from victim assistance personnel.
- 3. The PIO and assisting personnel will establish an area away from the immediate fire zone and family area to contain those members of the media wishing to gain access.
- 4. The PIO and assisting personnel may with the permission of the IC allow the media to participate in guided and supervised travel from the containment area onto the fire scene.
- 5. At no time will the PIO or assisting personnel allow free lance travel of family or media personnel from the containment area into the fire zone.

L. Incident operations

- 1. Attack
 - a. Incident command will be established.

- b. Initial attack should be made by the first in engine and crew with support from the tanker and next arriving crews.
 - c. A dump tank operation may be required and relay engines should be placed appropriately.
 - d. Additional crews can be assigned to attack, ventilation, rescue or other duties as required and as personnel become available.
2. Staging
- a. An area large enough should be established for all staged units to be out of the way, but accessible.
 - b. On sight locations should be given precedence; however off sight locations may be required.

M. Rehabilitation

- 1. All personnel should be monitored for length of activity and should be sent to rehab at regular intervals and removed from service if physical limitations are reached.
- 2. Canteen and rehab services should be jointly performed with District personnel, Auxiliary and Red Cross Volunteers with physical monitoring being conducted by the medical personnel.
- 3. Victim assistance should be provided by the Red Cross and facility personnel.

N. Release of personnel and Equipment

- 1. All personnel and equipment will be maintained at the sight or in staging until released under the direction of the IC.
- 2. Personnel and equipment should be released when appropriate, but not before the incident is under complete control and sufficient personnel are available to assist in salvage and overhaul and other functions as deemed necessary by the IC.