

CHAPTER 1

INTRODUCTION AND MISSION STATEMENT

Section 1 -- Introduction

Welcome to the Dry Ridge Fire Department. We are pleased to have you on our team. We believe that our members are our most valuable assets. The Dry Ridge Fire Department believes that its success as a fire department is the ability to recruit, hire, and maintain a motivated and productive member work force. We hope that during the time of your relationship with the Dry Ridge Fire Department, you will become a productive and successful member of the team.

The Dry Ridge Fire Department, created under KRS Chapter 95. This department is funded by and operates under the jurisdiction of the Dry Ridge City Council. The Fire Chief directs the operation of the fire department.

These policies describe, in summary form, the personnel policies and procedures that govern the relationship between the Dry Ridge Fire Department and its members. The policies stated are subject to change at any time at the sole discretion of the Chief Officers of the Dry Ridge Fire Department. These policies supersede any prior handbooks or written policies that are inconsistent with its provisions. Any time these policies are in contradiction with the City of Dry Ridge policies, the city policies will supersede fire department policy. You may receive updated information concerning changes in policy from time to time, and those updates should be kept with your copy of these policies. If you have any questions about any of these provisions, please ask your immediate supervisor or the Chief.

These policies do not create a contract of employment between the Dry Ridge Fire Department and its members. Members are subject to disciplinary action under KRS 95. No supervisor, officer or other representative of the Dry Ridge Fire Department, other than the Chief Officers, has the authority to enter into any agreement with you regarding the terms of your membership that changes your status or deviates from the provisions of these policies

Section 2 -- Department Mission Statement

The purpose and objective of the Dry Ridge Fire Department shall be: To provide emergency response to fires, emergency medical services, explosions, hazardous materials response at the operations level and other emergencies that may arise within the Dry Ridge Fire Department, Grant County, Kentucky and/or surrounding areas. To promote Fire Prevention and Public Education, Safety Awareness, and goodwill in the community. To acquire and hold for said purpose, money, real estate or other property considered necessary by the Fire Department to carry out said objectives, and to do any and all things necessary or incidental to the accomplishment of such purpose. To accomplish these objectives with a combination of volunteer and career personnel within our budgetary means.

PERSONNEL POLICIES

CHAPTER 2

PURPOSE AND SCOPE

Section 1 -- Authority

The Dry Ridge Fire Department hereafter referred to as the Department, adopted these personnel policies. Pursuant to this action, the policies following were prepared.

Section 2 -- By-Laws and Rules

The operation of the Dry Ridge Fire Department is controlled by Kentucky Revised Statutes, Chapter 95, and the regulations adopted by the City of Dry Ridge. Violation of the law or rules adopted by the city may subject a member to a reprimand, dismissal, suspension or reduction in grade, after charges, notice and a hearing.

Section 3 -- Personnel Administrator Authority and Delegation

The Fire Chief is hereby designated as personnel administrator. The Chief may delegate in writing such duties and functions, as he/she deems appropriate.

Section 4 -- Purpose

These policies and procedures are adopted to provide for the recruitment, development, and retention of the best person for each position on the Department staff. They provide for the orderly establishment of procedures for personnel administration which adhere to the following merit principles:

- ❑ Recruiting, selecting, and advancing personnel on the basis of their relative ability, knowledge, and skills, including open competition through the medium of testing of qualified applicants for initial appointment.
- ❑ Establishing pay rates consistent with the principles of equal employment opportunity.
- ❑ Training personnel, as needed, to assure high quality performance.
- ❑ Assuring equal treatment of applicants and personnel in all aspects of administration without regard to political affiliation, disability, race, color, age, national origin, citizenship, gender, or religion.

Section 5 -- Scope

These policies and procedures, unless otherwise noted, apply to all authorized positions, except members of boards and commissions, legal counsel, consultants, advisors, and independent contractors.

Section 6 -- Interpretation

These policies are intended to cover most personnel problems and actions that arise. The Chief Officers shall interpret those not specifically covered. Such interpretations shall be in concert with the spirit and letter of the resolution referenced in Section 1 -- Authority, and with Section 4 -- Purpose, of this chapter.

Section 7 -- Responsibility and Authority For Implementation

The responsibility and authority for the implementation and enforcement of these policies is vested in the Fire Chief, and his designees.

Section 8 -- Equal Opportunity Employer

In the employment of staff and in the supervision of existing staff, the Fire Chief shall implement these policies in accordance with the letter and spirit of federal, state, and local laws and regulations prohibiting discrimination on the basis of political affiliation, disability, race, color, age, national origin, citizenship, sex, or religion.

Section 9 -- Individuals with a Qualified Disability

The Fire Chief is hereby granted authority to make procedural changes to these policies in order to make reasonable accommodations for individuals with a qualified disability, consistent with KRS 344. The Department will also attempt to make reasonable accommodations to personnel in the performance of duties, in accordance with KRS 344.

Section 10 -- Disclaimer

Information included in these personnel policies is not a contract and may be changed. Nothing in these policies should be relied upon or construed as a contract.

Section 11 -- Severability Clause

If sections of these personnel policies are ever held invalid, the remaining sections shall not be affected and shall remain in effect.

Section 12 -- Repeal of Prior Editions

All prior personnel policies, resolutions, memorandums, other written documents are hereby repealed. All oral statements past, present, and future in conflict with these policies are invalid.

PERSONNEL POLICIES

CHAPTER 3

DEFINITIONS

Department - The governing body of the fire department, as defined in KRS Chapter 95.

Grievance - Protest grievance submitted by an employee(s) or volunteer(s) for grievances involving wages, hours of work, conditions of employment, or of any nature arising out of this resolution.

Immediate Family - Immediate family is defined as wife, husband, brother, sister, mother, father, children, stepchildren, father-in-law, or mother-in-law.

Managerial Positions - Managerial positions are defined as the positions of Fire Chief, Assistant Chief, Captains and Lieutenants.

Regular Work Week - The regular workweek for all career employees shall be twenty-four (24) hours on duty followed by forty-eight (48) hours off duty.

EMPLOYMENT CLASSIFICATIONS

Member - Shall include the chief and all officers, all firefighters (**including volunteer and career**) and specialty team members; and all associate members of the fire department or Ladies' Auxiliary.

Full-Time - Employment in an established position requiring forty (40) hours or more of work per week. Full-time employees are eligible for full participation in benefit programs.

Part-time - Employment in an established position requiring less than forty (40) hours of work per week. Normally a part-time schedule, such as portions of days or weeks, will be established. Part-time employees do NOT participate in benefits programs except:

- (1) Participation in worker's compensation benefits.
- (2) Benefits specified in writing by the Department.

Temporary - Employment in a job established for a specific purpose, for a specific period of time, or for the duration of a specific project or group of assignments, Participation in benefits programs for temporary employees is limited to eligibility for worker's compensation.

PERSONNEL POLICIES

CHAPTER 4

APPLICATION PROCESS

Section 1 -- Announcement and Advertisement of Vacant Positions

Any vacancies in the Department workforce for which the Department elects to hire a replacement and not fill through promotion will be publicized by posting announcements in the station of the Dry Ridge Fire Department. Full or part-time positions may be advertised in newspapers, other periodicals selected by the Fire Chief, and through other means necessary to reach a broad cross section of the community. All announcements and advertisements must state that the Department is an equal opportunity employer. Applications for volunteer membership will continually be accepted based on personnel resource needs, as determined by the Fire Chief.

Section 2 -- Application Forms

Applications will be made on standard forms provided by the Department. Such forms will require information covering training, experience, and other pertinent information. All applications will be signed by the applicant. The Fire Chief may require resumes to be submitted with applications. A copy of the applicant's current drivers license, Diploma or GED shall be submitted with the application.

Section 3 -- Minimum Qualifications

The Minimum qualifications for a member of the Dry Ridge Fire Department are:

- Eighteen (18) year of age or older.
- High school diploma or GED.
- Truthful completion of Application.
- Criminal records investigation.
- Background investigation to determine if any matters exist that would materially affect the performance of the duties and responsibilities as a member.
- Such requirements may include but will not be limited to the following factors: knowledge, skills, abilities, education, training, and ability to perform the essential functions of the position.

Section 4 – Cadet Membership

The Minimum qualifications for a cadet of the Dry Ridge Fire Department are:

- At least fourteen (14) years of age.
- Currently enrolled in and attending high school.
- Maintenance of Grade Point Average (GPA) of 2.0 (C-average) or higher.
- Not currently under school disciplinary action.
- Shall not be in hazardous areas of fireground operations or training evolutions.
- Shall not drive department vehicles.

Section 5 -- Receipt and Duration of Applications

Applications will be accepted and placed on file from all persons desiring employment/membership with the Department, and who apply during regular business hours. All application documents will be kept in confidence. Unsolicited resumes will be kept active for six months. Unsolicited resumes will become inactive after six months. Applications of individuals not hired by the Department will be kept in accordance with the State of Kentucky Records Retention Schedule. In the event a waiting list is established for volunteer membership by the Fire Chief, any application received will be kept on file for six months. As vacancies open, these applicants will be given priority.

PERSONNEL POLICIES

CHAPTER 5

ACCEPTANCE PROCESS

Section 1 -- Reference/Background Checks

Reference/background checks will be conducted by the Fire Chief or his designee prior to an offer of employment/membership.

The Fire Chief or his/her designee shall discuss job descriptions and personnel policies with the applicant at the time of hiring or with the volunteer at the time of acceptance. A copy of the job description will be provided to all personnel. The member will sign a statement indicating they have received a copy and understand the resolution. The following items shall be discussed with all personnel:

1. Job title and job description.
2. List of Officers.
3. The length and conditions of the probationary period.
4. The day, time, and place where he/she shall report for work.
5. Any other pertinent information.
6. Physical examination, if required.
7. Location of an assigned locker or other such area.
8. Person to contact when unable to report to work..
9. Salary, if applicable, including any benefits such as medical insurance, retirement, and holidays.
10. Required information needed for the personnel folder.
11. Volunteer members will have EMT/ EMT First Responder requirements explained as outlined in SOG 1025.0.

Section 2 -- Personnel Folder

A personnel folder shall be completed for each member by the Fire Chief, or designee.

The personnel folder(s) may include the following (as applicable):

1. Application form.
 2. Payroll system forms.
 3. Worker's compensation forms (when filed and received).
 4. Unemployment insurance forms (when filed and received).
 5. Tax forms.
 6. Copy of signed statement indicating receipt of and understanding of the personnel policies.
 7. Accident form (when filed).
 8. Performance evaluation.
 9. Letters of commendation, recognition, etc.
- Personnel Folder (cont.)
10. Oral/written warning/Disciplinary actions/Administrative actions.
 11. Background/reference check.

12. Suspension reports.
13. Resignation notice.
14. Termination report (if filed).
15. Copy of signed statement listing Department equipment assigned to the member and the value of equipment.
16. A separate folder will be kept for.
17. Medical insurance forms.
18. Any related medical information.

A separate folder will be kept for:

1. I-9 Form.

Section 3 -- Probation Period

Starting with the first day of employment/acceptance, all new employees/members shall be on probation for a period of six (6) months.

This period is provided to allow the new employee or member to become accustomed to the job, fellow fire fighters, and the routine of the work-place, and to allow a period of evaluation by the Fire Chief, or designee, and the Department. Exceptions to this rule may be found in individual job descriptions.

An informal evaluation is to be performed, approximately three (3) months after the first day of employment/acceptance of a member/employee by the Fire Chief, Assistant Chief or designee. This evaluation will be placed in the member's/employee's personnel folder but will not determine the member's placement/acceptance.

A formal evaluation will be performed at the end of the probation period and will determine the member's/employee's placement/acceptance. All evaluations will be administered by the Fire Chief, Assistant Chief or designee.

If during or at the end of the probationary period, the new member/employee fails to meet the standards or training required for membership, he/she shall not be recommended for appointment to the Department. If a recommendation for membership is not made, all issued equipment, uniforms, badges, pagers, etc. shall be returned to the Department.

Section 4 -- Physical Examinations Prior to Appointment

Upon offer of employment or acceptance as a member, candidates for a position with the Dry Ridge Fire Department may be required to submit to a physical examination from a physician selected by the Department or the candidate's personal physician. No candidate shall be retained for the position unless he/she submits to such examination and unless the results of the examination satisfy the requirements of the Department that such candidate possesses all the qualifications deemed necessary. The Department shall pay for the cost of the physical examination. *All physical examinations shall include a drug screen.*

Section 5 -- False Statements in Employment Applications

Any member that is found to have false or misleading statements in their application for employment or acceptance is subject to disciplinary action ranging from verbal or written reprimand to discharge.

PERSONNEL POLICIES

CHAPTER 6

POSITION CLASSIFICATION

Section 1 -- Responsibility for Administration

The Fire Chief shall work to insure that the position classification plan is maintained and updated as necessary.

Section 2 -- Preparation of Plan

A comprehensive classification plan including for each class of positions an appropriate title, a description of the duties and responsibilities, and the desirable requirements of training, experience, education, and other qualifications shall be established and maintained. The classification plan shall be prepared by the Fire Chief and adopted by the Department. Every position with the Department shall be allocated to one of the classes established by the classification plan. No member may be appointed or promoted to any position until it has been properly classified.

Section 3 -- Allocation Appeals

If any member has facts, which indicate his/her position is improperly allocated, he/she may, with knowledge of his/her immediate supervisor, request the Fire Chief to review the allocation of his/her position. Such request shall be submitted in writing and shall contain a statement of justification.

Section 4 -- Interpretation of Class Specifications

The job descriptions are not restrictive. The duties, qualifications, and other factors detailed on the job descriptions shall not be considered all inclusive.

Section 5 -- Official Copy of Classification Plan

The Fire Chief, or designee, shall be responsible for maintaining an official copy of the position classification plan. A copy of the plan shall be available for inspection by the public under reasonable conditions during regular business hours.

PERSONNEL POLICIES

CHAPTER 7

PROMOTIONS

Section 1 -- Policy

Vacancies in higher positions in the Department's staff will be filled when possible by promotion from lower classification. To accomplish this purpose an internal selection process may be held when the Fire Chief determines there is a sufficient number of well-qualified candidates within the existing staff. Some factors for the Department to consider in promotions include results of employee performance evaluations, testing, and past experience with the Department.

Section 2 -- Promotional Process

Promotions shall be based upon the results of a formal process that may include written exams, assessment centers and oral interviews. The Fire Chief, or designee, shall coordinate the testing processes and make appropriate recommendations to the Department, based on results obtained through the testing process. The Department reserves the right to review all testing results prior to a making a final decision

Section 3 -- Notification

Notice of positions to be filled through an internal selection process will be given to Department members by posting at appropriate locations within the main fire station.

Section 4 -- Political or Partisan Endorsement Prohibited

No consideration will be given to political or partisan endorsement for promotions to positions in the Department; only merit for promotion will be considered.

PERSONNEL POLICIES

CHAPTER 8

REQUIREMENTS - ACTIVE PERSONNEL

Section 1 -- Requirements for Active Membership

The general requirements to sustain *active membership in fire suppression* shall include all the following:

1. Completion of twenty (20) hours training per year (volunteer personnel).
2. Maintenance of state firefighter certification.
3. Ability to pass a full medical physical, as required by the Department.
4. Attends all regularly scheduled meetings unless hindered by work/school requirements.
5. Completion of the following response/coverage requirements:
 - Respond to a minimum of 20% of the available fire runs* in a month.

** Available fire runs are defined as those runs occurring between 6 p.m. and 6 a.m. Monday through Friday and 6 a.m. Saturday to 6 a.m. Monday.*

Section 2 -- Membership Duties/Responsibilities

It shall be the duties and responsibilities of each member of the Dry Ridge Fire Department to:

1. Attend at least 25% of the training program established at the dept.
2. Respond on all calls that he/she is able to.
3. To keep his/her personal protective equipment in a safe working manner.
4. To keep stations, apparatus, and equipment in clean and safe working order.
5. Respond to the nearest station (*Exception: if all apparatus assigned for that incident has gone in service, or if the incident is between his/her location and the station at the time of call.*)
6. Follow the proper chain of command at all times.
7. Keep fire dept. business in the confines of the Dry Ridge Fire Department. (*i.e. rumors, bad public relations to this dept. or any other.*)
8. Report directly to the incident commander or his designee on all incidents.
9. Make sure his/her name is on the incident report.
10. Properly don all personal protective equipment that is necessary for each particular incident.

Strictly abide by all policies and procedures of the Dry Ridge Fire Department AND any city personnel policies that pertain to fire dept. personnel.

Section 3 – Line Officer Duties

The duties of an officer of the Dry Ridge Fire Department shall consist of the following:

1. Assist in maintaining department morale.
2. Seeing that all orders are carried out accurately and completely.
3. Setting an example for the rest of the membership to follow.
4. Taking control of an incident when necessary.
5. Enforcing all fire department SOG's and policies and the city personnel policies that apply to the fire department and its personnel.
6. Being professional and courteous to the public.
7. Supervising the work of the membership.
8. Assisting and solving problems of the membership to the extent possible.
9. Ensuring that all paperwork, and reports are complete and all trucks and equipment are back in a ready condition after each incident.

At no time shall an officer engage in conduct unbecoming of an officer. If, for any reason, an officer is found to be negligent in any of these or any other areas not mentioned in this policy, he/she will be subject to disciplinary action by the chief and/or the mayor.

While being an officer of the Dry Ridge Fire Department is both an honor and a privilege, it is also a great responsibility.

Section 4 -- Probationary Firefighter Requirements

The Dry Ridge Fire Dept. is an equal opportunity employer and at no time will anyone be denied an application for membership based on race, nationality, gender, creed, religion, or sexual orientation.

Due to the mandated regulations, all new personnel shall be checked for references as well as criminal background.

At no time shall anyone be considered for active membership under the age of eighteen (18) years of age. While the Dry Ridge Fire Department may accept persons under this age, these people are considered "cadets" and shall at no time be permitted to respond or actively engage in any incident. (*Exception: training*)

Once a probationary firefighter has cleared the references and background check, they will be on probation for a period of six (6) months from the time the application is accepted. During that time the probationary firefighter shall not drive any apparatus on an emergency response (*unless ordered to do so by an officer*) and shall attend every training drill possible. The probationary firefighter will not be allowed to engage in interior firefighting unless that he/she has sufficient training certification prior to joining the Dry Ridge Fire Dept. This will be at the discretion of the chief or his designee.

Exception: For all paid (career) firefighters, probation requirements will also need to be met as required by the City of Dry Ridge Personnel Policies.

Section 5 -- Shift Coverage

Shift coverage is designed to provide initial response to fire and EMS incidents in and around the Dry Ridge Fire Department jurisdiction, through the use of career personnel through the 24/48-shift schedule described earlier. At no time shall a member leave their assignment until their relief has arrived to replace them.

PERSONNEL POLICIES

CHAPTER 9

PERFORMANCE IMPROVEMENT PROCESS

Section 1 -- Annual Evaluations

Each employee or volunteer shall be given an annual performance evaluation. These evaluations shall be given at calendar year end, with the exception of probationary personnel. Probationary personnel shall be evaluated at the three-month point of their six-month probation period and again at the completion of their probationary period.

All evaluations will be administered by the Fire Chief, Assistant Chief, or designee (such as company officers), with the exception of the Fire Chief, which will be done by the Mayor and City Council. A copy of the member's improvement process form will be placed in the member's personnel folder.

As a means for performance improvement, the evaluations should be conducted in the form of a personal interview. The designee administering the evaluation will make all efforts to arrange schedules to permit such interview. However, if scheduling does not permit the interview, the evaluation shall be given to the member, and he/she will be given the opportunity to sign off of the evaluation. Subsequently, the evaluation will be filed in the employee/volunteer's file and may be later reviewed upon request.

Section 2 -- Quarterly Reviews

The Department acknowledges and commends the dedication of our personnel and recognizes the importance of the service they provide. Therefore, at the end of each quarter, each member shall be provided a informative review of his or her quarterly activity. Any member not meeting the requirements of active membership, as defined in Chapter 8, Section 1, shall receive written documentation of the areas of activity in which the requirements were not met. The member shall be provided with documented counseling as to the purpose of the in-activity and offered assistance in meeting the monthly requirements. If requirements are not met for any four- (4) months in a calendar year, a recommendation shall be presented to the Department, to place the member on inactive status. This action shall consider and be dependent upon the documented purpose of inactivity and the member shall receive written notification that said action is to take place.

Section 3 -- Inactive Status

Members on inactive status are not eligible to make runs, cover shifts and shall have no voting privileges within the organization. Any and all issued equipment (pagers, uniforms, manuals, etc.) shall be returned in accordance with Chapter 20, Issued Equipment Policy.

Section 4 -- Reinstatement From Inactive to Active Status

Inactive members may seek reinstatement to active status, within six (6) months, by submitting a written request to the Fire Chief or his designee. Request for reinstatement shall be subject to review by the Fire Chief, Assistant Chief and/or his designee (such as company officers) and approved by the Department.

Reinstatement after six (6) months shall be in accordance with Chapter 5, Acceptance Process of the Dry Ridge Fire Department Personnel Policies. Reinstated members shall be subject to an orientation, as determined by the Department Training Officer, and a six-month probation period in accordance with Chapter 5, Section 4, Acceptance Process of the Dry Ridge Fire Department Personnel Policies.

PERSONNEL POLICIES

CHAPTER 10

PERSONAL APPEARANCE

Section 1 -- Uniform Guidelines

In order to maintain an outward appearance of professionalism for all fire functions, uniform guidelines and requirements are available. Such guidelines specify both the method of wear and the type of uniform worn so all members of the Department are consistent, in both their manner and timeliness of dress.

Please refer for SOG 1005.0 for specific definitions, and procedures pertaining to uniform guidelines.

Section 2 -- Uniforms

Uniforms shall be provided to employees/volunteers of the Department and it shall be the responsibility of the employee/ volunteer to maintain.

All uniforms shall be returned to the Department when an employee/volunteer leaves the service of the Department for any reason other than normal Personal leave. Failure to return uniforms and apparel when directed to do so could result in legal action being taken against the employee/volunteer

Work-shoes shall be purchased by the Department for each employee at hiring. The replacement of any future work-shoes shall be the sole responsibility of the Department, who shall bear the cost.

Section 3 --General Guidelines

Class A uniform dress shirts shall not be worn to non-departmental activities.

No clothing item (hats, t-shirts, etc.) bearing the department name or emblem shall be worn publicly while consuming alcoholic beverages. Probationary members will not be issued or allowed to purchase clothing items bearing the department name or emblem until the completion of their probationary period, with the exception of specific use for training, emergency response or other approval by the Chief or designee.

PERSONNEL POLICIES

CHAPTER 11

CODE OF CONDUCT

Section 1 -- Violations Serve as Grounds for Corrective Counseling, Administrative Action and Discipline

While on working hours, Department employees/volunteers represent the Department. When there is reason to believe that any employee/volunteer, in the performance of Department business, has been guilty of bribery, misfeasance, malfeasance, immorality, intoxication, incompetence, or failure to obey orders given by the proper authority, the employee/volunteer may be disciplined. This discipline may include a verbal or written reprimand, probation, suspension, and denial of promotion to discharge. Please refer to Chapter 26 for specific information on the disciplinary process.

Expected employee/volunteer conduct follows common sense logic. The following list is not intended to be all-inclusive but rather a guideline of what types of behavior are unacceptable. Exact penalties for violations are not included. Some would result in immediate dismissal; others would be decided on a case-by-case basis.

Attendance Problems

- Unexcused absence.
- Chronic absenteeism.
- Unexcused/excessive lateness.
- Leaving without permission.

On-the-Job Behavior Problems

- Intoxication at work.
- Fighting.
- Failure to report injuries.
- Carelessness.
- Horseplay.
- Gambling.
- Smoking in unauthorized places.
- Loafing on the job.
- Poor or careless workmanship.
- Immoral conduct during working hours.
- Failure to use safety devices and follow safety rules.
- Abusive or threatening language to supervisor.
- Unauthorized possession of narcotics or alcohol.
- Unauthorized possession of firearms or other weapons.

On-the-Job Behavior Problems (cont.)

- ❑ Insubordination, including the failure refusal to obey the orders or instructions of a supervisor or officer, the use of abusive or threatening language towards such individuals, or any conduct that undermines supervisory authority.
- ❑ Misuse or mistreatment of Department equipment or supplies resulting in their damage or loss.
- ❑ Abuse, misuse, damage, destruction, sabotage or stealing property, tools or equipment of the Department.
- ❑ Unauthorized use of the equipment or tools of the Department for personal purposes.
- ❑ Personal conduct at work that is dangerous to others.
- ❑ Unauthorized stopping of work or not performing assigned work.
- ❑ Threatening, intimidating, coercing, or interfering with employees/volunteers or supervision at any time.
- ❑ Failure to wear all protective equipment when responding to any call or entering a building.
- ❑ Giving out any news releases, confidential information, or furnishing persons not connected with the Department any information relative to it's business, except as may be authorized by the Fire Chief. This does not prohibit explaining Department operations to visitors.
- ❑ Creation of or contribution to unsanitary conditions or litter on the premises of the Department. Failure to keep work area safe and clean at all times.
- ❑ Conduct unbecoming as a member of the Fire Department.
- ❑ Violation of any S.O.P.
- ❑ Violation of these personnel policies.
- ❑ Violation of applicable KRS while on duty.

Dishonesty and Related Problems

- ❑ Theft.
- ❑ Falsifying or failing to disclose completely all information requested or recorded on any employment, personnel or other record of the Department.
- ❑ Alteration, misuse, or removal from the premises of the Department, without proper authorization, employee lists, papers, records, checks, confidential information or any other records of the Department.
- ❑ Falsification of employee time records by recording hours worked that are not actually worked.
- ❑ Completion of any time records other than your own.

Section 2 -- Personal Conduct Policy

The Department respects the privacy interest of its members and recognizes their right to conduct their personal lives free from interference from the Department. However, personnel should remember that they represent the Dry Ridge Fire Department, a political subdivision of the Commonwealth of Kentucky. As representatives of a public agency, they should keep in mind that, even while off-duty, they represent the Department to the public and should strive to preserve the reputation of the Department. In addition, certain types of off-duty conduct may reflect poorly upon a member's character and judgment, and thereby influence his or her standing as a member of the Department. Therefore, members who engage in unprofessional or criminal conduct or other serious misconduct off-duty may be subject to disciplinary action by the Department, if such conduct is determined to adversely reflect or be harmful to the Department.

PERSONNEL POLICIES

CHAPTER 12

HARASSMENT POLICY

Section 1 -- Unlawful Harassment Policy

The Dry Ridge Fire Department is committed to maintaining a work environment that is free of discrimination and harassment. In keeping with this commitment, we will not tolerate harassing conduct that affects tangible job benefits, that interferes with an individual's work performance, or that creates an intimidating, hostile, or offensive working environment.

Section 2 -- Harassment Defined

Harassment (Definition) - Harassment on the basis of race, color, religion, gender, national origin, age, or disability constitutes discrimination in the terms, conditions, and privileges of employment/ membership. Harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, gender, national origin, age, or disability, or that of his/her relatives, friends, or associates, that:

- Has the purpose or effect of creating an intimidating, hostile, or offensive work environment.
- Has the purpose or affect of unreasonable interference with an individual's work performance.
- Otherwise adversely affects an individual's employment/member opportunities.

Harassing conduct includes, but is not limited to, the following:

- Epithets, slurs, negative stereotyping, or threatening, intimidating, or hostile acts, which relate to race, color, religion, gender, national origin, age, or disability.
- Written or graphic material, electronically distributed material (E-mail) or any other means of communication that denigrates or shows hostility or aversion toward an individual or group because of race, color, religion, gender, national origin, age, or disability or which contains obscene, profane, lewd, derogatory language or images that is displayed on Department walls, bulletin boards, computers, equipment or elsewhere on the employer's premise, or circulated in the workplace.

Section 3 -- Harassment Complaint Procedure

Any member encountering harassment should tell the offending person that his/her actions are inappropriate and offensive. The member shall document all incidents of harassment in order to provide the fullest basis for investigation. In addition, the member may file a grievance, consistent with the procedures set forth in Chapter 25, so that steps may be taken to protect the member from further harassment, and appropriate investigative and disciplinary measures may be initiated.

Section 4 -- Sexual Harassment Definition

Sexual harassment deserves special mention. Inappropriate sexual advances, requests for sexual favors, and other physical, verbal, or visual conduct based on sex constitutes sexual harassment when:

- ❑ Submission to such conduct is either explicitly made a term or condition of an individual's employment,
- ❑ Submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such individual, or
- ❑ Such conduct has the purpose or effect of reasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Sexual harassment may include explicit sexual propositions, sexual innuendoes, suggestive comments, sexually oriented "kidding" or "teasing", "practical jokes", jokes about gender-specific traits, foul or obscene language or gestures, displays of foul or obscene printed or visual material, and physical contact, such as patting, pinching, or brushing against another's body.

Section 5 -- Members to Report Violations of this Chapter

All members are responsible for helping to assure we avoid harassment. If a member feels he/she has experienced or witnessed harassment, he/she should notify either the immediate supervisor, Fire Chief, or Asst. Chief. Reports are to be made as soon as practical, preferably within 24 hours. The report shall be specific as to place, time, and date, and be as specific as possible. The report shall also list all possible witnesses of the incident.

The Department's policy is to investigate all such complaints. To the fullest extent practical, the Department will keep complaints and the terms of their resolution confidential. If an investigation confirms that harassment has occurred, the Department will take corrective action against the offending member, in accordance with the nature and extent of his/her accusation, and consistent with the discipline policies set forth herein.

Section 6 -- Training

During the probationary period, all members shall be advised of the sexual harassment policy as set forth in these policies and procedures.

Section 7 -- Harassment and Sexual Harassment False Accusations Procedure

The Department recognizes that false accusations of harassment can have a serious effect on innocent men and women. Individuals falsely accusing another of harassment or sexual harassment will be disciplined in accordance with the nature and extent of his/her false accusation.

Section 8 -- Harassment and Sexual Harassment Inquiry Process

The Department encourages any member to raise questions he/she may have regarding the harassment policy or sexual harassment, with his/her immediate supervisor, the Fire Chief, or the Assistant Chief.

PERSONNEL POLICIES

CHAPTER 13

NEPOTISM

Section 1 -- Employment of Relatives

Employment of relatives closer than a second cousin will not be prohibited as long as neither of the related parties are employed in a supervisory role in which they might have either a direct or indirect effect on the other party's progress, performance or welfare as an employee of the Department.

Section 2 -- Policy

Public displays of affection between co-workers while in the working environment is highly discouraged at all times, and may result in disciplinary action. There shall be no direct or indirect reporting association between members in a "relationship". Although originally instituted because of married employees, we have extended it to those who cohabit or date. Anything less than this leads to other members' complaints about favoritism, etc.

Section 3 -- Emergency Waiver Authority

The on-scene commander of an emergency response situation is granted the authority to waive the supervisory/subordinate working relationship restriction when, in the commander's view, strict enforcement of this policy might create undue hardship or danger to the personnel assigned to the scene.

PERSONNEL POLICIES

CHAPTER 14

DEADLY WEAPONS

Section 1 -- Weapons Policy

The Dry Ridge Fire Department reserves the right to prohibit the carrying of weapons into all buildings, property, and vehicles owned, leased or controlled by the Dry Ridge Fire Department.

All buildings where the carrying of weapons is prohibited shall be clearly identified by signs posted at all entrance doors. Any person or persons, with the exception of peace officers, violating this policy may be denied entrance to the building or ordered to leave the building.

A person, with the proper governmental permit/license, may leave a weapon in his/her vehicle while on Department premises, but may, under no circumstances, brandish or remove the weapon from the vehicle unless the weapon is properly unloaded and secured.

Any exception to this policy must be expressly authorized in writing by the Dry Ridge Fire Department.

Section 2 -- Weapons Defined

The term weapon as used in this policy shall include, but not be limited to:

- Firearms, loaded or unloaded.
- Any knife, other than a pocketknife.
- Billy club, nightstick or similar club.
- Blackjacks or slapjacks.
- Numchucks, Karate sticks.
- Shuriken or death stars.
- Artificial knuckles made from metal, plastic or other hard material.

Section 3 -- Violation

Any member or official of the Dry Ridge Fire Department who violates the weapons policy shall be subject to disciplinary action up to and including termination of membership or employment.

Section 4 -- Emergency Scene Weapons Policy and Training Requirement

This policy shall apply to all emergency medical scenes where a patient(s) is carrying or suspected to be carrying a concealed deadly weapon; or any emergency scene where a weapon cannot be safely secured on the scene.

It is recommended that all personnel attend a Weapons Safety and Awareness course. *Please refer to SOG # 603 for specifics on Procedure and Weapons Securing.*

Section 5 -- Emergency Scene Definitions

Deadly Weapon – Any instrument used to injure or kill, and used as a means of attack or defense. The instrument may or may not be carried by permit and may be concealed or out in the open.

Secured – In the possession of a person authorized to possess the weapon or placed into an area inaccessible by unauthorized persons.

PERSONNEL POLICIES

CHAPTER 15

DRUG-FREE WORKPLACE

Section 1 -- Introduction

Because of accidents related to drugs and alcohol use, reported increases in drug/alcohol abuse, and other work-related issues, employers have become justifiably concerned about member substance abuse. In many instances, public concern about such issues has resulted in government-mandated drug/alcohol testing. Federal law now mandates drug testing for members who are required to possess and maintain a commercial driver's license (CDL). The Department is particularly concerned about member alcohol and drug abuse because of its obvious threat to human safety and health. As a result, it has adopted a zero-tolerance policy. Any questions concerning this policy should be directed to the Chief.

Section 2 -- Policy

The Department is hereby notifying members the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited on premises, or while conducting Department business off premises. Any violation of this policy is subject to disciplinary action. As a condition of membership, Department members will abide by this policy statement and agree to notify the Chief of any criminal drug statute conviction for a violation no later than five days after such conviction. The Department may require all convicted members to participate satisfactorily in a drug abuse assistance or rehabilitation program, approved for such purposes by a federal, state or local health, law enforcement or other appropriate agency.

Section 3 -- Prohibited Conduct

A member shall not engage or attempt to engage in the unauthorized use or possession of alcohol, illegal drugs or controlled substances, nor may an employee be under the influence of alcohol or have unauthorized controlled substances in his/her system while on duty or on Department property. If any member is lawfully using prescribed drugs that may affect his/her job performance, or the safety of the employee or others, such use must also be reported to his/her immediate supervisor and/or the Chief.

Federal law prohibits a member from reporting to work if he/she has consumed any alcohol within four hours of beginning work, and his/her job requires a CDL, and he/she performs or will be available to perform activities associated with a "commercial" vehicle. A commercial vehicle is generally a vehicle with a gross weight or combination of 26,001 or more pounds, or a vehicle transporting hazardous materials. As a matter of local policy, the Department extends this legal four-hour mandate to include all members of the Department, regardless of CDL requirements. Due to the unique safety aspects of

the job, it is imperative that no member be under the influence of drugs or alcohol while in the performance of their duties.

Section 4 -- Drug and Alcohol Testing

All members who are required to maintain a CDL are required to be tested by law. However, as a matter of policy, all members of the Department agree to drug and alcohol testing as a condition of their membership. Personnel may be tested for controlled substances (marijuana, cocaine, amphetamines, opiates and phencyclidine) and/or alcohol (beverage, ethyl and other) on a pre-employment/acceptance, random, reasonable suspicion, post-accident, return-to-duty and follow-up basis. Failing to provide adequate breath, urine or blood without a valid medical explanation, refusing to take a test, or otherwise obstructing the testing process (e.g. leaving the scene of an accident) is against Department policy and will be treated, at minimum, as a positive test.

If any member is involved in an accident, while driving a fire dept. vehicle, the driver of the apparatus shall immediately submit to a urine test for drug and alcohol . This does not constitute guilt of driving under the influence; however, these tests will stand to protect the firefighter and the dept. in any future civil litigation. The damage estimate shall be the “best guess” estimate by the investigating supervisor.

Section 5 -- Policy Violation

Any violation of the Department’s Drug and Alcohol policy may result in immediate termination. At minimum, the law prohibits CDL members from performing safety-sensitive duties for 24 hours after an alcohol test level of .02-.039. After a .04 or greater alcohol test level or a positive drug test, the law prohibits a CDL member from returning to safety-sensitive duty until he/she has complied with the recommendations of the substance abuse professional, passed a return-to-duty test and agreed to unannounced follow-up testing.

A member is encouraged to seek treatment for a drug-alcohol abuse problem. However, if a member has a problem, he/she should voluntarily enroll in a drug/alcohol abuse program prior to testing positive and/or otherwise violating this policy. Deciding to seek treatment does not excuse a violation of this policy.

Section 6 -- Drug Free Awareness Program

The Chief will establish a drug-free awareness program to inform Department members about:

- ❑ The Department policy of maintaining a drug-free workplace
- ❑ Any available drug counseling, rehabilitation and worker assistance programs
- ❑ The penalties that may be imposed upon members for drug abuse violations occurring in the workplace.

PERSONNEL POLICIES

CHAPTER 16

TRAINING

Section 1 -- Education and Training

The Dry Ridge Fire Department, on an individual basis, will attempt to pay for all members' education and training courses that directly relate to the performance of their duties.

Members that would like to attend classes outside the department must obtain permission from a Chief Officer or the Training Officer. This request will then be brought before the Department for their approval. The number of members attending any particular fire school will be at the Chief's recommendation and the Department's discretion.

Furthermore, the Chief Officers and the Training Officer will make every effort to rotate the members' attendance and to keep classes attended within the member's experience level and certification needs.

Section 2 -- Expenses

There will be times when members of the department will be required to attend fire school or other training activities at a location away from the Department. This travel may require overnight hotel accommodations, meals and other expenses related to this assignment. The following will identify expenses related to tuition, travel and other expenses and will explain reimbursement procedures for these expenses.

All tuitions, including study materials or special items necessary for the training or school will be arranged in advance by the department prior to leaving for the assignment. When possible, all fees will be paid in advance. If necessary, a department check or purchase order will be provided to an appointed member to handle payment when arriving at the location of the training. Any out of pocket expense necessary for successful completion of the training, which has been paid by the member, will be reviewed for reimbursement by the Department upon member's return. A proper receipt must be presented, attached to a department expense report.

Reimbursement for meals related to travel would be paid at the rate as set by the annual budget as approved by the Department. To be eligible for the full per diem, a member must be away during the hours of 7:00 a.m. through 7:00 p.m. The Department shall determine eligibility for meal reimbursement prior to leaving. Whenever possible, the per diem will be paid to the member prior to the trip. *It is not necessary to keep receipts or to account for this expense.* Bar bills or entertainment is not a reimbursable expense

unless the department gives prior approval. Receipts must be provided for this type of expense that identifies the nature and the names of the people involved in the expense.

The department will make arrangements for hotel or motel accommodations prior to leaving for any trip. When possible, two (2) persons (same gender) will be assigned to share a room to minimize expenses. Payment for the hotel or motel usually is paid by check or purchase order upon arrival. If a credit card must be presented at check-in, a member will be assigned the task of paying for all of the rooms on one check. No room service charges are permissible without prior approval. All hotel or motel receipts must be turned in on the expense report.

Transportation for out of town schools will be provided using department vehicles as available. Expenses for gas, oil, repairs or services will be covered by the department either by using the department fuel card, or if paid by the member, reimbursement when receipts have been submitted with an expense report. Members wanting to use their own vehicles instead of a department vehicle must obtain permission from the Chief prior to departure.

In the event a department vehicle is not available, a member may use their personal vehicle. Other members may share a ride with this member. The member providing the vehicle will be reimbursed in the following manner. The beginning mileage and the ending mileage shall be recorded. This will be used to determine the total miles driven. The department will reimburse at a rate set by the Department per mile plus the cost of gasoline used for the trip. Receipts for parking, road tolls and other related expenses must be submitted on an expense report for reimbursement. No other auto related expenses such as mechanical failure, routine wear and tear or fines (such as parking or speeding violations) would be allowed.

If a member is to use their personal automobile for department business, proof of liability insurance coverage that meets state minimum requirements must be provided. A copy of the paid insurance policy should be placed in the member's file. The driver must have a current driver's license in their possession.

PERSONNEL POLICIES

CHAPTER 17

PROTECTION AGAINST OCCUPATIONAL INJURY AND DISEASE

Section 1 -- Respirator Fit Testing Procedure

To help ensure the safety of all personnel wearing respirators, by testing for proper fit and prior to their actual use, this policy shall apply to all Fire and EMS personnel that have the possibility of responding to an emergency scene where respirators must be worn.

Qualitative face fit tests shall be performed in a specified order, at the time of initial fitting and a least annually thereafter for all personnel for each type of respirator used by the Dry Ridge Fire Department. All results shall be placed in the members' personnel file.

Please refer to SOG #301.0 for specific fit testing procedures.

Section 2 -- Use of Positive Pressure Self-Contained Breathing Apparatus (SCBA)

To help ensure the safety of all personnel working in and around areas with a known or suspected hazardous atmosphere through the use of Positive Pressure SCBA, this policy shall apply to all personnel that have the responsibility of responding to an emergency scene where entry into a hazardous atmosphere may be required.

Qualitative face fit tests shall be performed in accordance with the department's policy on Fit Test Procedures. Storage and care of SCBA shall be done in accordance with the department's SOG on Inspection, Cleaning and Maintenance.

Positive Pressure SCBA shall be used by all employees/members working in and around areas where: 1) the atmosphere is hazardous; 2) the atmosphere is suspected of being hazardous; 3) the atmosphere may rapidly become hazardous. Such areas include structure fires, alarm drops, dumpster fires, vehicle fires, and those as determined by the IC. SCBA shall be worn until the OIC determines that their use is no longer necessary.

Section 3 -- Use of Respirators for Protection from Tuberculosis

To help insure the safety of all personnel during the treatment and transportation of patients with confirmed or suspected active TB through the use of HEPA type filtering respirators or SCBA, this policy shall apply to all Fire and EMS personnel that have the possibility of responding to an emergency scene where contact with a person with

confirmed or suspected active TB may occur, or any room or area where this person may be located.

Quantitative face fit tests shall be performed in accordance with the department's fit test procedures.

Respirators shall be used: 1) When there is a potential exposure to the exhaled air of an individual with suspected or confirmed TB disease; or 2) When exposure to a high hazard procedure is performed on an individual with suspected or confirmed TB disease; and which has the potential to generate potentially infectious airborne respiratory secretions. Examples of high hazard procedures include aerosolized medication treatment, endotracheal intubation and suctioning procedures.

Section 5 -- Use of Seat Belts

To help prevent unnecessary injury to personnel riding in or operating department vehicles. This applies to all persons riding in any vehicle owned or operated by the Department.

Whenever any Department vehicle is going to be operating on the roadways, whether for an emergency incident or not, all persons riding in that vehicle must be seated and seat belts must be fastened prior to the vehicle being operated. *The only exception to this policy is older model year apparatus, which may not be equipped with seat belts.*

Section 6 -- Exposure Control Policy

In order to minimize or eliminate employee exposure to communicable diseases, this policy applies to all personnel who have a potential for occupational exposure to blood or other infectious materials.

The Department has established a written Exposure Control Program that is available at all stations. The EMS Chief is the Infection Control Coordinator for this program. When the Infection Control Coordinator is absent the Assistant Chief or the On-Duty OIC are responsible for administering the program.

The Department is committed to full compliance with applicable laws and policies dealing with infection control. The Department prohibits discrimination against any member for health reasons, including infection and/or sero-conversion to HIV or Hepatitis B Virus. Each employee is responsible for following the policies and procedures outlined in the Exposure Control Program.

It is the policy of the Department that all personnel responding to an incident in which there is a potential for occupational exposure to blood or other infectious materials, to maintain universal body isolation precautions. *Please refer to the Department's Blood borne Pathogens Program Policy for detailed information.*

Please refer to SOG #501.0 for specific information on Precautions and Prevention; Personal Protective Equipment; Scene Management; Cleaning and Disinfection; Infectious Waste Disposal; Immunizations; Exposure Determination; Post-Exposure; Medical Surveillance; Record Keeping; and Training Requirements.

Section 7 -- Tuberculosis Testing

To help reduce the risk of contracting or transmitting Tuberculosis (TB), through initial and annual TB Mantoux Skin Tests and any necessary follow-up testing, provided by the Department, for all fire and EMS personnel.

Initial testing is required as part of the Department physical prior to becoming an active member. Annual testing will be conducted for all personnel at a location determined by the Chief. All personnel will be provided with follow-up testing when there has been: 1) a positive TB Mantoux result; or 2) possible exposure to a patient with active TB. All test results will be placed in the individual member's medical file and kept confidential.

PERSONNEL POLICIES

CHAPTER 18

INJURY AND ACCIDENT REPORTING

Section 1 - On the Job Injury Reporting

This policy establishes a procedure for initial reporting of an injury, and applies to all injuries occurring to members while performing Department duties.

In the event of an injury to member, a DC-301 must be completed. This form is located on the department web site. The following procedures apply:

The report should be filled out as completely as possible, and signed by the officer investigating the injury, and returned to the Chief in within twenty-four (24) hours of the injury. Portions of this report not completed by the person making the initial report will be completed by the chief or his/her designee. A copy of the completed form will be filed in the injured party's medical file.

Section 2 -- Worker's Compensation

The Worker's Compensation Law of the Commonwealth of Kentucky provides compensation to members and their dependents.

All worker's compensation documentation shall be completed by the chief or his/her designee within 24 hours of first notice of incident.

Section 3 -- Vehicle Accident/Damage Report (DC-301)

This policy establishes a procedure for reporting accidents, and applies to all accidents involving Department vehicles AND private-owned vehicles (P.O.V.s) when involved in department response or sponsored events.

In the event of an accident involving a Department vehicle or a P.O.V., a Vehicle Accident Report must be completed. (See Chapter 15 for drug and alcohol testing requirements).

The report should be filled out as completely as possible, and signed by the officer investigating the injury, and returned to the Chief within twenty-four (24) hours of the injury. A copy of the completed form will be filed in the injured party's personnel file.

PERSONNEL POLICIES

CHAPTER 19

EMERGENCY VEHICLE OPERATIONS

Section 1 -- Light and Siren Permit

The following procedures have been set forth for issuance of light and siren permits to members wishing to install emergency warning lights and sirens to their personal vehicles for use in responding to the station for emergency incidents. These procedures apply to all members of the Department.

Criteria:

- Must possess a valid Drivers License.
- Must have completed department's probationary period.
- Must have completed an approved Defensive/Emergency Drivers Training Course.
- Must show proof of insurance.

Approval:

- Application must be reviewed by the officers, and submitted to the Training Officer for verification of proper training.
- Application must be approved by the Chief.

Renewal:

- Emergency Light and Siren permits will expire two (2) years from the date of issue.
- To maintain a current permit, members must complete an Emergency Vehicle Operation Class on a bi-annual basis.
- At that time a new permit will be issued.

Section 2 -- Emergency Vehicle Operating Guidelines

In order to accomplish the enormous task of safe emergency vehicle operations, all Department emergency vehicle drivers shall abide by the Department policies and procedures for Emergency Vehicle Operations. Safe arrival at the emergency scene shall be, and must always remain, the first priority of all emergency vehicle drivers.

The procedures outlined in SOP 405.0 cover the eight (8) areas of: Circle of Safety, Turnout Gear, Warning Devices, Vehicle Control and Right-of-Way, Response Speeds, Intersection Practices, Use of Headlights, Non-Emergency Response, Use of Seat Belts and Backing. These procedures must be studied and learned by all members who operate emergency vehicles.

Please refer to SOP #405.0 for specific procedures and policy updates.

PERSONNEL POLICIES

CHAPTER 20

ISSUED EQUIPMENT POLICY

Section 1 – Pagers/Radios

It shall be the policy of the Department to issue Fire and EMS pagers or radios as needed, dependent upon inventory available.

Pagers will be issued if the Training Officer determines that the individual has received adequate training hours (as outlined in the job description) to make responses.

A minimum number of pagers will be maintained at the station for use by part-time and shift personnel. These pagers should not be committed to any one person while not actually on duty.

Pagers may be requested and reassigned at the discretion of the Chief or his/her designee.

All maintenance problems or damages shall be reported to the Chief or his/her designee as outlined in SOP 1004.0.

Section 2 -- Uniform Issuance/Replacement

Uniforms - New members:

Uniforms will be issued to new personnel, after they have completed their probation period. Uniforms will be issued by the Chief or his/her designee. Requests for uniforms must be submitted by e-mail to the Chief or his designee. Uniforms not in stock will be ordered by the Chief or his/her designee. Uniforms will be issued at the convenience of the Chief or his/her designee.

Replacement uniforms:

A request to the Chief or his/her designee must be submitted by e-mail for replacement uniforms. Uniforms being replaced must be given to the Chief or his designee, before replacement uniforms will be issued.

The Chief or his designee shall note the requests and issuance of uniforms of each employee.

Reference: SOG 1005.0.

Section 3 -- Personal Protective Equipment

Personal Protective Equipment will be issued to new, uncertified personnel, after they have completed the necessary requirements of the firefighter recruit training, as prescribed by the Training Officer.

New personnel who are currently certified will be issued personal protective equipment as part of their orientation period.

A request to the Chief or his/her designee must be submitted by e-mail for replacement equipment. Equipment being replaced must be given to the Chief or his designee, before replacement equipment will be issued.

The Chief or his designee shall note the requests and issuance of equipment in Firehouse.

Section 4 -- Station Keys

Caution should always be used with issued station keys. Should your issued key become lost or stolen, the Department retains the right to charge the individual for locksmith services incurred. The Department and/or Chief retain the right to revoke any key issued at any time.

Section 5 -- Cell Phones

It shall be the policy of the Department to issue cell phones to specified members and/or placed on/in Department vehicles on an as needed basis.

Cell phones will be issued as determined by the Chief based on the need for alternate communication and the needs of the Department.

The use of Department-issued cell phones will be to conduct the business of the Department.

The Department may pay "reasonable personal calls". However, the user of the cell phone will be required to reimburse the Department for all non-business calls beyond "reasonable personal calls".

All cell phones will be acquired in the name of the Department and shall remain the property of the Department.

All maintenance, programming and problems developed with any issued cell phones shall be reported in accordance with SOP #1005.0 (small equipment).

Monthly statements will include a listing of all calls made and received and will be reviewed by the Chief if necessary.

Any misuse of Department issued cell phones will be handled through the disciplinary process as outlined in Chapter 26.

Section 6 -- Return of Department Property

All issued equipment shall remain the property of Dry Ridge Fire Department and therefore is subject to return at the request of the Chief or designee at any time. A member is given (30) thirty days to return Department property after a verbal request is given by the Chief. A written request for the return of said property shall come from the Department's Legal Counsel at the end of this (30) thirty day period. Failure to return in a timely manner after verbal and written notification shall result in all collection means applicable by law.

PERSONNEL POLICIES

CHAPTER 21

USE OF DEPARTMENT OWNED VEHICLES AND PROPERTY

Section 1 -- Use of Department Vehicles

To maintain accountability of vehicle mileage and purpose of use for all Department vehicles, to help assure availability for response to incidents and for department use, these procedures shall apply to all use of department vehicles.

A. Approval for Non-Incident Use

Approval to use a Department vehicle must be obtained from the Chief or his/her designee for any non-incident use.

B. Permitted Non-Incident Use

Utility 1 and Batt. 3 - Department activities (training, meetings, inspections, equipment pickup, etc.).

Apparatus - Equipment pickup and Driver's Training for scheduled members within the jurisdiction of the Department. The Officer-in-Charge may give approval for the use of apparatus by crew members while on duty, provided they are at the station and the minimum manning requirements remain intact on the unit during the use.

C. Age Requirements for Vehicle Use

Members under Twenty-one (21) years of age are not permitted to drive any Department owned vehicles in emergency capacity, nor are they permitted to drive any of the apparatus (Engines, Tankers, etc.) with the exception of during formal, supervised training classes or at the discretion of the Officer-in-Charge (OIC) of a fire run, or with approval from the chief.

Section 2 - Use of Department Property

It is the policy of the Department that no member or non-member shall remove any non-firefighting equipment, for personal use, without permission from a Chief Officer. Proper notification of permitted equipment being used shall be noted so all members are aware. No equipment use shall be permitted longer than a twenty-four (24) hour consecutive period, without written permission from the Chief or Assistant Chief.

It is the policy of the Department that no member removes ANY fire/rescue equipment for personal use.

PERSONNEL POLICIES

CHAPTER 22

USE OF FIRE STATION

Section 1 -- Appearance and Cleanliness of Station

It will be the responsibility of all members to maintain a neat and clean appearance of the building, inside and out. Any damage to the building and/or its contents, by members or guests, will be made known to an officer immediately. It will be the responsibility of all members who use the building to clean up after themselves.

When the use of lights are necessary at night, they are to be kept to a minimum. All unnecessary lights are to be turned off.

Section 2 -- Smoking/Tobacco Use

It is Department policy that training sessions and meetings shall remain smoke-free. During such sessions and meetings, hourly smoke breaks will be provided.

Smoking and the use of other tobacco product shall be permitted only in the apparatus bay area. All cigar, cigarette butts and pipe ash are to be placed in the proper containers, provided for such items.

Those who engage in other tobacco use are required to provide containers for personal use and disposal of such materials in proper containers.

Section 3 -- Security

To provide a secure building, after normal business hours, all Department personnel must follow the following procedures:

- ❑ All doors in the office area and apparatus floor having locks provided, except while in use, are to be closed and locked at all times.
- ❑ When the building is to be left vacant, the last person to leave will be responsible for closing and securing all doors and windows.
- ❑ When there are no personnel in the station, all apparatus bay doors are to be closed. Non-members are prohibited from the apparatus floor without supervision.
- ❑ Non-members are not permitted in administrative offices after business hours, unless authorized by the Chief, Assistant Chief or designee.
- ❑ To insure safety and security, non-department members should never be given access or security code information.

Section 5 -- Use of Apparatus Bay for Personal Vehicles

The use of the apparatus bay is first and foremost for official Department use. If available, the apparatus bay may be used under the following conditions for personal vehicle use:

- ❑ Permission must be obtained from a Chief Officer. Only members' personal-owned vehicles (P.O.V.s) are included in this provision.
- ❑ No washing of personal vehicles is allowed.
- ❑ Apparatus shall not be exposed to inclement weather due to members using apparatus bays.

Section 6 – Dorm/Locker Room and Bedding Use

To ensure a safe, private and sanitary environment for all personnel, all personnel must adhere to this policy.

The following apply to dorm room use:

- ❑ No food or drinks containers are allowed to remain in the dorm rooms. All such containers shall be removed immediately after finishing contents.
- ❑ No smoking is allowed in the dorm rooms.
- ❑ Non-members shall not be allowed in the dorm/locker rooms, with the exception of supervised station tours.
- ❑ The Department is not responsible for money and valuables left unattended
- ❑ Quiet time in the dorm/locker areas shall begin at 0000hrs. (i.e. no weight room use, personal phone calls, etc.).
- ❑ A level of professional dress outside of the dorm areas shall include a minimum of gym shorts/sweat pants, t-shirt and socks.

Section 7 -- Locker Assignments

One company officer will be assigned to document the assignment of lockers, by name and locker number.

Lockers will be assigned to personnel in accordance with the following criteria:

- ❑ Based on full-time employment status with the department.
- ❑ To members meeting or exceeding shift and training requirements for volunteer members. Those volunteer members spending two (2) or more nights in the same week, who request a locker will have priority.
- ❑ Volunteer members may be required to share a locker based on availability. This shall be at the discretion of the officer responsible for assignments.
- ❑ Lockers will be assigned based on need, not seniority or rank.

Lockers may be reassigned if:

- ❑ Full-time employment status changes.

- ❑ Requirements for active membership in accordance with this personnel policy.

Section 8 -- Use of Laundry Room

The laundry room is only to be used for the purpose of cleaning uniforms and/or jumpsuits, or personal clothes soiled while performing fire and/or EMS duties.

Clothes soiled by blood and/or body fluids must be washed before leaving the station. As such, it is recommended that personnel keep extra clothing in their locker.

Section 9 -- Use of Kitchen and Dining Areas

Kitchen and dining facilities are open to personnel and guests for preparation of food, provided the following guidelines are followed:

- ❑ Counters, stoves, floors and other areas must be cleaned after each use.
- ❑ Food shall not be left unattended while being prepared. If a fire and/or squad call occurs while food is being prepared, the stove, oven and microwave are to be turned off.
- ❑ Left over food is to be placed in an outside dumpster.
- ❑ Reimbursement or replacement must be made for food/drinks brought by a member and consumed by others.
- ❑ The refrigerator will be cleaned out on a weekly basis (Monday shift).
- ❑ Failure to follow the above procedures may result in disciplinary action.

Section 10 -- Use of Exercise Equipment

The exercise area has been designed for health and fitness training purposes of members and their families. The following guidelines must be followed when using the exercise room:

- ❑ Free Weights are not to be used unless a spotter is present.
- ❑ No one under the age of eighteen (18) is permitted to use the equipment without the presence of adult supervision.
- ❑ Power lifting and horseplay are not permitted.
- ❑ All exercise equipment must be cleaned after completion of use.

Section 11 -- Station Office

The following guidelines must be followed when using the station office:

- ❑ Only properly instructed members are permitted to use the two-way base radio.
- ❑ Personal telephone calls should be limited to quick inquiries so as not to tie up communications.
- ❑ Only properly instructed members are permitted to use the computer.

Section 12 -- Use of Day Room

A recreation room is available and open to members and their guests. It is the responsibility of each member using the recreation room to care for the contents of the room when in use and clean up upon completion of use.

Section 13 -- Use by Public

Upon request, and approval of the Chief or his/her designee, certain designated areas may be made available for public use.

Section 14 -- Alcoholic Beverages in the Fire Station

No member of the Fire Protection Department shall possess or consume alcoholic beverages in the firehouse, or on Department property. Open containers of alcoholic beverages shall not be allowed in or upon any Department vehicle. This prohibition shall not be construed so as to deny any member the right to possess any alcoholic beverage while on Department property if it has been lawfully acquired and is intended to be used lawfully for the member's personal benefit. However, in such case, the alcoholic beverages shall remain secured in the member's private vehicle.

The distribution of alcoholic beverages to members, guests or visitors at any social event held on Department property shall be strictly prohibited.

Section 15 -- Visitors to the Station

At no time shall any member entertain visitors at the station past 22:00 hrs.

Exceptions to this policy shall be in an emergency or with prior expressed consent of the Chief or his/her designee.

PERSONNEL POLICIES

CHAPTER 23

RELEASE OF INFORMATION TO PRESS/PUBLIC

Section 1 -- Information Release Guidelines

To specify guidelines for the release of any information related to the Department, the following exists as official documentation as to the release of information to the community, media person(s), or any agencies requesting such information.

The Chief is (officially) the Public Information Officer for the Department. Only the Chief can designate a Public Information Officer to handle all inquiries of any incident (emergency or non-emergency), event, general membership, program or any other information that must or needs to be released by the Department.

Any inquiry involving the release of Protected Health Information shall be coordinated through the HIPPA compliance officer.

The Chief may appoint a temporary Public Information Officer in lieu of his/her absence. This appointment may come either in written or verbal form to the person(s) being appointed to this duty assignment. If the Chief is absent, the Assistant Chief shall assume the role as Public Information Officer, unless the chief has appointed some other person(s) in verbal or written form.

All information, press releases, inquiries, statements of facts, activity reports or any other information related to the Department shall be issued to the community, media relations or any other public service by the Public Information Officer only. Any information that needs to be released to the public regarding any issue, event, etc. must be submitted to the Chief (or designated Public Information Officer) in written form for approval.

Section 2 -- Reference Requests

All requests for references must be directed to the Chief. No other officer, supervisor or member is authorized to release references for current or former members. The policy of the Department as to references for members who have left is to disclose only the dates of membership and the title of the last position held.

If the member authorizes disclosure in writing, the Department also will provide a prospective employer with the information on the amount of salary or wage last earned. No further information will be disclosed to third parties without an executed release holding the Department and the third party harmless for such disclosure and its use.

PERSONNEL POLICIES

CHAPTER 24

SEPARATIONS

Section 1 -- Personal Leaves of Absence

A leave of absence may be granted by written request to the Department, with the approval of the Chief. Each leave will be reviewed by the Chief and/or designee. Additionally, any leave of absence in excess of six (6) months must be resubmitted for approval.

The member should request the personal leave thirty (30) to sixty (60) days prior to the leave to allow arrangements to be made for work coverage. Wages and salaries shall not be paid to the employee during the period of personal leave. No benefits are accrued during the leave of absence. The cost of all benefits shall be paid by the member on personal leave. However, the member maintains the benefits accrued before the leave of absence. Classified seniority will not include the time an member is on leave of absence.

Failure to return from leave by the agreed upon time except in emergencies, falsifying an application for leave, and other similar actions shall be considered violations of leave conditions. The Chief shall make such determinations and recommendations to the Mayor. Penalty for leave violations shall be determined by the Mayor and can range from a short-term suspension to discharge.

Section 2 -- Military Leave

Military leave of absence will be automatically granted to any active member of the department, who through enlistment or draft, is required to report to any branch of the U.S. Armed Forces for a period of more than one (1) month. Said leave will automatically terminate with the member's discharge from the Armed Forces. Any person serving less than one (1) month of active duty will simply be subject to the regular requirements of the Department.

All time accrued during a military leave of absence shall be counted when determining seniority, including salary adjustments.

Any leave in excess of six (6) months shall require a one (1) month reorientation period before returning to active duty.

Section 3 -- Maternity Leave

The expectant member must furnish the Chief or Assistant Chief with a physician's statement giving the anticipated date of delivery. The statement will be placed in the member's Medical Folder.

The Department may request a written authorization from the member's attending physician for the member to continue to work during her pregnancy. The member must notify her supervisor approximately two (2) weeks before her expected date of departure. Members experiencing unexpected emergencies will not be penalized for failure to give proper notification.

In all instances, it is mandatory that the member has written permission from her doctor in order to return to work.

The period of time during which the employee may be entitled to illness compensation must be evaluated on an individual basis by the Department's Physician and the employee's Physician. For normal deliveries, it is estimated that the individual will be totally disabled for three (3) to six (6) weeks beginning with the date of admission to the hospital when the pregnancy terminates. However, abnormal complications could extend this period. It is the responsibility of the employee to notify the Chief or their supervisor when the pregnancy has terminated so illness compensation can begin.

In some instances a leave of absence for maternity purposes will be granted, prior to pregnancy termination, should the attending physician of the expecting mother so indicate. In such instances, it will be necessary to interrupt the unpaid leave of absence to begin Personal pay according to the illness compensation program when the individual becomes totally disabled.

A maximum of six (6) months leave, including Personal leave, Personal leave without pay, and personal leave, may be granted the employee/volunteer. After this period if the member has not returned to work, the member will be considered to have voluntarily resigned. Ten (10) work days prior to the ending of the six (6) months leave, a Chief Officer shall send a registered letter to the member informing them of the action that will be taken if they fail to return to work or volunteer status.

Chapter 4 -- Termination Policy

The Dry Ridge Fire Department hopes that you will be member for a long time. However, if you choose to terminate your membership, it is requested that you give the Chief as much notice as possible, preferably a minimum of two (2) weeks. When giving your two (2) weeks notice, vacation, personal, or Personal days should not be used in lieu of notice. If you do not give two weeks' notice of your intent to leave the Department, you may not be eligible for reinstatement at a later date.

If the decision to terminate is based on a situation that could be corrected, members are encouraged to discuss the matter with their immediate supervisor, or Chief, before making a final decision.

At the time of termination, a representative of the Department will meet with the member to conduct an exit interview. At that time, the details of the termination will be discussed, arrangements will be made for final paychecks, and information relative to insurance coverage and other pertinent information will be explained.

PERSONNEL POLICIES

CHAPTER 25

GRIEVANCES

Section 1 -- Grievance Procedure

A. General

Any member of the Department may invoke the grievance procedure as established by this resolution for alleged wrongs relating to their work, work conditions, payment of wages and benefits, the administration of Department policies and procedures, and personal issues which affect one or more members.

If the grounds for a grievance affect more than one member, the members may file a group grievance. The grievance must be signed by each of the members. The two sides involved in a grievance will cooperate in the prompt resolution of all grievances in an amicable manner.

The Fire Chief, Assistant Chief, Officers and all City Government members will be responsible for thoroughly understanding this procedure and treating each problem or complaint directed to his or her attention. Each grievance will receive fair and impartial treatment from the supervisors, Assistant Chief, Fire Chief and the Mayor.

If the grievance is not filed within the time limit, (see Procedures) the grievance may be refused and declared void. Normally, all proceedings will take place in the employees/volunteers regular work shift with all participants receiving normal pay, where it applies, for time expended. However, if the proceedings take place outside of the regular work shift, the participants will not be paid.

At any step of the proceedings, the member may be accompanied by another member. This member may be used as a witness to the proceedings. If the grievant is accompanied by a Department member, the same pay policies apply to both.

The member should feel free to enlist aid in putting his or her grievance in writing. Anyone inside or outside the organization, who is willing may assist. No member will suffer any form of reprisal nor will he or she be discriminated against or penalized for attempting to resolve a problem or complaint through this procedure.

B. Procedure

Step One - The member shall inform his or her supervisor of the nature and details of the grievance. This shall be done within one (1) working day of the incident or occurrence. Every effort will be made to settle the grievance in a manner satisfactory to both parties. A written resolution by the supervisor is required. A copy is to be given to the member and a copy placed in the grievance file.

Step Two - If the grievance is not settled during Step One, the member shall inform the next level supervisor of the details of the grievance and the decision of the supervisor. This shall be done within ten (10) working days of the step one decision. A written resolution by that supervisor is required. A copy is to be given to the member and a copy placed in the grievance file.

Step Three - If the grievance remains unresolved, within five (5) working days of the presentation of the resolution, the member shall file a signed written description of the nature and details of the grievance with the Fire Chief or Assistant Chief. The written grievance shall include all the pertinent facts including exactly what transpired to lead to the lodging of the grievance, the individuals that were involved, and what they allegedly know of the circumstances surrounding the grievance. The Fire Chief or Assistant Chief shall, within ten (10) working days, present the member with a written resolution of the grievance. This proposed resolution will be included in the members personnel file. The member may either accept the proposed resolution by signing it or appeal the grievance to the Mayor.

Step Four - If the grievance remains unresolved, within five (5) working days from the Fire Chief or Assistant Chief's written resolution, the member may refer the grievance to the Mayor for determination. Upon notification by the member, the Chief shall submit the grievance to the Mayor no later than the next business day. A notice of the filing shall be submitted to the members of the City Council. The Chief shall submit copies of the supervisors' or managers' report on facts relevant to the grievance and copies of all rejected resolutions. The Mayor and City Council, in executive session shall hear and consider the grievance within thirty (30) days after receiving the written material. Each side shall present its case. The decision of the Mayor and City Council shall be final. The determination shall be included in the grievance file and a copy will be provided the member.

C. Limitations

The grievance procedure is not to be used in an attempt to institute disciplinary action. It is designed for personnel conflicts and administrative complaints. Any grievance filled related to a violation of the sexual harassment policy, or which requires a resolution involving an oral or written warning, reprimand, dismissal, suspension or reduction in grade or pay must be handled in a manner consistent with the procedures set forth in Chapter 26 -- Disciplinary Procedures.

PERSONNEL POLICIES

CHAPTER 26

DISCIPLINARY PROCEDURES

Section 1 -- Filing a Complaint/Initial Process

Any person may file a complaint against a member of the Department by filing a written complaint with the Chief stating the facts and circumstances to support the complaint. The date and time received should be marked on the complaint. The chief may conduct any investigation or inquiry necessary before determining if probable cause exists to support disciplinary action.

Section 2 -- Administrative Action

A. Counseling and/or corrective training concerning minor job deficiencies

The operation of the Department may require that a member receive instructions concerning actions found to be marginally incorrect or counseling related to minor job deficiencies. Such action or minor job deficiencies shall not warrant formal disciplinary action and be initiated or conducted by the Officer-in-Charge or Chief, without the filing of a formal complaint as required in Section 1. It is the responsibility of the Officer-in-Charge to evaluate the facts and circumstances as thoroughly and objectively as possible and to work with members to correct minor job deficiencies. Counseling and corrective training does not involve disciplinary action under KRS 95.

Information on any counseling or corrective training shall be placed in the member's file and signed by the officer in charge. If no further counseling or corrective training occurs during the following twelve (12) months, the counseling and/or training notice shall be taken from the member's file and destroyed.

B. Oral or Written Warnings

If the nature of the minor job deficiency requires more than corrective training or counseling, a member may be given an oral warning. The Officer-in-Charge, with the Chief's written approval, should inform the member that he/she is being given an oral warning and an opportunity to correct the deficiency. If the oral warning is disregarded or if the infraction is more serious, a written warning may be given to the member. Oral or written warnings do not involve disciplinary action under KRS 95.

Information on any oral or written warning shall be placed in the member's file, and shall be signed by the member and the Officer-in-Charge, with the Chief's written approval. If no further oral or written warning occurs during the following twelve (12) months, the oral or written warning form shall be taken from the member's file and destroyed.

C. Counseling and/or corrective training

Any counseling and/or corrective training concerning minor job deficiencies, or oral or written warning, may be considered by the Chief during any formal disciplinary action occurring within twelve (12) months of the counseling and/or corrective training, or oral or written warning, as contained in the member's file.

Section 3 -- Disciplinary Action

If a member of the Department disregards an oral or written warning or if an infraction is severe enough, a disciplinary action may be required. A member of the Department may be reprimanded, dismissed, suspended, or reduced in grade or pay for inefficiency, misconduct, insubordination or violation of law or the rules, standard operating procedures, or standards of conduct adopted by the Department, after charges are preferred and a hearing conducted as provided in these policies. The probation program for applicants for membership as established in these policies adopted by the Department is a process for evaluation of potential members of the Department. As such, those individuals participating in the probation program are not covered by these disciplinary procedures.

Section 4 -- Charges

If the Chief determines that probable cause exists to support the complaint that the accused member is guilty of conduct justifying reprimand, dismissal, suspension, or reduction in grade or pay, the Chief shall refer charges against the member to the Mayor by filing written charges with the Mayor. "Probable cause" can be described as "facts and circumstances that would cause a reasonable person to believe that the accused member is guilty of the conduct for which he is charged."

Written charges shall be a clear and definite statement alleging inefficiency, misconduct, insubordination or violation of law or SOPS, or other rules adopted by the Department.

Section 5 -- Hearing on Charges Before Mayor

The Mayor shall conduct a hearing on the charges within forty-five (45) days after the charges have been preferred by the Chief.

At least ten (10) days before the hearing, the member accused shall be served personally or by registered mail with: (1) a copy of the charges; and, (2) notice of the date, place, and hour of the hearing on the charges.

The accused member may waive in writing the service of charges and demand trial within thirty (30) days after the charges are filed with the Mayor.

The Chief may summon and compel attendance of witnesses at hearings by subpoena, issued by the Department and served upon the witnesses by any officer authorized to serve court subpoenas. The member accused may have subpoenaed any witnesses he/she may desire, upon furnishing the names to the moderator. If any witness fails to appear in response to a subpoena or refuses to testify concerning any matter on which he may

lawfully be interrogated, any Department court judge, on application of the Chief, may compel obedience by proceedings for contempt as in the case of disobedience of a subpoena issued from the Department court.

The person who filed the complaint or the Chief preferring the charges may withdraw them at any time prior to the conclusion of the hearing, and the charges may thereupon be dismissed.

The accused member may sign an agreement admitting the charges or amended charges and agreeing to corrective or disciplinary action subject to the approval of the Chief and thereby waiving his right to notice and a hearing before the imposition of any disciplinary action.

The hearing on the charges shall be informal, with the sole objective of determining if the preponderance of the evidence supports the charges, and shall not be bound by the Kentucky Rules of Civil Procedure. The Mayor and City Council may adopt its own procedures that are not as formal as those of a court. The hearing shall be recorded by electronic recorder and/or by shorthand to allow a transcript of the complete hearing to be prepared if necessary.

After hearing all of the evidence, the City Council may meet in closed session to discuss the charges and evidence and determine if the preponderance of the evidence supports the charges or not.

If a determination is made that a member is guilty of the charges, the City Council shall by resolution fix the punishment by a reprimand, suspension for any length of time not to exceed six (6) months, by reducing the grade if the accused is an officer, or by combining any two or more of those punishments, or by dismissal from the Dry Ridge Fire Department.

The decision of the Mayor on the charges should be reduced to writing, and if a member is found guilty of the charges, contain a statement of the evidence to support the charges, and filed with the official records of the Department.

If a determination is made that the preponderance of the evidence at the hearing does not support the charges, the Department shall dismiss the charges.

Section 6 -- Temporary Change of Status

An officer may order a temporary change of status of a member by removing the subordinate from his assignment temporarily in order to allow an orderly decision making process to identify appropriate administrative action. The supervisory officer shall obtain the necessary information from the member and direct a specific action or take no further action in the matter.

Section 7 -- Immediate Suspension

When the Chief of the Fire Department has probable cause to believe a member has been guilty of conduct justifying dismissal or punishment, the Chief may suspend the member from duty or from both pay and duty, pending a hearing, and the member shall not be placed on duty, or allowed pay, until the charges are heard.

Section 8 -- Appeal

Any member found guilty by the Chief or the Mayor/City Council of any charge, may appeal, to the Grant Circuit Court but the enforcement of the judgment shall not be suspended pending the appeal.

The notice of the appeal shall be filed not later than thirty (30) days after the date the Chief or Mayor/City Council makes its determination on the charges.

Upon the request of the accused member, the Chief shall file a certified copy of the charges and the judgment in the Grant Circuit Court. When the transcript of the case is filed, the case will be docketed in Grant Circuit Court and tried as an original action. The appeal shall have precedence over other business, and be determined speedily.

If the Department fails to certify the transcript within seven (7) days, the member accused may file an affidavit stating the charges, the time of the hearing, the judgment, and a demand for the transcript. The Court may compel the filing of the transcript by the Department by contempt proceedings.

PERSONNEL POLICIES

CHAPTER 28

STIPEND PAY

Offered as a re-imbursement for expenses derived throughout the year, the volunteers of the Dry Ridge Fire Department are eligible to receive stipend pay at the discretion of the city council, mayor, and chief of the department.

The following guidelines shall be met by each volunteer member of the fire dept. to be eligible for stipend pay:

Member must be certified as a volunteer firefighter by the Kentucky Fire Commission before the end of November of the year requesting stipend pay

Member must obtain a minimum 150 hours of training in approved areas as prescribed by the Kentucky Fire Commission prior to accruing any stipend incentive.

Member must attend four (4) trainings per quarter to qualify for that quarter's activity. The member will receive stipend for any training attended without penalty.

Member must maintain firefighter certification with the state.

Member must maintain EMS medical training with the state; (*i.e. EMT's must maintain certification, etc.*)

Member must be off probation by the end of November of the year requesting stipend pay.

All certified firefighters will be paid a stipend for every training session that they attend whether they meet the rest of the requirements or not.

Stipend will be paid to all non-probationary firefighters whether certified or not for each training session that he or she has attended.

The stipend will be \$10.00 for every fire or EMS run made by the firefighter, and \$10.00 for every training session attended by the firefighter.

All EC-2 and EC-3 responses will be equal to 3 stipend points, and stand-by's in the station will be equal to 1 point.

Any volunteer working a on duty shift will be eligible for 1 stipend point for every 3 hours on duty, plus stipend points for any runs made while on duty.

PERSONNEL POLICIES
CHAPTER 29
RECORDS AND REPORTS

Section 1 -- Personnel Transactions

All appointments, separations and other personnel transactions will be made on standard forms designated by the Fire Chief. A separate personnel record will be prepared and maintained for each employee and will contain the original or a copy of all pertinent documents.

Section 2 -- Public Inspection

All personnel records of members covered under these policies, and all other records and material relating to the administration of these personnel policies, will be considered confidential and the property of the Department. Any Department member, an applicant for employment, or an eligible on a register shall be permitted to inspect and to copy any record, including preliminary and other supporting documentation that relates to him/her. The records shall include, but not be limited to, work plans, job performance, demotions, evaluations, promotion, compensation, classification, reallocation, transfers, layoffs, disciplinary actions, examination scores, and preliminary and other supporting documentation. A Department member, applicant, or eligible shall not have the right to inspect or to copy any examination or any documents related to ongoing criminal or administrative investigations by the Department.

The following information relative to employees and former employees is available for public inspection at reasonable times, and in accordance with such procedures as the Fire Chief may prescribe: name, class, title, and salary. Selection records and performance rating reports are accessible only to the Fire Chief, the immediate supervisor and the employee involved. Other personnel information may be made available for official purposes only at the discretion of the Fire Chief. A record of such release will be placed in the personnel file of the employee in question.

Section 3 -- Retention of Records

Original personnel files are kept permanently. Application files of persons not hired by the Department will be kept in accordance with the State of Kentucky Records Retention Schedule.

Section 4 -- Changes in Records

If for any reason a request is made to alter the personnel records of an employee, such request shall be in writing to the Fire Chief, and shall set forth fully the reasons for the request.

PERSONNEL POLICIES

STATEMENT REGARDING CONFLICT WITH CITY POLICIES

The above policies have been adopted by the Dry Ridge Fire Department for use by all members both volunteer and paid. These policies have been approved by the Mayor of the City of Dry Ridge and are enforceable.

Every attempt has been made to make our policies compliant with existing city policies, however, should there be a conflict between the two, the city policy shall supersede fire department policy, and then every attempt will be made to update fire department policy to mirror current city policy.

These current policies are in effect immediately upon approval of the Mayor of the City of Dry Ridge as well as the approval of the Fire Chief.

Effective Date: 03/10/08