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5.01 - PERSONNEL	OG# 5.01

PURPOSE: To provide direction and guidance in areas dealing with Personnel and Personnel matters.

SCOPE: All fire department personnel.

POLICY: All matters related to Personnel and Personnel interactions will be guided by this section of the Operational Guidelines.

PROCEDURE:

1. Each member of the department will familiarize themselves with these operational guidelines and conduct themselves accordingly.

REFERENCE:

Also see OG#:

Other OGs related to this OG:

Signature of Fire Chief: Signed copy at hall	This OG Replaces:
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5.01.01 - USE OF ALCOHOL AND DRUGS	OG# 5.01.01

PURPOSE: The use of alcohol and drugs by on duty fire department personnel may impair judgment and affect decision making, which could jeopardize the safety of the public and department personnel. Under certain circumstances, the use of alcohol and drugs is illegal.

SCOPE: All fire department personnel.

POLICY: No fire department personnel shall report for duty while impaired by alcohol or drugs.

No fire department personnel shall consume alcohol or drugs while on duty, or while riding on or in any fire department vehicle.

No alcohol shall be brought in or out of any fire department building or on to any fire department property, unless it is under the supervision or direction of the canteen/bar manager.

PROCEDURE:

1. The designated recreation area is the only area within any fire department building that **off duty personnel** may consume alcohol.
2. During all social functions, and for a period as deemed appropriate following all social functions, a duty crew shall be established and a list posted of personnel that shall respond to any incidents. Duty crew members shall not consume any alcohol during the designated duty period.
3. The canteen/bar manager shall ensure that all necessary licences and permits are obtained for recreation areas and functions.

REFERENCE:

Impaired" as defined by the Criminal Code of Canada.
 B.C. Motor Vehicle Act.
 B.C. Liquor Control Act

Also see OG#

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5.01.03 - CONDUCT OF DEPARTMENT MEMBERS	OG# 5.01.03

PURPOSE: To provide guidelines for the conduct of Department members in order that they present a favourable image to the public.

SCOPE: All fire department personnel.

POLICY: Members will maintain proper department, be neat and tidy in appearance and will not say, do, cause or wear anything that will deter from the efficiency, good conduct and well being of the Department.

PROCEDURE:

1. It is the responsibility of every member of the department to remember at all times that much of the knowledge and information commonly discussed among firefighters is of a privileged and confidential nature and considerable discretion is often needed in conversation with others.
2. No member of the Department will be permitted to participate in department training or operations while under the influence of intoxicating beverages or drugs
3. Whether **on or off** duty, department personnel taking part in public discussions such as public meetings, radio talk shows, interviews shall not at any time give advice or opinions based on their involvement in the Otter Point Volunteer Fire Department unless authorized by the chief. It is the member's responsibility to make it clear that they are speaking as a private citizen and not as a member of the department. If a member is asked for advice or an opinion because the other person knows they are part of the fire department, they should decline and refer that person to the chief or deputy chief.
4. No member, without the permission of the chief or deputy chief, will sell tickets or solicit advertising, subscriptions, gifts or contributions for any purpose whatsoever, while implying that the Fire Department is involved.
5. No member will take part in any parade or other public function while in Departmental clothing (including turnout gear) without the consent of the chief or deputy chief.
6. No member of the Department will personally accept a reward, gift or gratuity for services rendered. A member is expected to courteously decline such an offer with the explanation that the service rendered is a normal part of his job, and acceptance of any such reward, gift or gratuity is against Department Rules.

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7. No member of the Department, while in Departmental clothing (including turnout gear) will enter any premises where alcoholic beverages are sold or consumed, other than restaurants, except in the performance of Departmental duties.

8. Department personnel found acting in violation of this Operation Guideline may be subject to disciplinary actions including but not limited to suspension or dismissal at the discretion of the chief and deputy chief.

REFERENCE:

Also see OG#

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5.01.11 - LEAVE OF ABSENCE	OG# 5.01.11

PURPOSE: The purpose of this OG is to clearly lay out the procedures for granting a Leave of Absence to a member.

SCOPE: All fire department personnel.

POLICY: Any member wishing to take a leave of absence must submit in writing to the chief a letter stating the desired start date of the leave of absence, the end date of the leave of absence and the reasons for the leave of absence. The final decision will be that of the chief or his designate.

PROCEDURE:

1. The chief will take into consideration a member's standing, responsibilities and any extenuating circumstances when considering a requested leave of absence.
2. A member that has been granted a leave of absence will hand in all department equipment and materials on loan to the member, including but not limited to pager and charger, hall keys, training manuals and related materials.
3. A member that has been on a leave of absence and does not return on or before the approved end date of the leave will be considered to have resigned from the department.
4. When a member returns to active service on or before the approved end date of the leave, the chief will determine the members status within the department, taking into account such things as the member's previous standing and the length of the leave. When a member is reinstated, a reorientation package will be issued to refresh the members understanding of the responsibilities and expectations as well indicating any changes in the department organization and/or operations. Appropriate equipment will be issued/reissued as required.

REFERENCE:

Also see OG#

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5.01.16 - HARASSMENT IN THE WORK PLACE	OG# 5.01.16

PURPOSE: To ensure that all members of the Otter Point Fire Department have a work place free from harassment in any form. To ensure that the members of the Otter Point Fire Department are aware of the issues regarding sexual harassment and harassment in general. To provide a means for all members to voice their complaints and/or concerns, regarding these issues. To have an effective means to address allegations, complaints or concerns brought forward by any member, and resolve any issues relating to them.

SCOPE: All fire department personnel, including officers, firefighters, and contractors.

POLICY: No fire department personnel will engage in any form of harassment. All personnel that have concerns or questions, regarding what behavior may or may not be acceptable, should discuss them with the Fire Chief. No physical contact, which may be deemed sexual in nature or unwanted, will be allowed. Prosecution under the Criminal Code of Canada may also result from inappropriate physical contact. Verbal harassment will not be tolerated. This includes sexual joking, demeaning sexual inquires, vulgarity, obscene gestures or lewd comments.

All members of the Otter Point Fire Department have a responsibility to promptly report any concerns or allegations of harassment. The management of the fire department will investigate all concerns and allegations brought forward by any member.

Any member initiating a complaint or allegation, regarding harassment, will do so without fear of reprisal. Any actions taken by one member towards another in retaliation of a complaint or allegation regarding harassment will not be tolerated.

PROCEDURE:

1. All members who have concerns or allegations of harassment shall promptly notify the Fire Chief or in the advent of his/her absence, a senior officer. The Fire Chief will interview the member and discuss the concerns or allegations as soon as possible after being notified.
2. The Fire Chief will conduct interviews with all individuals involved in the matter and act accordingly based on the information received. All interviews will be conducted with a mutually acceptable witness in attendance at all times. If the individual initiating the complaint or allegation does not wish to have the Fire Chief investigate the matter, he/she may ask that another officer conduct the investigation.

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3. Any allegations of harassment brought forward involving the Fire Chief will be directed to the Chairperson of the Otter Point Fire Department Board of Trustees. The Chairperson of the Board will investigate all allegations of harassment involving the Fire Chief and act accordingly.

REFERENCE:

Also see OG#

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