

# **NOTICE OF REVISION OF POLICIES**

## **Application and Revision of Policies**

This manual identifies the District's policies and procedures which are presently in effect. As policies and benefits are revised, changes will be communicated through standard communication channels. Advance notice may not always be possible.

This Administrative Policy Manual is a living document. Various policies, procedures and practices may change from time to time and the appropriate notification will be provided.

# **SOUTHERN INYO FIRE PROTECTION DISTRICT**

## **POLICY HANDBOOK**

### **TABLE OF CONTENTS**

#### **SERIES 1000 - GENERAL**

<u>POLICY#</u>	<u>POLICY TITLE</u>
1000	Purpose of Board Policies
1010	Adoption/Amendment of Policies
1020	Conflict of Interest
1030	Public Complaints
1040	Claims Against the District
1050	Copying Public Documents
1060	Policy Complaints

#### **SERIES 2000 - PERSONNEL**

<u>POLICY#</u>	<u>POLICY TITLE</u>
2000	General Manager
2010	Hours of Work
2080	Personal Appearance
2081	Rules of Conduct
2082	Rules of Conduct for Managers and Supervisors
2090	Uniforms, Personal Protective Equipment, and Equipment
2100	Vehicle Costs
2115	Volunteer Personnel Worker's Compensation Insurance
2120	Educational Assistance
2130	Pay Periods
2155	Gifts
2180	Grievance
2190	Drug and Alcohol Free Workplace
2195	Tobacco Use
2197	Smoke-free Workplace
2200	Pre-Employment Physical Examination
2210	Sexual Harassment
2215	Harassment
2217	Confidentiality
2220	Affirmative Action
2225	Equal Opportunity
2230	Nepotism

2240	Outside Employment
2250	Separation from District Employment
2251	Confidentiality Regarding Resignations
2255	Letters of Recommendation
2260	Disciplinary Action
2290	District Vehicle Usage

### **SERIES 3000 - OPERATIONS**

<u>POLICY#</u>	<u>POLICY TITLE</u>
3010	Injury and Illness Prevention Program
3015	Return to Work After Serious Injury or Illness
3020	Budget Preparation
3030	Fixed Asset Accounting
3040	Expense Authorization
3041	Credit Card Policy
3042	Employment of Outside Contractors and Consultants
3080	Purchasing
3085	Disposal of Surplus Property or Equipment

## **Southern Inyo Fire Protection District Policy Handbook**

**POLICY TITLE: Purpose of Board Policies**

**POLICY NUMBER: 1000**

**APPROVAL DATE: 11/18/08**

- 1000.1** It is the intent of the Board of Directors of the Southern Inyo Fire Protection District to maintain a Manual of Policies. Contained therein shall be a comprehensive listing of the Board's current policies, being the rules and regulations enacted by the Board from time to time.
- 1000.2** If any policy or portion of a policy contained within the Manual of Policies is in conflict with rules, regulations or legislation having authority over the Southern Inyo Fire Protection District, said rules, regulations or legislation shall prevail.
- 1000.3** Board Policy is intended to supplement applicable law and District Resolutions with respect to the operation of District fire prevention and suppression efforts and the relationship of the District Board of Directors and its firefighters/EMS (employees).

## **Southern Inyo Fire Protection District Policy Handbook**

**POLICY TITLE: Adoption/Amendment of Policies**

**POLICY NUMBER: 1010**

**APPROVAL DATE: 11/18/08**

- 1010.1** Consideration by the Board of Directors to adopt a new policy or to amend an existing policy may be initiated by any Director, or by the General Manager. The proposed adoption or amendment is initiated by submitting a written draft of the proposed adoption or amendment to each Director and the General Manager through the District office, and requesting that the item be included for consideration on the agenda of the appropriate regular meeting of the Board of Directors.
- 1010.2** Adoption of a new policy or amendment of an existing policy shall be accomplished at a regular meeting of the Board of Directors and shall require a 4/5 affirmative vote of the entire Board of Directors.
- 1010.3** Before considering adopting or amending any policy, Directors shall have the opportunity to review the proposed adoption or amendment at the regular Board meeting prior to the meeting at which consideration for adoption or amendment is to be given. Copies of the proposed policy adoption or amendment shall be included in the agenda information packet for any meeting of consideration. The agenda information packets with said copies shall be made available to each Director for review at least three (3) days prior to any meeting at which the policy(ies) are to be considered.

The requirement to review a proposed new or amended policy prior to the meeting at which adoption is to be considered may be waived by a 4/5 affirmative vote of the entire Board, with the agenda specifying consideration of such action.

# Southern Inyo Fire Protection District Policy Handbook

**POLICY TITLE: Conflict of Interest**

**POLICY NUMBER: 1020**

**APPROVAL DATE: 11/18/08**

**1020.1** The Political Reform Act, Government Code 81000, et seq., requires state and local government agencies to adopt and promulgate conflict-of-interest codes. The Fair Political Practices Commission has adopted a regulation, 2 Cal. Code of Reg. 18730, which contains the terms of a standard conflict of interest code. It can be incorporated by reference and may be amended by the Fair Political Practices Commission after public notice and hearings to conform to amendments in the Political Reform Act. Therefore, the terms of 2 Cal. Code of Reg. 18730 and any amendments to it, adopted by the Fair Political Practices Commission are hereby incorporated by reference and along with the attached Appendix A in which member of the Board of Directors and employees are designated, and in which disclosure categories are set forth, constitute the conflict of interest code of the Southern Inyo Fire Protection District.

**1020.2** Designated employees shall file statements of economic interests with the Clerk of the County of Inyo.

## Appendix “A”

### Policy Number 1020 – Conflict of Interest

#### Required Filers:

Member, Board of Directors

Non-Volunteer Employees of the District

#### Required Forms:

Form 700, cover

Schedules A-1, A-2, B, C, D, E as applicable

## **Southern Inyo Fire Protection District Policy Handbook**

**POLICY TITLE: Public Complaints**

**POLICY NUMBER: 1030**

**APPROVAL DATE: 11/18/08**

**1030.1** The Board of Directors desires that public complaints be resolved at the lowest possible administrative level, and that the method for resolution of complaints be logical and systematic.

**1030.2** A public complaint is an allegation by a member of the public of a violation or misinterpretation of a District policy, state, or federal statute of which the individual has been adversely affected.

**1030.3** The method of resolving complaints shall be as follows:

**1030.3.1** The individual with a complaint shall first discuss the matter with the General Manager with the objective of resolving the matter informally.

**1030.3.2** If the individual registering the complaint is not satisfied with the disposition of the matter by the General Manager, a written complaint may be filed with the Board of Directors within ten (10) days of receiving the General Manager's decision. The Board may consider the matter at the next regular meeting, or call a special meeting. The Board will expeditiously resolve the matter. In making the final decision, the Board may conduct conferences, hear testimony, as well as utilize the transcripts of written documentation.  
The individual filing the complaint may request a written decision from the Board.

**1030.4** This policy is not intended to prohibit or deter a member of the community or staff member from appearing before the Board to verbally present a testimony, complaint, or statement in regard to actions of the Board, District programs and services, or impending considerations of the Board.

# Southern Inyo Fire Protection District Policy Handbook

**POLICY TITLE: Claims against the District**

**POLICY NUMBER: 1040**

**APPROVAL DATE: 02/17/09**

The purpose of this policy is to provide direction to District staff for processing and resolving (if possible) claims against the District. Inherent in this policy is the recognition that every claim will be unique, and that guidelines cannot be written to accommodate every case. Therefore, staff must use discretion and good sense in handling each claim.

## **1040.1 Property (Land and Improvements) Damage Claims**

When a property owner informs a District employee of damage to their property (by telephone or in person), the employee receiving the claim will document in writing, the time and date, and a description of the stated circumstances and allegations. Employees should respond to questions, be cordial and respectful, but refrain from commenting on liability questions.

Investigations shall be done in a timely fashion and documented with a written report, including photographs and/or interviews.

If the investigating staff person is convinced that the damage was caused by District personnel, equipment, or infrastructure, he/she shall prepare a work order to have the damage repaired, subject to the following conditions:

- (1) Property owner agrees that the proposed repairs are appropriate and adequate;
- (2) Property owner agrees to allow District personnel access to their property to perform the repair work;
- (3) District personnel have the necessary tools, equipment, and expertise to perform the necessary work;
- (4) Repair work can be accomplished within a reasonable amount of time; and
- (5) Cost of material for the repairs will not exceed \$500.00.

If the cost of material and labor for repairs is stated by claimant or estimated by staff to exceed \$500.00, the owner will be asked to submit their claim in writing on a District claim form.

The General Manager/Fire Chief shall review the damage claim and the proposed repair work. If he determines that the damage is the District's responsibility and that the proposed repair work is appropriate; a report shall be made to the District Board describing the damage claim, including a description of the work needed to resolve the claim, if the cost of material and labor for the repairs will not exceed \$1,500.00.

If the cost or material for repairs is stated by claimant or estimated to exceed \$1,500.00, the claim will be submitted to the District Board. The District Board shall review the claim and receive input from staff in closed session (qualifies as "anticipated litigation" under the Brown Act).

**1040.2** If the claim is denied, the District will provide supporting information for the denial.

**Southern Inyo Fire Protection District  
Policy Handbook**

**POLICY TITLE: Copying Public Documents**

**POLICY NUMBER: 1050**

**APPROVAL DATE: 11/18/08**

**1050.1** Individuals requesting copies of public documents shall be charged twenty-five cents (\$.25) per sheet copied to defray expenses associated with the copying process.

**1050.2** Copies of agendas and other writings (except for privileged documents) distributed to a majority of the Board of Directors at open Board meetings shall be made available to the public. A limited quantity of such documents (based on normal audience attendance) shall be copied in advance of each meeting and made available to the public in attendance at no charge. Individuals requesting copies of such documents prior to the Board meeting will be charged twenty-five cents (\$.25) per sheet. The copy charge will be levied at Board meetings for copies of documents if more are needed and/or requested in addition to those normally prepared for the public at Board meetings.

## **Southern Inyo Fire Protection District Policy Handbook**

**POLICY TITLE: Policy Complaints**

**POLICY NUMBER: 1060**

**APPROVAL DATE: 11/18/08**

**1060.1** A public complaint is an allegation by a member of the public of a violation or misinterpretation of a District policy, state or federal statute by which the individual has been adversely affected.

**1060.2** The Board of Directors of the Southern Inyo Fire Protection District desires that public complaints be logical and systematic.

**1060.3** The method of resolving complaints shall be as follows:

**1060.3.1** The individual with a complaint shall first discuss the matter with the General Manager, with the objective of resolving the matter informally.

**1060.3.2** If the individual registering the complaint is not satisfied with the disposition of the matter by the General Manager, a written complaint may be filed with the Board of Directors within ten (10) days of receiving the General Manager's decision. The Board may consider the matter at the next regular meeting, or call a special meeting. The Board will expeditiously resolve the matter and, as such, it will be implemented as if it were the official action of the Board. In making the final decision, the Board may conduct conferences, hear testimony, as well as utilize the transcripts of written documentation. The individual filing the complaint may request a written decision from the Board.

**1060.4** This policy in no way prohibits or is intended to deter a member of the community or staff member from appearing before the Board to verbally present a testimony, complaint, or statement in regard to actions of the Board, District programs and services, or impending considerations of the Board.

**Southern Inyo Fire Protection District  
Policy Handbook**

**POLICY TITLE: General Manager**

**POLICY NUMBER: 2000**

**APPROVAL DATE: 01/20/09**

**2000.1** The Fire Chief shall be the General Manager.

**2000.2** The General Manager shall be the Executive Officer of the Southern Inyo Fire Protection District and for the Board of Directors.

**2000.3** The terms and conditions of the Fire Chiefs employment shall be specified in the agreement of employment established between the Fire Chief and the Board of Directors. The agreement of employment shall be for the period of time as specified therein.

**2000.4** Whenever the agreement of employment established between the General Manager and the Board of Directors is in conflict with any District policy, said agreement of employment shall prevail.

## **Southern Inyo Fire Protection District Policy Handbook**

**POLICY TITLE: Hours of Work**

**POLICY NUMBER: 2010**

**APPROVAL DATE: 01/20/09**

**2010.1** This policy shall apply to all full time, hourly employees.

**2010.2** The regular hours of work each day shall be consecutive except for interruptions for meal periods.

**2010.3** The workweek shall consist of five consecutive days from Monday through Friday, 8:00 a.m. to 5:00 p.m.

**2010.4** Other than regular employees, volunteer staff shall work as follows:

**2010.4.1** A schedule shall be maintained by the General Manager whereby volunteer employees shall be assigned to be "on-call" on a twelve (12) hour shift basis.

**2010.4.2** When an employee is on-call, he/she shall be provided a radio or pager, which will provide notification in the event of an emergency. Said radio or pager shall be kept in the on-call employee's possession during the entire on-call period. Notification of an emergency may also be given verbally, in person, or telephonically by the General Manager.

**2010.4.3** When an employee is called-out for an emergency, he/she will be paid an amount of "call-out" pay per call as established by the Board of Directors.

**2010.4.4** When an employee is on-call, he/she shall be free to utilize his/her time as desired but must remain within the general Southern Inyo Fire Protection District area, going no further than ten (10) minutes travel time away from the District facility.

## **Southern Inyo Fire Protection District Policy Handbook**

**POLICY TITLE: Personal Appearance**  
**POLICY NUMBER: 2080**  
**APPROVAL DATE: 01/20/09**

To establish guidelines for appropriate dress, safety considerations, and appearance during tour of duty and/or work periods. Appropriate attire and good personal appearance serve to demonstrate that the District and its employees are professional and serious about the services they provide.

This policy applies to all employees of the District.

- 2080.1** When responding to a call, employees shall use their best effort to be neat and clean in their personal appearance.
- 2080.2** Garments shall be neat, clean and safe. Employees shall use sound discretion in wearing repaired or altered uniform and equipment items. Proper garments shall be worn by all employees to avoid bringing attention to one's attire or person.
- 2080.3** Good personal hygiene must be maintained. All employees must come to work smelling clean and must avoid excessive use of perfume or cologne. Fingernails shall be clean and trimmed.
- 2080.4** While on call, scented products should be used sparingly. It may be necessary to prohibit employees who work in close proximity to each other, from the application or use of scented products, while on duty.
- 2080.5** Cosmetics shall be subdued and blended to match the natural skin color of the individual.
- 2080.6** Hair on personnel will be clean, neatly trimmed and present a well-groomed appearance at all times while on duty. Employees shall not wear exaggerated hairstyles that impact safety and/or the professional expectations of the position.

### **Fire Personnel**

- 2080.7** Hair extending over the forehead shall not be worn below the highest point of the eyebrows, and shall not prevent the helmet from resting on the forehead while being worn.
- 2080.8** Hair may not cover the entire ear.

- 2080.9** If hair must be secured (mechanically restrained) to meet these requirements, the device or method used to so restrain must not interfere with the safe and proper use of helmets, face pieces, or other required safety equipment. It must remain restrained under all conditions of work or activity. Hair shall not be worn in a manner that allows it to extend below the bottom of the collar.
- 2080.10** No facial hair shall prevent a "good face seal" with a Self Contained Breathing Apparatus (SCBA) respirator, as defined in 20 CFR 1910.
- 2080.11** Sideburns will not extend below the bottom of the ear lobe or compromise in any manner the face seal of an SCBA as defined in 20 CFR 1910.
- 2080.12** Any jewelry worn by personnel that may cause personal injury must be removed while performing the job.
- 2080.13** Supervisors are responsible to evaluate and ensure that the dress and appearance of employees meet the personal appearance standards as established by this policy.
- 2080.14** Uniform T-shirts provided by the District are encouraged to be worn at fire department functions.

## Southern Inyo Fire Protection District Policy Handbook

**POLICY TITLE:** Rules of Conduct  
**POLICY NUMBER:** 2081  
**APPROVAL DATE:** 01/20/09

To assure safe, efficient and harmonious operations and to fully inform all employees of their responsibilities in this regard.

This policy applies to all employees and volunteers of the District.

**2081.1** The District's standards of conduct are established for the guidance of all employees. The following represent only a partial list of unacceptable behaviors and conduct, including but not limited to the following:

In matters of general conduct all employees are to be governed by common and reasonable rules of behaviors observed by law abiding and self respecting citizens.

All members of the District shall abide by the rules and regulations of the District.

Infractions of Standards of Conduct may lead to disciplinary action up to and including discharge. (Ref: Policy 2260 Disciplinary Action)

**2081.2** Employees and volunteers will keep themselves in readiness to perform their duty at all times when on the schedule, and not absent themselves from duty or place of assignment without specific permission of their supervisor.

**2081.3** Firefighters shall attend all emergency response calls to which they may be assigned, detailed, or summoned and exert their greatest energy and ability in the performance of their duty under any and all circumstances.

**2081.4** Employees and volunteers shall participate in training activities as directed; be thoroughly familiar with all equipment required to perform the requirements of the position, and perform related work as may be required.

**2081.5** Accord obedience, respect and courtesy to supervisors and those performing the duties of a higher rank.

**2081.6** Be courteous and respectful when dealing with the public.

**2081.7** Exercise precautionary measures to avoid injury to self and others while in the performance of duty.

**2081.8** Be responsible for the safe keeping and proper care of all property in your charge.

- 2081.9** Instruct individuals designated to act in their absence and be confident that their relief is capable and able to perform the duties to which they are assigned.
- 2081.10** When assigned to act in a higher rank, accept responsibility for the performance of the duties of that position, with the right to decline for any valid reason.
- 2081.11** In the event two or more members of rank below that stipulated as "Officer" find themselves in a position which requires initiative action, the senior member present shall assume command unless or until otherwise directed by a supervisor.
- 2081.12** When an employee receives an order which is in conflict with a previous order, the employee shall so inform the supervisor who issued the conflicting order and be governed by his/her instructions.
- 2081.13** Employees will keep their person, attire, workspace, and lockers in a neat and clean condition.
- 2081.14** On-duty scheduled personnel will have their turn-out gear (helmet, coat, gloves, boots, trousers, and other safety issue) with them, ready to respond to any summons.
- 2081.15** Response to a summons shall be completed in a safe and lawful manner. It is not necessary to speed or otherwise endanger yourself or others in response to a call. Traffic signs will be observed at all times in responding to the station.
- 2081.16** Horseplay, practical jokes or other disorderly conduct which may endanger the safety or well-being of any employee or District operations is unacceptable.
- 2081.17** Personnel shall not engage in such other practices as the District determines may be inconsistent with the ordinary and reasonable rules of conduct necessary to the welfare of the District, its employees or the citizens which we serve.
- 2081.18** Personnel shall report any accident or personal injury to his/her supervisor.
- 2081.19** Falsifying or mutilation of any District document or record is prohibited.
- 2081.20** Engaging in acts of dishonesty, fraud, theft or sabotage is prohibited. Employees will not conspire with anyone to permit circumvention or evasion of any law or regulation pertaining to Fire and Public Safety.
- 2081.21** Wrongful or injurious exercise of authority by any member of the District while on duty, while conducting District business or representing the District in any capacity is prohibited.
- 2081.22** Personnel are to notify his/her supervisor and administration within twenty-four (24) hours of any change of residence or telephone number.

- 2081.23** No employee shall go off duty or schedule before the change of shift unless properly relieved or authorized.
- 2081.24** No information relative to the business of the District will be furnished to persons not directly connected with the District without prior approval of the Fire Chief
- 2081.25** Employees will not, on or off duty, use the uniform, badge or prestige of the District for the purpose of personal gain.
- 2081.26** Employees will not lend their name or approve the use of same, as a member of the District, to any commercial enterprise without approval from the Fire Chief.
- 2081.27** No employee shall directly or indirectly solicit the influence or intercession of any person or persons to effect their promotions, transfer or other personal gain.
- 2081.28** No employee will be party to any malicious gossip, report or activity which could disrupt District morale or bring discredit to the District or its employees.
- 2081.29** In adherence to government regulations, no employee may offer or provide a gratuity to any government employee or official on behalf of, or in pursuance of, District business. Gratuities are defined as meals, drinks, gifts, expenses, cash, or any other item of value, including personal service.
- 2081.30** An employee may not receive, give, pay, promise, or offer to the public anything of value whether cash or other property for the purpose of securing or appearing to secure preferential treatment.
- 2081.31** Any general or specific orders issued hereafter are to be recognized as additions to these Rules of Conduct and shall have equal force and effect.
- 2081.32** No employee shall receive a reward, fee or gift from any person for service incident to the performance of duty, except as authorized by the Fire Chief or board of Directors of the District.
- 2081.33** Conduct which the District feels reflects adversely on the employee or District is prohibited.
- 2081.34** Unauthorized use of District material, time, equipment or property is prohibited.
- 2081.35** Unauthorized access to District records, misuse or removal without authorization of District records or confidential information of any kind is prohibited.
- 2081.36** Employees shall not belong to any organization, association or society which will in any manner divide their loyalty to the District or to the United States of America.

## Southern Inyo Fire Protection District Policy Handbook

**POLICY TITLE: Rules of Conduct for Manager and Supervisors**

**POLICY NUMBER: 2082**

**APPROVAL DATE: 01/20/09**

The purpose of this policy is to ensure safe, efficient and harmonious operations and to fully inform all officers of their additional responsibilities in this regard. This policy applies to all managers and supervisors of the District and is in addition to Policy 2081 Rules of Conduct.

**2082.1** In matters of general conduct, managers and supervisors are to be governed by ordinary and reasonable rules of behavior observed by law abiding and self respecting citizens.

Managers and supervisors of the Southern Inyo Fire Protection District shall have titles as herewith designated:

Fire Chief  
Captain  
Lieutenant

Infractions of any Standards of Conduct Policy may lead to disciplinary action up to and including discharge. (Ref: Policy 2260 Disciplinary Action)

**2082.2** Managers and supervisors shall require subordinates to comply with the rules, regulations and policies of the District, and keep superiors informed of any problem issues that arise; and be prepared to document violations.

**2082.3** Managers and supervisors shall address promptly any questions from subordinates regarding the rules, regulations and policies of the District and decide, in emergency situations, any immediate actions to be taken.

**2082.4** Managers and supervisors are to be fair and respectful when dealing with subordinates.

**2082.5** Managers and supervisors shall be responsible for the completeness, accuracy and prompt filing of all reports for which they are accountable.

**2082.6** It is the duty of officers of the District to exercise caution in their actions and avoid placing members' lives in needless jeopardy.

**2082.7** Before leaving the emergency scene, ensure all reasonable precautions are taken.

**2082.8** Managers and supervisors shall perform all other duties or assignments as may be assigned by the Fire Chief or his authorized representative.

- 2082.9** Managers and supervisors shall report to the Fire Chief, through normal channels, all acts of valor or merit performed by a member of their command. The report shall be prepared promptly in writing and contain a full and correct account of the facts.
- 2082.10** Conflict of authority shall be strictly avoided. No manager or supervisor shall interfere in matters or operations for which another manager or supervisor, of equal rank, is responsible, except with the other's consent or by order of a superior.
- 2082.11** All managers and supervisors are responsible for the enforcement of District programs and policies and should avoid criticism or derogatory statements regarding District programs, policies and procedures.
- 2082.12** Company officers shall adhere to the training schedule and outline provided for probationary firefighters.
- 2082.13** Acting managers and supervisors shall have full authority and will be held responsible for executing the duties of the position.
- 2082.14** Reports of accidents, injuries or other events requiring a special report shall be completed by the manager or supervisor immediately concerned before going off duty. In the event such officer is injured and unable to physically or mentally complete such report, then his second in command shall be required to complete the report prior to going off duty.
- 2082.15** In the even of a death occurring to a member while on duty, the member's immediate supervisor shall impound all personal property of the victim and retain it under protective custody until its release is directed by order of the Fire Chief.
- 2082.16** In the event of a death of a member, the Fire Chief shall ensure that an inventory of all effects, personal and otherwise is completed. The closest relative shall be notified and, if possible, the contents of the member's locker should be removed in their presence.
- 2082.17** Information concerning the death of a member on duty shall be released only by the Fire Chief. Notification of the nearest next of kin shall be done promptly, with tact, dignity and with full concern for the welfare of the family.
- 2082.18** Officers and supervisors shall have authority in command over members acting in the same grade.

## **Southern Inyo Fire Protection District Policy Handbook**

**POLICY TITLE: Vehicle Costs**

**POLICY NUMBER: 2100**

**APPROVAL DATE: 11/18/08**

- 2100.1** The Fire Chief/General Manager shall have a vehicle assigned to him/her for the purpose of conducting business for the District. If the vehicle assigned to him/her is not in service or recommended for travel to training exercises, he/she shall be reimbursed for the cost of said use on the basis of total miles driven and at the rate specified in the Internal Revenue Service Guidelines and/or the Inyo County rates in effect at the time of said usage.
- 2100.2** When an employee or Board Member is authorized to use his/her personal vehicle in the performance of District work, or training classes, he/she shall be reimbursed for the cost of said use on the basis of total miles driven and at the rate specified in the Internal Revenue Service Guidelines and/or the Inyo County rates in effect at the time of said usage.
- 2100.3** Every attempt shall be made to coordinate work so that District vehicles are available and operational for the performance of said work.
- 2100.4** Proof of adequate insurance covering collision, personal injury, and property damage shall be required by the District of any employee or Board Member using a personal vehicle in the performance of District work, and/or training.

**Southern Inyo Fire Protection District  
Policy Handbook**

**POLICY TITLE: Volunteer Personnel Workers' Compensation Insurance**

**POLICY NUMBER: 2115**

**APPROVAL DATE: 11/18/08**

**2115.1** An unpaid person authorized to perform volunteer service for the District shall be deemed to be an employee of the District for the purposes of Workers' Compensation Insurance benefits provided for by law for any injury or illness sustained by them while engaged in the performance of services for the District under its direction and control.

**2115.1.1** The Legislature of the State of California has provided through legislation (Labor Code 3363.5) authorization for the inclusion of such coverage in the District's Workers' Compensation Insurance policy.

## Southern Inyo Fire Protection District Policy Handbook

**POLICY TITLE: Educational Assistance**

**POLICY NUMBER: 2120**

**APPROVAL DATE: 11/18/08**

- 2120.1** Employees of the District are encouraged to pursue educational opportunities, which are related to their present work, which will prepare them for foreseeable future opportunities within the District, or which will prepare them for future career advancement.
- 2120.2** To be eligible for reimbursement of costs, the employee must receive advance approval for the class(es) through the General Manager from the Board of Directors. Requests for reimbursement should be submitted in writing. The employee will be notified of formal approval, or the reasons for disapproval.
- 2120.3** Upon completion of the class (es), the employee is responsible for sending copies of the proof of completion, and expense receipt(s) to the General Manager.
- 2120.4** The type of classes generally eligible for reimbursement per this policy:
- 2120.4.1** Classes which are related to the employee's present work assignment or which may prepare him/her for future foreseeable opportunities within the District. Such classes may be taken individually and need not be directed toward a degree or certificate.
- 2120.5** Only residence courses are approved for reimbursement. Correspondence or online courses are not reimbursable under this policy.
- 2120.6** Specialized training is defined as any training that is not mandated as a requirement for performing the service of a Volunteer/Employee in which the District deems beneficial to District operations. The intent of that specialized training is training that is not required to be taken and is training that is accepted by the Volunteer/Employee without any loss of status/rank or by negative reflection on job performance/evaluation.
- 2120.6.1 Obligations/Expectations:** All specialized training will require a written agreement to be executed between the Fire Chief and the Volunteer/Employee, or the Fire Chief and Chairperson of the Board, to be brought to the Board of Directors specifying what is to be provided to the Volunteer/Employee and what the District expects to receive in return from the Volunteer/Employee. The agreement should include particulars in regards to training, materials, and volunteer service. The District will retain the original copy of all materials provided. All agreements will comply with the Equal Opportunity Employment requirements. Any refusal of specialized training will not affect the Volunteer/Employee's job performance review or status/rank. Any agreement requiring an expenditure of \$500.00 or more will be brought to the Board of Directors for approval.

**Southern Inyo Fire Protection District  
Policy Handbook**

**POLICY TITLE: Pay Periods**

**POLICY NUMBER: 2130**

**APPROVAL DATE: 11/18/08**

**2130.1** The salaries and wages of all District employees shall be paid semi-monthly, being the 15<sup>th</sup> day and the last day of the month.

**2130.2** Volunteer staff will be paid on a "Call-Out" basis at a rate to be set by the Board of Directors. Total call-outs per staff member will be paid monthly at the end of the month. The General Manager/Fire Chief will be responsible for sending in call-out reimbursement requests to the Inyo County Treasurer.

**2130.3** The Inyo County Treasurer will be responsible for mailing out all checks to individuals receiving monies each month.

## **Southern Inyo Fire Protection District Policy Handbook**

**POLICY TITLE: Gifts**  
**POLICY NUMBER: 2155**  
**APPROVAL DATE: 11/18/08**

**2155.1** An employee or his/her immediate family may not accept from, or provide to, individuals or companies doing or seeking to do business with the District, gifts, entertainment, and/or other services or benefits unless the transaction meets all of the following guidelines:

**2155.1.1** Is customary and gives no appearance of impropriety and does not have more than a nominal value;

**2155.1.2** Does not impose any sense of obligation on either the giver or the receiver;

**2155.1.3** Does not result in any kind of special or favored treatment;

**2155.1.4** Cannot be viewed as extravagant, excessive, or too frequent considering all the circumstances including the ability of the recipient to reciprocate at District expense.

**2155.1.5** Is given and received with no effort to conceal the full facts by either the giver or receiver.

## Southern Inyo Fire Protection District Policy Handbook

**POLICY TITLE:** Grievance  
**POLICY NUMBER:** 2180  
**APPROVAL DATE:** 01/20/09

**2180.1** This policy shall apply to all regular and volunteer employees in all classifications.

**2180.2** The purpose of this policy is to provide a procedure by which employees may formally claim that he/she has been affected by a violation, misapplication, or misinterpretation of a law, District policy, rule, regulation or instruction.

**2180.3** Specifically excluded from the grievance procedure are subjects involving the amendment of state or federal law; resolutions adopted by the District's Board of Directors, ordinances or minute orders, including decisions regarding wages, hours, and terms and conditions of employment.

**2180.4** Grievance Procedure Steps:

**2180.4.1** Level I - Preliminary Informal Resolution: Any employee who believes he/she has a grievance shall present the evidence thereof orally to his/her immediate supervisor within five (5) working days after the employee knew, or reasonably should have known, of the circumstances which form the basis for the alleged grievance. The immediate supervisor shall hold discussions and attempt to resolve the matter within three (3) working days after the presentation of such evidence. It is the intent of this informal meeting that at least one personal conference be held between the employee and the immediate supervisor.

**2180.4.2** Level II - General Manager/Fire Chief: If the grievance has not been resolved at Level I, the grievant must present his/her grievance in writing on a form provided by the District (attached hereto as Appendix "A") to the General Manager within twenty (20) working days after the occurrence of the act or omission giving rise to the grievance.

**2180.4.2.1** The statement shall include the following:

- a) A concise statement of the grievance including specific reference to any law, policy, rule, regulation, and/or instruction deemed to be violated, misapplied or misinterpreted;
- b) The circumstances involved;
- c) The decision rendered by the immediate supervisor at Level I;
- d) The specific remedy sought

**2180.4.2.2** The General Manager shall communicate his/her decision within ten (10) days after receiving the grievance. Decisions will be in writing setting forth the decision and the reasons therefore and will be transmitted promptly to all parties in interest. If the General Manager does not respond within the time limits, the grievant may appeal to the next level. Time limits for appeal shall begin the day following receipt of the General Manager's written decision. Within the above limits, either party may request a personal conference with the other.

**2180.4.3** Level III - Board of Directors: In the event the grievant is not satisfied with the decision at Level II, the grievant may appeal the decision in writing on a form provided by the District (attached hereto as Appendix "A") to the District's Board of Directors within ten (10) days. The statement shall include a copy of the original grievance; a copy of the written decision by the General Manager; and a clear, concise statement of the reasons for the appeal to Level III.

**2180.4.3.1** The Board of Directors, as soon as possible at a regular monthly meeting of the Board, shall schedule a hearing in closed session to formally receive the written grievance and the answers thereto at each step and to hear evidence regarding the issue or issues. The Board's decision shall be announced in open session immediately after the closed session in which it was made.

#### **2180.5** Basic Rules.

**2180.5.1** If an employee does not present the grievance, or does not appeal the decision rendered regarding the grievance within the time limits specified above, the grievance shall be considered resolved.

**2180.5.2** By agreement in writing, the parties may extend any and all time limitations specified above.

**2180.5.3** The General Manager may temporarily suspend grievance processing on a District-wide basis in an emergency situation. Employees covered by this policy may appeal this decision to the Board of Directors.

**2180.5.4** A copy of all formal grievance decisions shall be placed in the employee's permanent personnel file.

**Appendix "A"**

**EMPLOYEE GRIEVANCE FORM**  
**Southern Inyo Fire Protection District**

Employee's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Statement of grievance, including specific reference to any law, policy, rule, regulation and/or instruction deemed to be violated, misapplied or misinterpreted:

---

---

---

---

---

---

Circumstances involved:

---

---

---

---

---

---

Decision rendered by the informal conference:

---

---

---

---

---

---

Specific remedy sought:

---

---

---

---

---

---

## **Southern Inyo Fire Protection District Policy Handbook**

**POLICY TITLE:** Drug & Alcohol Free Workplace  
**POLICY NUMBER:** 2190  
**APPROVAL DATE:** 02/17/09  
**REVISION DATE:** 03/17/09

**2190.1** The Southern Inyo Fire Protection District has the responsibility to the general public which it serves, and to the members (employees) of the District including any subdivision, charter, or branch to assure such employees do not work for the District while under the influence of any substance which is either prohibited by law or has the ability to alter a person's mental or physical status which may compromise the safety of that person, fellow employees, or the general public. Any work situation that involves drug and substance use shall be handled with zero tolerance.

**2190.1.1** Influence: To cause stupefaction, stimulation, or excitement by or as if by use of a chemical substance. An effect on the mind and/or body by substances which may result in unsafe behavior.

**2190.1.2** Drug and Substance Use: Refers to the use of or dependence on a stimulant, depressant, chemical substance, herb (plant) or fungus leading to the effects that are detrimental to the individual's physical or mental health, or the welfare of others.

**2190.1.3** Use of prescription drugs known to have impairment oriented side effects must be reported to a supervisor prior to the start of duties.

**2190.2** The use, sale, possession, purchase, or transfer of drugs, alcohol and/or any other substances, including prescribed medications that may cause impairment, by any District employee or officer on District property or work sites or while said employee or officer is on District business is prohibited.

**2190.3** All District employees shall be provided training for recognizing drug and substance influence. The training shall include the employee's responsibilities for assuring a safe workplace, and the conditions of this policy.

**2190.4** All prospective District employees are subject to a one time pre-employment drug and substance test to establish a baseline condition of existing use.

**2190.4.1** Current employees may decline the initial one time drug screening without prejudice.

**2190.4.2** All test information, both compliance and results, become part of the employee's file and will remain confidential.

- 2190.5** District employees may, at the District's discretion, be subject to drug testing for reasonable cause.
- 2190.5.1** Reasonable cause is determined whenever a person exhibits signs of "being under the influence" or when more than one piece of evidence leads to the belief that a person is being influenced by a substance as per 2190.2.
- 2190.6** Drug testing shall be limited to a urine analysis by a clinic or laboratory qualified to conduct such testing, unless federal, state, or local law dictates other drug testing methods.
- 2190.7** Whenever the District requests an employee to take a drug and substance test, the District shall be responsible for the costs of the tests. When the employee has tested positive and the employee wishes to challenge the results of the test or attempt to be reinstated to active duty, it will be at the employee's expense.
- 2190.8** It is the responsibility of all District employees to report possible substance abuse and any person exhibiting signs of being under the influence, through the chain of command, as per 2190.2
- 2190.8.1** Reports pertaining to the District employees shall be handled by the Fire Chief/General Manager. Law enforcement may take control whenever the situation took place in their presence or when requested to do so by the Fire District.
- 2190.8.2** All reports pertaining to non District employees shall be handled by law enforcement.
- 2190.8.3** All reports submitted under this policy must be supported by a signed statement from the person reporting their suspicions. The statement shall include all pertinent and objective information that supports the report.
- 2190.8.4** The Fire Chief/General Manager shall investigate all substance abuse reports to insure validity and accuracy unless the Board of Directors appoints a Board Director or a commission.
- 2190.8.5** All reports shall be held confidentially unless superseded by federal, state, or county law.
- 2190.9** Disciplinary Action:
- 2190.9.1** A written warning will be used whenever circumstances of the incident are suspected to be linked to drug or substance use and there are no injuries or property damage. The employee will be suspended from work and required to complete a drug and substance abuse test. This warning will remain in the employee's file for one year where it will then be dismissed if no further infractions of this policy occur.

**2190.9.2** A final written warning may be issued if an employee has an existing written warning on file or the incident involves an injury or property damage. The employee will be suspended from work until a post incident drug and substance test is completed. The second warning will remain in the employee's file for one year when it will then be dismissed if no further infractions of this policy occur.

**2190.9.3** Termination of employment should be used as a last resort. The employee shall be allowed to voluntarily seek counseling and/or entry into a twelve-step program, at the employee's expense, within thirty (30) days after the incident. The employee shall remain suspended from work until a drug and substance test is taken and proof of counseling and/or entry into a twelve-step program and a negative drug and substance test is submitted to the Fire Chief/General Manager.

**2190.9.4** Immediate termination of employment is warranted whenever an employee is involved in an accident resulting in injuries, an OSHA reportable incident or property damage and when use is suspected as per section 2190.2 and refuses to take a drug test.

**2190.9.5** Termination may also become effective if the Fire Chief/General Manager has investigated and substantiated a report of drug or substance abuse and determines the employee has jeopardized any person's safety and the employee has failed to take corrective actions after receiving the first warning.

**2190.10 Appeals:**

**2190.10.1** Any employee may appeal their disciplinary action in writing to the Fire Chief/General Manager within thirty (30) days of the action. The Fire Chief/General Manager shall submit the employee's request to the Board of Directors for action at the next regularly scheduled meeting. The employee shall be informed when the appeal will be heard by the Board of Directors and be allowed to speak to the Board of Directors when the item appears on the agenda.

**2190.11** This policy shall become effective after adoption by the Governing Board of Directors.

**CONSENT AND RELEASE FORM**  
**DRUG/ALCOHOL TESTING**

I hereby authorize Southern Inyo Fire Protection District, and any laboratories or medical facilities designated by Southern Inyo Fire Protection District, to perform a urinalysis test to detect the presence of alcohol and/or illicit drugs in my body. I further authorize the reporting of the results of such test(s) to Southern Inyo Fire Protection District Board of Directors and/or the General Manager/Fire Chief. I recognize that the results of such test will be used to determine my suitability for employment or for continued employment with the Southern Inyo Fire Protection District.

Any attempt to switch a sample or adulterate a sample will be considered the same as a positive result. The laboratory may test the sample for adulteration.

This release form is valid for one time only.

**NAME OF EMPLOYEE:** \_\_\_\_\_

**FACILITY PERFORMING TEST:** \_\_\_\_\_

**DATE OF TEST:** \_\_\_\_\_

**APPLICANT/EMPLOYEE:** \_\_\_\_\_  
Signature Date

**GENERAL MANAGER:** \_\_\_\_\_  
Signature Date

# Southern Inyo Fire Protection District

## Substance Abuse and Smoking Policy

4/10/02

### Substance Abuse

The use of Alcohol, and controlled substances is prohibited. If anyone is found working and/or performing duties as a representative of the Southern Inyo Fire Protection District while intoxicated or under the influence of any controlled substance, that person(s) shall be immediately dismissed from the incident scene or place of work. It will be the responsibility of the Incident Commander or the highest ranking responder on scene to report such incidents involving substance abuse to the Fire Chief. It will also be the responsibility of the Incident Commander or highest ranking responder to notify law enforcement if the incident of substance abuse has taken place on an emergency call. There will be no tolerance for substance abuse. A mandatory drug test will be required immediately and a suspension from duties will begin at time of incident for a length of time no less than 72 hours or until a personnel review is given by the Fire Chief. Upon review, anyone testing positive for substance abuse will be suspended from service for a minimum of 1 year and a retest will be required before returning to service. Dismissal from duties may be requested by the governing Board of Supervisors at any time or if the retest results are positive.

### Smoking

Smoking is prohibited while en route to a call-out and during an emergency call. Smoking is also prohibited during any contact of a patient and around the storage or use of oxygen. Smoking is prohibited in public buildings and Schools. Personnel may smoke when not actively working a emergency call or training and must be a minimum of 50 feet from the storage and/or use of oxygen and other combustible substances. Anyone found disobeying this smoking policy will be given a verbal warning upon the first offense and a written warning on the second offense. A third infraction of this policy will result in a one month suspension from duties. A fourth infraction will result in a 1 year suspension or dismissal from services. A fifth infraction will result in dismissal from services.

I have read this policy and understand my responsibilities to report infractions of this policy to the Fire Chief. I also understand the punishment(s) for disobeying this policy.

Print Name \_\_\_\_\_

Sign Name \_\_\_\_\_

Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

## **Southern Inyo Fire Protection District Policy Handbook**

**POLICY TITLE: Tobacco Use**

**POLICY NUMBER: 2195**

**APPROVAL DATE: 01/20/09**

**2195.1** Ample research exists demonstrating the health hazards of the use of tobacco products, including smoking and the breathing of second-hand smoke. Therefore, in the best interest of the health and safety of employees and the general public, the smoking of tobacco products shall be banned completely within District buildings or confined spaces, or in District vehicles.

**2195.1.1** The successful implementation of this policy depends upon the thoughtfulness, consideration and cooperation of smokers and non-smokers. All individuals on District premises share in the responsibility of adhering to this policy.

**2195.1.2** Employees are prohibited from smoking within fifty (50) feet of any District buildings or equipment and while actively engaged in providing services for the District.

**2195.2** All District employees will be responsible for advising members of the public who are observed smoking tobacco products on District property of the District's policy on the matter. Said individuals shall be asked by staff to refrain from smoking.

**2195.3** District employees who violate this policy will be subject to disciplinary action in accordance with Policy #2260.

**Southern Inyo Fire Protection District  
Policy Handbook**

**POLICY TITLE: Smoke-Free Workplace**

**POLICY NUMBER: 2197**

**APPROVAL DATE: 01/20/09**

**2197.1** Smoking is prohibited within the buildings and facilities of the Southern Inyo Fire Protection District. Those who smoke are requested to do so outdoors, and to dispose of cigarette butts properly.

**2197.2** Extra care should be taken when working around combustible materials, or out in the field.

**2197.2.1** Personnel who smoke in the field should use extreme caution and dispose of cigarettes in a responsible and safe manner.

**2197.3** Smoking is not allowed in any District vehicles.

## **Southern Inyo Fire Protection District Policy Handbook**

**POLICY TITLE: Pre-Employment Physical Examinations**

**POLICY NUMBER: 2200**

**APPROVAL DATE: 11/18/08**

- 2200.1** All individuals who are offered full-time, temporary, part-time, or volunteer employment shall be required to submit to a physician's examination at District expense. The examining physician will be provided a description of the job involved to assist in determination of the individual's fitness to work.
- 2200.1.1** Employment will not occur until after a qualified physician has certified the individual as fit to perform the type of work required by the position applied for.
- 2200.1.2** Employment will not occur if the individual refuses to cooperate in the examination and testing.
- 2200.2** Retesting of an individual who was previously employed on a temporary, part-time, full time, or volunteer basis will be required if more than three months have elapsed since the individuals last day of work for the District.
- 2200.3** When the individual to be tested reports to the medical facility for the scheduled examination, they must provide proof of identification, such as a drivers license photo or a state-issued photo identification card.
- 2200.4** All test results shall be kept confidential. The applicant may be told they failed to pass the test, but only the employee and the General Manager shall have access to the actual test results.
- 2200.5** District employment application forms shall contain a notice to applicants as follows:
- The District has a policy of requiring a physician's physical fitness exam of persons who have been offered employment. Individuals who are determined by the physician not to be physically fit for duty will not be employed. If you have reason to believe that you will not pass a physician's physical examination, or if you are unwilling to consent to such an examination if offered employment, it is recommended that you don't submit an application.

## Southern Inyo Fire Protection District Policy Handbook

**POLICY TITLE: Sexual Harassment**

**POLICYNUMBER: 2210**

**APPROVAL DATE: 11/18/08**

- 2210.1** Acts of sexual harassment by employees, supervisors, or managers, are prohibited employment practices and are subject to sanctions and disciplinary measures.
- 2210.2** Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:
- 2210.2.1** Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment.
  - 2210.2.2** Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual.
  - 2210.2.3** Such conduct has the purpose or effect of substantially interfering with a person's work performance or creating an intimidating, hostile, or offensive work environment.
- 2210.3** Prohibited acts of sexual harassment can take a variety of forms ranging from subtle pressure for sexual activity to physical assault. Examples of the kinds of conduct included in the definition of sexual harassment are:
- 2210.3.1** Direct or indirect threats or suggestions of sexual relations or sexual contact which is not freely or mutually agreeable to both parties.
  - 2210.3.2** Continual or repeated verbal abuses of a sexual nature including graphic commentaries on the person's body; sexually suggestive objects or pictures placed in the work area that may embarrass or offend the person; sexually degrading works to describe the person, or propositions of a sexual nature.
- 2210.4** Policy Publicizing: All employees shall be informed of the District's sexual harassment policy and complaint process prior to their need to know, and again when any complaint is filed. Also, said policy and complaint process shall be readily available to all employees and members of the general public utilizing the District's facilities and services.
- 2210.4.1** All new employees shall be given a copy of the sexual harassment policy at the time of hiring and said policy's contents shall be discussed with said employee at the time by the General Manager.
  - 2210.4.2** An annual bulletin shall be prepared and distributed to all employees re informing them of the District's sexual harassment policy.

- 2210.5** Within three (3) working days after any complaint has been filed in accordance with this policy, a bulletin shall be prepared and distributed to all employees re-informing them of the District's sexual harassment policy.
- 2210.6** Complaint Process: Any employee who believes they are the victim of sexual harassment may file a formal or informal confidential complaint without fear of reprisal or embarrassment.
- 2210.6.1** An informal complaint is made verbally by the employee to their immediate supervisor. Although filing the complaint with the immediate supervisor is preferred; the employee is free to file their complaint with any supervisory employee.
- 2210.6.2** A formal complaint is made in writing, using the "Employee Grievance Form," see "Appendix A" in Policy# 2180. Said form should be submitted by the employee to their immediate supervisor. Although submitting the formal complaint with the immediate supervisor is preferred, the employee is free to submit their formal complaint with any supervisory employee or with the Chairperson of the Board of Directors if the employee's immediate supervisor is the General Manager and the General Manager is unavailable or personally involved in said complaint.
- 2210.7** Complaint Response Process: Any supervisory employee who receives a formal or informal sexual harassment complaint shall at all times maintain the confidentiality of the plaintiff and shall personally deliver said complaint immediately and directly to the General Manager.
- 2210.7.1** Within twenty-four (24) hours of the filing of a formal or informal complaint, even if it is withdrawn. The investigation shall be conducted by the General Manager.
- 2210.7.2** A written record of any investigation of an alleged sexual harassment shall be maintained.
- 2210.7.3** All discussions resulting from said investigation shall be kept confidential by all informed of said investigation.
- 2210.7.4** The person initiating the complaint has the right to be accompanied by an advocate(s) when discussing alleged incidents. Said person shall be advised of his/her right prior to the commencement of such discussions.
- 2210.8** Disciplinary Procedures and Sanctions: Upon conclusion of the investigation of an alleged sexual harassment, appropriate action shall be taken by the General Manager against the harasser where sexual harassment is found. Whatever punishment is meted out to the harasser shall be made known to the victim of the harassment.
- 2210.8.1** Appropriate action shall be taken to remedy the victim's loss, if any, resulting from the harassment.
- 2210.8.2** Action taken to remedy a sexual harassment situation shall be done in a manner so as to protect potential future victims.
- 2210.8.3** Employees complaining of sexual harassment shall be protected thereafter from any form of reprisal and/or retaliation.

# Southern Inyo Fire Protection District Policy Handbook

**POLICY TITLE: Harassment**

**POLICY NUMBER: 2215**

**APPROVAL DATE: 11/18/08**

**2215.1** Southern Inyo Fire Protection District is committed to providing a work environment for its employees that is free of harassment. The District prohibits sexual harassment (see Policy# 2210) and harassment because of race, religious creed, color, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation or any other basis protected by federal, state, or local law, ordinance or regulation. This policy applies to all persons involved in the operation of the District and prohibits harassment by any employee of the District - supervisors and co-workers.

**2215.2** Harassment because of race, religious creed, color, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation or any other protected basis is prohibited, including, but not limited to the following behavior:

**2215.2.1** Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations or comments;

**2215.2.2** Visual conduct such as derogatory and/or sexually oriented posters, photography, cartoons, drawings, or gestures;

**2215.2.3** Physical conduct such as assault, unwanted touching, blocking normal movement or interfering with work because of sex, race or any other protected basis; and,

**2215.2.4** Retaliation for having reported or threatened to report harassment.

**2215.3** If any employee of the District believes that they have been harassed, they should provide a written complaint to their supervisor or the General Manager as soon as possible after the incident. Their complaint should include details of the incident(s), name(s) of the individual(s) involved, together with the name(s) of any witness (es).

**2215.3.1** Staff receiving harassment complaints will refer them immediately to the General Manager or the Chairperson of the Board of Directors (in the event the complaint involves the General Manager), who will undertake an immediate thorough and objective investigation of the harassment allegation(s).

**2215.4** If it is determined that harassment has occurred; effective remedial action will be taken in accordance with the circumstances involved. Any employee determined to be responsible for harassment will be subjected to appropriate disciplinary action, up to and including termination. Whatever action is taken against the harasser will be made known to the employee lodging the complaint, and appropriate action will be taken to remedy any loss to the employee resulting from the harassment. Retaliation by management or co-workers against anyone filing a complaint will not be permitted or tolerated.

**2215.5** Employees are encouraged to immediately report any incident of harassment so that complaints can be quickly and fairly resolved.

## **Southern Inyo Fire Protection District Policy Handbook**

**POLICY TITLE: Confidentiality**

**POLICY NUMBER: 2217**

**APPROVAL DATE: 02/16/10**

### **2217.1 Intent**

**2217.1.1** This policy is to establish procedure for maintaining confidentiality of information protected by Local, County, State, and Federal Laws pertaining to medical information, personal identification, and other sensitive information.

**2217.1.2** This policy does not exempt the Fire District or its staff from the responsibilities inherited by any law governing the protection of medical, personal, and government classified information.

### **2217.2 Background**

**2217.2.1** In the course of providing services as described in the Health and Safety Code, Fire District Law of 1987, the Southern Inyo Fire Protection District may collect information from anyone directly or indirectly receiving services from the Fire District.

**2217.2.2** Information gathered in the course of providing services to the public may be used to document the occurrence of the emergency or non-emergency event, provide evidence of services rendered, billing for services rendered, preplanning, or enforcement purposes.

**2217.2.3** Information may be collected on paper forms, computers, or recording devices, such as voice recorders and cameras, as approved by the Fire Chief.

### **2217.3 Policy**

#### **2217.3.1 Information Collection**

**2217.3.1.1** Any person working for the Fire District who directly or indirectly is involved in the delivery of services rendered by the Fire District, whether for emergency purposes or otherwise, is considered to be a representative working for the Fire District. Additionally, any Fire District staff or Board Member, regardless of duty status, may be perceived as actively engaging as a representative of the Fire District at any time.

**2217.3.1.2** All information collected for the purpose of billing for services rendered, investigation for cause, issuing permits, or for code enforcement, is property of the Fire District. Persons as described in 2217.3.1.1 are responsible to hold such information in trust of the Fire District and will immediately deliver all said information to the Fire Chief for proper processing.

**2217.3.1.3** Use of personal recorders and cameras used to collect information about any person to whom the Fire District is directly or indirectly rendering services, are strictly prohibited without the direct consent of the Fire Chief or an incident commander. In the event that consent is given to use personal recorders or cameras, that information becomes property of the Fire District and as described in section 2217.3.1.2.

**2217.3.1.4** All papers, forms, or other documents used to collect information about the person or persons the Fire District is directly or indirectly rendering services to, is property of the Fire District and as described in section 2217.3.1.2.

**2217.3.1.5** Use of electronic devices to photograph people who are either directly or indirectly receiving service from the Fire District, is strictly prohibited without written consent from the person or persons involved.

### **2217.3.2 Information Storage**

**2217.3.2.1.** All information collected as described in this policy will be stored at the Fire District's main office. No employee of the Fire District will hold or store information as described in this policy on any personal electronic device or in paper form without authorization of the Fire Chief.

### **2217.3.3 Information Security**

**2217.3.3.1** All information collected by all forms of media shall be stored at the Fire District office. Information will be made available by the Fire Chief by request as prescribed by law.

**2217.3.3.2** Sharing of personal information is restricted to direct consent of the person whose information is being requested and such consent must be in writing.

**2217.3.3.3** Transfer of medical information is restricted as prescribed by the HIPPA law.

**2217.3.3.4** Any response to a request from the public to obtain specific information from the Fire District must be carefully edited to ensure confidentiality, by obscuring personal information, such as but not limited to, names, addresses, financial account numbers, and social security numbers. Furthermore, any request for information from the public may also be restricted or prohibited by HIPPA law.

#### **2217.3.4 Violations and Disciplinary Action**

**2217.3.4.1** All violations of this policy will be investigated by the Fire Chief and/or the Board of Directors.

**2217.3.4.2** Punitive action will be weighed against the nature of the violation and damages incurred.

**2217.3.4.2.1** Disciplinary action may include written corrective action against the staff member for minor offenses. Serious offenses may include termination from employment. Additionally, the violator may be subject to punitive action as described by applicable law.

**2217.3.4.3** Record of any violation of this policy will remain in the employee's personnel record for a minimum of one year. A second violation of this policy within one year will result in termination of employment with record of the violations permanently maintained in the employee's personnel file.

#### **2217.3.5 Appeals**

**2217.3.5.1** Employees that receive disciplinary action under this policy may request an appeal within thirty days of the action.

**2217.3.5.2** Employees must make a request to appeal disciplinary action to the Fire Chief who will arrange for the issue to be added to the next regular meeting of the Board of Directors.

#### **2217.4 Effective Date**

**2217.4.1** This policy will become effective thirty days after Board approval.

## **Southern Inyo Fire Protection District Policy Handbook**

**POLICY TITLE: Affirmative Action**

**POLICY NUMBER: 2220**

**APPROVAL DATE: 11/18/08**

**2220.1** It is the policy of the Southern Inyo Fire Protection District that there shall be no discrimination based upon race, national origin, religion, sex, physical handicap, veteran' s status, or age in any personnel action, including recruitment, appointment, performance evaluation, promotion, the granting of leaves, and any disciplinary or grievance action.

**2220.2** This policy contains two major commitments:

**2220.2.1** To recognize both a moral and legal obligation to work toward a work force composition reflecting the mix of ethnic minorities and women in the labor markets from which the District draws its staff.

**2220.2.2** To make a demonstrable and deliberate effort in hiring to solicit applications from minority and women candidates in all cases where their representation is below the labor force standard.

**2220.3** Allegations of wrongdoing, such as arbitrary and discriminatory action, should be made through the "Grievance Procedure", as described in Policy# 2180, or complaints to regulatory agencies.

**Southern Inyo Fire Protection District  
Policy Handbook**

**POLICY TITLE: Equal Opportunity**

**POLICY NUMBER: 2225**

**APPROVAL DATE: 11/18/08**

**2225.1** The District employs persons having the best available skills to efficiently provide high quality service to the public.

**2225.2** The District provides equal opportunity for all persons in all aspects of employment, including recruitment, selection, promotion, transfer, training, compensation, educational assistance, benefits, discipline, working conditions, reduction in force, reinstatement and all other matter of employment.

**2225.2.1** Such equality of opportunity shall be based solely on job related knowledge, skills, and job performance, and shall be without discrimination because of race, color, religion, national origin, sex, age, sexual orientation, handicap, veteran status, or any other factor unrelated to job performance.

**Southern Inyo Fire Protection District  
Policy Handbook**

**POLICY TITLE: Nepotism**  
**POLICY NUMBER: 2230**  
**APPROVAL DATE: 11/18/08**

**2230.1** It is the policy of Southern Inyo Fire Protection District to seek for its staff the best possible candidates through appropriate search procedures. There shall be no bars to appointment of close relative in any staff category in the same or different departments so long as the following standard is met:

**2230.1.1** No employee shall vote, make recommendations, or in any way participate in decisions about any personnel matter that may directly affect the selection, appointment, promotion, termination, other employment status, or interest of a close relative.

**2230.1.1.1** For the purpose of this policy, "close relative" is defined as husband, wife, mother, father, son, daughter, sister, and brother.

**2230.1.2** When an individual is considered for appointment in a department in which an immediate family member is already assigned, review of this fact shall be required at all appointing levels. The objective of this review shall be to assure equity to all members of the department.

**Southern Inyo Fire Protection District  
Policy Handbook**

**POLICY TITLE: Outside Employment**

**POLICY NUMBER: 2240**

**APPROVAL DATE: 11/18/08**

**2240.1** No District employee shall be permitted to accept employment in addition to or outside of District service if :

**2240.1.1** The additional or outside employment leads to a conflict, or potential conflict of interest for said employee; or,

**2240.1.2** The nature of the additional or outside employment is such that it will reflect unfavorably on the District; or,

**2240.1.3** The duties to be performed in the additional or outside employment are in conflict with the duties involved in District service.

**2240.2** An employee who does have additional or outside employment shall not be permitted to use District records, materials, equipment, facilities, or other District resources in connection with said employment.

## Southern Inyo Fire Protection District Policy Handbook

**POLICY TITLE: Separation from District Employment**

**POLICY NUMBER: 2250**

**APPROVAL DATE: 02/17/09**

**2250.1** Resignation: To leave District service in good standing, an employee must file a written notice of termination with the General Manager at least two (2) weeks before the effective date. The General Manager may, however, grant good standing with less notice if he/she determines the circumstances warrant. Resignations may not be withdrawn without the General Manager's approval.

**2250.2** Dismissal of Employees: An employee may be dismissed at any time by the General Manager for cause, and after consulting with District Legal Counsel.

**2250.2.1** The following shall constitute sufficient cause for dismissal:

**2250.2.1.1** Conviction of a felony;

**2250.2.1.2** Fraud in securing employment;

**2250.2.1.3** Misappropriation of District funds or property;

**2250.2.1.4** Intentional or gross misconduct; and,

**2250.2.1.5** Failure to respond or improve regarding an item specified in # 2260.2, "Grounds for Discipline", of Policy# 2260, "Disciplinary Action", after an evaluation or corrective action plan has failed to produce an improvement to performance.

**2250.2.1.6** Incapacity due to mental or permanent physical disability rendering the employee unable to perform job duties.

**2250.2.1.7** Severe physical or mental disability.

**2250.2.2** A probationary employee may be dismissed at any time during a probationary period without the right of appeal or hearing. In case of such dismissal, the General Manager shall notify the dismissed probationary employee in writing that he/she is being separated from District service.

**2250.2.3** Dismissal of the General Manager shall be as outlined in the employment agreement between the General Manager and the District.

**2250.3** Notice of Dismissal: All employees shall be provided with a notice of dismissal. This notice shall be prepared by the General Manager after the consultation with District Legal Counsel and shall contain the following:

**2250.3.1** A description of the proposed action and its effective date or dates and in the case of an employee, the ordinance, regulation or rule violated;

**2250.3.2** A statement of the acts or omissions upon which the action is based;

**2250.3.3** A statement that a copy of the materials upon which the action is based are attached or available for inspection upon request; .and,

**2250.3.4** In the case of an employee, a statement advising the employee of the right to file an appeal as provided in # 2250.4 of this policy.

**2250.4** Procedures for Disciplinary Action and Dismissal of Employees:

**2250.4.1** An employee may, upon receipt of a notice of dismissal or disciplinary action, appeal in writing to the General Manager within five (5) working days of the date of the notification. The General Manager shall then schedule an informal hearing at which the employee may answer the charges against him/her, present any mitigating evidence, or otherwise respond to the notice of dismissal. The hearing guidelines and format shall be available upon request. The General Manager shall issue his/her opinion and decision within ten (10) working days of the hearing and may, if the General Manager finds that the dismissal was not justified, he/she may order a less severe disciplinary action, or may order the employee reinstated.

**Southern Inyo Fire Protection District  
Policy Handbook**

**POLICY TITLE: Confidentiality Regarding Resignations\***

**POLICY NUMBER: 2251**

**APPROVAL DATE: 11/18/08**

**2251.1** To the extent permitted by law, District staff and Directors shall keep confidential the circumstances giving rise to an employee's or Director's resignation from the District.

**2251.1.1** This policy is itself a public record which the District must release upon request.

\*Source: Lozano Smith Smith Woliver & Behrens

## **Southern Inyo Fire Protection District Policy Handbook**

**POLICY TITLE: Letters of Recommendation\***

**POLICY NUMBER: 2255**

**APPROVALDATE: 02/17/09**

**2255.1** The Board of Directors recognizes that the District faces exposure to significant liability through the provision of letters of recommendation by District employees. The Board finds that it is, therefore, in the best interests of the District to ensure that letters of recommendation issued by the individuals in the capacity as District employees or which could be reasonably interpreted as written in the individual's capacity as a District employee, be accurate and conform to all requirements of law. Therefore, the General Manager is directed to create and implement a practice whereby all letters of recommendation are reviewed and approved by the General Manager before dissemination.

**2255.1.1** The General Manager shall process all requests for references, letters of recommendation, or information about the reasons for separation regarding all District employees other than himself/herself. All letters of recommendation to be issued on behalf of the District for current or former employees must be approved by the General Manager.

**2255.1.2** At his/her discretion, the General Manager may refuse to give a recommendation. Any recommendation he/she gives shall provide a careful, truthful, and complete account of the employee's job performance and qualifications.

**2255.1.3** An employee has the right to appeal as keeping with the Board's appeal policy.

\*Source: Lozano Smith Smith Woliver & Behrens

## **Southern Inyo Fire Protection District Policy Handbook**

**POLICY TITLE: Disciplinary Action**

**POLICY NUMBER: 2260**

**APPROVAL DATE: 11/18/08**

**2260.1** The following measures are part of the disciplinary process: warning, reprimand, suspension with or without pay, dismissal, demotion, or reduction in pay. The General Manager may discipline any employee for cause.

**2260.2** Grounds for Discipline:

**2260.2.1** Discourteous treatment of the public or fellow employees.

**2260.2.2** Drinking of intoxicating beverages or the use of illegal or non-prescribed drugs on the job, or arriving on the job under the influence of such beverages or drugs.

**2260.2.3** Habitual absence or tardiness.

**2260.2.4** Disorderly conduct.

**2260.2.5** Incompetence or inefficiency.

**2260.2.6** Being wasteful of material, property, or working time.

**2260.2.7** Violation of any lawful or reasonable regulation or order made and given by an employee's supervisor, insubordination.

**2260.2.8** Neglect of duty.

**2260.2.9** Dishonesty.

**2260.2.10** Misuse of District property.

**2260.2.11** Willful disobedience.

**2260.2.12** Conduct unbecoming a District employee.

**2260.3** All disciplinary action will be accompanied by a letter of warning to the employee stating the reasons and grounds for such discipline. The employee must acknowledge receipt of the warning by signing the letter at the time of presentation; this signature signifies only receipt of the document, not necessarily agreement to the contents. The employee may, before the conclusion of the next regular working day, respond in writing to the contents of the letter of warning.

- 2260.4** All negative evaluations or letters of warning shall remain part of the employee's personnel file. Negative evaluation shall not be used by the General Manager/Fire Chief in decisions to dismiss if the performance has improved or the action which merited a warning has not recurred, each/both for a period of at least one year.
- 2260.S** Any disciplinary action which may result in suspension without pay shall be set forth in writing to the employee at least five (5) working days before the proposed effective date or dates. This notice shall be prepared by the General Manager/Fire Chief after consultation with the District Legal Counsel and shall contain the following:
- 2260.5.1** A description of the proposed action and its effective date or dates, and the ordinance, regulation; or rule violated;
  - 2260.5.2** A statement of the acts or omissions which the action is based;
  - 2260.5.3** A statement that a copy of the materials upon which the action is based is attached or available for inspection upon request.
  - 2260.5.4** A statement advising the employees of the right to request a hearing as provided in paragraph 2250.4 of Policy# 2250, "Separation from District Service";
  - 2260.5.5** A date by which time the employee must respond in writing if he/she wishes to contest the action.
- 2260.6** All notices of proposed action shall be personally served or mailed by certified mail, return receipt requested, to the last known address of the employee.

## **Southern Inyo Fire Protection District Policy Handbook**

**POLICY TITLE: District Vehicle Usage**

**POLICY NUMBER: 2290**

**APPROVAL DATE: 11/18/08**

**2290.1** This policy applies to employees who drive District vehicles to and from work.

**2290.1.1** During working hours, extraneous trips for personal purposes will be avoided. Occasionally, stopping at a store en route to a business destination, or going to or from work, occasionally stopping to buy groceries, pick up laundry, medications, etc., is also permitted.

**2290.1.2** Other than the forgoing uses, District vehicles will not be used for any personal purposes without prior approval. This means that weekend or after hours trips to the store (regardless of how close to home), trips back to the office to retrieve forgotten personal items, or any other non-business usage will not be permitted.

# Southern Inyo Fire Protection District Policy Handbook

**POLICY TITLE: Injury and Illness Prevention Program**

**POLICY NUMBER: 3010**

**APPROVAL DATE: 03/17/09**

## **3010.1 Policy**

Southern Inyo Fire Protection District (SIFPD) will maintain a safety and health program conforming to the best practices of other fire districts of this type. To be successful, such a program must embody proper attitudes toward injuries and illness prevention on the part of managers, supervisors, and employees. It also requires cooperation in all safety and health matters, not only between supervisor and employee, but also between each employee and his/her coworkers. Only through such a cooperative effort can a safety program in the best interest of all be established and preserved. All employees are required to comply with the District's safety and health policies and practices. This includes employees at every level and in all positions within the District.

Southern Inyo Fire Protection District (SIFPD) has established this written Injury and Illness Prevention Program (IIPP) in accordance with Title 8, California Code of Regulations, Section 3203, of the General Industry Safety Orders.

## **3010.2 Responsibility**

SIFPD is committed to the safety and health of employees in the course of performing their work. Under the IIPP, the District holds the Board of Directors, Fire Chief, Captains and Lieutenants responsible for the safety of employees and volunteers in their charge.

### **3010.2.1 Board of Directors**

The Board has the ultimate responsibility and authority to:

- Review and formally adopt the IIPP.
- Allocate resources to appropriately implement IIPP elements.
- Monitor IIPP implementation efforts by periodically requesting an update of IIPP activity be included as an agenda item for Board meetings.
- Approve program additions.

### **3010.2.2 Fire Chief**

The Fire Chief has the responsibility to:

- Act as liaison between the day-to-day operations of the safety program and the Board by providing periodic updates of IIPP activity at board meetings.
- Allocate resources to appropriately implement IIPP elements.
- Ensure the IIPP is updated regularly.
- Hold all staff accountable for completing responsibilities outlined below.

### **3010.2.3 IIPP Administrator**

The Safety Officer is the designated IIPP administrator and has the responsibility to:

- Coordinate and/or conduct safety training related to general safety policies, rules, and work practices.
- Coordinate scheduled workplace inspections of all facilities.
- Review periodic safety inspections of all facilities.
- Evaluate identified hazards and unsafe working conditions.
- Facilitate correction of all identified hazards and unsafe working conditions in a timely manner.
- Ensure accident investigations are completed, and corrective action is followed up in a timely manner.
- Communicate information and updates to employees on any safety concerns.
- Implement and participate in a safety committee, as appropriate.
- Maintain all safety-related documentation including training records, inspections, corrective action, and safety communication.

### **3010.2.4 Safety Committee Members**

Safety Committee Members have the responsibility to:

- Develop general and specific safety guidelines for their department, with help from the appointed IIPP administrator.
- Review completed accident investigations.
- Review completed safety inspections.
- Participate in safety committees, as appropriate.
- Ensure that unsafe conditions and practices are corrected.

### **3010.2.5 Supervisor**

The Supervisor has the responsibility to:

- Conduct appropriate safety orientation and training.
- Conduct accident investigations immediately upon notification of an injury.
- Conduct safety inspections of their work areas.
- Ensure that personnel know, understand and follow established safety guidelines.
- Correct unsafe conditions and practices.
- Maintain material and equipment in good condition.
- Provide the necessary personal protective equipment and train personnel in its use.

### **3010.2.6 Employees/Volunteers**

Employees/volunteers have the responsibility to:

- Follow all written and verbal safety instructions.
- Report all injuries, no matter how minor, to their supervisors.
- Accomplish their duties using safe work practices.

- Coach fellow employees on safe work practices, whenever appropriate.
- Notify a supervisor in the event of an observed unsafe condition or unsafe act.
- Perform only authorized jobs.

### **3010.3 Compliance**

All employees are responsible for using safe work practices; following all directives, policies, and procedures; and for assisting in maintaining a safe work environment.

The system to ensure all employees comply with these practices includes the following:

- Informing employees of the provisions of our IIPP in a readily understandable language.
- Training all employees on general safety policies, rules, and work practices.
- Recognizing employees who perform safe and healthful work practices.
- Providing additional training to employees whose safety performance is deficient.
- Disciplining employees for failure to comply with safe and healthful work practices.

### **3010.4 Communication**

**3010.4.1** SIFPD recognizes that open, two-way communication between management and staff on health and safety issues is essential for an injury-free, productive workplace. The District will use the following systems of communication designed to facilitate a continuous flow of safety and health information between management and staff in a form that is readily understandable.

#### **3010.4.2 Employee Safety Meetings**

The IIPP administrator will ensure that employee safety meetings are held on a monthly basis. The main focus of these meetings will be on relevant safety-related information to further inform and educate employees on safe work practices.

Documentation of all safety meetings and a list of employees in attendance will be maintained on file for a period of no less than three years.

#### **3010.4.3 Notification Procedures**

It is the responsibility of each employee to immediately inform his/her manager, supervisor, or the IIPP administrator of any hazards, unsafe conditions, or unsafe work practices in the work site. Employees are also encouraged to direct any questions or concerns regarding safety issues to their manager, supervisor, or the IIPP administrator without fear of reprisal in any form.

#### **3010.4.4 Postings**

A safety bulletin board will be used to post safety-related information accessible to all employees. The safety bulletin board consists of:

- Emergency phone numbers (e.g., police, fire, etc.).
- Emergency evacuations maps.

- Names and phone numbers of the IIPP administrator and other designated after-hours contacts.
- Complete set of required federal and state employee posters.

### **3010.S Safety Committee**

The Safety Committee will be made up of the Safety Officer and two employees. Each employee will remain on the safety committee for a period of one year, unless they desire to serve longer. This committee will meet a minimum of one time per month. There will be an agenda, minutes and a general informational report to all employees of the District at the regularly scheduled monthly staff meetings, in addition to the duties listed in the "Responsibility" section.

#### **3010.5.1 Hazard Assessment**

Periodic inspections provide a method of identifying existing or potential workplace hazards so they can be eliminated or controlled.

The supervisor will ensure completion of documented safety inspections each quarter to help identify hazards and unsafe working condition and practices. These inspections will be performed using a "Safety Inspection Checklist."

In addition, the IIPP administrator will ensure an inspection is conducted when new substances, processes, procedures, or equipment that presents potential new hazards are introduced into the workplace.

Employees are encouraged to report possible hazardous situations and are assured that their reports will be given prompt and serious attention without fear of reprisal. Whenever possible, it is the intent of the District to immediately abate any hazard that gives rise to a risk of imminent harm.

#### **3010.5.2 Accident Investigation**

All accidents and injuries must be reported immediately, by telephone or in person, to the employee' s manager, supervisor, Fire Chief or the IIPP administrator. Investigation of workplace accidents and hazardous substance exposures will be performed in a timely manner by the employee's supervisor and IIPP administrator.

Investigations will be conducted using an Accident Report Form. The following steps should be taken when performing an accident investigation. :

- Visit the accident scene as soon as possible.
- Interview injured employees and witnesses.
- Examine the workplace for factors associated with the accident/exposure.
- Determine the cause of the accident/exposure.
- Take corrective action to prevent the accident/exposure from recurring.
- Record the findings and corrective actions taken on the "Accident Investigation Form."

All documentation of the accident investigation will be maintained by the UPP administrator.

Thorough investigation of all accidents, illnesses, and near misses will help the District identify causes and needed corrections and can help determine why and where accidents occur and any accident trends. Such information is critical to preventing and controlling hazards and potential accidents.

### **3010.5.3 Hazard Correction**

Unsafe or unhealthy work conditions, practices, or procedures shall be corrected in a timely manner based on the severity of the hazards. Hazards shall be corrected according to the following procedures:

#### **3010.5.3.1 When Observed or Discovered**

The District will let employees know that a hazardous situation was corrected (or was not hazardous), thereby creating a system by which employees continue to report hazards promptly and effectively.

#### **3010.5.3.2 When an Imminent Hazard exists that cannot be immediately abated without Endangering Employee(s) and/or Property**

The District will remove all exposed employees from the area except those necessary to correct the existing condition. Employees necessary to correct the hazardous condition shall be provided with the necessary personal protective equipment.

All actions taken for hazard correction shall be dated, documented, and maintained for a period of no less than three years.

### **3010.5.4 Training and Instruction**

Awareness of occupational safety and health hazards and knowledge of how to prevent or control such hazards is essential to a safe and healthful work environment in this District, and the policy of this District requires that safety training be given to the following:

- All employees when the IIPP is first established.
- All new employees thereafter.
- All employees given a new job assignment for which training has not previously been provided.
- Any employee affected by the introduction of new substances, procedures, or equipment into the workplace.
- All affected employees when new or previously unrecognized hazards are discovered.
- Supervisors to familiarize them with safety and health hazards to which employees under their immediate direction and control may be exposed.

Safety and health training will be designed to instruct all employees on the potential hazards associated with particular jobs, job practices, and operations. All safety and health training will be documented. Documentation will include:

- Employee's name
- Training date
- Type of training
- Person, company, or organization providing the training

The District will maintain all safety-related training documentation for a period of no less than three years.

Training and instruction will be provided to groups or individually in the following ways:

- Formal and informal safety meetings and discussions.
- Distribution and review of the IIPP.
- Other written communications, programs, and postings.
- Other methods as applicable to providing instruction in a form readily understandable to all affected employees.

### **3010.5.5 Record Keeping**

The District documents the implementation and maintenance of the IIPP in the following manner:

- Documentation of all safety and health training for each employee, including the employee's name, training dates, type of training, and training providers, is maintained on file for a period of no less than three years.
- Documentation of inspections, including the person(s) conducting the inspection and the unsafe conditions and work practices that have been identified, is maintained on file for a period of no less than three years.
- Documentation of the action taken to correct the identified unsafe conditions and work practices is maintained on file for a period of no less than three years.
- Documentation of accidents, illnesses, and near-misses that identify the root cause and corrective action taken is maintained on file for a period of no less than three years.

#### **3010.5.5.1 Cal/OSHA Logs**

It is the policy of the District to maintain a log of all recordable occupational injuries and illnesses as required by the Occupational and Safety and Health Act of 1970.

#### **3010.5.5.2 Cal/OSHA 300 Logs**

Cal/OSHA 300 logs will be maintained and retained for five years following the end of the calendar year to which they relate. They will be made available for inspection and copying by representatives of the Department of Labor, or the Department of Health and Human Services. Also, employees and former employees and/or their representatives will be allowed access to the log. The Cal/OSHA 300A Summary will be posted each year from February 1 through April 30.

## **Southern Inyo Fire Protection District Policy Handbook**

**POLICY TITLE: Return to Work After Serious Injury or Illness**

**POLICY NUMBER: 3015**

**APPROVAL DATE: 03/17/09**

- 3015.1** The purpose of this policy is to ensure that employees who return to work after a serious injury or illness are physically and mentally capable of performing the essential functions of the position with or without accommodations to which they are returning.
- 3015.2** This policy applies to all employees of the District.
- 3015.3** A serious injury or illness, or surgery is defined as one that results in the employee being absent from work and one which may limit the employee's future performance of the essential functions of their regular duties or assignments.
- 3015.4** As a joint protection to the employee and the District, employees who have been absent from work because of serious illness or injury may be required to obtain a doctor's release or provide a personal affidavit with release of liability, specifically stating that the employee is capable of performing the essential functions of their normal duties or assignments.
- 3015.5** Employees returning from a serious injury or illness may be required to demonstrate, to the satisfaction of the District, their ability to successfully perform the physical or mental essential functions of the position with or without accommodation to which they are returning or where required under Americans with Disabilities Act (ADA).

**Southern Inyo Fire Protection District  
Policy Handbook**

**POLICY TITLE: Budget Preparation**  
**POLICY NUMBER: 3020**  
**APPROVAL DATE: 07/21/2009**

- 3020.1** The purpose of this policy is to provide a public and transparent process for the annual budget of the District.
- 3020.2** This budget shall reflect the best estimates of incomes and expenditures.
- 3020.3** The Secretary/Treasurer shall have general responsibility for the preparation and submission of the annual budget. Should this position be vacant or the Treasurer is unable to perform this duty, the Board Chairman shall appoint this duty to any other Board Member before February 15th.
- 3020.4** Schedule of events:
- 3020.4.1** March 15<sup>th</sup> - Budget Committee develops a proposed budget.
  - 3020.4.2** April Board Meeting - Review/approve proposed budget.
  - 3020.4.3** Third Wednesday of April (or the Wednesday following the Regular Board Meeting) - Post proposed budget for public review/comments.
  - 3020.4.4** May Board Meeting - Public comment on budget. Board review/approval of proposed budget.
  - 3020.4.5** June Board Meeting- Final approval of budget.
- 3020.5** The budget must be balanced with any funds drawn from reserves clearly identified.
- 3020.6** All budget deficiencies must be identified and balanced before the expenditure is realized. Examples of this include fundraisers, donations, fees for services or fines.
- 3020.7** With a majority approval of the Board, the Budget Committee may be given discretionary authority to modify and adopt budget changes that reflect changes to income or spending necessities.
- 3020.8** Expenditures against any account may not exceed budgeted levels without Board approval and a prior adjustment to the budget.

## **Southern Inyo Fire Protection District Policy Handbook**

**POLICY TITLE: Fixed-Asset Accounting**

**POLICY NUMBER: 3030**

**APPROVAL DATE: 11/18/08**

- 3030.1** The purpose of this policy is to ensure proper accounting control resulting in the maintaining of accurate financial reports of fixed assets.
- 3030.2** An accounting, or inventory, of all fixed assets shall be conducted on a bi-annual basis, completed by August, following the same timeline as the Inyo County Audit. After conclusion of said inventory, the General Manager/Fire Chief shall certify its completeness and report the results thereof to the Board of Directors at its next regular monthly meeting.
- 3030.3** Applicable purchases for inclusion in said accounting shall be the following:
- 3030.3.1** Equipment, tools, and vehicles that individually have an original total cost of more than \$300.
  - 3030.3.2** All land and building acquisitions regardless of price; and,
  - 3030.3.3** Additions or major improvements to the District's service infrastructure.
- 3030.4** When any item defined in Section 3030.3.1 above is received, a tag with a unique identification number shall be affixed to said item, and the number recorded in the permanent inventory records.
- 3030.5** Permanent inventory records shall be maintained in either a paper file or electronic (computer data base) format. Said recording shall be updated whenever a change in the status of a particular fixed asset occurs (e.g., original purchase, sale, destruction, loss, theft, etc.).
- 3030.6** Applicable information to be maintained in said inventory records shall include at least the following:
- 3030.6.1** Asset number;
  - 3030.6.2** Description;
  - 3030.6.3** Manufacturer's serial number;
  - 3030.6.4** Storage location;

**3030.6.5** Original cost;

**3030.6.6** Acquisition date;

**3030.6.7** Life expectancy; and,

**3030.6.8** Classification code (e.g., office equipment, vehicle, etc.)

**Southern Inyo Fire Protection District  
Policy Handbook**

**POLICY TITLE: Expense Authorization**

**POLICY NUMBER: 3040**

**APPROVAL DATE: 07/21/09**

- 3040.1** All purchases made for the District by staff shall be authorized by the General Manager/Fire Chief, and shall be in conformance with the approved District Budget.
- 3040.2** Any commitment of District funds for a purchase or expense greater than \$500.00 shall first be submitted to the Board of Directors for approval, or shall be in conformance with prior Board action and/or authorizations. Maximum \$1500.00 per vehicle for purchase or maintenance is pre-authorized by the Board of Directors.
- 3040.3** A "petty cash" fund shall be maintained by the District office having a balance on-hand maximum of \$300.00.
- 3040.3.1** Petty cash may be advanced to District staff or Directors upon their request and the execution of a receipt for same, for the purpose of procuring item(s) appropriately relating to District business. After said item(s) or service(s) have been obtained, a receipt for same shall be submitted to the General Manager, and any remaining advanced funds shall be returned. Receipt showing debit of advanced funds signed by requesting party shall be kept by the General Manager until reconciliation.
- 3040.3.2** No personal checks shall be cashed in the petty cash fund.
- 3040.3.3** The petty cash fund shall be included in the District's independent accounting audit.
- 3040.4** Whenever employees or Directors of the District incur "out-of-pocket" expenses for item(s) or service(s) appropriately relating to District business as verified by a valid receipt, said expended cash may be reimbursed upon request from the District's petty cash fund. Others shall be reimbursed through purchase orders through regular payment procedures.

## Southern Inyo Fire Protection District Policy Handbook

**POLICY TITLE: Credit Card Policy**

**POLICY NUMBER: 3041**

**APPROVAL DATE: 02/17/09**

**3041.1** To provide guidelines for personnel while conducting business or training, the use of the Southern Inyo Fire Protection District credit card, and personal credit cards.

**3041.2 Scope.**

**3041.2.1** Elected District officials; and

**3041.2.2** All District employees and volunteers.

**3041.3 Policy.** District Board members and District employees are occasionally required to travel out of town to conduct District business, or to attend training. Out of town travel is usually defined as travel outside of the boundaries of the District.

All District credit card purchases must be approved in advance by the Board of Directors for Board Directors. Necessity, feasibility, cost, and benefit will all be taken into consideration.

**3041.4 Procedure.** This policy establishes the procedures concerning authorized expenses utilizing a District credit card. Claims for reimbursement are submitted on the applicable form. The District cannot reimburse expenses incurred that are submitted without the original receipt.

**3041.4.4** Submission of credit card receipts:

Reimbursement for expenses or personal credit card use incurred on behalf of the District shall be itemized on an expense reimbursement form available from the General Manager/Fire Chief. Individuals are expected to submit expense claims and/or credit card receipts as soon as possible. Each claim or charge receipt must clearly indicate the date, nature of expense, amount claimed or charged, and have your signature.

**3041.4.4** The following procedures apply to District credit card transactions:

**3041.4.2.1** If the employee is provided a District credit card for expenses, the employee is required to retain and submit original copies of all items charged to the card.

**3041.4.2.2** The appropriate manager is responsible for authorizing credit card use in accordance with provisions of this policy and other District policies.

**3041.4.3** The following are acceptable credit card charges:

**3041.4.3.1** Air (or common carrier) fare for trips involving an appreciable distance;

**3041.4.3.2** Hotel rooms, reimbursed at the single rate unless all occupants are authorized for travel;

**3041.4.3.3** Rental cars, airport limousine service, etc. as authorized. Employees are directed to purchase the liability insurance whenever an employee rents a car. The cost for the car rental liability insurance will be covered by the District any time an employee has been authorized to rent a car.

**3041.4.3.4** Internet purchases for items, services, hotel rooms, air fare, and license fees for district business must be made with prior Board of Director's approval. Reimbursement for all purchases conducted over the Internet must be claimed on the applicable reimbursement form and a transaction receipt must be attached.

**3041.4.4** Non-reimbursable Expenses:

**3041.4.4.1** Purchase of alcoholic beverages or any personal expenditures, i.e. room videos, barber, shoeshine, travel insurance, purchase of toiletries, fines for traffic violations, damages to employee's car, excess of the allowable meal expense;

**3041.4.4.2** Meals eaten at home or eaten at work facilities at 24-hour District institutions;

**3041.4.4.3** Personal telephone calls. The District will not reimburse for monthly phone service fee when a personal cellular phone is used;

**3041.4.4.4** Costs for spouses or other family members accompanying District employees or officials will not be reimbursed;

**3041.4.4.5** Purchases made for items, services, or fees that are not for District business or are not authorized in this policy;

**3041.4.4.6** Expenses which are excessive or unreasonable.

**Southern Inyo Fire Protection District  
Policy Handbook**

**POLICY TITLE: Employment of Outside Contractors and Consultants**

**POLICY NUMBER: 3042**

**APPROVAL DATE: 11/18/08**

**3042.1** The District employs outside contractors or consultants for construction or engineering projects, or for auditing purposes. The District's procedure is as follows:

**3042.1.1** Construction projects will be advertised for bid in newspapers. The bid opening is open to the public and will be specified in the bid documents.

**3042.2** Consultants will be selected by the Board of Directors. The Board of Directors will make their selection based on the consultant's experience and qualifications. The consultant will also be required to make a cost estimate for his/her services that will be used in his/her evaluation in the selection process.

## **Southern Inyo Fire Protection District Policy Handbook**

**POLICY TITLE: Purchasing**  
**POLICY NUMBER: 3080**  
**APPROVAL DATE: 11/18/08**

- 3080.1** To purchase small items - such as office supplies, auto parts, and other miscellaneous items costing less than \$500.00 - vendors will be asked to submit pricing information. District accounts are then awarded to those firms that provide the best prices, discounts, etc. Acquisitions are processed on purchase order forms that list instructions to vendors.
- 3080.2** Purchases will be handled as follows:
- 3080.2.1** Purchases up to \$500.00 of approved budgeted items that are highly competitive items will require two quotes with vendor contact information. The Board will be notified at the next regular meeting of the purchases.
  - 3080.2.2** Purchases from \$501.00 to \$3,000.00 must be accompanied with three (3) quotes from vendors and received by telephone, fax or mail prior to processing a purchase order, and have Board approval before purchase.
  - 3080.2.3** Purchases from \$3,001.00 to \$9,999.99 must be accompanied with three (3) written quotes from vendors and be approved by the Board of Directors before purchase.
  - 3080.2.4** Purchases of \$10,000.00 and more shall be subject to a bid process and have prior approval of the Board of Directors. A minimum of three (3) written bids shall be solicited. When possible, local vendors should be encouraged to submit bids. All bids shall be sealed. All bids shall be addressed to the Chairperson of the Board. All bids shall be opened before a quorum of the Board of Directors. The Board shall award a purchase contract to the bidder of their choice.
- 3080.3** Government Code Sections 4300, 14808 and 24808.5 shall be the District bidding exemption provisions.
- 3080.4** All purchases, except for petty cash, shall be accompanied by a purchase order and shall describe the items or service that it covers. Receipts for all purchases will be kept for records.
- 3080.5** Emergency purchases shall be subject to the approval of the Fire Chief and the Board Chairperson. Emergency purchases shall mean those purchases or expenditures necessary for the immediate safety of the public and for the preservation of life and property.

**3080.6** Bills/Warrants shall be paid in a timely manner, so as not to incur late charges.

**3080.6.1** Any payment to Board Directors or employees except for call-out pay shall be pre-approved by the Board of Directors.

**3080.7** Any two of the following Board Directors may execute warrant orders on behalf of the District, the Chairperson, Vice Chairperson or the Secretary. Warrant orders normally will be executed by the Chairperson and the Secretary. In the absence of one of the above, any Director may execute warrant orders on his/her behalf.

## **Southern Inyo Fire Protection District Policy Handbook**

**POLICY TITLE: Disposal of Surplus Property or Equipment**  
**POLICY NUMBER: 3085**  
**APPROVAL DATE: 11/18/08**

### **3085.1 Sale of Surplus Equipment.**

**3085.1.1** Board of Directors takes action to declare equipment surplus.  
Conditions include:

**3085.1.1.1** To be sold AS IS;

**3085.1.1.2** To be destroyed for safety or security reasons;

**3085.1.1.3** To be recycled;

**3085.1.1.4** Can't be sold; and,

**3085.1.1.5** Can't be recycled.

**2285.1.2** The item is advertised for sale with notation of location/hours/days it can be seen and deadline date for submission of sealed bids. (Advertisement also notes that the District reserves the right to reject any or all bids, equipment is sold AS IS).

**2285.1.3** Sealed bids are opened at the next regular Board meeting and action is taken by the Board to accept or reject highest bid.

**2285.1.4** Bidders are notified of Board's action. If there are no physical bids through advertising, the District may auction the item by electronic means; or,

**3085.1.4.1** The District may dispose of said item by recycling or destruction.

**3085.1.5** Junked Certificates are obtained for vehicles that are sold to protect the District from liability.

### **3085.2 Sale of Real Estate:**

**3085.2.1** The Board takes action to declare property surplus and authorizes District staff to obtain appraisal.

- 3085.2.2** Property is offered to public agencies at the appraised price. (State law requires that public agencies have the opportunity to purchase property prior to advertisement to the general public).
- 3085.2.3** If the property is not purchased by a public agency, it is advertised in the newspaper with a request that sealed bids be submitted to the District.
- 3085.2.4** The Board takes action at the next regular Board meeting to accept or reject the highest bid.
- 3085.2.5** Bidders are notified of the Board's action.