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| **Firefighter** | Approved: 2017-01-19  Effective: 2017-01-19  Reviewed: 2022-04-01 |
| Fire Chief: Mark Hajduk | **JD-1001** |

General statement of Position

The position of firefighter is responsible for responding to request for Fire, Emergency Medical,Rescue, Hazardous Material calls or any emergency assistance not listed, controlling, and extinguishing fires, protecting life and property, and operating and maintaining fire equipment, apparatus, and quarters are also part of the responsibilities. The position involves extensive training in the operation of apparatus, tools, and equipment and performance of hazardous tasks under emergency conditions, which may require strenuous exertion under such handicaps as smoke and cramped surroundings, and in the inspections of buildings for fire hazards to prevent fires from starting. A person in this position responds to fire and other calls, is paid a set amount for such calls and applicable training as per policy.

Essential Job Functions

The following duties are normal for this position. These are not to be construed as exclusive or all­ inclusive; other duties may be required or assigned.

* Responds to calls for emergency assistance when requested and in compliance with all department procedures and operational guidelines.
* Performs duties and activities as may be required by municipal ordinance, state statute, or policies and procedures of the department to ensure compliance with building construction, fire prevention, and life safety codes.
* Instructs the public on fire and life safety topics.
* Attends required drills and other in-service training activities conducted by the department.
* Attends external fire service-related courses as approved by the Fire chief.
* Reads and studies assigned materials to remain current on topics related to fire prevention and suppression, technical rescue, fire and life safety codes, and public safety education .
* Inspects, operates, and maintains fire apparatus, fire station and other department facilities, grounds, and equipment as assigned.
* Performs hydrant and hose tests as required.
* Promotes a positive atmosphere in all aspects of the department, one that helps one another and builds a team that works together for the common goal of professionalism and high level of service to the people that we serve.
* Acknowledges and responds to dispatched alarms and other calls for emergency assistance.
* Selects and dons personal protective equipment appropriate to the emergency response.
* Operates department equipment
* Communicates with incident commander and other responders via radio.
* Performs search and rescue tasks, as required, to accomplish life safety objectives established by the incident commander.
* Performs fire suppression tasks or other related activities, as required, to accomplish incident stabilization objectives established by the incident commander.
* Perform salvage and overhaul tasks, as required, to accomplish property conservation objectives established by the incident commander.
* Inspects and restores personal protective equipment, fire apparatus, facilities, and equipment upon conclusion of each emergency response to ensure readiness for use during any subsequent emergency event.
* Other duties may be required or assigned.

##### Requirements

* Must be 18 years of age
* Must be a high school graduate or hold a GED equivalent.
* Possess and maintain a valid Driver's License during entire course of employment and provide proof of insurance if requested.
* Ability to climb ladders and work at considerable heights.
* Ability to work in restrictive clothing and confined spaces.
* Ability to wear self-contained breathing apparatus and work in hazardous environments.
* Complete a 12-month probationary period.
* State of Indiana Mandatory Firefighter
* State of Indiana Firefighter I/II
* State of Indiana Hazardous Material Awareness *I* Operations
* State of Indiana Technical Rescue Awareness.
* National Incident Management system (NIMS) up to and including ICS 100,200,700 and 800.

##### Knowledge, Skills, and Abilities

* Knowledge of accepted firefighting tactics and rescue procedures.
* Knowledge of hazardous material management strategies.
* Knowledge of National Incident Management system and the Incident Command System.
* Ability to effectively communicate orally and in writing.
* Ability to think clearly and react effectively in emergency situations.
* Ability to understand and follow oral and/or written instructions.
* Ability to use reason and good judgment in dealing with all kinds of people.
* Ability to be professional in appearance and actions.
* Ability to positively interact with the public.

##### Work Conditions and Physical Requirements

Very heavy work: exerting more than 100 pounds of force occasionally, and/or excess of 50 pounds of force frequently, and/or more than 20 pounds of force constantly to move objects.

Work Environment: Occasionally exposed to hazardous or risk of bodily injury. Occasionally exposed to extreme heat, changes in temperature, wet and humid conditions. Occasional exposure to odors, toxic conditions, dust, poor ventilation, vibrations, and moderate noise.

##### Position Reports to:

Lieutenant

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| **Lieutenant** | | Approved: 2017-01-19  Effective: 2017-01-19  Reviewed: 2022-04-01 |
| **Fire Chief: Mark Hajduk** |  | **JD-1002** |

**General Statement of Position**

The position of Lieutenant is responsible for responding to request for Fire, Emergency Medical, Rescue, Hazardous Material calls or any emergency assistance not listed, controlling,and extinguishing fires, protecting life and property, and operating and maintaining fire equipment, apparatus, and quarters are also part of the responsibilities. The position involves extensive training in the operation of apparatus, tools, and equipment and performance of hazardous tasks under emergency conditions, which may require strenuous exertion under such handicaps as smoke and cramped surroundings, and in the inspections of buildings for fire hazards to prevent fires from starting.

In addition, the position of Lieutenant is responsible as part of a management team to direct his assigned company at emergency scenes, during trainings or any department function. He will act as part of the management team to follow and maintain department policies, SOG's and directives.

A person in this position responds to fire and other calls, is paid a set amount for such calls and applicable training as per policy.

**Essential Job Functions**

Besides those job functions outlined inthe Firefighter Job description, the following duties are normal for this position. These are not to be construed as exclusive or all-inclusive; other duties may be required or assigned.

* + Performs and acts as supervisor during emergency responses both within town and out of town.
  + Acts as incident commander when there is not a higher-ranking officer on scene of an emergency incident.
  + Participates and acts as a supervisor during both in house department drills and those attended outside of the department.
  + Assists the Training Division in presenting classes in assigned subject matters and inthe training of all department members.
  + Is considered a front line manager of the department.
  + Handles initial grievances from firefighters, documents those grievances and pass them up the chain of command as required.
  + Is part of and assists the department's management team in upholding policies, SOG's and directives.
  + Can prepare numerous reports as required by the department.
  + Assists as part of the management team in developing new Standard Operating Guides, Policies and directives as needed.
  + Attends conferences and/or meeting, both in and out of town, as a management representative of the department as designated by the Fire Chief.

##### Requirements

Besides those requirements outlined in the Firefighter Job description, the following requirements must also be met.

* Must be a member of the department for a minimum of 2 years.
* Ability to climb ladders and work at considerable heights.
* Ability to work in restrictive clothing and confined spaces.
* Ability to wear self-contained breathing apparatus and work in hazardous environments.
* Must Demonstrate leadership capabilities and/or possess managerial experience.
* National Incident Management system (NIMS) up to and including ICS 100,200,700 and 800.

##### Available Professional Qualifications

* State of Indiana Fire Officer Strategy and Tactics
* State of Indiana Instructor I

These additional qualifications are available through the State of Indiana and will benefit those promoted to this position in performing their job function.

##### Knowledge, Skills, and Abilities

* Knowledge of accepted firefighting strategy and tactics and rescue procedures.
* Knowledge of hazardous material management strategies and tactics.
* Knowledge of National Incident Management system and the Incident Command System.
* Knowledge of all policy, procedures, and SOG's to include Mutual Aid requirements.
* Ability to effectively communicate orally and in writing.
* Ability to think clearly and react effectively in emergency situations.
* Ability to understand and follow oral and/or written instructions.
* Ability to use reason and good judgment in dealing with all kinds of people.
* Ability to be professional in appearance and actions.
* Ability to positively interact with the public.

##### Work Conditions and Physical Requirements

Very heavy work: exerting more than 100 pounds of force occasionally, and/or excess of 50 pounds of force frequently, and/or more than 20 pounds of force constantly to move objects.

Work Environment: Occasionally exposed to hazardous or risk of bodily injury. Occasionally exposed to extreme heat, changes in temperature, wet and humid conditions. Occasional exposure to odors, toxic conditions, dust, poor ventilation, vibrations, and moderate noise.

##### Position Reports to:

Battalion Chiefs

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| **Captain** | Approved: 2017-01-19  Effective: 2017-01-19  Reviewed: 2022-04-01 |
| **Fire Chief: Mark Hajduk** | **JD-1003** |

**General Statement of Position**

The position of Captain is responsible for responding to request for Fire, Emergency Medical, Rescue, Hazardous Material calls or any emergency assistance not listed, controlling,and extinguishing fires, protecting life and property, and operating and maintaining fire equipment, apparatus, and quarters are also part of the responsibilities. The position involves extensive training in the operation of apparatus, tools, and equipment and performance of hazardous tasks under emergency conditions, which may require strenuous exertion under such handicaps as smoke and cramped surroundings, and in the inspections of buildings for fire hazards to prevent fires from starting.

In addition, the position of Captain is responsible as part of a management team to direct his assigned company at emergency scenes, during trainings or any department function. He will act as part of the management team to follow and maintain department policies, Standard Operating Guidelines, and directives.

A person in this position responds to fire and other calls, is paid a set amount for such calls and applicable training as per policy.

**Essential Job Functions**

Besides those job functions outlined in the Firefighter Job description, the following duties are normal for this position. These are not to be construed as exclusive or all-inclusive; other duties may be required or assigned.

* + Performs and acts as supervisor during emergency responses both within town and out of town.
  + Acts as incident commander when there is not a higher-ranking officer on scene of an emergency incident.
  + Participates and acts as a supervisor during both in house department drills and those attended outside of the department.
  + Assists the Training Division in presenting classes in assigned subject matters and inthe training of all department members.
  + Is considered a front-line manager of the department.
  + Handles initial grievances from firefighters, documents those grievances and pass them up the chain of command as required.
  + Is part of and assists the department's management team in upholding policies, SOG's and

directives.

* + Can prepare numerous reports as required by the department.
  + Assists as part of the management team in developing new Standard Operating Guides, Policies and directives as needed.
  + Attends conferences and/or meeting, both in and out of town, as a management representative of the department as designated by the Fire Chief.

##### Requirements

Besides those requirements outlined in the Firefighter and Lieutenants Job descriptions, the following requirements must also be met.

* Must be a member of the department for a minimum of 4 years.
* Ability to climb ladders and work at considerable heights.
* Ability to work in restrictive clothing and confined spaces.
* Ability to wear self-contained breathing apparatus and work in hazardous environments.
* Must Demonstrate leadership capabilities and/or possess managerial experience.
* National Incident Management system (NIMS) up to and including ICS 200, 700 and 800.

##### Available Professional Qualifications

* State of Indiana Fire Officer Strategy and Tactics
* State of Indiana Instructor I
* State of Indiana Fire Officer I

These additional qualifications are available through the State of Indiana and will benefit those promoted to this position in performing their job function.

##### Knowledge, Skills, and Abilities

* Knowledge of accepted firefighting strategy and tactics and rescue procedures.
* Knowledge of hazardous material management strategies and tactics.
* Knowledge of National Incident Management system and the Incident Command System.
* Knowledge of all policy, procedures, and SOG's to include Mutual Aid requirements.
* Ability to effectively communicate orally and in writing.
* Ability to think clearly and react effectively in emergency situations.
* Ability to understand and follow oral and/or written instructions.
* Ability to use reason and good judgment in dealing with all kinds of people.
* Ability to be professional in appearance and actions.
* Ability to positively interact with the public.

##### Work Conditions and Physical Requirements

Very heavy work: exerting more than 100 pounds of force occasionally, and/or excess of 50 pounds of force frequently, and/or more than 20 pounds of force constantly to move objects.

Work Environment: Occasionally exposed to hazardous or risk of bodily injury. Occasionally exposed to extreme heat, changes in temperature, wet and humid conditions. Occasional exposure to odors, toxic conditions, dust, poor ventilation, vibrations, and moderate noise.

##### Position Reports to:

Battalion Chiefs *I* Deputy Chief

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| **Safety Officer** | Approved: 2018-04-12  Effective: 2018-04-12  Reviewed: 2022-04-01 |
|  | **JD-1004** |
| **Fire Chief: Mark Hajduk** |

##### General Statement of Position

The position of Safety Officer is responsible for responding to request for Fire, Rescue, Hazardous Material calls or any emergency assistance not listed if needed. Controlling,and extinguishing fires, protecting life and property, and operating and maintaining fire equipment, apparatus, and quarters are also part of the responsibilities. The position involves extensive training in the operation of apparatus, tools, and equipment and performance of hazardous tasks under emergency conditions, which may require strenuous exertion under such handicaps as smoke and cramped surroundings, and in the inspections of buildings for fire hazards to prevent fires from starting.

In addition, the position of Safety Officer is responsible as part of a management team to assist in directing company at emergency scenes, during trainings or any department function. He will act as part of the management team to follow and maintain department policies, Standard Operating Guidelines, and directives.

A person in this position responds to fire and other calls, is paid a set amount for such calls and applicable training as per policy.

##### Essential Job Functions

Besides those job functions outlined in the following Job Descriptions

* JD-1001 Firefighter
* JD-1002 Lieutenant
* JD-1003 Captain

The following duties are normal for this position. These are not to be construed as exclusive or all­ inclusive; other duties may be required or assigned.

* Manage the departments occupational safety and health programs.
* Identify safety and health hazards and develop plans to correct them.
* Immediately correct situations that create an imminent hazard to the members of the department.
* Training members and staff to act as incident safety officers.
* Maintain records of accidents, occupational deaths, injuries, illnesses, and exposures and providing reports to the senior staff and Fire Chief as required.
* Be the lead officer in any accident investigation, creating the team and providing the end report.
* Perform and act as Incident Safety Officer at emergency scenes

• Performs and acts as supervisor during emergency responses both within town and out of town.

• Acts as incident commander when there is not a higher-ranking officer on scene of an emergency incident.

• Participates and acts as a supervisor during both in house department drills and those attended outside of the department.

• Assists the Training Division in presenting classes in assigned subject matters and in the training of all department members.

• Is considered a front-line manager of the department.

• Handles initial grievances from firefighters, documents those grievances and pass them up the chain of command as required.

• Is part of and assists the department's management team in upholding policies, SOG's and directives.

• Can prepare numerous reports as required by the department.

• Assists as part ofthe management team in developing new Standard Operating Guides, Policies and directives as needed.

• Attends conferences and/or meeting, both in and out of town, as a management representative of the department as designated by the Fire Chief.

Requirements

Besides those requirements outlined in the following Job Descriptions:

* JD-1001 Firefighter
* JD-1002 Lieutenant
* JD-1003 Captain

The following requirements must also be met.

* Must be a member of the department for a minimum of 4 years.
* Ability to climb ladders and work at considerable heights.
* Ability to work in restrictive clothing and confined spaces.
* Ability to wear self-contained breathing apparatus and work in hazardous environments.
* Must Demonstrate leadership capabilities and/or possess managerial experience.
* National Incident Management system (NIMS) up to and including ICS 100, 200, 700 and 800.

##### Available Professional Qualifications

* State of Indiana Fire Officer Strategy and Tactics
* State of Indiana Instructor I
* State of Indiana Fire Officer I
* State of Indiana Incident Safety Officer

These additional qualifications are available through the State of Indiana and will benefit those promoted to this position in performing their job function.

##### Knowledge, Skills, and Abilities

* Knowledge of accepted firefighting strategy and tactics and rescue procedures.
* Knowledge of hazardous material management strategies and tactics.
* Knowledge of National Incident Management system and the Incident Command System.
* Knowledge of all policy, procedures, and SOG's to include Mutual Aid requirements.
* Ability to effectively communicate orally and in writing.
* Ability to think clearly and react effectively in emergency situations.
* Ability to understand and follow oral and/or written instructions.
* Ability to use reason and good judgment in dealing with all kinds of people.
* Ability to be professional in appearance and actions.
* Ability to positively interact with the public.

##### Work Conditions and Physical Requirements

Very heavy work: exerting more than 100 pounds of force occasionally, and/or excess of 50 pounds of force frequently, and/or more than 20 pounds of force constantly to move objects.

Work Environment: Occasionally exposed to hazardous or risk of bodily injury. Occasionally exposed to extreme heat, changes in temperature, wet and humid conditions. Occasional exposure to odors, toxic conditions, dust, poor ventilation, vibrations, and moderate noise.

##### Position Reports to

Battalion Chiefs *I* Deputy Chief *I* Chief of Department

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Approved: 2018-04-12

Effective: 2018-04-12

Reviewed: 2022-04-01

**Battalion Chief**

**Fire Chief: Mark Hajduk**

**JD-1005**

##### General Statement of Position

The position of Battalion Chief is responsible for responding to request for Fire, Emergency Medical, Rescue, Hazardous Material calls or any emergency assistance not listed, controlling,and extinguishing fires, protecting life and property, and operating and maintaining fire equipment, apparatus, and quarters are also part of the responsibilities. The position involves extensive training inthe operation of apparatus, tools, and equipment and performance of hazardous tasks under emergency conditions, which may require strenuous exertion under such handicaps as smoke and cramped surroundings, and in the inspections of buildings for fire hazards to prevent fires from starting.

In addition, the position of Battalion Chief is responsible as part of a management team to assist in directing company at emergency scenes, during trainings or any department function. He will act as part of the management team to follow and maintain department policies, Standard Operating Guidelines, and directives.

A person in this position responds to fire and other calls, is paid a set amount for such calls and applicable training as per policy.

##### Essential Job Functions

Besides those job functions outlined in the following Job Descriptions

* JD-1001 Firefighter
* JD-1002 Lieutenant
* J D-1003 Captain
* JD-1004 Safety Officer

The following duties are normal for this position. These are not to be construed as exclusive or all­ inclusive; other duties may be required or assigned.

* Assists in managing the department's occupational safety and health programs.
* Identify safety and health hazards and develop plans to correct them.
* Immediately correct situations that create an imminent hazard to the members of the department.
* Assists in maintaining records of accidents, occupational deaths, injuries, illnesses, and exposures and providing reports to the senior staff and Fire Chief as required.
  + May be the lead officer in any accident investigation and assist in creating the team and providing the end report.
  + May be assigned to perform and act as Incident Safety Officer at emergency scenes
  + Performs and acts as supervisor during emergency responses both within town and out of town.
  + Acts as incident commander when there is not a higher-ranking officer on scene of an emergency incident.
  + Participates and acts as a supervisor during both in house department drills and those attended outside of the department.
  + Assists the Training Division in presenting classes in assigned subject matters and inthe training of all department members.
  + Is part of the Senior Staff of the department.
  + Handles initial grievances from firefighters, documents those grievances and pass them up the chain of command as required.
  + Is part of Senior Staff and assists the department's management team in upholding policies, SOG's and directives.
  + Can prepare numerous reports as required by the department.
  + Assists as part of the management team in developing new Standard Operating Guides, Policies and directives as needed.
  + Attends conferences and/or meeting, both in and out of town, as a management representative of the department as designated by the Fire Chief.

**Requirements**

Besides those requirements outlined in the following Job Descriptions:

* + JD-1001 Firefighter
  + JD-1002 Lieutenant
  + JD-1003 Captain
  + JD-1004 Safety Officer

The following requirements must also be met.

* + Must be a member of the department or equivalent for a minimum of 6 years.
  + Ability to climb ladders and work at considerable heights.
  + Ability to work in restrictive clothing and confined spaces.
  + Ability to wear self-contained breathing apparatus and work in hazardous environments.
  + Must Demonstrate leadership capabilities and/or possess managerial experience.
  + National Incident Management system (NIMS) up to and including ICS 100, 200, 700 and 800.

##### Available Professional Qualifications

* + State of Indiana Fire Officer Strategy and Tactics
  + State of Indiana Instructor I
  + State of Indiana Instructor II *I* Ill
  + State of Indiana Fire Officer I
  + State of Indiana Fire Officer II
  + State of Indiana Incident Safety Officer

These additional qualifications are available through the State of Indiana and will benefit those promoted to this position in performing their job function.

##### Knowledge, Skills, and Abilities

* + Knowledge of accepted firefighting strategy and tactics and rescue procedures.
  + Knowledge of hazardous material management strategies and tactics.
  + Knowledge of National Incident Management system and the Incident Command System .
  + Knowledge of all policy, procedures, and SOG's to include Mutual Aid requirements.
  + Ability to effectively communicate orally and in writing.
  + Ability to think clearly and react effectively in emergency situations.
  + Ability to understand and follow oral and/or written instructions.
  + Ability to use reason and good judgment in dealing with all kinds of people.
  + Ability to be professional in appearance and actions.
  + Ability to positively interact with the public.

##### Work Conditions and Physical Requirements

Very heavy work: exerting more than 100 pounds of force occasionally, and/or excess of 50 pounds of force frequently, and/or more than 20 pounds of force constantly to move objects.

Work Environment: Occasionally exposed to hazardous or risk of bodily injury.Occasionally exposed to extreme heat, changes in temperature, wet and humid conditions. Occasional exposure to odors, toxic conditions, dust, poor ventilation, vibrations, and moderate noise.

##### Position Reports to

Deputy Chief *I* Chief of Department

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**General Statement of Position**

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| **Deputy Chief** | Approved: 2018-04-12  Effective: 2018-04-12  Reviewed: 2022-04-01 |
| **Fire Chief: Mark Hajduk** | **JD-1006** |

The position of Deputy Chief is responsible for responding to request for Fire, Emergency Medical, Rescue, Hazardous Material calls or any emergency assistance not listed, controlling,and extinguishing fires, protecting life and property, and operating and maintaining fire equipment, apparatus, and quarters are also part ofthe responsibilities. The position involves extensive training inthe operation of apparatus, tools, and equipment and performance of hazardous tasks under emergency conditions, which may require strenuous exertion under such handicaps as smoke and cramped surroundings, and in the inspections of buildings for fire hazards to prevent fires from starting.

In addition, the position of Deputy Chief is responsible as part of a management team to assist in directing company at emergency scenes, during trainings or any department function. He will act as part of the management team to follow and maintain department policies, Standard Operating Guidelines, and directives.

A person in this position responds to fire and other calls, is paid a set amount for such calls and applicable training as per policy.

**Essential Job Functions**

Besides those job functions outlined in the following Job Descriptions

* + JD-1001 Firefighter
  + JD-1002 Lieutenant
  + JD-1003 Captain
  + JD-1004 Safety Officer
  + JD-1005 Battalion Chief

The following duties are normal for this position. These are not to be construed as exclusive or all­ inclusive; other duties may be required or assigned.

* + Will act as Chief of Chief of the department in absence of the Fire Chief.
  + Will assist in developing the yearly budget for the department.
  + Will act as the liaison between the Fire Department and other town departments.
  + Assists in managing the department's occupational s\_afety and health programs.
  + Identify safety and health hazards and develop plans to correct them.
  + Immediately correct situations that create an imminent hazard to the members of the department.
  + Assists in maintaining records of accidents, occupational deaths, injuries, illnesses, and exposures and providing reports to the senior staff and Fire Chief as required.
  + May be the lead officer in any accident investigation and assist in creating the team and providing the end report.
  + May be assigned to perform and act as Incident Safety Officer at emergency scenes
  + Performs and acts as supervisor during emergency responses both within town and out of town.
  + Acts as incident commander when there is not a higher-ranking officer on scene of an emergency incident.
  + Participates and acts as a supervisor during both in house department drills and those attended outside of the department.

Assists the Training Division in presenting classes in assigned subject matters and inthe training of all department members.

* + Is part of the Senior Staff of the department.
  + Handles initial grievances from firefighters, documents those grievances and pass them up the chain of command as required.
  + Is part of Senior Staff and assists the department's management team in upholding policies, SOG's and directives.
  + Can prepare numerous reports as required by the department.
  + Assists as part of the management team in developing new Standard Operating Guides, Policies and directives as needed.
  + Attends conferences and/or meeting, both in and out of town, as a management representative of the department as designated by the Fire Chief.

Requirements

Besides those requirements outlined in the following Job Descriptions:

* JD-1001 Firefighter
* JD-1002 Lieutenant
* JD-1003 Captain
* JD-1004 Safety Officer
* JD-1005 Battalion Chief

The following requirements must also be met.

* Must be a member ofthe department or equivalent for a minimum of 8 years.
* Ability to climb ladders and work at considerable heights.
* Ability to work in restrictive clothing and confined spaces.
* Ability to wear self-contained breathing apparatus and work in hazardous environments .

• Must Demonstrate leadership capabilities and/or possess managerial experience.

• National Incident Management system (NIMS) up to and including 100, 200, 300. 400, 700 and 800.

##### Available Professional Qualifications

* State of Indiana Fire Officer Strategy and Tactics
* State of Indiana Instructor I
* State of Indiana Instructor II *I* Ill
* State of Indiana Fire Officer I
* State of Indiana Fire Officer II
* State of Indiana Incident Safety Officer

These additional qualifications are available through the State of Indiana and will benefit those promoted to this position in performing their job function.

##### Knowledge, Skills, and Abilities

* Knowledge of accepted firefighting strategy and tactics and rescue procedures.
* Knowledge of hazardous material management strategies and tactics.
* Knowledge of National Incident Management system and the Incident Command System.
* Knowledge of all policy, procedures, and SOG's to include Mutual Aid requirements.
* Ability to effectively communicate orally and in writing.
* Ability to think clearly and react effectively in emergency situations.
* Ability to understand and follow oral and/or written instructions.
* Ability to use reason and good judgment in dealing with all kinds of people.
* Ability to be professional in appearance and actions.
* Ability to positively interact with the public.

##### Work Conditions and Physical Requirements

Very heavy work: exerting more than 100 pounds of force occasionally, and/or excess of 50 pounds of force frequently,and/or more than 20 pounds of force constantly to move objects.

Work Environment: Occasionally exposed to hazardous or risk of bodily injury. Occasionally exposed to extreme heat, changes in temperature, wet and humid conditions. Occasional exposure to odors, toxic conditions, dust, poor ventilation, vibrations, and moderate noise.

##### Position Reports to

Chief of Department

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| **Chaplain** | Approved: 2017-01-17  Effective: 2017-01-17  Reviewed: 2022-04-01 |
| **Fire Chief: Mark Hajduk** | **JD-1007** |

##### General Statement of Position

The position of Chaplain is responsible for providing spiritual guidance and assistance to all persons in need with a special emphasis on those confronted with fire, death, accidents, or natural/manmade disasters. The Chaplain will provide services to meet the life needs of all fire personnel,volunteers, their families, and members of the community in their time of need while maintaining strict confidentiality. The position is committed to treating all those whom they minister to with respect for their personal dignity, right to privacy and to protect the confidentiality of all personal information shared with the Chaplain. Confidentiality will be maintained within the limits of the law.

The Chaplain may be called upon to attend various employee functions, including funerals and weddings, and at times they may be called upon to care for community victims and/or families impacted by fire or other emergencies. The Chaplain may aid in the personal matters of employees, such as marital relationships, alcohol/substance abuse matters, etc. They may also assist in handling critical incident situations.

Chaplains must be willing to ride along in uniform with fire companies to build a rapport with the crews. May be asked to attend various training classes, including critical incident defusing and/or debriefing classes and Line of Duty Death classes.

##### Essential Job Functions

The following duties are normal for this position. These are not to be construed as exclusive or all­ inclusive; other duties may be required or assigned .

* Structure fire scenes.
* Death Notification.
* Suicide threats, attempts and completions.
* Deaths of children.
* Fatal accidents or other disaster scenes.
* Responding to hospital emergency rooms when emergency personnel are severely injured or have died while on duty.
* Assist department officials in making line of duty death or injury notifications.
* Visit sick or injured emergency services personnel at home or in the hospital.
* Attend and participate in funerals of active as well as retired members of the department as requested.
  + Plan and preside at memorial services when appropriate.
  + Go for regular ride alongs with department personnel.
  + Assist personnel in dealing with confused or emotionally distressed individuals.
  + Assist with domestic disputes where families indicate a willingness to accept counseling and refer to family's own pastor or appropriate agency.
  + Attend social or other important events as appropriate.

##### Requirements

* Must be ordained or licensed as clergy in good standing.
* Be willing to respond to any and all situations where the presence of a Chaplain is beneficial.
* Possess and maintain a valid Driver's License and provide proof of insurance if requested.
* Be willing to obtain training in Critical Incident Stress Management, Crisis Counseling,and other related topics as necessary.

##### Knowledge, Skills, and Abilities

* Maintains Biblical, ethical, and moral standards.
* Demonstrates maturity in judgment, emotional stability, and personal flexibility
* Maintains tactful and considerate approach, relates easily to all people.
* Knowledge with and/or willing to learn the various helping agencies in the community.
* Maintains a deep concern for the spiritual and emotional wellbeing of emergency response personnel,their families and the victims of accidents and disasters.

##### Work Conditions and Physical Requirements

Moderate work: exerting more than 25 pounds of force occasionally, and/or excess of 10 pounds of force frequently, and/or less than 10 pounds of force constantly when on duty.

Work Environment: Occasionally exposed to hazardous or risk of bodily injury. Occasionally exposed to extreme heat, changes in temperature, wet and humid conditions. Occasional exposure to odors, toxic conditions, dust, poor ventilation, vibrations, and moderate noise.

##### Position Reports to

Deputy Chief *I* Chief

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| **Emergency Response Requirement** | Approved: 2015-10-15  Effective: 2016-01-01 Revised: |
| Fire Chief: Mark Hajduk | **P-1100** |

Purpose:

As a member of the Munster Fire Department there will be a set requirement for response to Emergency Calls. This is to promote ownership ofthe department and hold the employee to a standard equal to the State mandated firefighting requirements.

Policy:

*Firefighters*

Employee must attend twenty percent (20%) of either day or nighttime calls for a six (6) month period based on a calendar starting with January and ending in December.

Shift 1= 0600 hours - 1800 hours

Shift 2 = 1800 hours - 0600 hours

Attendance records will be reviewed on a monthly basis by Chief Officers and Line Officers to communicate to the employee(s) their status. Monthly percentage reports will be sent to all members and posted at all stations.

An employee not meeting the twenty percent (20%) requirement in a six (6) month period will have the following opportunities.

1- A probation period of three (3) months. During this time period the employee will need to attend twenty percent (20%) of either Shift 1or Shift 2 responses in that three (3) month period.

1. - If the employee fails to meet the above requirement they will be dismissed from the department.
2. - At any time the employee will have the opportunity to resign from the department on good terms.

#### Chief Officers and Company Officers

Employee must attend twenty-five percent (25%) of either day or nighttime calls for a six (6) month period based on a calendar starting with January and ending in December.

Shift 1= 0600 hours -1800 hours

Shift 2 = 1800 hours - 0600 hours

Attendance records will be evaluated on a monthly basis by Chief Officers to communicate to the employee(s) their status. Monthly percentage reports will be sent to all members and posted at all stations.

An employee not meeting the twenty-five percent (25%) requirement in a six (6) month period will have the following opportunities.

1- A probation period ofthree (3) months. During this time period the employee will need to attend twenty-five percent (25%) of either Shift 1or Shift 2 responses in that three (3) month period.

1. - If the employee fails to meet the above requirement, they will be demoted from their current rank on the Fire Department to firefighter.
2. - At any time the Employee will have the opportunity to resign from the department on good terms.

If an officer is demoted, they will be re-evaluated based on the Firefighter requirements set forth in this policy.

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PURPOSE:

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| **DRILL POLICY** | Approved: 2015-10-15  Effective: 2016-01-01  Revised: 2022-04-01 |
| Fire Chief: Mark Hajduk | P-1101 |

Firefighting requires skills and the use of specialized equipment. These skills must be practiced on a regular basis to assure that they are performed in a safe and competent manner. Department training sessions also promote teamwork and group cohesiveness that is a critical element to a successful fire department.

POLICY:

The following policy identifies and establishes the fire drill attendance for all members of the Munster Fire Department.

Drill Schedule

There will be a yearly drill schedule posted prior to the end of the calendar year for the upcoming year. There will be thirty-six (36) regularly scheduled night drills for the calendar year.

1- Eighteen (18) for the first half (January -June).

2 - Eighteen (18) for the second half (July - December).

There will be one (1) Saturday drill scheduled per quarter, for a total of four (4) drills.

There will be a minimum of twenty-four (24) Wednesday morning drills scheduled for the calendar year.

1- Twelve (12) for the first half (January - June).

2 - Twelve (12) for the second half (July - December).

Drill hours are scheduled as below. These times may vary based on department needs and training topics.

1- Tuesday nights = 1900 - 2100

1. - Wednesday mornings = 0800 - 1000
2. - Saturday mornings = 0800 - 1000

Drill Attendance

All members must meet the below requirements to maintainthe ability to respond to emergency calls for the Munster Fire Department.

Tuesday nights: Members must maintain a fifty percent (50%) or nine (9) drills for a six-month period based on a calendar starting with January and ending in December.

Wednesday mornings: P1::1elie Works oRly members fflt:Jst fflaiRtaiR fifty i:>ereeRt (50%) or si>E (6) elrills for a si>E ff'IORth 13erioel based OR a ealeR elar startiRg with JaRt:Jary aRel eReling iR Deeeffleer. Daytim e Town of Munster employees who live outside our response radius, must maintain sevent y -five percent ( 75% ) or n ine ( 9 ) drills for a six-month period based on a calendar y ear starting with January and ending in December .

Wednesday morning drills will be counted as a drill attendance for all members. This is to help if a member is lacking credit on a Tuesday night to fulfill the fifty percent (50%} requirement.

Saturday morning drills are counted as a drill attendance to assist all members that may need extra drills to fulfill the fifty percent (50%) requirement.

#### Additional Credits

There are additional ways to receive credit for drill attendance. These potential opportunities must be approved by Chief of the Department before credit is given.

State Certified Classes

1- Any member taking a state certified class that conflicts with the Tuesday night drill will get drill credit.

2 - Any member taking a state certified class that does not conflict with Tuesday night drill will be allowed one (1) drill credit per quarter. Length and time of class does not matter.

Continued Education Class

1- Any member taking a class that is related to the fire, rescue, or EMS field and the department will benefit from, will be allowed one (1) drill credit per quarter. Length and time of class does not matter.

#### Inability to Participate

Members that have professional commitments or seasonal work that cannot meet the above drill requirements will be required to take a leave of absence from the department.

(Reference: Leave of Absence Policy P-)

Members on leave of absence will get drills calculated on their return based on the time remaining within the 6 months. This will be a case-by-case decision.

Town of Munster emplo y ees who live outside our response radius, and act as da ytime only firefighters who r un ble t o parti ipat du e to a n exc use d a bse n ce ( che du led v t1c ati o n, s ic k t im ,or ot hcr t ow n emergency), will be penalized for drill absence. Those members must notify the Chief of the Department of this absence .

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If a member eloes not meet tt:ie elrill reeiwirement for a six (G) FAontR perioel, tt:iat FAemeer will be placeel on probation for 3 months. That FAember 1...-ill ee reeiwireel to make fifty percent (50%) *I* five (5) elrills as

ei.ttlined abeve for a three (3) month perioel. If that member fails to meet the above reeiwirement for tR e three (3) fflOAtR perioa, Re/she will ee terFA inatea from tl:ie departfflent.

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If a member does not meet the drill requirement for a six (6) month period, they will have the following

discipline actions.

1. A writt e n w a rning wil l be giv e n, t hi s rep rima nd wi ll be sign d a nd retu rned, a si gned copy o f the reprimand will be placed in the member's personnel file. It will outline a probation period of three (3) months. During this time the emplo y ee will need to attend five (5) drills in that t hre (3) month per i od.

2. If the employee fails to meet the above requirement, they will be suspended for thirty (30) days from the department. The suspension notifi catio n will need to be signed and returned; a signed copy of th e s us pension will be p l ced in the member's p rso nn I f ile.

Upon return from suspension the member wil l need to attend three ( 3 ) dri lls in a two ( 2) month period.

3. If the member fails to meet the above requirement they will be suspended from the department. At that time, they will be brought up for dismissal from the department to the Board of Safety. A written notification of the suspension and dismissal proceedings will be signed and returned by the member. A copy of the notification will be p lace d in th m mbers personnel fi le and a second copy will be given to the member.

4. At any time the employee will have the opportunity to resign from t he depa r rne nt on good terms.

*Responsibilities*

It is every member's responsibility to maintain drill attendance as outlined above, and to regularly

consult the posted drill attendance to see where they stand.

Company Officers should review their members drill attendance on a regular basis to inform those members that may be in jeopardy of maintaining their percentage. Issues must be addressed by the Company Officer and if necessary, taken to their respective Battalion Chief.

Chief Officers must maintain records and enforce this policy and assist the Company Officer as needed with specific issues related to this policy.

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| **Pay *I* Stipend** | Approved: 2015-10-15  Effective: 2016-01-01  Revised: 2022-04-01 |
| **Fire Chief: Mark Hajduk** | **P-1102** |

**Purpose:**

This policy will outline the pay for all members of the Munster Fire Department and their time dedicated to this department for emergency response and support functions as outlined below. This will include any additional pay through clothing allowance or stipends.

**Policy**

###### Emergency Response

Personnel responding to any emergency response will be paid automatically for their response. After the first hour of pay, remaining pay will be broken down by quarterly hours. The emergency response will be terminated after all equipment is back in quarters and in service. At this time the call will be considered complete, and payroll closed.

If an additional call(s) come during the original call or before payroll is closed. It will be classified as one call for payroll purposes. Separate payroll sheets will be made for each additional call(s).

###### Training

Personnel will be paid for their attendance to department sponsored trainings. Personnel may be paid for out of department training. Personnel must be approved to attend these classes by the Fire Chief before pay will be granted.

###### Inspections I Fire Prevention

Personnel that are involved with building inspections or fire prevention will be paid for their time spent performing those duties.

###### Special Duty

Personnel involved in special duties involving scheduled or unscheduled events will be paid for their time spent performing those duties.

###### Pay Roll Sheet

For members to be paid for their activities, a Drill or General Alarm pay sheet must be filled out and signed by the member(s). Member(s) signing a payroll sheet are attesting that they are capable of perform all duties associated with being a Firefighter.

###### Officer I Public Works Stipend

Officers and Public Works members that are Firefighters will receive a set stipend based on their position. If an employee who receives a stipend goes on medical or regular leave for longer than thirty

(30) days, that stipend will be suspended until the employee returns to full duty.

###### Clothing Allowance

All active members of the Fire Department will receive a clothing allowance stipend based on the most current assigned values. This will be paid out at the beginning of the year for the previous year's activity.

Clothing allowance stipend will be suspended if an employee goes on medical or regular leave for longer than thirty (30) days. If this occurs the clothing allowance will be prorated for the year.

###### Gas Allowance

All active members of the Fire Department will receive a gas allowance stipend based on the most current assigned values. This will be paid out at the beginning of the year for the previous year's activity.

Gas allowance stipend will be suspended if an employee goes on medical or regular leave for longer than thirty (30) days. If this occurs, the gas allowance will be prorated for the year.

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| **Leave of Absence Medical & Regular** | Approved : 2015-10-15  Effective : 2016-01-01 Revised: |
| Fire Chief: i;;>a1'iEI Peh; | **P-1103** |

Purpose:

Any member of the Munster Fire Department may request a leave of absence from the Fire Department because of matters related to work, personnel life or for medical reasons, which may arise. The approval or disapproval of any requested leave will rest within the sole discretion of the Fire Chief.

Policy

Medical Leave

A written request from the employee will be submitted to the Fire Chief for approval. Additional documentation that may be required;required.

1- Proof of illness *I* injury from a medical facility and/or doctor.

2 - A written explanation indicating the effects and duration of the illness *I* injury.

Medical leaves will be granted for ninety (90) day increments. After ninety (90) days the medical leave will be up for review. A decision to extend the leave or request the employee to resign from the department on good terms will be made. The maximum time for medical leave allowed will be a twelve

(12) month period. After the twelve {12) month period ifthe employee is unable to return to full duty. The employee will be required to resign from the department in good standings.

When an employee returns from their leave of absence their statistical count for calls and drills will continue from their last day of active service.

If a person is on suspension and/or probation at time of medical leave, the time spent on leave will not be counted as part ofthe suspension and/or probation period.

If a person is on medical leave and the individual receives a pay stipend, the stipend will be suspended . (Reference Pay Policy P-1102).

Before returning from medical leave to full duty the following documentation will be required.

1- A written statement from the attending physician(s) indicating that the employee has made a full recovery and is capable of performing assigned duties.

2 - Employee may be sent to the Town of Munster medical facility as a follow-up and provide confirmation of the employees' ability to perform at full duty.

Regular Personal Leave

A written request from the employee will be submitted to the Fire Chief for approval. This request will explain the circumstances of the needed leave. A leave of absen ce will be granted as long as that employee has met the previous six (6) month drill and call requirements fr om the date of request and is not currently on probation or suspension for either.

A leave of absence will be granted in thirty (30} day increments. After ninety (90) days the leave of absence will be up for review. A decision will be made to extend the leave of absence or request the employee to resign from the department on good terms. The maximum time for leave allowed will be for a six (6) month period. After the six (6) month period if the employee is unable to return to full duty. The employee will be required to resign from the department in good standings.

When an employee returns from their leave of absence their statistical count for calls and drills will continue from their last day of a ctiv e ser v ice.

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If a person is on leave and the individual receives a pay stipend, the stipend will be suspended. (Reference Pay Policy P-1102).

Munster Fire Department Equipment

All equipment assigned to the employee by the Munster Fire Department will be turned into the respective Battalion Chief at the beginning of the required leave. Equipment will be returned to the employee once the leave of absence is complete.

Members on Medical leave.from their regular Employer

If an employee is on medical leave and/or workmen's compensation from their regular employer he *I* she, must notify the Munster Fire Department immediately. Documentation confirming the medical leave and/or workmen's compensation must beturned into the Fire Chief. The employee will be placed on Medical Leave immediately from the Munster Fire Department.

The Munster Fire Department Medical Leave policy will be followed until the employee is released to full duty for his regular employer.

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| **Discipline** | Approved : 2015-11-19  Effective : 2016-01-01 Revised: |
| Fire Chief: David Pelc | **P-1104** |

Purpose

The purpose of this policy is to set a standard and fair procedure for disciplinary actions against a member of the Munster Fire Department.

Definitions

*Conduct Unbecoming a Firefighter:* Conduct which is prejudicial to good order or which adversely affects the morale of the company to which the member is assigned or of other department members; or conduct which may cause the public to lose confidence in the fire department or which has a tendency to destroy public respect for members of the Munster Fire Department shall constitute Conduct Unbecoming a Firefighter.

*Insubordination:* Statements or actions made to or against any supervisory officer of the Munster Fire Department, to include but not limited to false accusations, threats, abusive conduct, or refusal to obey legal orders; any of which are intended to or tend to disrupt morale and/or uniformity: or undermine discipline or authority of the department administration to include line officers; or negatively affect or disrupt operational efficiency; or undermine the credibility of the Munster Fire Department in the eyes of the public shall constitute Insubordination.

*Neglect of Duty:* Failure to properly perform assigned duties in compliance with established fire procedure and/or compliance with written directives as a result of neglect, disregard, failure to act, or failure to report.

Policy

*Disciplinary Procedure*

The fire Department Disciplinary Procedures are governed by Chapter 2 Sec.2-168 ofthe Munster Town Code and all applicable State Statutes.

*Establishment of Disciplinary Procedures*

Discipline is the mental or moral training that develops self-control, character, and efficiency. It is defined as "that force which prompts an individual or group to observe rules, regulations, and procedures that are deemed necessary to the attainment of an objective." The maintenance of effective discipline is essential in a Fire Department to control its performance and to promote

efficiency in its operation. Complaints concerning personnel may bejustified or may be unfounded. An accurate evaluation of the allegation can be attained only after a thorough investigation has been conducted and a full review of the facts made. Disciplinary action if taken will be initiated only when censurable conduct has been established.

*Causefor Disciplinary Action*

Members shall be subject to disciplinary action for acts of censurable conduct. Censurable conduct is defined as a violation of Department policies, rules, and procedures, neglect of duty, commission of a criminal offense, or conduct which reflects unfavorably upon the employee or the Department. The severity of disciplinary action shall be based upon the degree of censurable conduct involved.

*Disciplinary Measures*

Department disciplinary measures are as follows:

Personnel Counseling Verbal Reprimand Written Reprimand Suspension (1to 30 days)

Suspension in excess of 30 days Demotion

Dismissal

May be administered by any Officer or Chief Officer May be administered by any Officer or Chief Officer May be administered by a Chief Officer

Fire Chief Board of Safety Board of Safety Board of safety

*Progressive Discipline*

It is the intent of the administration to follow the chain of progressive discipline in an effort to correct unacceptable behavior whenever feasible. However, dependent upon the offense and the severity of said offense, Officers may recommend disciplinary action in excess of the recommend disciplinary guidelines as set forth in the code of discipline.

The Fire Chief must approve all disciplinary action beyond that of a verbal warning.

In the event a ranking officer is referred to the Board of Safety for purposes of discipline, said recommendation may include demotion in lieu of suspension or a combination of both.

*Verbal Reprimand*

An Officer has the authority to give a verbal reprimand to any member.

1. Reprimand is given in person

2. A memo documenting the verbal reprimand is placed in the members personnel file.

Written Reprimand

When an Officer receives a written reprimand from a Chief Officer for a member of his command, he shall:

1. Read the reprimand to the concerned employee.
2. Require the employee to sign the original and copies of the notice.
3. Give a copy of the notice to the concerned employee.
4. Forward the original copy ofthe notice to the Fire Chief for review and subsequent filing in the member's personnel file.

Suspension

In addition to the disciplinary powers ofthe Board of Safety the Fire Chief may reprimand or suspend a member up to thirty (30) days.

Before a member of the Fire Department is suspended in excess of thirty (30) days, demoted or dismissed, the Board of Safety shall offer the member an opportunity for hearing in accordance with the Board of Safety policy.

Any suspension from the Fire Department, whether as a firefighter or officer, prohibits the member from participating or attending any department activities, responses or drills. All property issued by the Fire Department must be turned in at the onset of the suspension period.

Termination

The Fire Chief may request that the Board of Safety terminate a member who is in violation of the Fire Department policies, rules, general orders or procedures.

If a member is terminated by the Board of Safety from the Fire Department, this will include any position that member holds.

All property issued by the Fire Department must be turned in at the onset of the termination.

Employee's Grievance

It is the spirit and intent that all grievances are settled quickly and fairly, without any subsequent

discrimination against the employees who may seek to adjust a grievance, real or imagined.

All grievances shall be presented to the employee's immediate officer either verbally or in writing within five (5) working days of the event or five (5) working days from the date the aggrieved party becomes aware of the event. The Officer shall make a good faith effort to resolve the grievance at his/her level and shall notify the person who filled the grievance of his/her decision within four (4) working days from the date he/she is notified.

In the event the grievance cannot be resolved by the immediate officer, the grieving party shall then be afforded the opportunity to proceed to the next level in the chain of command to present his/her grievance within time limits as set forth from the date of last notification. This process shall continue until such time the grievance is resolved or until such time the matter reaches the Fire Chief.

If the grievance matter is not resolved by the time the matter is referred to the Fire Chief, the griever shall set forth in writing the details of the grievance to include name and details of those involved throughout the process and action requested. This document shall be presented to the Fire Chief for consideration within five (5) working days from date of last date of last notification. The Fire Chief shall have five (5) working days to consider the grievance and render a decision.

***Resignation***

Any member of the Munster Fire Department may resign at any time their officer position returningto the Firefighter rank or from the Fire Department as a whole.

The resignation must be submitted in writing to the Fire Chief. All property issued by the Fire Department must be turned in at the time of notification of resignation.

If necessary a temporary appointment may be made by the Fire Chief to an Officer position, until the position is permanently filled, following the appropriate promotional policy.

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| **Appearance** | Approved : 2015-11-19  Effective : 2016-01-01 Revised: |
| Fire Chief: David Pelc | **P-1105** |

Purpose

The purpose of this policy is to establish a set standard of appearance for all members of the Munster Fire Department. This policies intent is to maintain a professional image for all members while performing their assigned duties in public.

The following policy is taken from guidelines adopted by the National Fire Protection Association, International Fire Service Training Association, National Institute of Occupational Safety and Health, and the Federal Occupational Safety and Health Association.

Policy

*Hair*

All members shall keep their hair neat, trimmed, clean, and present a groomed appearance. In no case shall the bulk or length of hair be allowed to become a safety hazard or interfere with the proper wearing of any authorized Fire Department protective equipment.

*Facial Hair*

Moustaches will be permitted as long as they do not extend laterally to meet the sideburns or downward beyond the break of the jaw bone, Moustaches cannot interfere with the proper wearing of any authorized Fire Department protective equipment.

Beards and goatees are prohibited.

*Sideburns*

Sideburns may extend to the bottom of the ear lobe and be reasonable in their fullness as longas they do not interfere with the proper wearing of any authorized Fire Department protective equipment.

*Piercings*

Earrings or body piercings (facial) are prohibited while performing duties as member of the department.

###### Clothing

Due to the nature of our organization most of our responses begin from home. Keep in mind the apparel you decide to wear while responding on calls not only represents you but also reflects the organization as a whole.

Image is everything - we are what we are perceived - perception is reality.

Logo

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| **Uniforms** | Approved: 2015-11-19  Effective: 2016-01-01  Reviewed: 2022-04-01 |
| Fire Chief: Mark Hajduk | **P-1106** |

Purpose

The purpose of this policy is to establish a set standard for uniform dress and use by all members of the department.

Policy

Determining what Uniform to Wear

At a minimum all events that members take part in as a representative of the Munster Fire Department; a Class C uniform will be worn. Examples of such events are as follows but not limited to; trainings, special duty assignments, stand-by assignments etc.

It is the responsibility of the senior officer in charge of the event to determine what uniform is needed. The officer shall contact all members that are attending prior to the date ofthe event and advise them of what uniform will be needed. It is the responsibility of the member to acquire all the items needed for that uniform.

Uniforms

1. Class A or Dress Uniform - Firefighter:
   1. Non issued light blue long-sleeve dress shirt (Neatly pressed)
   2. Non issued navy-blue polyester dress pants
   3. Non issued navy-blue Class A single breasted dress coat
   4. Non issued navy-blue tie
   5. Non issued navy-blue air force style dress hat

f. Black belt

g. Black polishable shoes or patent leather

h. MFD provided name tag

L MFD provided badge (worn above the left breast pocket)

J . White T-shirt under dress shirt

1. Class A or Dress Uniform - Chief Officer *I* Officer:
   1. Non issued white long-sleeve dress shirt (Neatly pressed)
   2. Non issued navy-blue polyester dress pants
   3. Non issued navy-blue Class A single breasted dress coat
   4. Non issued navy-blue tie
   5. Non issued white air force style dress hat for Chief

f. Non issued blue air force style dress hat for Captains and Lieutenants

g. Black belt

1. Black polishable shoes or patent leather
2. MFD provided collar brass, determined by your rank
   1. MFD provided name tag

J. MFD provided badge (worn above the left breast pocket)

k. White T-shirt under dress shirt

1. Class B Uniform - Firefighter:
   1. MFD provided navy blue short-sleeve work shirt (Neatly pressed) or navy-blue polo
   2. Blue work pants (not blue jeans)
   3. Black belt
   4. Black polishable shoes or work boots
   5. MFD provided name tag if work shirt.

f. MFD provided badge (worn above the left breast pocket) or sewn on badge.

1. Optional MFD jacket
2. White T-shirt under work shirt
3. Class B Uniform - Chief Officers *I* Officers:
   1. MFD provided white short-sleeve work shirt (Neatly pressed) or white polo
   2. Black or Blue work pants (not blue jeans)
   3. Black belt
   4. Black polishable shoes or work boots
   5. MFD provided collar brass, determined by your rank
   6. MFD provided name tag if work shirt
   7. MFD provided badge (worn above the left breast pocket) or sewn on badge
   8. Optional MFD jacket
   9. White T-shirt under work shirt

Navy blue ties are optional on the Class B uniform. It will be at the discretion of the senior officer of the event to determine if ties are needed.

1. Class C Uniform - All members:
   1. Navy blue MFD Department T-shirt or department Sweatshirt or job shirt.
   2. Black or Navy-blue pants (not blue jeans)
   3. White Polo Chief Officers, Light Gray Polo Lieutenants and Captains
   4. Black belt
   5. Black shoes or work boots

f. Optional MFD Baseball cap

1. Optional MFD jacket

Provided Items

The following items are to be provided by the MFD to the member within 30 days of hire:

* 1. One short-sleeve or long-sleeve shirt, color depending on rank
  2. One set of dress pants or work pants
  3. Two MFD T-shirts
  4. Two MFD polo shirts
  5. One MFD Sweatshirt and one Job shirt

f. One MFD baseball cap and one stocking hat

g. One MFD Jacket

h. Badge

i. Name tag

1. Black Belt

Note: Additional uniform items may be purchased by the individual upon approval from the Staff. The following will be provided Chief Officers and Officers:

* 1. Chief - Gold - 5 crossed bugles badge and collar pins. White shirt
  2. Deputy Chief - Gold - 4 crossed bugles badge and collar pins. White shirt
  3. Battalion Chief - Gold - 3 crossed bugles badge and collar pins. White shirt
  4. Captains - Silver - 2 parallel bugles badge and collar pins. White shirt
  5. Lieutenants - Silver - 1bugle badge and collar pins. White shirt

Uniform Accessories

Nametag: The nametag shall be centered on the right shirt pocket. The bottom of the nametag shall be even with the top of the shirt pocket.

Rank Insignia: Rank insignia is gold or silver in color and is issued to the department officers only. When wearing the rank insignia on the shirt collar, the widest part of the bugle(s) shall be centered to the point of the collar 1/4" from the edge.

Additional Guidelines

1. Uniforms will always be neatly pressed and clean.
2. Additional objects such as, wallets, keys, knives, jewelry shall not interfere with the uniform be attached, or be exposed.
3. In addition to the above mentioned, when in a quiet setting or when directed by the senior officer, all electronic devices shall be placed in the vibrate position or turned off. (i.e.,training, funerals, special ceremonies, etc.)
4. The cuffs will be buttoned when wearing the long sleeve department shirt.

***Apparatus/ Station Logo***

* 1. Each apparatus/station will have the ability to design one logo per apparatus/station utilizing the following parameters:
     1. The apparatus/station logo will be no larger than the current MFD Department patch.
     2. The apparatus/station logo will not incorporate any features that may be interpreted as offensive or degrading to emergency services.
     3. The apparatus/station logo will identify both the MFD and the respective apparatus/station within the design.
     4. All designs must be approved by the Command Staff prior to any application; and, The Fire Chief has the final approval authority of the apparatus/station logo.
  2. Each apparatus/station will approve the acceptable design via a simple majority of members assigned to the respective apparatus/station at the time of submission.
     1. The logo design will not be submitted to the Command Staff if no majority is reached by the respective apparatus/station.
     2. The logo will not be changed or altered for a minimum period of five years.
     3. A redesigned logo must follow the same process as a new logo.
  3. Apparatus/station logos/patches can be worn on the following uniforms.

1. Job Shirts - right sleeve
2. Screen print - T-Shirt
   1. The apparatus/station logo shall be located on the left breast of the t-shirt no larger than the current MFD Maltese Cross

2. Any other use of the apparatus/station Logo will be approved by the Fire Chief prior to any application/use.

Logo

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|  | Approved: 2016-03-24  Effective: 2016-04-01  Reviewed: 2022-04-01 |
| **Fire Chief: Mark Hajduk** | **P-1107** |

Purpose: The purpose of this policy is to establish standards that each member of the department will be held accountable to while performing duties as a Town of Munster Firefighter on and off duty.

Responsibility: It is the responsibility of each member to understand this policy. Code of Conduct

CC-01 Standard of conduct: Members shall conduct their private and professional lives in such a manner as to avoid bringing the department or town into disrepute and to exhibit exemplary service to the community.

CC-02 Loyalty: Members shall maintain a loyalty to the department, town and their associates as is consistent with the law and personal ethics to build morale and efficiency within the department.

CC-03 Cooperation: All members are charged with establishing and maintaining a high spirit of cooperation within the department,with all other town departments, and with all mutual aid departments.

CC-04 Assistance: All members are required to take appropriate action toward aiding a fellow firefighter and/or citizen exposed to danger.

CC-05 General Responsibilities: Members shall always take appropriate action to: 1- Protect life and property.

1. - Render emergency care within their capabilities.
2. - Notify a superior of any violation of all federal, state, local laws and ordinances coming within department jurisdiction.

CC-06 General Duties: Members shall perform and obey all duties delegated to them, in the manner prescribed by law, ordinance, orders, policies, and/or standard operating guideline. Members shall acquire the knowledge of operation of all apparatus, tools, and equipment in use within the department, and maintain such apparatus, tools, and equipment in a clean condition and in readiness for operation at all times.Members shall observe and study the principles of modern firefighting,prevention,rescue, Haz-Mat,CPR, and emergency medical care.

CC-07 Duty to Answer Alarms: All members shall make themselves available to respond to all

emergency calls which they may be assigned, detailed, or called to within the town or as part of mutual aid to affected communities.

CC-08 Performance of Duty: Any member of the department who fails to properly perform officially assigned duties or whose actions bring discredit upon themselves, department, or town or who fails to assume responsibility or exercise diligence in pursuit of their duties, may be deemed incompetent.

CC-09 Ranks and Chain of Command: The Munster Fire Department will utilize a chain of command for communication, command, and direction for the members of the department. The ascending and descending line of authority shall constitute the Chain of Command and shall be preserved to maintain the principles of good administration. The precedence of supervisory and management rank in descending order shall be as follows.

Fire Chief Deputy Chief Battalion Chief Safety Officer Captain Lieutenant Firefighter

CC-10 Subordinate Obedience: Members of the department shall strictly obey and properly execute any lawful order emanating from any ranking officer. Failure to do so shall constitute insubordination. The term "lawful order" shall be construed as an order in keeping with the performance of any duty described by order, policy and/or guideline of this department or for the preservation of order, efficiency, and proper discipline.

CC-11 Statements Concerning Administrative Order or Policy.

1- Members ofthe department shall not speak critically or in a derogatory manner to officers, members, or any person regarding the orders of instruction issued by a superior officer.

1. - Members of the department while on duty or in uniform of the Munster Fire Department, shall refrain from making any statement to the news media or at public meetings, gatherings or while engaging in official conversation with the general public, as to what the position of the Munster Fire Department on any issue other than through direct quotations from officially promulgated rules, policies etc.,without clearing those statements with the Fire Chief.
2. - Personnel of this department are expected to comply with all department policies fully and faithfully, regulations, general orders, and/or directives regardless of their personal opinion. Nothing in this regulation is intended in any way to limit or restrict the subject matter of private conversation.

CC-12 Addressing Ranking Officers: While on duty and inthe presence ofthe public, members shall be addressed by their proper rank and title.

CC-13 Political and Religious Views: Members of the department shall not make derogatory statements regarding race, nationality, creed, sex, and/or belief of any person. Members on duty shall not engage in political or religious discussions to the point where their statements conflict with the objectives of the department, good discipline, good manners, and/or acceptable conduct.

CC-14 Threatening or Insulting Language: Members shall be respectful,courteous, and civil with the public and each other; and shall not use coarse, profane, or insolent language; or behave in an insubordinate manner toward any member of this department.

CC-15 Confidential Information: Members of the department shall treat all official business of the department as confidential. Contents of any fire record filed in the department shall not be exhibited or divulged to any person other than a duly authorized fire officer, except on approval of the Fire Chief, or under due process of the law.

CC-16 Acceptance of Gifts and/or Rewards: Members shall not solicit or accept rewards for performance of duties, ask for gratuities, or use their position to seek favors.

CC-17 False Information in Records: No member of the department shall make false reports, or knowingly or willfully enter or cause to be entered in any department forms, records, or reports, any inaccurate, false, or improper information.

CC-18 Communications and Correspondence: Members shall not use department letterhead for private correspondence or send correspondence out of the department over a signature other than of the Fire Chief, except as otherwise authorized in department instructions.

CC-19 Use of Department Telephones: The telephones provided by the town are for the use in conducting town business. The use of these telephones for personal calls shall be kept to a minimum.

CC-20 Use of Department Computers: The computers provided by the town are for the use in conducting town business. The use ofthe computers for personal business shall be prohibited. Personal software is not to be added to any Town Computer. The Fire Chief must approve all computer system individual access and/or modification. A Town computer used for illicit and/or illegal purpose is strictly prohibited.

CC-21 Members Personal Information: All members shall maintain the following information for department records; current phone number, email address, home address, and emergency

contact information. This must be kept current for town documents. If there is a change in information this must be communicated to the Administrative Assistant within seven (7) days.

CC-22 Alcohol: Members who consume alcohol while off duty to the extent that evidence of such consumption is apparent, and they are not capable of performing their assignment shall not report for duty. No storage or drinking of alcoholic beverage will be allowed on the town property.

CC-23 Drugs: A member of the department shall not use any narcotic, hallucinatory, stimulating, or controlled substance while on or off duty unless prescribed by a physician. If a prescribed use of such a substance should render the member unfit for duty, they will notify their assigned company officer, and not respond to calls until cleared by their doctor.

CC-24 Tobacco: Members shall not smoke or vape in the stations, on the fire training grounds or in any Fire Department vehicles. Smoking is permitted outside, 8' away from station entrances (state law). Ashtrays/containers must be used. Do not dispose of cigarette butts outside on the apron pads. Chewing tobacco and snuff users will not spit on the outside aprons, or the

apparatus floors. Chewingtobacco *I* snuff users will police themselves and other users to make

sure that their "juice" receptacles are properly disposed of. Wads of tobacco should not be disposed of in the parking lot or by apparatus bay floor drains.

CC-25 Responsibility for Department Issued Property: Each member shall be personally responsible for any item issued to them by this department and for its replacement if lost, stolen, and/or damaged; except that when damage occurs as a direct result of official duty. Members shall not permit any person to borrow or use the items of identification issued to them by the department. Loss of any of these items shall be reported immediately to an officer, and a written report of circumstances leading to such a loss.

CC-26 Surrender of Department Issued Property: Members are required to surrender all department property in their possession upon separation from the service or as outlined by other policies. Failure to return non-expendable items may cause the person to reimburse the department for replacement cost of the item(s).

CC-27 Care of Department Buildings: It shall be the responsibility of the members for the cleanliness of the grounds and department buildings. Members shall not mark or deface any surface associated with the department structures. No material shall be affixed in any way to any wall without specific authorization from the Fire Chief.

CC-28 Damaged / Inoperative Property or Equipment: Members shall immediately report to an officer, damage of property or inoperative equipment.

CC-29 Reporting Accidents: Accidents involving fire department personnel, equipment, and/or

property shall be reported immediately following the proper policy for reporting such incidents.

CC-30 Posted Notices: Members shall not remove, mark, and/or deface any posted notice, article, and/or announcement on the bulletin boards. Items of a derogatory nature will not be posted at any time.

CC-31 Possession of Keys: No member unless authorized by the Fire Chief shall possess keys to any department premises and/or lockers, which have not been issued to them. Each member is responsible for any keys issued and shall not have them duplicated without permission from the Fire Chief. Members are directly responsible for security of the stations.

CC-32 Education: The department upon approval may pay for schooling desired by department members with a tuition fee, by the Fire Chief. Members on probation do not qualify for tuition reimbursement .

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| **Social Media & Media Release** | Approved: 2016-03-24  Effective: 2016-04-01  Reviewed: 2022-04-01 | |
| **Fire Chief: Mark Hajduk** |  | **P-1108** |

Purpose: The purpose of this policy is to set a level of expectations for the members of this department related to their participation intaking,editing,or disseminating any media that is of activities, emergency or otherwise, that the department may be engaged in.

It is to ensure that members, who use social media to discuss fire department related matters, do so in a responsible manner that is not disruptive, disrespectful,offensive to others or harmful to the Town of Munster.

Scope: The scope ofthis policy covers all social media but is not limited to the following: biogs, podcast, online collaborative information, and publishing systems that is accessible to internal and external audiences, online forms, photo and internet social networks (Facebook, Twitter, lnstagram, etc.)

Policy:

The fire department cannot prohibit a member from takingvideos or pictures of emergency incidents or department activities while he/she is off duty; however, such actions are not authorized by the department and the member will be personally responsible for any civil or criminal liability arisingfrom such actions, including but not limited to, claims of invasion of privacy, defamation, intentional infliction of emotional distress, etc. The department also may impose corrective or disciplinary action against the member for such off-duty activities where the activities {I) related to a bona fide occupational requirement, (ii) are reasonably and rationally related to the member activities and responsibilities of the member, or (iii) there is a conflict of interest with the member's responsibilities to the department or the appearance of such a conflict of interest.

Members are not permitted to take photographs or videos, whether by handheld camera or camcorder, cell phone camera or video camera, or otherwise, while performing any fire department duty or activity, specifically including during an emergency response, unless taking the photographs or videos are part of that member's job/position description, the member was ordered to perform the task by a higher ranking officer, or the member obtained prior written authorization from the Fire Chief or his/her designee. Any photograph or video taken while performing any department duty or activity is the property of the department and is not the personal property of the person taking the photograph or video. Any photograph or video taken on the scene of an emergency incident must be included as part of the incident report and file.

A member may not make personal use of a photograph or video taken while performing a department

duty or activity. "Personal use" includes, without limitation, showingor sendingthe photograph/video to any person; displaying the photograph/video in any area that may be viewed by the public; posting the photograph/video on any blog,wiki,social media website, online photo sharing website, or other area of online publishing or discussion; or otherwise exhibiting or displaying the photograph/video in a manner that is inconsistent with this policy.

Social Networking Provision

Specifically, when discussing or posting information about the Town of Munster Fire Department, its members in any online platform, regardless of whether during or outside of work, the following must be adhered to:

1. Identify yourself. Do not share opinions about the fire department or town related matters anonymously. Use a personal email address as your primary means of identification.

1. Use a disclaimer and write in the first person. Make it clear you are speaking for yourself and not the town and/or the fire department. Members do not have authorization to speak on behalf of the department unless permission is specifically granted by the Fire Chief. As a result, members are not permitted to identify or disclose that they are a member of the fire department when sharing their opinion about the department and/or town related matters, unless the member has received prior authorization. Information shared via social media isthe opinion of the writer only - not the department - and this should be communicated to recipients of the information.
2. Be aware of your role in representing the fire department in online social networks. If readers are aware of your identity as a fire department member, be careful how you present yourself to colleagues, customers, competitors, and the general public. We must be sensitive to the fact that any comments on a website or social network are public.They are immediately searchable and accessible by others and are subject to being re-published on other social networks or to the media. Be aware that libel, defamation, HIPPA and date protection laws apply to your activities.
3. If someone from the media or press contacts fire department staff about posts made in online forums that relate to the fire department and/or town in any way, members are to alert the Fire Chief or Deputy Chief in his/her absence.
4. Do not give out confidential and or proprietary fire department information, patient, or customer information.Medical information and records are extremely confidential and should not be disclosed to anyone at anytime even if the disclosure is to describe the fire department or any of its members in a positive light. This applies whether the employee is posting to their personal site or commenting on other sites.
5. Be respectful and professional to the fire department members, town businesses, competitors, patients, other fire departments and customers .When you identify yourself as an employee of the town within social networks, you are connected to our members and customers. Communicate online with respect for others. Remember that any information shared via social media is public information that could easily be viewed by our members and customers. Use

good judgment and strive for accuracy in your communications. If you make an error in a posting, admit your mistake, and correct it immediately.

1. When communicating or posting online about the fire department or town related matters, do not send or display any information that may be construed as offensive or harassing. Offensive or harassing messages include, but are not limited to pornographic images, sexual references, racial slurs, comments regarding and individual's gender, age, sexual orientation, religious belief, national origin, disability, or any other characteristic protected by law, or comments that intimated or threaten another person.
2. When communicating or posting online about the fire department or town related matters, it is unacceptable to communicate or post information that defames the department and/or town, its members, customers, or cast the fire department and/or town in a negative light. While your activities outside of work are generally your business, public comments that negatively affect the department and/or town its members or customers will not be tolerated
3. It is town policy that members use town's electronic communications systems, includingemail and the internet, exclusively for town business. Members are not permitted to use town electronic communications systems for personal communication, includingsocial networking at any time.
4. Fire department representation via online social media platforms can only be initiated and authorized through the efforts of the Fire Chief. There can be no official fire department sites or pages on You Tube, Facebook, Twitter, etc, unless they are developed or authorized by the Fire Chief. Any sites or pages existing without prior authorization as required above will be subject to review when discovered and may be amended or removed and person(s) responsible subject to disciplinary action.

Social Network Review and Monitoring

All electronic communications and postings via social media channels that discuss fire department and/or town related matters will be subject to monitoring and/or search by the town at any time and for any reason; regardless of whether created during or outside of work time. When online networking affects a member's job performance, the performance of others or the fire department's interest, the town will respond as necessary, regardless of whether the information was posted during or outside of work. Therefore, members may not maintain an expectation of privacy with respect to public online communications involving the fire department and/or town related matters.

Media Release

There shall be no news release made, nor letters written concerning any aspect of the fire department and/or town activities without the prior notification to the Fire Chief. A member of the Command Staff or senior officer present shall be the only person to discuss the events leading to, possible cause of, or any other matters regarding an emergency response with members of the news media or any other person not a member of the fire department. The only exception of this shall be a person designated by the Fire Chief.

Discipline for violation

Violation of this policy may result in discipline up to and including termination in accordance with fire department and town policy.

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| **Station Safety** | Approved: 2016-03-24  Effective : 2016-04-01  Reviewed: 2022-04-01 |
| **Fire Chief: Mark Hajduk** | **P-1109** |

**Purpose**

A large percentage of personnel injuries occur participating in routine activities at or around the fire station. Observing proper safety practices and adopting a safety-conscious attitude could prevent most of these injuries. The following policy will help establish a safe work environment.

##### Policy

***Station Maintenance***

The acceptance of and adherence to a policy of safety conscious station maintenance may avoid many personnel injuries.

Efforts should be made to keep apparatus floors as free as possible from slippery substances and obstruction. Water, oil, hydraulic fluid, etc., should be wiped up whenever accumulations appear, especially on the traffic areas around and between apparatus.

Efforts should be made to keep living quarters and office area floors as free as possible from slippery substances and obstructions. Traffic route areas, hallways, stairs, etc.,should be clear of unnecessary obstacles and obstructions.

To assure proper and safe passage and to avoid damage to emergency apparatus, personal cars will not be parked in the station during sleep-in standby periods.

Disabling injuries are often caused by the substitution of chairs and other objects for the use of ladders and scaffolding. Personnel shall utilize the proper type of ladder or scaffolding for the job being performs. Wherever possible, personnel shall be accompanied by a second person to steady ladders and scaffolding and be available to help in the event of an emergency. Personnel workingoff ladders or scaffolding should not attempt to overextend, either to the sides or above, their safe reaching capacity when working from this equipment. If you can't reach it safely, reposition or replace the equipment with something that can do the job safely. Ladders and scaffolding should be positioned on firm, non­ skid surfaces. Wheels on scaffolding shall be locked prior to any work being performed from it.

If the ladder or scaffolding looks defective or damaged in any way do not use it. Report it to a Company or Chief Officer and tag it out of service.

When working on energized equipment (electrical,hydraulic, or pneumatic) shut off and/or disconnect

from the source of energy. Lock-out or Tag-out the energy source so others are aware someone is working on it.

When performing any work around the station, make sure you have the correct tool(s) for the job. If you do not have the correct equipment or tools to perform the task, stop until the correct tool(s) or equipment are available. If the tool(s) or equipment are damaged or not operable report it to a Company or Chief Officer and tag it out of service.

## Ground Maintenance

Safety precautions shall be observed when using power lawn care equipment - Mowers, edgers, trimmers, etc. Reference owner's manual for the equipment prior to operating. Safety glasses, hearing protection and hand protection will be worn when operating such devices.

The blade guard on lawn mowers, edgers and trimmers shall be serviceable and in the proper position for the intended use before operating.

When trimming or pruning certain trees and bushes gloves may be necessary to provide adequate hand protection. If gloves are so needed, they will be worn.

Do not use defective or damaged equipment in any way. Reported to a Company or Chief Officer and tag it out of service.

## Lifting I Pulling

Utilize the following proper lifting techniques when lifting moderate to heavy objects.

* 1. Use your legs to lift with by bending your knees.
  2. Keep your back straight.
  3. Do not twist your body while lifting - reposition your feet to avoid twisting.
  4. To lift heavy objects, get your body as close to the object as possible. Heavy objects should ideally be stored at approximately waist level to prevent unnecessary lifting. Do not attempt to lift or carry more than you can easily handle. If necessary, get help.

When you are either dragging hose or raising hose with a halyard from the hose tower, do not pull more than you can pull with relative ease. If necessary, get help. Helmets and gloves will be worn when hoisting or dropping hose in the hose.

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| **Firefighter Proficiency**  & **Evaluation** | Approved: 2016-03-24  Effective: 2016-04-01  Reviewed: 2022-04-01 | |
| **Fire Chief: Mark Hajduk** |  | **P-1110** |

**Purpose**

The purpose of this policy is to establish a yearly skill evaluation and personnel evaluation for all employees of the Munster Fire Department. The Policy will establish key skills as recommend by the State of Indiana Firefighter Training System and items identified by the Officers of this departmentthat are related specifically to our operation.

The oral review *I* interview will be established to provide input from both the leadership of this department and the employees, on their positive performance and aid as a mentoring opportunity and career path development.

**Policy**

###### Skill Evaluation

Every employee of the Munster Fire Department will be evaluated on their ability to proficiently perform the following task. These tasks will be evaluated on a quarterly schedule as outlined below. Each member will be given 3 attempts to pass the evaluation.

pt Quarter

* Personnel Protective Equipment o Skill Sheet: PPE-001
* Self-Contained Breathing Apparatus

o Skill Sheets: PPE-002, PPE-005, PPE-006, Firefighter Safety-001

2nd Quarter

* Preconnected Hose Line Deployment and Operation o Skill Sheet: Hose-001
* 5" Supply-line Drag and Hydrant Hook-up o Skill Sheet: WS-001

3rd Quarter

* Search and Rescue
  + Skill Sheet: SR-001
* Ladder Raise
  + Skill Sheet: Ladders-001
* Power Equipment
  + Skill Sheets: Tools-001,Tools-002

If a member cannot complete the task, he will be given the option to try again immediately or time to practice and a make-up date will be scheduled for a re-evaluation. This will be scheduled within the quarter of the evaluation.

All members must be evaluated within the grading quarter of the listed tasks. If they fail to do so they will be notified by correspondence and in person that they are suspended from emergency responses. They will have no more than thirty (30) days to make the task(s) up. Ifthey go beyond thirty (30) days, they will be recommended for termination.

Proper documentation of the evaluation will be performed by the Company and/or Chief Officer as noted in the documentation section of this policy.

Any employee coming back from a medical leave of absence will be re-evaluated after proper documentation from a medical professional is received stating the; "employee can return to firefighting duties".

Any employee that misses an evaluation quarter due to a leave of absence will have to make that task set up within 30 days of returning to duty.

###### Personnel Evaluation

All employees will have a Personnel Evaluation completed in the 3rd quarter of the calendar year. This evaluation will be performed by the following assignments.

|  |  |
| --- | --- |
| **Evaluator(s)** | **Employee** |
| Company Officers | Firefighters |
| Battalion Chief | Lieutenants |
| Battalion Chief *I* Deputy Chief | Captain |
| Deputy Chief *I* Chief | Battalion Chiefs |
| Chief | Deputy Chief |

The employees will be reviewed in the following ten (10) categories.

1. Knowledge of Job Function, SOG's, and Policies
2. Operates Safely and within SOG's
3. Leadership & Teamwork
4. Work Ethic
5. Attendance
6. Attitude & Professional Communication
7. Prepared for Duty
8. Commitment to Professional Development
9. Self Motivation
10. Customer Service

Employees will be graded on the below scale

1. Far Exceeds = Go above and beyond *I* has a greater understanding than expected.
2. Meets = Understands or has basic knowledge
3. Does not meet = Does not understand or has vague to no knowledge.

If any review has a "Does Not Meet", that employee's review will be sent to the Chief of the department for further action. The employee in questions will have at minimum one (1) quarter to improve before a second review is performed to include the Deputy Chief of the department. If a "Does Not Meet" occurs again the employee may be recommended for suspension and/or termination.

Any employee who is on a leave of absence within the 3rd quarter will be reviewed *I* interviewed within thirty (30) days upon return to duty.

If an employee does not get their review completed within the quarter, they will be suspended, until the review is complete. The suspension can be up to thirty (30) days. lfthe review is still not completed the employee may be recommended for termination.

Probationary employees will be reviewed every quarter for the first year of employment. If any category has a "Does Not Meet",the employee can be recommended for termination.

***Documentation***

The following is a list of evaluation documentation that will be used to document the skill proficiency.

* PPE-001 Donning PPE
* PPE-002 Donning SCBA (Coat method)
* PPE-005 SCBA Emergency
* PEE-006 Doff SCBA
* Firefighter Safety-001 SCBA Restricted Passage
* WS-001 Water Supply Hydrant Hook Up
* Ladders-001 Ladder Deployment
* SR-001 Conduct Primary Search
* Hose-001 Hose Line Advancement
* Tools-001 Gas Powered Saw
* Tools-002 Ventilation Fan

The following is the document that will be used to conduct the Personnel Evaluation.

* Employee Review / Interview Form

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| **Fitness for Duty** | Approved: 2016-05-19  Effective: 2016-06-01  Reviewed: 2022-04-01 |
| Fire Chief: Mark Hajduk | **P·1111** |

Purpose

The purpose of this policy is to establish a drug and alcohol-free work environment and to establish a basic level of physical fitness and health. This will assist members of the Munster Fire Department maintain a level of physical fitness and health to perform their customary duties and tasks as associated with their position.

Policy

Pre-Employment Examination

Pre-employment medical examinations will be required for all candidates wishing to become members of the Munster Fire Department. This will be a base line physical that will be paid for by the department. Passing this physical is a requirement to become an active member of the department.

*Annual Medical Examination*

The Department neither offers nor mandates annual medical examinations of employees, however it is highly recommended that each member follows up annually with their personal doctor(s) due to the strenuous activities that are required to perform their duties.

*Fitness for Duty*

The Fire Chief may order any department employee to undergo a medical examination or order any employee to disclose medical records only when the Fire Chief can show that the medical information sought is job related and consistent with business necessity.1Conditions that may warrant a medical examination include any health problem that has had a substantial and injurious impact on the employee's job performance.2 The scope of the medical examination shall be limited to the employee's ability to perform the necessary firefighting tasks associated with their job.

*Drug* & *Alcohol Testing*

The Fire Chief or any Chief Officer may order any employee to undergo a medical examination for the purpose of determining drug use only ifthe Fire Chief or Fire Officer can show a reasonable belief that the employee may presently or may have recently introduced into their body a controlled substance contrary to state and/or federal laws. The employee may elect to have an attorney or other representative present during the test provided that the presence does not unduly delay the test or exam.

Any Fire Officer may order any employee to submit to a chemical test, preferably a breath test, to determine whether that employee is under the influence of alcohol only ifthat Fire Officer can show a

reasonable belief that the employee may be under the influence of alcohol. An employee whose test result is greater than 0.02 BAC shall be deemed unfit for duty. Regardless of the result, the Fire Officer shall submit a written report to the Fire Chief detailing the circumstances of the incident.

Drug testing under this policy will include:

1. Pre-employment: All job offers are contingent upon passing a drug test. Applicants who fail a drug test will be ineligible to apply for employment in the future.
2. Post-Accident: Any firefighter, up to and including the Fire Chief, who, while operating a Town vehicle, is involved in an accident, shall submit to drug and alcohol testing. The test shall be performed as soon as possible.

The department does not engage in random drug or alcohol testing and all mandatory testing must be based on reasonable suspicion.

***Voluntary Exams***

The department offers employees vaccinations from communicable diseases. Certain vaccinations may require a subsequent health examination to determine the effectiveness of the vaccination. In addition, the department may offer employees medical examinations to determine whether they have been exposed to a communicable disease.

***General Welfare***

Any Fire Officer may order any subordinate employee to undergo a medical examination if that employee has been involved in a situation which may expose the employee to a health problem likely to cause death or serious injury. In such situations, release of medical records shall be at the sole discretion of the employee, except as required by law or as required under applicable workman compensation rules.

***Medical Vaccinations***

The department shall provide all employees with a risk of exposure to infectious or contagious diseases an opportunity to receive Hepatitis B Vaccinations at no cost to the employee. Vaccinations shall be administered in compliance with the Occupational Safety and Health Administration (OSHA) and the center for Disease Control (CDC) guidelines.

***Payment of Medical Examinations***

The Department shall pay the expense incurred because of any current employee being ordered to submit to a medical examination.

***Records of Medical Examinations***

For this policy, medical records pertaining to the illegal use of drugs or medical records pertaining to the employee being under the influence of alcohol while on duty are not considered confidential. Such records can be released during disciplinary procedures.3

All other medical records are considered confidential documents. Such records shall be maintained in a separate folder from the employee's personnel file. However, nothing in this policy prohibits the disclosure of medical records as required by law.

Employee's medical records shall be retained for the duration of the employment plus thirty (30) years.

Fitness for Duty

All members of the Munster Fire Department shall maintain a level of physical fitness adequate to achieve the physical responsibilities of firefighting activities related to their job. The Department shall make reasonable accommodations for the employees that have a disability to perform essential Firefighting activities. However, the Department is in no way obligated nor shall the Department grant any accommodation that would impose an undue hardship on the operations of the Department.4

Use of Over the Counter and Prescribed Medication

Any employee who is consuming any controlled substance or other medication that is sold over the counter or prescribed by a physician which is likely to cause impairment of judgement or inability to perform firefighting tasks shall report this situation using the proper chain of command prior to engaging in any department function. Examples include pain reducing medication, cough suppressants, etc.

Use of Controlled Substance and/or Alcohol

This Department prohibits the use, unauthorized possession, manufacturing, distribution or sale of illegal drugs or drug paraphernalia. The presence of a detectable level of any illegal drug or unauthorized controlled substance through testing will result in termination of employment.

Being under the influence of alcohol or possessing alcohol while operating or occupying any town vehicle and being on or in any department building or grounds or during any department sanctioned event is prohibited. Any employee found to be 0.02 BAC shall be considered under the influence of. Disciplinary will be taken accordingly.

Supervisors Authority to Relieve from Duty

Any Fire Officer may relieve from duty any subordinate employee who is in the opinion of that Fire Officer, unfit for duty due to physical illness, a physical impairment, use of prescribed or un-prescribed medication or controlled substance or is under the influence of alcohol. The Fire Officer shall submit a written report to the Fire Chief detailing the specific reason why the employee was relieved from duty.

Notes

1Americans with Disabilities Act of 1990: Title I, Section 102 (Discrimination)

2 Yin v State of California, 95 F.3d 864 (9th Cir, 1996)

3 Americans with disabilities Act of 1990 Title I,Section 104

4 Americans with Disabilities Act 1990: Title I, Section 102

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| **Promotional Procedure** | Approved: 2017-01-19  Effective: 2017-01-19  Revised: 2022-04-01 | |
| **Fire Chief: Mark Hajduk** |  | **P-1112** |

The purpose of this policy is to provide a standard, written source for the department to promote members from the rank of Firefighter up to and including the rank pf Deputy Chief. The town reserves the right to promote to the position of Fire Chief.

**Policy:**

***General***

When filling positions above the Lieutenant rank, it is recommended that those of the rank preceding the vacancy be taken into consideration prior to skipping ranks. This may not always hold true based on experience in management, education, or experience as a ranking fire officer in another Fire Department that will put that candidate above others.

**Lieutenant**

Member applying for the position of Lieutenant will meet the minimum requirements as outlined inthe Lieutenant Job Description JD-1002.

In addition, the members applying must also meet the following:

* Free of suspension and/or probation for the last 2 years.
* Shall have responded to a minimum of twenty five J:lCrcent (25%} twent ercent 20% of the required Emergency Responses consistently for the past two (2) years as outlined in Emergency Response Policy

P-1100 under Chief Officer and Company Officer Requirements.

* Shall have attended the minimum required fifty percent (50%) of the required Drills consistently for the past two (2) years as outlined in the Drill Policy P-1101.

The following will occur when an opening for Lieutenant is identified.

1. A Posting for the position will be created and posted at all three (3) Munster Fire Stations for a minimum of 2 weeks allowing members to sign for the position.
   1. The posting will list the minimum requirements for the position along with the Job Description for that position.
2. Interested members will also be required to submit the following.
   1. Letter of interest.
   2. Personal Resume.
3. After the minimum 2 weeks, the posting will be removed, and candidate letter of interest and resume will be reviewed by the Senior Staff (Deputy Chief and Battalion Chiefs).
4. Each candidate will be interviewed by the Senior Staff. This interview can include a tactical scenario as well as an administrative interview.
5. Each candidate's performance will be evaluated by the Senior Staff looking at the past two (2) years participation performance and Personnel Evaluations.
6. Candidates will be ranked based on the interview and performance evaluations. The ranking will be given to the Fire Chief for review, along with recommendation from the Senior Staff.
7. The Fire Chief has the right to interview the candidates to assist in the final decision.
8. The Fire Chief will then make his recommendation for Lieutenant(s)to the Board of Safety for final approval.
   1. The Board of Safety has the right to interview the recommended candidate(s) if they feel it necessary.
9. Once the candidate(s) is promoted to the rank of Lieutenant he/she will be on probation for six

(6) months.

**Captain**

Member(s) applying for the position of Captain will meet the minimum requirements as outlined in the Captain Description JD-1003.

In addition, the members applying must also meet the following:

* Free of suspension and/or probation for the last 2 years.
* Shall have responded to a minimum of twenty ive 13 ercent (25%) twent ercent 20% ofthe required Emergency Responses consistently for the past two (2) years as outlined in Emergency Response Policy

P-1100 under Chief Officer and Company Officer Requirements.

* Shall have attended the minimum required fifty percent (50%) of the required Drills consistently for the past two (2) years as outlined in the Drill Policy P-1101.

The following will occur when an opening for Captain is identified.

1. A Posting for the position will be created and posted at all three (3) Munster Fire Stations for a minimum of 2 weeks allowing members to sign for the position.
   1. The posting will list the minimum requirements for the position along with the Job Description for that position.
2. Interested members will also be required to submit the following.
   1. Letter of interest.
   2. Personal Resume.
3. After the minimum 2 weeks, the posting will be removed, and candidate letter of interest and resume will be reviewed by the Senior Staff (Deputy Chief and Battalion Chiefs).
4. Each candidate will be interviewed by the Senior Staff. This interview can include a tactical scenario as well as an administrative interview.
5. Each candidate's performance will be evaluated by the Senior Staff looking at the past two (2) years participation performance and Personnel Evaluations.
6. Candidates will be ranked based on the interview and performance evaluations. The ranking will be given to the Fire Chief for review, along with recommendation from the Senior Staff.
7. The Fire Chief has the right to interview the candidates to assist in the final decision.
8. The Fire Chief will then make his recommendation for Captain(s)to the Board of Safety for final approval.
   1. The Board of Safety has the right to interview the recommended candidate(s) if they feel it necessary.
9. Once the candidate(s) is promoted to the rank of Captain he/she will be on probation for six (6) months.

**Safety Officer**

Member applying for the position of Safety Officer {will hold the rank of Captai n) and meet the minimum requirements as outlined in the Safety Officer Job Description JD-1004.

In addition, the members applying must also meet the following:

* Free of suspension and/or probation for the last 2 years.
* Shall have responded to a minimum of tweRty fh1e 1=1ereeR t (25%) twenty percent (20% ) of the required Emergency Responses consistently for the past two (2) years as outlined in Emergency Response Policy

P-1100 under Chief Officer and Company Officer Requirements.

* Shall have attended the minimum required fifty percent (50%) of the required Drills consistently for the past two (2) years as outlined in the Drill Policy P-1101.

The following will occur when an opening for Safety Officer is identified .

1. A Posting for the position will be created and posted at all three (3) Munster Fire Stations for a minimum of 2 weeks allowing members to sign for the position.
   1. The posting will list the minimum requirements for the position along with the Job Description for that position.
2. Interested members will also be required to submit the following.
   1. Letter of interest.
   2. Personal Resume.
3. After the minimum 2 weeks, the posting will be removed, and candidate letter of interest and resume will be reviewed by the Senior Staff (Deputy Chief and Battalion Chiefs).
4. Each candidate will be interviewed by the Senior Staff. This interview can include a tactical scenario as well as an administrative interview.
5. Each candidate's performance will be evaluated by the Senior Staff looking at the past two (2) years participation performance and Personnel Evaluations.
6. Candidates will be ranked based on the interview and performance evaluations. The ranking will be given to the Fire Chief for review, along with recommendation from the Senior Staff.
7. The Fire Chief has the right to interview the candidates to assist in the final decision.
8. The Fire Chief will then make his recommendation for Safety Officer(s)to the Board of Safety for final approval.
   1. The Board of Safety has the right to interview the recommended candidate(s) if they feel it necessary.
9. Once the candidate(s) is promoted to the rank of Safety Officer he/she will be on probation for six (6) months.

##### Battalion Chief

Member applying for the position of Battalion Chief will meet the minimum requirements as outlined in the Battalion Chief Job Description JD-1005.

In addition, the members applying must also meet the following:

* Free of suspension and/or probation for the last 2 years.
* Shall have responded to a minimum of twenty fa1e percent (25%) twenty percent (20%) of the required Emergency Responses consistently for the pasttwo (2) years as outlined in Emergency Response Policy

P-1100 under Chief Officer and Company Officer Requirements.

* Shall have attended the minimum required fifty percent (50%) of the required Drills consistently for the past two (2) years as outlined in the Drill Policy P-1101.

The following will occur when an opening for Battalion Chief is identified.

1. A Posting for the position will created and posted at all three (3) Munster Fire Stations for a minimum of 2 weeks allowing members to sign for the position.
   1. The posting will list the minimum requirements for the position along with the Job Description for that position.
2. Interested members will also be required to submit the following.
   1. Letter of interest.
   2. Personal Resume.
3. After the minimum 2 weeks, the posting will be removed, and candidate letter of interest and

resume will be reviewed by the Senior Staff (Deputy Chief and Battalion Chiefs).

1. Each candidate will be interviewed by the Senior Staff. This interview can include a tactical scenario as well as an administrative interview.
2. Each candidate's performance will be evaluated by the Senior Staff looking at the past two (2) years participation performance and Personnel Evaluations.
3. Candidates will be ranked based on the interview and performance evaluations. The ranking will be given to the Fire Chief for review, along with recommendation from the Senior Staff.
4. The Fire Chief has the right t6 interview the candidates to assist in the final decision.
5. The Fire Chief will then make his recommendation for Battalion Chief(s)to the Board of Safety for final approval.
   1. The Board of Safety has the right to interview the recommended candidate(s) if they feel it necessary.
6. Once the candidate(s) is promoted to the rank of Battalion Chief he/she will be on probation for six (6) months.

Deputy Chief

Member applying for the position of Deputy Chief will meet the minimum requirements as outlined in the Deputy Chief Job Description JD-1006.

In addition, the members applying must also meet the following:

* Free of suspension and/or probation for the last 2 years.
* Shall have responded to a minimum of ti.vent'{ five percent (25%) twenty percent (20%}\_of the required Emergency Responses consistently for the past two (2) years as outlined in Emergency Response Policy

P-1100 under Chief Officer and Company Officer Requirements.

* Shall have attended the minimum required fifty percent (50%) of the required Drills consistently for the past two (2) years as outlined in the Drill Policy P-1101.

The following will occur when an opening for Deputy Chief is identified.

1. A Posting for the position will be created and posted at all three (3) Munster Fire Stations for a minimum of 2 weeks allowing members to sign for the position.
   1. The posting will list the minimum requirements for the position along with the Job Description for that position.
2. Interested members will also be required to submit the following.
   1. Letter of interest.
   2. Personal Resume.
3. After the minimum 2 weeks, the postingwill be removed, and candidate letter of interest and resume will be reviewed by the Fire Chief.
4. Each candidate will be interviewed by the Fire Chief. This interview can include a tactical scenario as well as an administrative interview.
5. Each candidate's performance will be evaluated by the Fire Chief looking at the past two (2) years participation performance and Personnel Evaluations.
6. Candidates will be ranked based on the interview and performance evaluations. The ranking will aid the Fire Chief in making his final decision.
7. The Fire Chief will then make his recommendation for Deputy Chief to the Board of Safety for final approval.
   1. The Board of Safety has the right to interview the recommended candidate(s) if they feel it necessary.
8. Once the candidate(s) is promoted to the rank of Deputy Chief he/she will be on probation for six (6) months.

Logo

Description automatically generated

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| --- | --- |
| **Target Solutions** | Approved: 2018-05-31  Effective: 2018-06-01  Revised: 2022-04-01 |
| Fire Chief; Qat,.1iEI Pele Mark Hajduk | **P- 1113** |

Purpose

The purpose of this policy is to establish the use and requirements of Target Solutions. Target Solutions is a Learning Management System (LMS) designed to enhance training for the members ofthe Munster Fire Department. It is also a record keeping system to track not only trainings but also certifications and credentials that members hold, along with enhancing management's ability to distribute information making sure everyone has understood and received it.

Policy

*General*

Target Solution LMS will be used within the Munster Fire Department to enhance training,distribute, and review Policies and/or Standard Operating Guidelines, and to track certifications and credentials. This system will not take the place of drill requirements as outlined inthe Drill Policy P-1101. Members will be reimbursed as outlined in the Reimbursement section ofthis policy, for the use ofthe system.

Target Solution LMS is a cloud-based system, because of this, members will be able to access the LMS from not only Town Computers located at the Stations but also from their homes by means of computers, tablets, and smart phones.

#### Certifications ICredentials

The following certifications and credentials will be tracked within the LMS.

* Driver License expirations
* EMT *I* Paramedic Certifications
* Instructor Certifications
* CPR Certifications

The members will be notified 60 days and then again 30 days by an email through the LMS of the expirations of the above certifications *I* credentials. Along with the member being notified their

Company Officer and Senior Staff will also be notified.

It will be the responsibility of the member to submit recertification requirements to the to the appropriate agency overseeing that certification . Once recertification is received, that information needs to be turned into the Chiefs Office for proper documentation and updating within the LMS.

*Training Subject*

Training subjects will be assigned to all members by the Training Oivision on a monthly basis MABAS

207 Training Group and/or Training Division monthly. These assignments will be considered mandatory to complete. This training will be expected to be completed within the month assigned. If it is not, it will be logged as incomplete by the LMS and reminder emails will be sent out automatically by the LMS until the assignment(s) is completed.

A rninim1:1m of one (1) s1:1bject will be assigned •.vith a maxim1:1m of no more than three (3) assignments per month.

The MABAS 207 Trai ning Group will assign the following number of trainin gs per month.

* Three (3) assignments for all members
* One lassi nment for all Com an and Staff Officer s

The Munster Fire Department Traini ng Division can assign additional assignments as it feels necessary to accomp lish department specific training.

*Policies / Standard Operating Guidelines {SOG's}*

Policies and SOG's will be distributed and reviewed on an as needed basis through the LMS. They will be designed so that an electronic signature will be required to show that the policy *I* SOG was received, reviewed, and understood by the member.

The number of policies / SOG's will not be limited to a minimum or maximum but by an as needed basis.

*Reimbursement*

Members will qualify for an hour of pay receive pay for the time allotted per assignment if the assignment(s) is completed in the assigned month. If the assignment is not completed witl:iin the assignee montl:i the member \Viii ee put on suspension from responaingto fire calls untilcompletion of assignments.

Completion of the assignment within the required month will be tracked by the system and a report generated to determine who will receive pay.

*Discipline Actions for Incomplete Assignments*

If the assignment(s) is not completed within the assigned month the member will be put on suspension from the Department until completion of assignment(s). Members will be notified of their suspension status by email on the first day of the new month. This notification will be considered a verbal warning. Once the class is complete, they will be notified bv email of being

reinstated to the Department. Both emails will become part of the member's personnel file.

A member who accumulates a second suspension due to incomplete assignments within a twelve (12) month period of the verbal warning,will receive a written reprimand. This reprimand will need to be signed and returned, a signed copy of the reprimand will be placed in the members personnel file and a second copy will be given to the member. Once the class(s) ar e complete , they will be notified by email of being reinstated to the department .

A member who accumulates a third suspension due to incomplete assignments within a twelve (12} month period of the verbal warning, will receive a thirty (30) day suspe nsio n from the department. The suspension notification will need to be signed and returned,a signed copy of the suspension will be placed in the members personnel file and a second copy will be given to the member. Once the class(s) are completed and the thirty (30) day suspension has ended ,the member will be notified by email of being reinstated to the department.

A member who accumulates a fourth suspension due to i ncomplete assignments within a twelve (12) month period of the verbal warning , will be brought up for dismissal from the department to the Board of Safety. A written notification of the suspension and dismissal proceedings will need to be signed and returned by the member. A copy of the notification will be placed in the members personnel file and a second copy will be given to the member.

*Self-Assigned Classes*

Members can assign themselves classes on any topic within the LMS. These self-assigned topics will be credited in the LMS but pay will not be provided.