

The logo for Quartzsite Fire-Rescue is a shield-shaped emblem. At the top, it says "FIRE-RESCUE" in red. Below that, "QUARTZSITE" is written in blue. The center features a sun rising over a mountain range. At the bottom, there is a red Maltese cross with a blue center, and the word "ARIZONA" is written in blue below it.

# Quartzsite Fire District

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## Policy Manual

### Mission Statement

*Safely protecting life and property with courage, honor, and compassion, ensuring that everyone goes home.*

#### **Training for suppression:**

The purpose of training for our personnel is to build proficiency in the skills required to be a successful firefighter, and to instill the importance of team work among crew members.

One of the most important aspects of training is the confidence gained in an individual, as well as his fellow firefighters, when his skills become proficient. Training is also an important leadership building tool and true leaders will emerge during training.

Proper training is essential for providing safety on an incident. Following proper safety procedures during the drilling process instills this. This in turn will reduce injuries to line personnel.

#### **Fire Prevention:**

Fire prevention is one of the most important jobs that the fire district performs. It is our goal to perform annual inspections on all existing businesses, and on all new commercial construction, curtailing fires and the damage and loss caused, in most cases.

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Through enforcement of the 2003 International Fire Code, and public education, we hope to accomplish this. We will constantly review existing codes, and advise the governing board should improvement in these codes be needed.

If there is an incident involving fire at a business, or residence, which is suppressed and does not cause a total loss, we will be duty bound to seek out the cause of the fire, advising our customer of the steps needed to correct the situation, in hope of preventing further damages and injuries to the owners, and the public.

### **Emergency Medical Services**

The purpose of the emergency medical services division is to provide rescue and emergency health services for the people the Quartzsite Fire District with the long-range goal of providing cardiac life support in collaboration with the local ambulance service.



## **Forward**

This policy manual cannot, nor is it intended to, provide a solution to every question or problem which may arise in an organization established to render emergency service. It is expected, however that this policy will be sufficiently comprehensive to cover either in a specific or general way, obligations and the duties of the members of the Quartzsite Fire District. This policy is not designed or intended to limit any member in the exercise of his judgment or initiative in taking the action that a reasonable person would take in an extraordinary situation. Much by necessity must be left to the loyalty, integrity, discretion of the members.

In matters of general conduct not within the scope of this policy, members should be true to the best instincts of a law abiding, self-respecting citizens, always regardful and jealous of the good name of the service in which they are connected, and in the upholding of the reputation of which each should feel himself an important part.

Amendments in the way the standard operating procedures may be authorized by the Fire Chief, Fire District Board shall be from time to time as the need arises. Common sense prevails.

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## Definitions

1. Appointing officer: Chief of the department
2. A RS: Arizona Revised Statutes
3. Board of Supervisors: the three-person elected officials in La Paz County.
4. Career personnel: Persons regularly compensated for 32 hours or more per week workweek and continuous services.
5. Chain of Command: The transmission of orders and communications and organizational structure.
6. County: La Paz County, Arizona.
7. Department: Fire Department of Quartzsite
8. District: Quartzsite Fire Protection District.
9. Engineers: Career operator of motorized apparatus.
10. Elected Officials: Three-member board
11. Firefighter: Person, other than an officer or engineer, with suppression responsibilities.
12. Headquarters: Office of the Fire Chief and administrative center of the department.
13. Immediate Family: Parent/or guardian, parents-in-law, spouse, child, brother or sister.
14. First in District: The area in which Co. is normally the first to arrive in response to an alarm.

15. Loss of privilege: Loss of those privileges granted to members by the Chief, which includes: exchange of shifts, being relief before change of shift, short absence from quarters, etc..
16. Chief Officers: Includes Chief, Assistant Chief.
17. Officers: Includes Lieutenants and Captains.
18. Personnel: All fire department members.
19. Policy Manual: Rules and regulations of the department.
20. Platoon shift: 24 consecutive hour shift.
21. Report: Report made to headquarters in writing.
22. Volunteers: Firefighters of the department who are not employed full time, but receive pay on a semiannual basis through the reserve manning program.
23. Shift: Work period of 24 hours.
24. S.O.P.: standard operating procedures acting as a supplement to the policy manual guide to members and practices and procedures of the department.
25. Special Detail: one or more members assigned by the chief or his representative to such department work assignments as he sees fit.
26. Workday: eight hours of work, not including a one hour lunch break.
27. Essential Personnel: firefighters and engineers.

## **ARTICLE 1 ORGANIZATION**

### 1.1 Supervision:

It shall be the duty of the elected officials of fire district to have supervision over the Department as prescribed by Arizona Revised Statutes Section 48-801 thru 48-834.

### 1.2 Department:

This organization shall be known as the Quartzsite Fire District. The word Department shall be inclusive with the name district, and shall include one Fire Chief, one Assistant Fire Chief, a Division Chief, a Battalion Chief, Captains, Engineers, Firefighters, Fire Marshal and other positions as deemed necessary by the elected officials. In all matters concerning the operation of the Department, elected board members shall have the final decision and the final responsibility.

### 1.3 Tour of Duty:

(A) Firefighters and officers, except full-time career personnel, shall work only when summoned to an actual emergency, volunteer manning, and such other times as the chief may so direct.

(B) Career personnel shall operate under either a three platoon system working two 24-hour platoon shifts, or the regular shift system of eight hours per day, 40- hours per week or such other schedules as may be deemed necessary by the Fire Chief.

### 1.4 Company:

The number of companies to be formed shall be determined by the available personnel and equipment required for the most efficient service.

### 1.5 Authority:

In the absence of the Fire Chief, the officer next highest in rank shall be in charge of the matters pertaining to the department.

### 1.6 Election of fire District Board Members:

Elections shall be conducted as prescribed in Arizona Revised Statutes Section 48-803. The election will be held on the first Tuesday after the first Monday in November, the year of the general election. Successful candidates will take office the first day of the month following their election and hold that office for the next four years.

### 1.7 Election of Volunteer Pension Board Trustees:

At the first regularly scheduled meeting in February of every evenly numbered year, reserve personnel will nominate members for the Volunteer Fireman's Pension Board. During the regularly scheduled meeting in the middle of the same month, the Department will conduct a secret ballot election for three board members whose terms will run for four consecutive years.

### 1.8 Retirement System:

The retirement system is currently Arizona Public Safety Personnel Retirement System and shall remain so until such time that it becomes necessary in the best interest of this fire district to review and adopt any new retirement system.

1.9 Vacancies of Elected Positions:

In the event of a vacancy of any elected position in the Department, Arizona Revised Statutes Section 48-803-B prevails.

1.10 Meetings and Drills:

Regular Captain's meetings of the Department shall be held on the first Tuesday of the month at 0900 hours. Throughout the year training classes and drills shall be held on the second Wednesday of the month at 18:00 hours and the third Thursday of the month at 18:00 hours as time and events will permit. Members involved in training activities pertaining to our mission will be excused from the monthly training if those classes fall on the day of the training. However, continuing education will be required to maintain certifications.

1.11 Public Meetings:

Public meetings shall be held on the second Friday each month. Special public meetings may be called by the Board Chairman in accordance with the open meeting law, Arizona Revised Statutes 38-431.02.

Article 1 – Organization (continued)

## **ARTICLE 2 FIRE CHIEF**

- 2.1 The Fire Chief shall be the Chief Executive Officer of the Fire District.
- 2.2 In the event of the Fire Chief's death and/or ability to act or with resignation, the second-in-command shall assume command until such time as the Fire District Board fills the vacancy.
- 2.3 The Chief shall have direct control, management and direction of all personnel of the Department, and the authority to detail any of them such public-service as he sees fit, and to the best interest and efficiency of the Department.
- 2.4 The Fire Chief shall have Cartesian helpful command control over all matters pertaining to the operations of the Department.
- 2.5 The Fire Chief should have direct control, management, and shall provide for the protection of life and property within the boundaries of the Quartzsite Fire District as well as over all other business matters.
- 2.6 The Fire Chief shall require and receive from each member of the Department, strict compliance to all rules and regulations of the Department with prompt, intelligent, and faithful service. He shall have the authority to appoint, suspend or dismiss any member of the Department subject to this policy manual.
- 2.7 The Fire Chief shall have the authority, in case of fire, to demolish buildings or parts of buildings which in his judgment might cause further jeopardy or damage to life and property.
- 2.8 The Fire Chief shall make sure that all fires are extinguished with the least possible danger to life and property and that water damages are kept to a minimum during firefighting operations.
- 2.9 The Fire Chief will insure that the premises on which fires occur are left in such a manner and condition that they will not rekindle and cause further damage to property.
- 2.10 The Fire Chief shall observe the general condition of the Department, all apparatus and equipment provided for the protection of life and property. He shall cause to be prepared an annual report of the activities of the Department.
- 2.11 The Fire Chief shall make a complete investigation of each suspicious fire. A record will be kept containing the determination of the cause, the amount of building and content loss, the amount of insurance coverage, the number and a description of each building destroyed, together with the names of owners and occupants.
- 2.12 The Fire Chief, with the approval of the Fire District Board may draw warrants on the County Treasurer for money that is required by the District to pay all of the debts incurred by the Department.

- 2.13 It shall be the duty of the Fire Chief to direct all operations of the Department and to obey and enforce a Policy Manual and Standard Operating Procedures of the Department.
- 2.14 The Fire Chief shall specify and cause to be purchased all equipment and apparatus as deemed necessary by the Fire District Board.
- 2.15 The Fire Chief shall prepare, or cause to be prepared, an annual budget containing detailed estimated expenditures for each fiscal year. Such budget is to be presented to the Fire District Board for their approval. Upon approval, the annual budget shall be posted for public viewing. After posting, it shall be submitted to the La Paz County Board of Supervisors pursuant to Arizona Revised Statutes Section 48-805.
- 2.16 The Fire Chief shall cause to be formulated such drill and evolutions as may be necessary to promote and maintain efficiency of operations in the department.
- 2.17 Nothing in this policy shall be construed to limit the authority granted the Fire Chief by any county, state or federal entity, in the operation of extinguishing any fire or preventing the spread thereof, with the least possible danger and unnecessary damage to life and property.

Article 2 – Fire Chief (continued)

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**ARTICLE 3**  
**ASSISTANT FIRE CHIEF**

- 3.1 The Assistant Chief shall rank below the Fire Chief in authority, but in the absence of the Fire Chief, the Assistant Chief shall assume responsible control of the Department, perform the duties and exercise the powers incidental to the office of Fire Chief.
- 3.2 The Assistant Chief shall perform duties that are assigned by the Chief of the Department. They shall keep the Chief advised of the activities in the department.
- 3.3 Arrangements shall be made so that the Assistant Chief will always strive to be present in-district in the absence of the Fire Chief.
- 3.4 The Assistant Chief shall, when responding to all alarms of fire and other emergencies, assume command, if needed until the arrival of the Fire Chief, deploy personnel and apparatus in the most advantageous manner for the control of and extinguishing of fire so as to preserve life and property.
- 3.5 The office of the Assistant Chief shall be located at the headquarters of the Department where they shall be in attendance as required by the Fire Chief when not engaged in other Fire Department business.
- 3.6 The Assistant Chief shall be vested with the authority of summarily suspending from duty for cause, any personnel and reporting such action to the Fire Chief immediately, who will in turn notify the Fire Board for disposition of the case by the Elected Officials.
- 3.7 The Assistant Chief shall heed all evidence of neglect or inefficiency and take the necessary action to correct any deficiency found.
- 3.8 In the presence of the Fire Chief, it shall be their duty to aid the Fire Chief in every possible manner, to maintain discipline and ensure efficient operation of the Department.
- 3.9 In case of a vacancy in the office of Fire Chief, the Assistant Chief may succeed to the office of Fire Chief, until the Chief position is filled by the Fire District Board.
- 3.10 The Assistant Chief may be assigned supervision of Fire Suppression, Fire Prevention, Training, Inspection, Support Services, Public Education, Medical Services or a combination of these and/or other activities.
- 3.11 The Assistant Chief shall hold career personnel responsible for the prompt and complete discharge of their duties and for the condition of their assigned stations, apparatus and equipment.
- 3.12 The Assistant Chief shall assist in the preparation of the budget and other special projects.

- 3.13 The Assistant Chief may grant leaves of absence to on-duty personnel in case of an emergency.
- 3.14 The Assistant Chief may arrange vacation and holiday dates for career personnel.
- 3.15 The Assistant Chief may oversee scheduling of the Paid On-Call personnel.
- 3.16 The Assistant Chief will maintain or cause to be maintained, all reports and records, including but not limited to the following: equipment inventory, equipment loan forms, hose testing, hydrant, department training, and member physical fitness and medical history.
- 3.17 The Assistant Chief shall act as the personal representative of the Chief in interviews with callers at headquarters, in meetings or in the field as directed.
- 3.18 The Assistant Chief shall coordinate and work with staff officers and department heads for the betterment of the department and the safety of the district.
- 3.19 Appointment of Assistant Chief:
  - (a) This position may require an A.A. degree in Fire Science/or,
  - (b) The rank of Assistant Chief requires a minimum of eight years as a Captain.

## **ARTICLE 4 CAPTAINS**

- 4.1 There shall be provided Fire Captains for the Department. There shall be a career Captain at each fire station manned by one or more employees.
- 4.2 At the scene of a fire, when the order "Return to Service" is given, they shall direct that all wet and dirty hose is set aside to be properly cleaned and that all other equipment be placed back on the apparatus before returning to quarters.
- 4.3 Upon returning to quarters with the apparatus from drill and fire calls, they will direct that clean hose is reloaded and that all other equipment is cleaned and thereby ensuring that the apparatus is made ready for the next response.
- 4.4 During emergency responses and special details, Captains are the immediate supervisors of personnel. Consequently, their position is one of the utmost importance for the enforcement of discipline, the promotion and maintenance of efficiency and safety. Therefore, they will consider it their indispensable duty to be constantly vigilant, and while setting an especially good example, require that their company members measure up to the standards of Department requirements.
- 4.5 Captains shall designate members in their company to act in such positions as they see necessary during drills, emergency responses, and all other special details.
- 4.6 Captains shall have the ability to conduct training classes and drills.
- 4.7 Captains should have knowledge and be familiar with, Firefighter and Engineer qualifications and requirements.
- 4.8 Captains should have knowledge of fire tactics and strategy.
- 4.9 Appointment of Captains:
  - (a) Members with four years or more active fire service will be eligible to take a Captains Examination when a vacancy exists.
  - (b) Applicants for this position will be required to take a written test administered by the Department. All applicants with a passing grade of 75% or better will then appear before an oral interview board.
  - (c) The most promising applicants will then be placed on an eligibility list, determined from their total individual grade score: 45% for written examination, 45% for oral examination, 5% for merit (past record) and 5% for seniority in the fire service.

The three (3) top applicants will be interviewed by the Fire Chief and/or his designated representatives, with his/their choice appointed position. The appointed member may be required to pass a physical examination before final appointment, and each year thereafter during their service with the Department, if requested by the Fire Chief.

4.10 Probation:

Newly appointed Firefighter(s), Lieutenant(s) and Captain(s) shall serve a probationary period of 12 months, and may at any time within that period, be removed by the Fire Chief for inefficiency, infraction of rules, or other causes.

4.11 Appointment:

Upon completing 12 months service in the rank of Captain, if the officer is apt in his work, is energetic and productive, temperate and industrious, courteous in his manners, clean in his person and dress, respectful to his seniors, disposed to be zealous in the service, and in good physical condition, he may be appointed by the fire Chief.

4.12 Retirement:

Career Captains – reference Article 18

4.13 Each Captain may be assigned a specific job title(s). These include, but are not limited to:

- (a) Inspections/Prevention
- (b) Training
- (c) Maintenance
- (d) Fire Investigator
- (e) Medical
- (f) Volunteer coordinator

This does not limit their authority within the Department or their ability to give assignments outside of their specific job titles.

## **ARTICLE 5 LIEUTENANTS**

- 5.1 There shall be a Lieutenant appointed who will rotate throughout the weekly shift schedule. This individual will work alongside the entire existing shift Captains as they perform the daily duties and calls for service. The Lieutenant is in effect, a Captain in training.
- 5.2 Appointment of Lieutenants:
- (a) Members with two years active fire service will be eligible to apply when a vacancy exists. Current QFD firefighters will have preference.
  - (b) Candidates must hold a valid ACFSE firefighter 1 & 2 certification, as well as Arizona EMT certification. Paramedic is preferred.
  - (c) Applicants holding certifications must pass a physical abilities test, and an oral board interview. The oral interview shall consist of leadership, tactical, strategic and questions pertaining to Quartzsite Fire District. There will also be verbal scenario questions to test their ability to think on their feet.
  - (d) The candidates responses will be graded on a sliding point scale from 1-10, ten being the highest by the panel of officers conducting the interview. Ten points will be given to any applicant who lives within the district boundaries. Ten points will be given to individuals holding a current Paramedic Certification.
  - (e) Based on the needs of the district the appointment of an interim Lieutenant may be appointed at the Fire Chief's discretion when necessity required.
- 5.3 The Lieutenant will provide shift coverage during the absence of a Captain. If an existing Captain requests leave of any sort, and the shift is not able to be picked up by an off duty Captain, the Lieutenant may provide coverage for the shift. This will also pertain to situations where a Captain may resign, or be terminated. The Lieutenant may be deemed "interim Captain" until such time a permanent replacement is appointed by the Fire Chief.
- 5.4 Lieutenants may be assigned a specific job titles(s). These include, but are not limited to:
- g) Inspections/Prevention
  - h) Training
  - i) Maintenance
  - j) Fire Investigation
  - k) Medical
  - l) Volunteer coordinator

This does not limit their authority within the Department or their ability to give assignments outside of their specific job titles.

5.5 When they are providing shift leadership in the absence of a Captain, Lieutenants shall have the responsibilities outlined in Article 4.

Article 5 – Lieutenants (continued)

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**ARTICLE 6  
FIRE INSPECTOR**

- 6.0 Under the direction of the fire Chief, the Fire Inspector shall perform fire and safety inspections of new and existing structures. The Fire Inspector may assist the Fire Chief with fire investigations to determine the cause and origin of fires.
- 6.1 The Fire Chief shall designate the Fire Inspector of the Department. The Fire Inspector must have the ability to communicate well both verbally and in writing, and must have a knowledge of state and local laws, ordinances, rules, regulations, policies and codes.
- 6.2 The Fire Inspector shall be qualified to act as an Assistant Deputy State Fire Marshall to tactfully enforce all applicable codes. The Fire Inspector must have a basic knowledge of building construction and will work with the owners of commercial buildings to assure compliance with fire codes.
- 6.3 The Fire Inspector shall be responsible for the Department's Bureau of Fire Prevention under designated supervision. He shall perform routine occupancy inspections and determine occupant load limitations.
- 6.4 The Fire Inspector shall develop personal rapport with other agencies: All county Fire Departments, State Fire Marshal's Office, La Paz County Sheriff's Office, Quartzsite Justice Court, Quartzsite Police Department, Arizona Department of Transportation, Town of Quartzsite Building Department, Quartzsite water utilities, local telephone company, electric company, gas company, County and State Health Departments, and all other agencies necessary to properly exercise the duties of his office. He shall investigate complaints of potential fire hazards and provide direction to eliminate such hazards. The Fire Inspector is responsible for regular inspections of the following:
- (a) All combustible gas installations
  - (b) Schools, hospitals and restaurants
  - (c) Combustible sites and commercial buildings
  - (d) Commercial sprinkler systems
- 6.5 The Fire Inspector shall read and become familiar with the following codes or reference materials:
- (a) Arizona State Fire Code
  - (b) National Fire Protection Assn. Publications
  - (c) American Insurance Association Bulletins
  - (d) Uniform Building Code
  - (e) Life Safety Code
  - (f) National Electrical Code
  - (g) Uniform Mechanical Code
  - (h) Uniform Plumbing Code
- 6.6 The Fire Inspector shall stay abreast of all revisions, changes, and adoptions of all applicable codes.

- 6.7 The Fire Inspector shall hold construction consultations with the County Building Department, owners, contractors, structural engineers, and architects concerning alarm and detector systems, automatic sprinkler systems, automatic hood systems, exit requirements, occupancy loads, and life safety devices.
- 6.8 The Fire Inspector shall inspect or cause to be inspected the following occupancies on at least a semi-annual basis:
- (a) Apartments, hotels and motels
  - (b) Mercantile
  - (c) Business offices
  - (d) Places of assembly
  - (e) Educational facilities
  - (f) Institutions
  - (g) Industrial
  - (h) Storage
  - (i) Service stations
  - (j) Liquid petroleum gas tank installations
  - (k) Above ground and below ground fuel storage installations
  - (l) Day care centers
  - (m) Nursing homes, rest homes, and hospitals
  - (n) Marinas
  - (o) RV and mobile home parks
- 6.9 The Fire Inspector shall assist industrial and institutional fire brigades.
- 6.10 The Fire Inspector shall plan, prepare, and share fire prevention and life safety issues with institutions, groups, civic organizations and all other interested parties.
- 6.11 The Fire Inspector shall cause to be conducted fire exit drills and hold critiques.
- 6.12 The Fire Inspector shall cause to be accumulated information for pre-planning classes, and coordinate this with the fire suppression officers and all other Department personnel.
- 6.13 The Fire Inspector shall cause to be issued or denied if necessary, requests for controlled burning permits.
- 6.14 The Fire Inspector shall cause to be maintained complete, accurate, and comprehensive records of all matters pertaining to the Fire Prevention Bureau.
- 6.15 Written communications from his office, and contact with county or state authorities on fire prevention matters shall be correlated with his immediate supervisor.
- 6.16 The Fire Inspector is required to have a valid Arizona driver's license and to maintain D.H.S. Certification as an EMT.
- 6.17 The Fire Inspector shall prepare and maintain all required report records and shall perform other regulated duties as assigned by the Fire Chief and/or Assistant Fire Chief.

Article 6 – Fire Inspector (continued)

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**ARTICLE 7  
ADMINISTRATIVE ASSISTANT**

**OVERVIEW:**

The Administrative Assistant is a part-time position consisting of 24 hours per week. This person must be a multi-tasking people person, who is capable of frequent interruptions, such as people stopping for information and answering the phone. The Administrative Assistant will generally be the first person our customers will meet when they visit the fire station, both under ordinary circumstances as well as during emergencies such as power outages, fires, etc.

The Administrative Assistant's personality should be such that they are happy to help provide the most mundane assistance to the public, or to the firefighting staff. This position will report directly to the Fire Chief. Such skills as computer literacy are a must as this position is responsible for keeping up-to-date records related to finances and other records required by the Fire Chief, the District Fire Board, and all applicable laws.

Every year, the District shall prepare information which will be presented to a Certified Public Accountant so that a successful audit or financial review can be attained. The Administrative Assistant will work close at hand with the CPA to provide all necessary information.

The Administrative Assistant is responsible for the preparation of all Fire Board minutes, agendas, and financial information required for monthly Fire Board meetings.

The District will provide for furthering the education of the Administrative Assistant, at the discretion of the Fire Chief, for all things pertaining to the professional requirements of the District. Since the Quartzsite Fire District is organized to provide for public protection, the Administrative Assistant will be required to hold a current CPR and First Aid certification.

- 7.1 The Administrative Assistant works as directed by the Fire Chief and assists with the duties performed by the Chief.
- 7.2 The Administrative Assistant shall be responsible for the Department budget record keeping, and ensure that all bills are paid in a timely manner. A report of the Department expenses and revenues shall be prepared each month and submitted to the Fire District Board.
- 7.3 The Administrative Assistant is responsible for maintenance of personnel records and producing the Department payroll to be submitted to Wells Fargo for processing of personnel payroll checks and all reports that pertain thereto.
- 7.4 The Administrative Assistant shall perform such other duties as required by the Chief, and the Fire District Board. The position will be responsible for maintaining and updating the Department policy manual as directed by the Fire District Board.

## **ARTICLE 8 FIREIGHTERS**

- 8.1 Firefighters shall be able to identify, know the location, proper use, care and limitations of:
- (a) Extinguishers (class A,B,C & D)
  - (b) Emergency lighting equipment
    - 1. Flares
    - 2. Hand lanterns
    - 3. Power generator and floodlights
  - (c) Hand tools and power tools
  - (d) Hose appliances
  - (e) Special extinguishing agents
- 8.2 Firefighters shall recognize the possibility of incendiary or arson fires and become proficient in detecting and preserving evidence.
- 8.3 Firefighters shall learn the fire alarm system: receipt of alarm and use of base and mobile radios.
- 8.4 Firefighters shall become exceptionally proficient in the use of breathing apparatus:
- (a) Donning self contained breathing apparatus
  - (b) Mechanical resuscitators
- 8.5 Firefighters shall familiarize themselves with:
- (a) Drill manual IFSTA 200
  - (b) Standard Operating Procedures and Guidelines
  - (c) Policy Manual
  - (d) Rules and Regulations
- 8.6 Firefighters shall know methods and techniques of forcible entry with all appropriate equipment.
- 8.7 Firefighters shall become adept in the following fire hose related functions:
- (a) Attaching nozzles
  - (b) Evolutions (ground level and above ground)
  - (c) Clamping
  - (d) Coupling and connections to apparatus or appliances
  - (e) Holding and maneuvering
  - (f) Rolls and carries
  - (g) Stream applications
- 8.8 Firefighters shall have a basic understanding of fire prevention:
- (a) Building inspections
  - (b) Fuel storage (above and below ground)
  - (c) Liquefied petroleum gas installations
  - (d) Pre-planning

- 8.8 Special situations: motor home fires present a special problem to fire fighters with regard to propane tanks. The owner of the motor home may have added, removed or modified the original tank. The existing set-up may or may not be to manufacturer's specifications/requirements then a real danger exists to the firefighters and to the general public. Placement of propane tanks on the motor home may not be standardized.
- 8.9 Firefighters shall have a working knowledge of fire service ladder evolutions:
- (a) Handling and raising
  - (b) Climbing, locking in and working from
  - (c) Use of hose streams from
- 8.10 Firefighters shall know overhaul techniques:
- (a) Primary and secondary searches
  - (b) Extinguish/overhaul of all fires
- 8.11 Firefighters shall become proficient with rope procedures:
- (a) Coiling and uncoiling
  - (b) Knot applications
  - (c) Hoisting and lowering equipment with rope
- 8.12 Firefighters shall understand such salvage-related functions as:
- (a) Folding, carrying and spreading covers
  - (b) Removal of water from building
  - (c) Use of water vacuum
  - (d) Portable lighting equipment
- 8.13 Firefighters shall understand ventilation aspects such as when, where, why and how:
- (a) Mechanical
  - (b) Natural
  - (c) Direct or indirect
- 8.14 Firefighters will have a fundamental knowledge of water supplies such as:
- (a) Distributors, primary, and secondary feeders
  - (b) Grid systems
  - (c) Hydrants – coding, location and use of
  - (d) Storage locations and capacities
- 8.15 Age limit: The age limit for entrance shall be not less than eighteen (18) years.
- 15.16 Retirement: Reference Article 15
- 8.17 In the event that a conflict occurs between two or more firefighters, the conflict will be presented to the Captain first. Failure to do so may result in disciplinary action. If the problem is not resolved, the Captain, not the firefighter will advise the Fire Chief.

Article 8 – Firefighters (continued)

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**ARTICLE 9**  
**DISCIPLINARY SYSTEMS AND GRIEVANCE PROCEDURES**  
**Suspension/Demotion/Dismissal**

9.1 PURPOSE

The purpose of this policy is to establish a disciplinary system to assure a fair and consistent procedure for the prevention and correction of employee performance and behavioral deficiencies.

9.2 POLICY

It is the policy of the Quartzsite Fire District to utilize a positive, progressive disciplinary process. A disciplinary action will be related to the severity of the performance deficiency, its' frequency and its' consequence. A serious performance deficiency may result in more severe disciplinary action and may not be necessarily be preceded by less severe forms of disciplinary action. This policy emphasizes the prevention, identification and resolution of employee performance deficiency, before instituting progressive discipline. Depending on the severity and consequences of the performance deficiency, supervisors have the responsibility to identify, evaluate and institute measures to correct the deficiency. Supervisors are expected to utilize the following prevention strategies:

- (a) Communicate and explain the expected performance behavioral standards of the Quartzsite Fire & Rescue Department.
- (b) Communicate and explain the Department's disciplinary system and procedures.
- (c) Provide employee training, recognition and feedback on performance standards.
- (d) Productively conduct periodic performance reviews and appraisals.
- (e) Apply positive disciplinary measures.
- (f) Apply progressive disciplinary measures.

9.3 APPLICATION

This policy shall apply to:

1. All full-time employees
2. All part-time employees
3. All temporary employees
4. All volunteers

9.4 ADMINISTRATION OF DISCIPLINE

9.4.1 Employee Standards of Performance

Every employee shall maintain high standards of performance, including cooperation, efficiency and economy in his/her work for the Department. Every employee is responsible for correcting any deficiencies in his/her performance.

9.4.2 Guidelines for discipline

- (a) Deficiencies in performance include: (1) neglect of, or failure to perform assigned duties; (2) interference with other employee's efforts to perform

their assigned duties; (3) violations of federal, state or local laws or regulations; (4) violations of the administrative code of the Quartzsite Fire Department; (5) violation of this or other Fire Department policies. Any employee may be disciplined for a performance deficiency.

(b) In identifying and analyzing a performance deficiency, the severity of the deficiency will be determined by the supervisor in order to administer the appropriate disciplinary action. Disciplinary actions shall be based on just cause. When determining just cause for disciplinary action, the following should be considered: (1) seriousness and consequences of the performance deficiency; (2) employee's previous work record; (3) previous action for similar performance deficiency; (4) a disciplinary action which would be most effective in correcting the employee's performance deficiency.

#### 9.4.3 Seriousness and Consequences of the Performance Deficiency:

Disciplinary deficiencies fall into three categories. The disciplinary action taken should be appropriate to the deficiency and its' consequence:

##### A. Minor Deficiencies:

These are acts not involving any question of trust or honesty; they do not pose a serious threat to operations; they do not endanger the health, welfare or safety of employees or other individuals. Examples are: (1) isolated instances of tardiness or absenteeism; (2) abuse of meal or rest periods; (3) out of required uniform; (4) improper dress or untidiness in a person's clothing or work habits; (5) minor job performance deficiency. These deficiencies should be handled through positive and preventive measures.

##### B. Serious deficiencies:

These are acts that constitute a threat to operations or pose a threat to the health, welfare or safety of employees or other individuals. Examples are:

###### 1. Minor insubordination:

- (a) Disrespect toward a supervisor.
- (b) Disorderly conduct causing disruption of work unit or task.
- (c) Disregard, omission, or neglect of duties.

###### 2. Conduct unbecoming a Fire Department employee:

- (a) Abusive attitude, language, or conduct toward employees of the public.
- (b) Abuse of authority over employees or the public.
- (c) On or off duty conduct which may bring discredit to the Fire Department and or its' employees.

Article 9 – Disciplinary and Grievance Procedures (continued)

3. Violation of safety laws, regulations, or guidelines.
4. Negligence or careless job performance.
5. Negligence with or loss of Fire Department property or equipment.
6. Unexcused or excessive absenteeism.
7. Violation of equal employment opportunity laws, policies and regulations.
8. Participation in political activities other than what is permitted in Rules & Regulations of this Department.

Such deficiencies normally should be handled through corrective actions, i.e., written reprimands.

C. Major deficiencies:

These acts could gravely threaten the operation of the Fire Department or pose a grave threat to the health, welfare, or safety of employees or other individuals. Examples are:

- (1) Major Insubordination.
  - a. Disobedience or refusal to obey a reasonable order.
  - b. Neglect or carelessness resulting in injury or property damage.
  - c. Promoting work unit insubordination.
  - d. Continued incidents of minor insubordination.
  - e. Intentional abandonment of one's position for three or more work days.
- (2) Willful and unauthorized removal and control of Fire Department, employee, or general public property.
- (3) Misappropriation or conversion of Fire Department, employee, or general public property.
- (4) Unauthorized possession of, transfer of, consumption of, or being under the influence of alcohol, intoxicants, or controlled substances (illegal drugs) while on duty. The legally set standards for intoxication level will be used to determine violations of this section.

Article 9 – Disciplinary and Grievance Procedures (continued)

- (5) Unauthorized physical attack upon any employee or other person while on duty.
- (6) Willful falsification or omission of Fire Department documents, records, forms or information required by the Fire Department.
- (7) Conduct which is a violation of public policy or trust or is corrupt.
- (8) Any activity which jeopardizes effective or efficient business practices, or poses a threat to the safety or security of persons or property.
- (9) Disclosure of confidential information which is defined by law.
- (10) Improper use of position, character, or confidential information for personal benefit (financial or other interests) or the benefit of others.
- (11) Conduct which is conflict of interest or a conflict in the performance of duty.
- (12) Preferential treatment of individuals or firms.
- (13) Continued performance deficiencies after corrective disciplinary action. These deficiencies will normally be handled through punitive actions, suspension, and/or termination.

9.4.4 Types of Discipline:

The type of disciplinary action taken is determined by the seriousness and consequences of the performance deficiency in order to assure that disciplinary action may be used. Positive disciplinary actions may be used in response to minor deficiencies. Corrective disciplinary actions may be used in response to serious deficiencies. Punitive disciplinary actions may be used on major deficiencies.

A. Positive Disciplinary Action

Intended purpose:

These actions are intended to prevent and document minor deficiencies.

Types of positive disciplinary action:

Counseling:

A discussion to explain an actual performance deficiency and emphasize expected standards.

Memo of Expectations:

A written notice emphasizing past counseling and current deficiencies with a stronger emphasis on expected standards.

Article 9 – Disciplinary and Grievance Procedures (continued)

**Memo of Correction:**

A written notice requiring the need for immediate and sustained improvement in the performance to expected standards.

**Authority to take positive disciplinary actions:**

The immediate supervisor or higher authority may take these actions. They do not require a department heads signature.

**Related Record Keeping:**

A record shall be kept of these actions. Written notices may be placed in the employee's file and copies of written notices shall be provided to the employee.

The employee may request removal of these records after one (1) year from the date of the notice. The Fire Chief may remove these records from the employee's file if there is sustained performance meeting expected standards.

**Appeal Rights:**

Positive disciplinary actions do not require a notice of intent and are not subject to appeals.

**B. Corrective Disciplinary Action:**

These actions are intended to correct and record serious performance deficiencies or instances where positive disciplinary actions have not resulted in performance meeting expected standards.

**Types of corrective disciplinary action:**

**1. Reprimands:**

**Verbal reprimand:**

An oral notice to an employee explaining the actual serious performance deficiency and requiring immediate and sustained improvement to expected standards. Verbal reprimands shall be noted and placed in the personnel file.

Written reprimand:

A written notice to an employee informing him/her that a serious performance deficiency exists for a violation of rules that has taken place.

Contents of the notice must be explained to the employee in an interview. A written reprimand is appropriate when a number of related or unrelated disciplinary actions have not been effective. The notice shall include the expected standards of performance immediately expected and shall advise the employee that more serious disciplinary actions will be taken if the immediate and sustained performance meeting expected standards is not achieved.

Authority to give reprimands:

The immediate supervisor or higher authority may take these actions. The notice of written reprimand must be approved by the Fire Chief.

Related Recordkeeping:

The written reprimand must be placed in the employee's file. The supervisor shall keep a copy and a copy shall be given to the employee.

The notice of written reprimand shall include:

Reason for the reprimand reflecting each performance deficiency and its' impact on the department, its' employees or the public. Reference to prior disciplinary actions (if any). The expected performance standard and a time frame for achieving the standard. A general indication of the consequences if there is no immediate and sustained improvement.

2. Suspension without pay:

This action may be taken to stress the seriousness of a performance deficiency to an employee.

Type of suspension:

a. employee decision-making suspension: The employee shall be instructed to make a decision during this decision-making suspension on whether he/she will correct each performance deficiency and meet the Department's expected standards.

3. Department investigative suspension:

This action may be used to remove an employee from the work site to allow for an investigation of an alleged or major offense. Such suspension shall not exceed twenty-one (21) calendar days. The Fire Chief may authorize extensions, when a comprehensive investigation requires more time.

4. Suspension without pay:

The Fire Chief or higher authority may take these actions. The notice of suspension must be approved and signed by the Fire Chief.

Related record keeping:

The employee shall be given notice of a suspension with pay in same form and with the same content as a notice of written reprimand; however, the general consequences notes shall be the suspension. Records of these actions shall be removed from the employee's file if sustained performance/behavior improvement has been observed for one year after reprimand. It is the employee's responsibility to request removal of the reprimand after one year.

Appeal rights:

Corrective disciplinary actions do not require a notice of intent and are not subject to appeals.

C. Punitive Disciplinary Actions:

These actions are intended to correct, deal with and record major deficiencies.

(1) Types of action:

Suspension without pay:

This action may be taken for major deficiencies to permit the employee and the Department to evaluate the future course of the employment relationship. No suspension without pay shall exceed thirty (30) working days.

Involuntary demotions:

This action may be taken for major deficiencies when it is determined that the employee is unwilling or unable to perform his/her assigned duty at expected performance standards, but should be able to perform the assigned duties of a lower classified job at expected performance standards. A demotion may be permanent or temporary. A permanent involuntary demotion is permanent removal of an employee from his/her class to a lower class or salary step. Temporary removals shall not exceed thirty (30) days. The Fire Chief may authorize extension in special situations.

Dishcharges:

This action may be taken for major deficiencies. Discharge is the involuntary permanent removal of an employee from employment.

- (2) Authority to take punitive disciplinary action:  
The Fire Chief shall take these actions.
- (3) Record keeping for punitive disciplinary action must comply with all employee due process rights.
- (4) Appeal rights:  
Punitive disciplinary actions require notice of intent and are subject to appeal in accordance with employee due process rights.

9.4.5 Employee Due Process Rights:

Notice of Intent:

All intended punitive disciplinary actions shall be written and presented to the employee. The notice shall include:

- (a) Notice of intended disciplinary action and date of implementation.
- (b) Reasons for the action, include identification of each performance deficiency and a statement of the particular facts which evidence each performance deficiency.
- (c) A list of exhibits and witnesses supporting the statement of facts; and
- (d) A notice to the employee of his/her option to respond orally or in writing, to the reasons for action or to challenge the intended action, within five (5) work days of the notice.

Notice of disciplinary Action:

After consideration of an employee response to a notice of intent, and decision to effect the action, a notice of disciplinary action shall be written and presented to the employee.

Article 9 – Disciplinary System and Grievance Procedures (continued)

The notice shall include:

Notice of the effective date of the action; reasons for the action, including a statement of the particular facts which evidence each performance reasons for the deficiency; a list of exhibits and witnesses supporting the statement of facts; a notice to the employee of his/her right to appeal the action to the Department Review Board, by submitting a written letter to the Fire Chief within ten (10) calendar days of the notice.

Distribution of Notices:

The Fire Chief shall present a copy of all notices of punitive disciplinary action to the employee, and forward a copy to the Administrative Assistant for the personnel file. A record of involuntary demotion or involuntary discharge shall remain permanently in the employee's file.

#### 9.5 APPEALS

Any full time or regular part-time employee suspended without pay, involuntarily demoted, or involuntarily discharged, may appeal such actions pursuant to the Grievance Procedures and are the only grievous items subject to appeal for the Merit Review Board.

#### 9.6 APPEAL HEARING PROCEDURE

Hearing date:

Within thirty (30) days of the receipt of notice of appeal, the Fire Chief shall set the date of the hearing for the Review Board. This date shall be within reasonable time and not exceed sixty (60) days from receipt of notice of appeal. At the hearing the employee must appear personally and may present evidence. The employee may have a legal counsel as an advisor, licensed in the State of Arizona, but without the right to speak. A designee of the Fire Chief who may also have counsel as an advisor shall make the case for the disciplinary action. The hearing shall not be bound by formal rules of evidence. Such committee or Board may grant continuance of the Review Board hearing only for good cause shown upon written application for such continuance by the employee.

#### 9.7 DISPOSITION OF APPEAL

Following the hearing before the review Board, the Board shall report its' findings, conclusions and decision to the appointing authority and the employee. In cases in which the Board does not sustain the action of the appointing officer, the Board's findings, conclusions and decision shall be final and not subject to an appeal. In any case in which the Board denies the employee's grievance and sustains the action of the appointing authority, the decision of the Review Board shall be final, except that the employee may request a final administrative review by the Superior Court in and for the County of La Paz as provided for in Title 12, Chapter 7, Article 6, Volume 4, Arizona Revised Statutes.

Article 9 – Disciplinary System and Grievance Procedures (continued)

- 9.8 **GRIEVANCE PURPOSE**  
The purpose of this grievance procedure is to provide a just, effective, and equitable method for the prompt resolution of problems without discrimination, coercion, restraint or reprisal against any employee who may submit or be involved in a grievance.
- 9.9 **GRIEVANCE POLICY**  
It is the policy of the Quartzsite Fire & Rescue Department to provide for an orderly, informed and confidential process for the employees' to have their problems and/or concerns considered in a fair and expedient manner without fear of reprisal.
- 9.10 **GRIEVANCE DEFINITION**  
For the purposes of this policy a grievance means any claim by an employee that such claimant's rights, benefits, privileges or interests, provided for in these policies and procedures have been violated or misinterpreted in any particular case. A grievance shall not apply to any of the following:
- A. Any matter in which the fire Department is without the authority to act.
  - B. Any proceedings for any disciplinary action of an employee.
  - C. Content and structure of the salary plan. The basic salary rates set by the Fire Department will encompass all job classifications.
- 9.11 **GRIEVANCE SUBMISSION**  
A statement of a grievance must: (1) set forth the unfairness which resulted in the denial of rights, benefits, privileges, or interest; (2) arise out of an act or omission of management related directly to the grievance; (3) concern a matter within the authority and control of the Quartzsite Fire & Rescue Department; (4) state the relief sought, which must be within the authority of the Quartzsite Fire & Rescue Department to grant in whole or in part.
- 9.12 **GRIEVANCE PROCEDURES AND TIME LIMITS**  
In attempting the resolution of a problem, the following steps shall be followed. The steps are for purposes of simplicity, set forth in a manner that assumes the previous step did not resolve the issue; these steps need not be followed in sequence, however. Other than requiring an employee to submit the problem, these time limits are guidelines. The employee must meet the twelve (12) working days limit in order to process a problem through this procedure.
- A. Step 1 – Employee:
    - 1. Verbally present problems to immediate company officer, or next level of supervision. Time limit: ten (10) working days from date of problem.
    - 2. Employee:  
Present problems in writing to immediate company officer two (2) working days from verbal notice.

Article 9 – Disciplinary System and Grievance Procedures (continued)

3. Company Officer:

Respond to employee in writing two (2) working days from receipt of problem submitted in writing.

B. Step 2 – Employee:

1. Notify immediate company officer in writing if the problem is still not resolved two (2) working days from receipt of immediate company officer's reply.

2. Immediate Company Officer:

Send all paperwork to the Fire Chief within one (1) working day from receipt of employee's notice that problem has not been resolved.

3. Chief:

Hold a meeting with immediate company officer and employee (the employee must represent himself/herself, but may have present any other Department employee or Arizona licensed attorney as a witness on their behalf) within five (5) working days of the receipt of the notice from the immediate supervisor.

4. Chief:

Notify Fire Chief of failure to resolve the problem within two (2) working days from receipt of the notice from the Division Chief.

C. Step 3 – Fire Chief:

1. Hold a meeting of the Grievance Committee within five (5) working days from receipt of the notice from the Division Chief.

2. Grievance Committee:

Hear facts and testimony, review all evidence, state its findings, conclusions and decision to the Division Chief and affected employee within five (5) working days from the meeting. Such Committee only for good cause shown upon written application for such continuance by the employee may grant continuance of the Grievance Committee hearing.

3. Chief:

Notify employee in writing of action to be taken within two (2) working days of receipt of Grievance Committee findings and recommendations.

D. Step 4 – Employees:

1. Appeal to Fire Chief in writing specifying why employee feels he/she has not been given full and impartial consideration within five (5) working days from receipt of the duty officers action.

Article 9 – Disciplinary System and Grievance Procedures (continued)

Fire Chief rejects the appeal and notifies the employee (if full and impartial consideration given) within five (5) working days from receipt of the employee's notice of appeal.

Fire Chief reviews the case, makes a binding decision, and will notify the employee, immediate Company Officer and Division Officer in writing of the decision (if full and impartial consideration not given) within thirty (30) days from receipt of employee's notice of appeal.

If the employee is dissatisfied with the decision of the Fire Chief, he/she may appeal the grievance to the Review Board for final determination which apply to the Review Board and any and all Rules and Regulations and Standard Operating Procedures adopted with respect to such board. Said appeal must be filed by the employee with the Fire Chief no later than ten (10) working days from the said employee's receipt of the decision of the Fire Chief.

### 9.13 GRIEVANCE COMMITTEE

#### A. Members

The grievance committee shall be composed of three members. One member and one alternate shall be appointed by the Fire Chief from the ranks of first line regular employees, one member and one alternate from mid-management ranks, and one member at large.

#### B. Term

All appointees shall be for a term of three (3) years. Should any committee member terminate employment with the Department during said term of office, the appointing authority would appoint another member to fill the vacant term of said committee member.

#### Disqualification:

A member or alternate member of the grievance committee shall be voluntarily disqualified for service in a given case for any of the following reasons: (1) family relationship, (2) personal involvement, (3) close personal association, or (4) personal prejudice.

#### District Board:

The District Board Members shall not be exempt from appointment to the grievance committee.

Article 9 – Disciplinary System and Grievance Procedures (continued)

**ARTICLE 10**  
**GENERAL RULES OF CAREER PERSONNEL**

- 10.1 No career personnel shall perform work of any nature for hire while on their tour of duty at either station of the Department.
- 10.2 Career personnel shall devote their time and attention to the service of the Department, shall attend emergency situations to which they may be assigned, detailed, or called; and shall do their full duty at all times and under all circumstances. Fatigue from duty at previous emergencies will not be accepted as an excuse for failure to respond to an alarm.
- 10.3 They shall conform to and promptly and cheerfully obey all rules and regulations for the government of the Department; be strictly on time when reporting to work, and obey all orders of superior officers promptly and efficiently.
- 10.4 Any career personnel leaving the Department through any cause except vacation or leave of absence, shall return to their immediate superior all Department property charged to them, otherwise the cost will be deducted from their final pay.
- 10.5 All career personnel shall promptly pay or make an earnest effort to pay personal liabilities contracted by them during their term of service with the Department. Repeated complaints of failure to do so will constitute cause for suspension or dismissal.
- 10.6 Beds may be occupied from 2000 hours to 0600 hours and are to be made prior to 0700 hours. No lounging or reclining in a position to indicate sleep shall be permitted during normal working hours without a superior officer's approval.
- 10.7 Career personnel shall maintain a telephone at home, and notify their immediate superior within 24 hours of any change in residence or telephone number.
- 10.8 Career personnel shall devote their entire time and attention to the business of the Department while on duty.
- 10.9 While off duty they are prohibited from becoming engaged in labor of such nature as to render them fatigued or in any way unfit for regular duty without permission of the Chief. Those persons who choose to work other jobs unrelated to the Quartzsite Fire Department shall have 24 hours rest prior to reporting for duty.
- 10.10 Career personnel shall be held responsible for the safekeeping and care of the Department property under their control while on duty.
- 10.11 All career personnel will acquaint themselves with the location of all streets, motels, and large buildings within Quartzsite, and more specifically within the Quartzsite Fire District.

- 10.12 Career personnel shall keep themselves in readiness to perform their duty and not absent themselves from duty or place of assignment without specific permission from their superior officer or duty officer.
- 10.13 Career personnel shall promptly notify their immediate superior or duty officer of any inability to report for duty at the required time.
- 10.14 Career personnel shall promptly notify their immediate superior or on-call duty officer of all matters coming to their attention which affects the interest and welfare of the Department.
- 10.15 Career personnel shall familiarize themselves with all equipment that they may be required to use in performance of their duties.
- 10.16 Inefficiency or indifference of career personnel in the performance of their duties shall be sufficient cause for disciplinary action.
- 10.17 The wrongful or injurious exercise of authority on the part of any career personnel will be made the basis for disciplinary action against the offender.
- 10.18 Career personnel shall acquaint themselves with contents of all communications posted on the official bulletin board in the break room.
- 10.19 Career personnel shall not change or alter the arrangements of fire fighting equipment on apparatus without the approval of the on-duty Captain or the Chief.
- 10.20 Off-duty career personnel may answer all-call alerts and their engine company alerts, provided they are available and in-service.
- 10.21 Personal lockers are to remain locked at all times.
- 10.22 Career personnel will be expected to devote one hour a day after work to study Fire Department related subjects and all phases and aspects thereof. Career personnel may be asked to conduct classes in various phases of fire and EMS related subjects for the membership.
- 10.23 On-duty personnel are allowed to have their meals dropped off if necessary or may pick them up from businesses located within 2.5 miles of the assigned duty station and return with it to the station. Spousal visiting hours will be limited from 1700 to 2200 hours, and not to exceed two hours in length.
- 10.24 Personal appearance will be maintained to meet the standards of the Department. Beards untrimmed and mustaches longer than the lower lip, or sideburns lower than the ear will not be acceptable. Haircuts will be neat.  
Reference Article 16

Article 10 – General Rules of Personnel (continued)

- 10.25 All career personnel shall maintain the level of medical certification for which they were hired. Exceptions to this may be granted only at the discretion of the Chief. Failure to maintain the certification may be subject to disciplinary action up to and including termination.
- 10.26 Participating in a strike, work stoppage, slowdown, or using or attempting to use personal leaves to accomplish the same purpose as a strike, work stoppage, or slowdown, will be grounds for termination.
- 10.27 Making a false industrial accident claim against the Fire Department will be grounds for termination.
- 10.28 Any member working Reserve Manning is subject to rules and regulations as outlined in Article 12.
- 10.29 No career personnel shall accept any reward, gift, gratuity, monies or properties or arrange to receive such while performing in the line of duty for the Fire Department. This includes but is not limited to the salvage of burnt or damaged items, unless approved by the Chief.
- 10.30 All career personnel should be aware that in the event that Wildland fire assignment is given to the Quartzsite Fire Department, any and all personnel that may be assigned could be on that assignment for up to 21 (twenty-one) days and that some assignments are out-of-state.
- 10.31 Personnel are not to respond to vehicle accidents on the freeway in their personal vehicles, unless so directed by the Chief.
- 10.32 One hour of physical training, not including drills, will be conducted each working shift.
- 10.33 Career Personnel who belong to political groups or advisory boards, shall participate as an individual citizen only. They must not wear their department uniform during such meetings, or use a department vehicle as transportation to and from the meeting. The only exception to this rule is the Fire Chief. If meetings occur during the course of regularly scheduled duty, they must make appropriate arrangements to be sure their shift is covered, such as a shift trade, or vacation day. The employee must also be certain not to involve themselves in a conflict of interest where the fire district is concerned, and should abstain from any decisions related to the district in public meetings. Failure to comply will be grounds for discipline, and possible termination.

Article 10 – General Rules of Career Personnel(continued)

**ARTICLE 11**  
**CAREER PERSONNEL SALARIES AND BENEFITS**

- 11.1 Pay Scale:
- (a) The pay scale shall provide salary ranges for the various positions.
  - (b) The pay scale shall act as a format to follow in determining the Industrial Insurance Reserves.
  - (c) The basic pay plan consists of seven (7) positions, and five (5) pay ranges. Each position shall be assigned a pay range to seniority in that position.
- 11.2 Salaries:
- The entrance salary for new career personnel will be based upon the current pay scale in effect at the time the new applicant is hired, and for the position that the new employee will be filling.
- The following is an example of a typical pay scale:
- $\$20,000/\text{total available hours to work (x) } 1.5 = \text{overtime rate.}$   
 $\$20,000/2756 = 7.25 \text{ an hour base rate (x) } 1.5 = 10.88 \text{ overtime rate.}$
- Per Federal Labor Law, Title 29, Sec. 553.32 (b) Sec. 7k
- Overtime for fire protection personnel shall only be paid when a 28 day period total number of hours exceeds 112 hours. Therefore, all non-scheduled hours will be paid at the overtime rate.
- 11.3 Salary Increases:
- (a) Career personnel will become eligible for a one (1) bracket increase in wages after their first year of probation.
  - (b) Salary increases will be granted based upon personal evaluations, attitude towards job, and/or written examination if the Chief deems it necessary. All salary increases must be approved by the Fire Chief and then authorized by the Elected Officials. Salary increases or changes will be submitted to the payroll processor, Wells Fargo Bank.
- 11.4 Salary Adjustments:
- (a) When a new or different salary range is made applicable to a class of positions, all persons employed in that class shall have their salaries adjusted on the same effective date. Unless the Fire Chief determines otherwise, the salary of each employee shall be adjusted to the comparable step of the new range.
  - (b) Employees who are promoted shall have their salaries raised to a range in the new position that will provide an increase over the salary received prior to promotion.
  - (c) Employees who are demoted shall have their salaries reduced to any step in the range for the lower class that will be lower in pay.
  - (d) All career personnel of the Department are required to be EMT certified unless exempted by the fire Chief. Any individual who fails to maintain their certification will be subject to a reduction in the Medic Pay until such time as they are re-certified by DHS.
  - (e) Any member who is certified as an Emergency Medical Technician, Intermediate

Emergency Technician or Certified Emergency Paramedic shall be eligible to receive an additional \$69.25 per pay, x 26 pays, or \$1800.00 per year Medic Pay for EMT, \$80.76 x 26 pays or \$2,100.00 per year for IEMT, and \$276.92 per pay x 26 pays or \$7,200.00 for a Paramedic. If an individual fails to maintain his or her certification, or is prohibited from performing as an EMT, IEMT, or CEP, the Medic Pay will be discontinued. (Note: disciplinary action and/or days off without pay could be given.) POC Pay for non-career members of the department will be paid semiannually, on the first payday in June and the first payday in December.

(f) All members of the department are required to be a Firefighter 1 certified within one year after becoming a fulltime or reserve Firefighter.

11.5 Termination/Separation of Employment Pay:

- (a) In addition to any wages due at the time an employee separates from the Department, they shall be paid at their regular hourly rate (overtime shall not be used) for:
  - 1. All accrued vacation credits if they have completed their first twelve (12) months of employment and are occupying a permanent position at the time of separation.
  - 2. Sick days, according to current policy, will not be paid upon separation of employment.
  - 3. Upon retirement sick leave will be reimbursed at 50% of the maximum accrued amount (480 hours) and paid out at the base rate, unless otherwise indicated by written contract. (See 11.9, item (b)4.)
- (b) Wages, vacation credits and accumulated compensatory time shall be paid to the beneficiary of a deceased employee.
- (c) Employees must use all his/her vacation time prior to the last day of June of that year. Vacation days cannot be accumulated year to year.
- (d) Employees must give at least two (2) weeks' notice of resignation in order to receive pay in lieu of earned vacation.

11.6 Pay Periods:

- (a) Pay periods (26) per year shall be biweekly: each begins at 0700 hours Monday and ends at 0700 hours on Sunday, 14 days following the start of the pay period.
- (b) Wages shall not be withheld for more than five (5) working days following the close of a pay period.
- (c) Payday shall be the Wednesday following the end of each pay period. WHEN A HOLIDAY FALLS ON WEDNESDAY, PAYDAY SHALL BE TUESDAY FOLLOWING THE END OF THE PAY PERIOD.

Article 11 – Career Personnel Salaries and Benefits (continued)

11.7 Holidays:

(a) Eight (8) hour personnel occupying permanent positions are allowed time off for the following ten (10) recognized holidays:

- 1 . New Years Day
2. President's Day
3. Martin Luther King Day
4. Memorial Day
5. Independence Day
6. Labor Day
7. Veteran's Day
8. Thanksgiving Day
9. Day after Thanksgiving Day
10. Christmas Day

(NOTE):

For eight (8) hour shift employees, if a holiday falls on a regular day off, the following day off will be granted, provided the preceding regular shift has been worked. Part-time employees will not be eligible for these holidays. If a holiday falls on the normally scheduled work day they may switch, or work around the holiday, but must fulfill their hours worked requirement.

(b) Shift personnel occupying permanent positions will be paid ten (10) eight (8) hour holidays for a total of 80 hours, at straight time, whether worked or not. This will be paid as follows:

- 40 hours on the first pay period in December
- 40 hours on the first pay period in June

11.8 Vacation:

(a) Vacation Rate of Accrual:

1. For shift personnel:

- 1-3 years of employment earns (3) 24 hr vacation days
- 4 years of employment earns (4) 24 hr vacation days
- 5 years of employment earns (5) 24 hr vacation days

One additional vacation day will be added for each five years of employment thereafter. Vacation days will become available at the beginning of the fiscal year *and must be used before the beginning of the next fiscal year.*

*No shift personnel may carry over his/her vacation days to the next fiscal year.*

2. For eight (8) hour personnel :

- 1-3 years of employment earns one week of vacation.
- 4 years of employment earns two weeks of vacation

One additional vacation week will be added for each five years of employment thereafter.

Article 11 – Career Personnel Salaries and Benefits (continued)

3. For Chief Officers:

1-4 years of employment earns two weeks of vacation

5 years of employment earns three weeks of vacation

One additional vacation week will be added for each five years of employment thereafter.

4. No administrative personnel may carry over his or her vacation unless approved by the Chief.

5. Upon promotion to Captain, employees will be granted an additional twenty-four (24) hours of compensated vacation time.

(b) Use of Annual Vacation:

1. There shall be no advance of annual vacation. Personnel must have completed their first twelve (12) months of employment before eligible for vacation.

2. All scheduled vacations must be requested in writing. All unscheduled vacations must be requested at least two weeks in advance. Vacations will be granted on the basis of rank, time in rand and seniority.

3. Vacation leaves will be granted by mutual agreement between the employee and the employer at a time that will not create a hardship within the Department. No two people from the same shift may schedule vacations at the same time without a written approval from the Chief. A shift person may schedule vacations at the same time without a written approval from the Chief. A shift person may schedule a vacation in conjunction with an eight-hour or ten-hour employee. Two eight-hour or ten-hour employees may schedule vacations at the same time.

4. Accumulated vacation time may be taken in one leave or split into two separate vacation leaves. No allowance will be made for sickness or other incapacity during a vacation leave.

5. Shift personnel who schedule their vacation leave over a legal holiday must arrange for a stand-by relief.

6. With proper request, vacation time may be used for sickness in the immediate family.

7. The Chief will make the final decision for all vacation scheduling.

11.9 Sick Leave:

(a) Definition:

Sick leave shall include an approved period of absence with pay of personnel under the following conditions:

1. Illness or injury

2. Medical or dental

3. Exposure to contagious disease and possibly endangering others by attendance on duty.

Article 11 – Career Personnel Salaries and Benefits (continued

(b) Rate of Accrual:

Sick leave will accrue at the following approved rates:

1. Three twenty-four (24) hour days per year for shift personnel.
2. Twelve (12) 8 hour days per year for eight hour personnel.
3. Sick days shall be accumulated year to year; to a maximum of 120 days or the equivalent in 8 hour days, 960 hours unless otherwise specified by individual contract.
4. Upon retirement, sick leave will be reimbursed at 50% of the maximum accrued amount (480 hours) and paid out at the base rate, unless otherwise indicated by written contract.

(c) Use of Sick Leave:

1. An employee may be eligible for sick leave after completing one (1) year of service. There shall be NO advance of sick leave. Sick days will be paid annually if not used. Time off covered by Workmen's Compensation will not normally be counted against sick leave. (See Workmen's Compensation Article 13).
2. The immediate or on-duty officer is to be notified no later than one (1) hour prior to shift change if the employee is unable to report to duty due illness or injury. This is required in order to be eligible for sick leave with pay.
3. A doctor's excuse may be required when an employee is absent from work due to illness or injury.

(d) Funeral Leave:

An employee may be granted leave if there is a death in his/her immediate family. Funeral leave provides time to attend the funeral and take care of family needs due to a death. If the funeral is within five hundred miles of Quartzsite, an employee may receive up to two days funeral leave. If the funeral is five hundred miles or more in distance, an employee may receive three days funeral leave. For any other leave consideration employees must contact the Chief.

11.10 Health Insurance:

- (a) The Department shall pay for health insurance coverage for the full-time employees.
- (b) Full-time employees shall have the option of purchasing spouse and/or dependent coverage for their immediate families through the Department's health insurance plan.
- (c) After five (5) consecutive years of employment with the Department, one-half (1/2) of the health insurance premium for the full-time employee's spouse and/or dependants will be paid for by the Department.
- (d) At the discretion of the Chief and the Elected Officials, the Department will pay for the insurance premium for the Chief Officer and his or her dependant and/or spouse.

Article 11 – Career Personnel Salaries and Benefits (continued)

**ARTICLE 12**  
**GENERAL RULES OF THE DEPARTMENT**

- 12.1 Fire apparatus shall be mounted or dismounted only at such time when apparatus is not in motion.
- 12.2 No person other than members of the fire Department shall be permitted to ride on fire apparatus, except when authorized to do so by the shift commander.
- 12.3 All members of the Fire Department that respond to an alarm shall wear regulation fire helmets (helmets exempt for drivers) and turnout clothing from the time the alarm is received until after the immediate emergency. Turnouts may be removed at the discretion of the officer in charge. At all times during fire fighting operations and in training, suppression personnel shall wear protective clothing.
- 12.4 Visitors shall be politely escorted through quarters and proper explanation of equipment made, but habitual lounging or visiting in or about quarters shall not be allowed.
- 12.5 No animals will be permitted in or around the Fire Station for any reason.
- 12.6 There is to be no smoking in the Fire Station at any time.
- 12.7 No personnel shall be permitted to open any Department mail addressed to them specifically, except the Chief, Clerk of the Board or Administrative Assistant.
- 12.8 There will be no personal property stored at the fire Station except as authorized by the Chief.
- 12.9 Any member having cause to believe that they have been unjustly or unfairly treated may appeal according to the Grievance Procedure. (See Article 9, Disciplinary System and Grievance Procedures).
- 12.10 Personnel shall exercise due caution to avoid unnecessary damage or loss of Department property. They shall not give away, sell, loan, appropriate, or in any way dispose of any property belonging to the Department without permission of the on-call duty officer.
- 12.11 Personnel shall practice economy in the use of the Department supplies and see that waste is avoided.
- 12.12 No member while on duty or special detail shall be under the influence of alcohol, drugs, or compounds. Any member absenting themselves from duty because of the effect of alcohol, drugs or compounds, or reporting for duty under their influence shall be subject to disciplinary action.
- 12.13 No personnel shall accept any reward or present for service rendered in discharge of their duty without permission of the Chief.

- 12.14 Personnel shall not wear on their uniform any emblem, device, badge or insignia, emblematic of any secret, social, political, or beneficial order, other than those connected directly with the Fire Service and approved by the Chief.
- 12.15 When personnel are detailed to public or departmental functions of any kind, such as meetings, funerals, special events, lectures, etc., where in the public is represented, they shall be in full Class "A" uniform unless otherwise ordered.
- 12.16 Personnel are forbidden from belonging to any organization, association, or society which will in any manner divide their loyalty to the Quartzsite Fire District, County of La Paz, State of Arizona, or the United States of America.
- 12.17 Under no condition or circumstance shall information relative to fire, rescue, or ambulance incident be given out to anyone. Any person making inquiries shall be referred to the officer in charge of that particular incident. In matters affecting policy and practices or the Fire Department, no personnel shall give utterance by public speech or publication without first obtaining the approval of the Fire Chief or his designated representative. Personnel who are served with a subpoena shall communicate with the Fire Chief and shall not make any statements or appearance until they have done so.
- 12.18 Personnel shall act in a courteous and friendly manner toward all visitors to the Fire Station.
- 12.19 Anyone answering the business telephone line shall be courteous and state "Quartzsite Fire Department" then state their rank (if applicable) and surname. The telephone and fax machine is for business use only, unless otherwise directed by the Chief.
- 12.20 When engaged in the fighting of fires, rescue or ambulance emergencies, or duty in or around the station, personnel shall exercise proper precautionary measures to avoid injury to themselves and others. They shall report to their immediate superior any accident, sickness or injury occurring to themselves while on duty.
- 12.21 In matters of general conduct, not within the scope of this Policy Manual or Department Standard Operating Procedures, all personnel shall be governed by the ordinary rules of good behavior observed by law-abiding or self-respecting citizens, and do not act to bring reproach upon the Department, or be a party to any act which would tend to impair the good order and discipline of the Department.
- 12.22 All personnel shall possess a valid Arizona driver's License, and be at least twenty-one (21) years of age before driving any Department automotive apparatus.

Article 12 – General Rules of the Department (continued)

- 12.23 When two or more personnel find themselves in a position, which requires initiative action, the member with Department seniority will assume command until relieved by the superior officer.
- 12.24 When personnel receive an order, which is in conflict with a previous order, they shall inform the officer who issued the conflicting order and then be governed by his instructions.
- 12.25 No personnel shall, on or off duty, use the uniform, badge or prestige of the Fire Department for personal purposes or gain.
- 12.26 Personnel shall not, by using the uniform, badge or prestige of the Fire Department, attempt to influence the vote of any person for or against any candidate for public office.
- 12.27 No solicitation, speeches, distribution, posting or displaying of campaign literature for or against any candidate to public office shall be permitted on or in Fire Department buildings or upon the grounds.
- 12.28 Personnel shall avoid political or religious arguments while on duty.
- 12.29 No personnel shall be a party to malicious gossip, report or activity that would tend to disrupt Fire Department morale or bring discredit to the Fire Department or any member thereof.
- 12.30 No personnel shall willfully disobey any lawful order issued by a superior officer, nor shall they speak disrespectfully of or to any superior officer or any member of the Fire Department.
- 12.31 Personnel shall at all times drive and operate Fire Department apparatus with due regard for the welfare of the public and the Fire Department.
- 12.32 Any personnel of the Department desiring to run for any Political Office, in which such office will have any governing or administrative authority over the Quartzsite Fire District, must resign from the Department at the time they announce to run for election.
- 12.33 No personnel of the Department shall be a member of any other emergency service located within our Fire District due to the nature of the service. Primary responsibility lies with the Quartzsite Fire Department during times of emergencies. Exception to this order must be obtained from the Fire Chief.

Article 12 – General Rules of the Department (continued)

- 12.34 All personnel will in general, conduct themselves with due regard to the fact that they are public servants. They will be courteous in their relations with the public and with each other, and shall be guilty of no action tending to bring disrespect or discredit to the Department. A ready and cheerful obedience to the regulations as set forth herein will make for efficiency in time of an emergency, which is the goal of the Department's discipline. Discipline is not an end in itself, and this Policy Manual has been prepared with this fact constantly in mind.
- 12.35 Conviction of a felony or of a misdemeanor involving moral turpitude; a plea or verdict of guilty or a conviction following a plea of nolo contendere (no contest) to a charge of a felony or any offense involving moral turpitude is deemed to be a conviction within the meaning of this section and will be grounds for termination.
- 12.36 Conviction of a felony, which in any way would hinder job, related duties or harm the integrity or reputation of the department, may be subject to disciplinary action up to and including termination.
- 12.37 All essential personnel are required to maintain a residency within the boundaries of the Fire District or a distance not greater than 20 minutes from the district boundary.
- 12.38 At the discretion of the Chief, an employee may be requested to undergo a random drug screening. If the Chief has reason to suspect that, the employee is or has been been under the influence of a substance, whether illicit or controlled, and the employee refuses for any reason to undergo screening, the employee may be subject to disciplinary action up to and including termination.
- 12.39 At the discretion of the Chief, an employee may be required to undergo a physical examination.

Article 12– General Rules of the Department (continued)

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**ARTICLE 13**  
**WORKMEN'S COMPENSATION/SUPPLEMENTAL INSURANCE**  
**(See Copperpoint Insurance File)**

**ARTICLE 14**  
**ARIZONA PUBLIC SAFETY RETIREMENT SYSTEM**

14.1 Title 38-841 of the PSPRS - Purpose: Vested Benefits

- A. Before the establishment of the Public Safety Personnel Retirement System, municipal firemen and policemen, employees of the Arizona Department of Public Safety (highway patrol) and other public safety personnel in the state of Arizona were covered under various local, municipal and state retirement programs. These heterogeneous programs provided for wide and significant differentials in employee contribution rates, benefit eligibility provisions, types of benefit protection and benefit formulas.
- B. In order to provide a uniform, consistent and equitable statewide program for public safety personnel who are regularly assigned hazardous duty in the employ of the state of Arizona or a political subdivision thereof, this retirement system was created effective as of July 1, 1968, as an amendment to and continuation of three prior systems. Groups of employees covered under the three prior systems as of June 30, 1968, and the assets and liabilities accumulated there under for such employees, are transferred with prior service credits to this retirement system as of the effective date, and both they and their employers shall be required to make stipulated contributions to support the system's benefit structure on a sound actuarial basis. Future employees in such groups shall commence participation in, and contributions to, the system immediately on commencement of covered employment.
- C. The provisions of this system shall not be construed to authorize the granting of any retirement benefits to persons who are retired as of the effective date of this article, except as described in sections 38-849 and 38-853.
- D. Additional eligible groups of public safety personnel will participate in the system pursuant to election by their employer for such coverage under an appropriate jointer agreement.
- E. The Public Safety Personnel Retirement System is a jural entity that may sue and be sued."

**ARTICLE 15**  
**MAINSTAY FUND RETIREMENT PROGRAM**

15.1 Normal Retirement:

Covered employees are eligible for a normal retirement upon completion of twenty (20) years of service with the Department, or if earlier, upon attainment of age sixty-two (62) and completion of fifteen (15) years of service.

15.2 Membership:

Upon hire, or if applicable, upon successful completion of a probationary period, a career member of the Quartzsite Fire Department becomes eligible for membership in the approved 403 (b) 7 program sponsored by Boston Data Financial Services and underwritten as Mainstay Retirement Programs.

15.3 Contributions:

The approved portion of the employee's gross monthly earnings is 6%, with the Fire Department matching exactly the employee's contribution. Contributions are made to Mainstay at the end of every month.

15.4 Representative/Administrator:

The Registered Representative for this program is Henry Molder, through New York Life Insurance Company. The plan Administrator is the Department's Administrative Assistant.

15.5 Financial Hardship withdrawal:

If a situation arises whereas the employee is suffering undo financial hardship, the employee may elect to withdraw a portion of his or her contributions. The requirements for this is as follows:

- (a) A written statement from the employee explaining the circumstances surrounding the hardship.
- (b) Approval from the Plan Administrator and the Chief.
- (c) A completed 403 (b) 7 Plan Distribution Form signed by the employee and the Plan Administrator.

15.6 Termination Benefit:

Any employee who terminates employment for reasons other than retirement, disability or death, may elect to withdraw his or her contributions. The employee will adhere to all restrictions applied by the Plan.

**ARTICLE 16**  
**PERSONNEL HYGIENE/APPEARANCE**

16.1 Personal Hygiene and Appearance:

The following is a personal hygiene policy adopted for all employees. This policy was created and adopted in deserving of our profession. The “first impression” scenarios are a daily occurrence with our patients, other agencies, businessmen, political dignitaries and the general public. The public health and safety nature of our profession justifies the need for a personal appearance standard.

16.2 Hair Length:

Shoulder length hair that is neatly cut, styled and trimmed is not a problem for either gender. Men choosing to wear shoulder length hair are restricted to the area behind the ears. Obvious “tomahawk,” “tail” and uneven cut patterns are not allowed. Employees who choose to wear their hair longer than shoulder length must do so in a braided or bun fashion (safety issue).

16.3 Color:

Any of the natural hair colors are accepted. Unnatural “rainbow” hair colors are not allowed.

16.4 Facial Hair:

Mustaches and sideburns are allowed, but must be kept neatly trimmed and are not to extend below the bottom lip. Men are expected to be clean prior to duty. Beards and goatees are not allowed as they may interfere with the seal of the SCBA mask or the HEAP mask (safety issue).

16.5 Visible Body Piercing:

No employee is to visibly display any type of body piercing of the face, arms or hands while on duty. The one exception is that employees may wear earrings of the studded type. Earrings that extend below the earlobe are greatly discouraged (safety issue), keep in mind the age of the community we serve.

16.6 Jewelry:

Employees choosing to wear jewelry around their neck may do so, but should use discretion and common sense. Jewelry of the wrists and fingers is also accepted, however, rings that protrude and interfere with application of latex gloves will not be allowed. Quartzsite Fire Department is not responsible for lost or damaged personal artifacts. Quartzsite Fire Department encourages all employees not to wear expensive, high valued items while at work, as damage, theft or misplacement is all possible.

16.7 Uniform Cleanliness:

Employees are responsible for assuring that their uniform is worn in good taste. Dirty or faded shirts are not to be worn. Shirts or pants in obvious need of repair are not to be worn.

16.8 Tobacco Use:

Employees utilizing tobacco products are encouraged to address the residual odor problem of their breath and clothing as necessary when encountering patients or members of the general public.

16.9 Tattoos:

Employees wishing to apply tattoos to their visible extremity areas may do so, however, the tattooed area should not cover more than one-third (1/3) of the extremity. The tattoo must not be distasteful, rude or vulgar in content of either picture or words.

16.10 Fingernails:

The overall length of the fingernails must not interfere with the application of latex gloves. Application tests may be conducted on employees who have fingernails extending beyond the fingers.

Article 16 – Personal Hygiene/Appearance (continued)

## **ARTICLE 17 ANTI-HARASSMENT POLICY**

The Quartzsite Fire Department is committed to maintaining a work environment that is free of discrimination. In keeping with this commitment, we will not tolerate harassment of employees by anyone, including any supervisor or co-worker.

### 17.1 Harassment:

Harassment consists of unwelcome conduct, whether verbal, physical or visual, that is based on a person's protected status, such as sex, color, race, ancestry, religion, national origin, age, physical handicap, medical condition, disability, marital status, veteran status, citizenship status or other protected group status. Quartzsite Fire Department will not tolerate harassing conduct that affects tangible job benefits, interferes unreasonably with an individual's work performance, or creates an intimidating, hostile, or offensive working environment.

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

- (1) Submission to the conduct is an explicit or implicit term or condition of employment.
- (2) Submission to or rejection of the conduct is used as the basis for an employment decision,  
or,
- (3) The conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. Sexual harassment may include explicit sexual propositions, sexual innuendo, suggestive comments, foul or obscene language or gestures, and physical contact, such as patting, pinching, or brushing against another's body. Harassment does not have to be of a sexual nature, however, and can include offensive remarks about a person's sex. For example, it is illegal to harass a woman by making offensive comments about women in general. Both victim and the harasser can be either a woman or a man, and the victim and harasser can be the same sex.
- (4) All Quartzsite Fire Department employees are responsible for helping to assure that we avoid harassment in all forms. You are to notify immediately the Chief, either at the station, or if necessary, at his residence any situation in regards to these matters. If for any reason, the Chief cannot be contacted, the Operations Chief should be advised, either at the station or at his residence.

Quartzsite Fire Department prohibits retaliation against anyone who has reported a harassment incident. Quartzsite Fire Department is to investigate all such complaints thoroughly and promptly, to the fullest extent practicable. The Department will keep complaints and the terms of their resolution confidential. If an investigation confirms that harassment has occurred, the Department will take corrective action, up to and including such discipline as termination of employment, as is appropriate.

Article 17 – Anti-Harassment Policy (continued)

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**ARTICLE 18**  
**ADULT SEXUALLY EXPLICIT MATERIAL**

This policy is to provide clarification and parameters for acceptable possession and display of adult/sexually explicit material on Department premises.

18.1 Quartzsite Fire Department forbids any adult or sexually explicit magazines, videos, posters, calendars, etc., to be located on Fire Department premises where it can be visible to members of the general public or deemed offensive by any employee of the department.

Violators of this policy will be subject to disciplinary action.

**ARTICLE 19**  
**FIRE SCENE INVESTIGATION**

The Fire Chief of the Quartzsite Fire District, at his discretion, shall cause the investigation of all fire and explosions within the Quartzsite Fire District. Investigation of fire within the Quartzsite Fire District helps to prevent loss of life, promote fire safety in building construction by identifying problems after the fact and identify product failures and to discourage arson.

- 19.1 The Chief shall assign one or more members of the department as fire investigator(s). This person(s) shall investigate fully the circumstances surrounding a fire and identify the origin and cause of that fire. Life safety issue will be forwarded to the Fire Chief at once.
- 19.2 (a) Fire investigator(s) shall have a minimum of three years active career service within the Department,  
or,  
(b) Be an active volunteer for five years.  
(c) Meeting the requirement of (a) or (b) each investigator will also be a Certified Firefighter II, received forty (4) hours of training in hazardous materials and meet the requirements of N.F.P.A. 825.  
(d) It shall be the goal of the investigator(s) in training to obtain the level of certified fire investigator (C.F.I.)  
(e) Investigators will maintain their skills through continuous education, active fire investigation and shared information with other fire investigators.  
(f) N.F.P.A. 921 shall be as a guideline for terms and fire description.
- 19.3 Firearms are not permitted unless authorized by the Fire Chief in writing.
- 19.4 Investigators will be responsible for their equipment's cleanliness, maintaining the readiness of needed equipment for an effective fire investigation.
- 19.5 Department investigator will be responsible to prevent spoliation of evidence and to convey such evidence to the proper agency, such as labs, county attorneys and insurance companies that provide letter a of immunity.
- 19.6 In the event the fire being investigated is found to be incendiary, the investigator will notify the law enforcement agency having jurisdiction of that fire.
- 19.7 Investigator will not release information to the public regarding an active fire investigation, but will provide requested information to law enforcement.

- 19.8 Investigators will take no action upon themselves to take custody of another person(s) unless directed to do so by the county attorney's office. Upon receipt of that order the investigator will make contact with the local law enforcement agency having jurisdiction and request their assistance.
- 19.9 In the event that a fire loss exceeds \$1,000,000.00 in insured value or heavy loss of life occurs (>3) at or on any commercial property the A.T.F. shall be notified and assistance shall be required.
- 19.10 The lead investigator shall determine the need for assistance at all fires not covered by 25.9, from the La Paz County Fire Investigation Task Force, Quartzsite Police Office, Department of Public Safety, La Paz Sheriff's Department or other agency that might provide assistance in the collection of factual information about the fire.
- 19.11 The lead investigator shall notify the F.B.I. or the A.T.F. in the event that the fire or explosion being investigated is determined to be "terrorist" in nature.

**ARTICLE 20**  
**VOLUNTEER FIREFIGHTERS**

Quartzsite Fire Department recognizes that volunteers are an indispensable need of the Fire Department and they provide an additional link between the Fire Department and the community it serves. Volunteers fulfill the tradition long supported by fire departments.

- 20.1 The volunteers for Quartzsite Fire Department will be in generally good health and sound mental status.
- 20.2 The volunteers will successfully complete the task oriented physical agility for the position for which they have applied prior to becoming a department member and will continuously maintain themselves in good physical condition. Each year re-testing will be required of all department personnel below the rank of Captain.
- 20.3 The volunteer will jealously protect the honor and pride of the Fire Department within the community.
- 20.4 The volunteer will meet the requirements of Article 8.5 of this Policy Manual.
- 20.5 Quartzsite Fire Department recognizes that volunteers, by their very nature cannot meet all the required training. However, all training will be made available that meets the Department's needs.
- 20.6 The volunteer must recognize the need for accountability of their actions.
- 20.7 The volunteer will have a clear understanding of the chain of command within this Department and will be held to the same standards as the career fire fighter.
- 20.8 The volunteer understands that to provide a smoother operation the volunteer will be coordinated by one Captain even though they may be assigned to other sections within the Department that have a Captain supervising that section. It is not the intent of this section to supersede the authority of another Supervisor/Captain but to only provide easy access to meet the needs of the volunteer for training.
- 20.9 Any volunteer requesting training other than required to maintain Department Standards shall make such a request to the Captain in charge of the volunteers. If approved, the volunteer shall sign an agreement for such consideration. The agreement shall include, one year service time to this Department and the volunteer shall repay all monies for such training should the volunteer fail to complete the required training successfully.

20.10 Volunteers will serve a one-year probation period. At the end of that probation, or before, evaluation of that volunteer will occur. the volunteer will be dismissed for any or no reason or released from probation. Successful completion of probationary period will make the volunteer eligible for a open fire fighter/medical position within the department for which they qualify.

20.11 In the event that the volunteer can no longer meet the requirements of the Quartzsite Fire Department, that volunteer will be offered training for a section within the department which meet the needs of the Department. Should the volunteer be unable to meet any requirements of the department and has served the department faithfully shall be honorably discharged.

**ARTICLE 21  
RESCUE VEHICLE TRANSPORT  
(AMBULANCE)**

- 21.1 EMERGENCY RESPONSE TO RESCUE CALLS  
(a) At least one certified EMT should respond on all ambulance calls received, duty officer discretion.  
(b) All “first response” calls should be handled with on-duty personnel where the attendant will be at least EMT certified.
- 21.2 On duty Chief Officers will be notified when an ambulance response is in progress.
- 21.3 THIRD PARTIES IN AMBULANCE  
No third party should be allowed to accompany a patient in the ambulance. Relatives or friends should attempt to find other means of transportation, whether it be with law enforcement, friends, relatives, duty officer discretion. The exception to the above rule is in the case of a minor child. A third party may accompany the patient if, in the opinion of the duty officer, the separation from a loved one would cause additional problems for the patient or the ambulance personnel.
- 21.4 PERSONAL HYGIENE ON AMBULANCE TRANSPORTS  
All Fire Department personnel riding on the ambulance shall pay particular attention to personal hygiene. The EMT should be as clean and neat in appearance as possible when responding on ambulance calls. When time allows, respond to ambulance calls in the approved work uniform.
- 21.5 ADDITIONAL CHARGES FOR AMBULANCE EQUIPMENT (PENDING)  
During incidents where equipment such as air splints, KED devices, traction splints, cervical collars, etc., are used and cannot be removed from the patient at the destination (such as air Evac patients), then that equipment shall be charged for on the ambulance run sheet.

The office personnel will determine the dollar amount for these items. At the time of writing out the ambulance bill, explain to the patient or to the patient’s family that this charge will be refunded at the time the equipment is returned to the Quartzsite Fire Department.

- 21.6 CALLING RECEIVING HOSPITALS  
Ambulance personnel shall attempt to call the receiving hospital on EMSCOM first advising them they are inbound with patient(s) and the nature of the injuries or illness. Use of the cellular phone should be restricted.

21.7 AMBULANCE SERVICE ON A STAND-BY BASIS(PENDING)

It is the policy of this Department to provide ambulance service on a stand-by basis as a community service and according to the approved tariff. Whenever a department ambulance is requested by an outside agency for stand-by duty, the following will be adhered to:

1. When the request has been made, the Captain of duty will advise the Chief or of at night the officer on call.
2. All pertinent information regarding the request will be given to the Chief, including the agency making the request and the purpose for the stand-by.
3. The Chief will then make the decision as to the validity of the request, and whether the approved tariff applies or if it is a volunteer situation. (If volunteer, see Department policy on use of Department equipment).
4. When approved, and time permitting, an attempt shall be made to contact off-duty personnel for the stand-by call.

21.8 MEDICAL FACILITY PREFERENCE

When patients are conscious and responsive, ambulance personnel will ask patient or responsible individual as to what medical facility they prefer to be taken to. If no preference is stated, patient will be taken to the closest appropriate medical facility with emergency capabilities.

Facilities with emergency capabilities at this time are: La Paz Regional Hospital in Parker, AZ and Palo Verde Hospital in Blythe, CA or Air Transport.

In the event a patient is unconscious and unresponsive or judged by ambulance personnel as being in imminent danger of losing their life, the patient shall be transported to the closest appropriate facility. The Medical Director shall designate the closest appropriate medical facility.

Article 21-Rescue Vehicle Transport(continued)

**ARTICLE 22**  
**STANDARD OPERATING PROCEDURES**  
**DISPATCH**

- 22.1 No patient name should be given over the radio unless requested by a medical facility or doctor.
- 22.2 No Fire Department personnel will be paged over the radio unless such paging is directly associated with Fire Department business.
- 22.3 There shall be absolutely no food or beverages in or around the area of the dispatch console and the computer terminal.
- 22.4 The first unit to arrive at the scene of an incident will give a brief condition report to dispatch, who in turn will relay this information to all responding units. If the first responding unit is of the opinion that the incident is minor, and that no additional units need to respond code 3, that information will be relayed to the dispatcher.

**ARTICLE 23**  
**STANDARD OPERATING GUIDELINES**  
**EMERGENCY RESPONSES**

23.1 Quartzsite Fire Department recognizes the need for S.O.P.'s regarding acceptable driver practices while operating Fire Department equipment.. These practices are outlined below:

1. Driver Education
2. Vehicle Operation
3. Special Driving Guidelines

23.2 DRIVER EDUCATION

Department personnel will attend eight (8) hours of classroom education. Class time will cover driver responsibility, both civil and criminal. All drivers will be twenty-one (21) years of age prior to the operation of any department vehicle. Each employee will be required to identify all safety equipment and stopping distances of that vehicle. Each employee will learn driver "watch-outs" and how to avoid them. Smoking is not permitted in ANY department vehicle at any time.

23.3 VEHICLE OPERATION

Department personnel will complete a driver's training course that has been preset by the departments insurance company. This is a non-timed course and is only intended to increase driver skills prior to driving department equipment.

- a. Each driver will complete the driver's course prior to being assigned to a particular unit. Unit assignment means that the driver has trained on that unit for a total of 120 hours and has been assigned as an engineer. Assignment does not preclude personnel from operating other equipment.
- b. Each driver will know the location of all equipment that is located on a particular unit and ensure it is returned to service in a timely manner and to the same location it was removed from.
- c. Each driver will know how to care for and service each vehicle.
- d. The driver of the vehicle will be responsible for all personnel on that vehicle.
- e. The driver will be responsible for the "360 degree" walk-around of that vehicle prior to responding to or returning from an emergency scene.
- f. At no time is a non-departmental person to ride in a department vehicle, unless approved by the Chief.

- g. All department vehicles will stop at all stop signs regardless of call status.

#### 23.4 SPECIAL DRIVING

- a. No Fire Department vehicle will respond to any assignment in an unsafe manner.
- b. No employee shall operate a fire department vehicle in a manner that exceeds the posted speed while performing non-emergency calls.
- c. Employees shall operate all Fire Department vehicles in a manner that is reasonable, safe and prudent with consideration given to weather and road conditions.
- d. The duty officer shall exercise discretion in the assignment of an emergent condition for a responding unit and shall determine the need for up/down grading the status of the call.

#### 23.5 AUTOMATIC CODE 3 RESPONSES

- 1. Impending loss of life:
  - a. Chest pain/full arrest
  - b. Airway problems
  - c. Drug overdose
  - d. Allergic reactions
  - e. Vehicle accident with injuries
  - f. Seizure
  - g. Multi systems trauma
  - h. Fall injury of >10 feet
  - i. Obstetric/gynecological emergency
  - j. Gun shot or stab wound
  - k. Unknown medical aid
- 2. Fires:
  - a. Structure fires
  - b. Vehicle fires (in district)
  - c. Gas pump fires
  - d. Brush fires that are threatening life or homes
- 3. Any other calls where the Duty Officer deems necessary for Code 3 response.

## 23.6 PASSING HAZARDS

- a. It has been determined that while passing vehicles on the left or opposing side is dangerous, passing on the right is more so.
- b. Arizona Law states: No vehicle shall yield right-of-way to another vehicle when doing so may cause the loss of control or endanger the passenger of that vehicle.  
Arizona Department of Transportation states: All vehicles shall yield the right-of-way to any emergency vehicle, which displays its warning system (i.e. lights and sirens), by pulling to the right and stopping.
- c. There is no valid reason for one emergency vehicle to pass another during an emergency response.
- d. Drivers are instructed to reduce speed and use extreme caution when approaching the emergency scene.
- e. Passing on the right is not permitted and may cause the driver to lose control, even at low speeds, should the vehicle hit a soft shoulder or the edge of the road.
- f. Poorly marked side roads present a special hazard for both the operator and the other drivers approaching an interchange. The operator/driver shall be aware of possibility of “failures to stop” from oncoming traffic.
- g. When a vehicle must be overtaken, it shall be done in a manner that is safe to the operator and crew of the responding unit and to the persons in the vehicle that is being overtaken. The operator shall pass on the left when safe and use turning lanes or third lanes, if possible. The operator must remember that the warning system on the vehicle is only a means of asking for the right-of-way. The safety of the crew comes first. Each piece of equipment is responding for a reason, be sure it gets to its assignment.

## 23.7 STOPPING

1. When responding to a call and a stop sign or red signal light is encountered, the operator shall bring the vehicle to a complete stop and then proceed with caution.
2. The operator shall ensure that the stopping of the vehicle begins at a safe distance, avoiding “hard stopping”.

## 23.8 TAKING A VEHICLE OUT OF SERVICE

A vehicle may only be taken out of service for the following reasons:

1. The operator of the vehicle experiences a vehicle safety problem:
  - a. Brake failure/problem
  - b. Steering failure/problem
  - c. Light failure (for night driving)
  - d. No engine oil or water
  
2. The duty/line officer can declare a vehicle out of service. When it is necessary to take a vehicle out of service the following guidelines shall be followed:  
IMMEDIATELY notify the Chief or Duty Officer.
  - a. Do not use the main radio frequency if you don't have to. Request the that the Officer come up on Fire Tact and advise them that you are "O.S." The Officer will handle it from that point. Say nothing else unless asked by the Officer.
  - b. When a vehicle is out of service the key shall be removed and placed in the Assistant Chief's office. The Maintenance Officer must be notified.
  - c. Once vehicle is taken out of service it can only be returned to service by a mechanic or the Maintenance Officer.

Not all driving problems can be addressed with S.O.P. or directives. Your ability to train on and learn about each piece of equipment is the best way to ensure your safety and the safety of the personnel responding with you.

**ARTICLE 24**  
**STANDARD OPERATING PROCEDURES**  
**FIRE GROUND OPERATIONS**

24.1 DUTY ASSIGNMENT

- a. All personnel shall report directly to the Incident Commander of the fire ground before proceeding into action. specific duties will be given to each reporting firefighter.
- b. As Captains arrive on the fire ground, they will be assigned positions over firefighters by the Chief. In the event Captains arrive first, firefighters will be instructed to report to a Captain for assignment.
- c. Senior Officers arriving on the scene will formally announce if they are taking command of the fire ground. If they do not take command, they will observe and support the Officer in charge.
- d. Any personnel assigned to security watch may only leave their position when properly relieved by other assigned department member(s).

**ARTICLE 25  
STANDARD OPERATING PROCEDURE**

**STATION ACTIVITIES**

**25.1 PREPARATION OF MEETING ROOM**

- a. On duty personnel will check the calendar to ascertain what meetings, classes, workshops, seminars or group functions are being held during their tour of duty. The necessary tables and chairs will be set up according to what has been scheduled.
- b. At the conclusion of the scheduled activity, the meeting room will be returned to its normal clean, orderly condition.

**25.2 STATION MAINTENANCE**

- a. The shift shower area will be kept clean and free of all personal items at all times. All lights will be turned off when not in use. Towels and wash cloths will not be left in the room after they are dry. Prior to shift change, remove all soap scum and water spots from shower stalls and doors. When necessary, mop and disinfect floors, clean doors and walls, and keep all surfaces and vents free of dust.

**25.3 MEETING ROOM**

- a. The meeting room will be checked each morning and all personal items and work items will be returned to their proper places. The room will be swept and mopped as necessary.

**25.4 HALLWAYS**

- a. All entrance mats will be cleaned daily. The floors will be mopped and disinfected as necessary. All surfaces and vents will be clean and free of dust.

**25.5 SLEEPING QUARTERS**

- a. All duty personnel sleeping in the station shall be out of their bunks by 0600 hours.
- b. No duty personnel shall occupy a bunk between the hours of 6:00Am to 8:00PM without prior approval of the senior officer.
- c. There shall be no sleeping in the station directly on the bed covers or on a bare mattress.
- d. Each individual is responsible to provide his own bedding. During all hours beds are unoccupied, they will be clear of all items with the exception of daytime bed covers.
- e. All personnel gear shall be kept in lockers or approved storage furniture.

- f. All dirty laundry shall be kept in an approved container in the laundry room.
- g. No visitors are allowed in the sleeping area.

Article 25 – Standard Operating Procedure – Station Activities (continued)

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**ARTICLE 26**  
**USE OF DEPARTMENT EQUIPMENT**

26.1 It is the policy of the Quartzsite Fire Department to use manpower and equipment in such a manner as to benefit the citizens of the Quartzsite Fire District. Whenever a request for the use of equipment or manpower is received the following is to be adhered to:

- a. No equipment or manpower will be loaned or used for a profit-oriented reason.
- b. No mechanical, gasoline, or electric powered equipment is to be loaned for any purpose unless it is to be operated by Fire Department personnel.
- c. All efforts should be made to not compete with locally offered services.
- d. All equipment loaned will be entered on the appropriate log and signed by the individual approving the loan.
- e. It is the Department member's responsibility to obtain sufficient information to justify the decision to loan any department equipment.
- f. Department members volunteering their services will receive no remuneration from the fire District.

**ARTICLE 27**  
**PURCHASING PROCEDURE**

27.1 It is the policy of the Department to obtain the lowest price when purchasing comparable items and to utilize the State Purchasing contract whenever possible. All purchases will require a purchase order, and all purchases in excess of \$50.00 will require prior administrative approval. These procedures will be followed in order to track what has been purchased and what has been ordered.

- a. Any item under \$50.00 may be charged. When applicable, a petty cash request indicating the type of purchase will be submitted for these items.
- b. All purchases in excess of \$50.00 will require the purchase order to be signed by the Chief, the Deputy Captain.
- c. Any purchase that will be C.O.D. must have prior approval.
- d. Any purchase orders and/or receipts will be given to the Administrative Assistant. Upon request, copies will be provided to the following: Maintenance Officer, Training Officer, Equipment Officer and EMS Officer.
- e. Employees are expected to plan ahead and organize their projects, thereby eliminating unexpected expenditures.

**ARTICLE 28**  
**INITIATING CHANGES IN OPERATING PROCEDURE**

- 28.1 To expect a change in the operations of the Quartzsite Fire Department, a request for the change must be submitted to the Chief for his approval.
- 28.2 The person initiating the change will discuss it with others that the change will impact. They will then prepare a memo stating the need for the change and itemize any costs that may be entailed. If the request for change comes from the firefighters, the memo will be submitted to their Captain and if he agrees that the change is warranted, he will submit the proposal to the Chief.
- 28.3 When a change has been approved, the Captain submitting the memo will see that it is passed on to the other shifts and posted at both stations.
- 28.4 This procedure will include, but is not limited to the following areas:
- a. Rearrangement of equipment on rescue units or fire apparatus.
  - b. Rearrangement or additions to equipment or furnishings in any of the rooms within the fire station.
  - c. Changes to the operation of dispatch, including the telephone system and radio equipment.
  - d. Rearrangement or change in location of the supply storage areas.
  - e. Changing or rearranging tools or equipment in the maintenance room and apparatus bays.
  - f. Changes to the ambulance billing procedures.

**ARTICLE 29**  
**STANDARD OPERATING PROCEDURE**  
**ACCIDENTS INVOLVING DEPARTMENT VEHICLES**

29.1 VEHICLE ACCIDENTS WHILE BACKING UP APPARATUS:

- a. This type of accident is inexcusable in professional fire department operations. At no time should you back up without first checking for obstacles or obtaining the assistance of a fellow member to act as a guide.
- b. If you are involved in an accident of a negligent type with a Fire Department vehicle, you may be responsible for any minor repairs that will make the vehicle operational. In addition, you will notify the Fire Chief or the Duty Captain immediately.
- c. In addition to the required written report, you may be required to give a verbal report to the Chief and/or the Elected Officials of the Fire Board. Failure to comply with this directive may result in disciplinary action.
- d. Any employee involved in a vehicle accident while operating Fire Department apparatus or responding to an emergency assignment in his/her personal vehicle may be required to submit to a urinalysis and/or blood test within five (5) hours of the accident. Failure to submit to any of these tests will be grounds for immediate termination.
- e. Contact the local law enforcement agency having jurisdiction, if involving the general public.

**ARTICLE 30  
UNIFORM STANDARDS**

- 30.1 Each career member of the Fire Department will receive a standard issue to meet the uniform requirements at the time of hire.
- 30.2 After the first full year of employment, each employee will be eligible for uniform exchange. This exchange is to be on a one for one basis as uniforms wear out, i.e. one new duty shirt for a worn duty shirt, and so forth.
- 30.3 The allowable amount of these exchanges per year are not to exceed the initial standard issue with the exception of those who are required to wear class "A" shirts on duty. These are to be exchanged as duty shirts, four each year.
- 30.4 In the event an employee wears out more than his allotted amount of uniforms, he shall be required to additional uniforms at his own expense.
- 30.5 Each employee who has completed his first year of employment will be eligible for yearly foot wear. Boots will be replaced as needed and at the discretion of the Chief.
- 30.6 APPROVED UNIFORMS FOR ON DUTY PERSONNEL
- |    |                  |                                       |
|----|------------------|---------------------------------------|
| 1. | 0700-1700 Hours: | Duty Pants, Collared Shirt, Duty Boot |
| 2. | 1700-0700 Hours: | Duty Pants, T-Shirt, Duty Boot        |
| 3. | 1700-0700 Hours: | Jumpsuit, Duty Boot                   |
- 30.7 As weather permits, Navy Blue, Red Cap brand shorts have been approved for daily wear. Black tennis shoes, approved by the Chief may be worn with the shorts.

Exceptions to the above include the following:

- a. If a drill or physical training is conducted between the hours of 0700-1700, a T-shirt may be worn.
- b. Tennis shoes should not be worn if there is to be any activities done around the station that may be potentially hazardous or require the lifting/moving of a heavy object or objects that may injure the feet.
- c. The jumpsuit may only be worn to medical calls.
- d. Shorts should not be worn to any call that may involve exposure to bodily fluids (i.e. assaults, gunshot wounds, etc.)

### 30.8 APPROVED UNIFORMS FOR VOLUNTEER PERSONNEL

1. Duty Pants, Duty Shirt, Black Boots or Black Tennis Shoes
2. Jumpsuits, Black Boots or Black Tennis Shoes
3. Shorts, Duty Pants or Black Tennis Shoes
4. High Top Tennis Shoes will provide ankle support and should be made of good quality materials.

Members are required to maintain an adequate supply of serviceable uniforms and may be subject to disciplinary action if they do not comply with the uniform dress code of the Department. If an employee resigns or is terminated, the complete uniform issue must be returned to the Department. An appropriate amount will be withheld from the final paycheck to cover the cost of replacing items not returned.

### 30.9 APPROVED BADGES

No badges may be ordered without prior approval of the Chief. Any individual promoted in rank will be issued a new badge and may be allowed to keep the old one. Any individual leaving the Department is required to turn in their badge. Badges shall display the following information from top to bottom: Department name, Rank, State of Arizona Seal, Assigned department tracking number, i.e., 300, 301, 302 etc.

Currently only the following are approved badge titles:  
Fire Chief, Assistant Chief, Division Chief, Captain, Engineer, Firefighter, Public Education, Fire Marshal and Fire Investigator.

**ARTICLE 31**  
**EXCHANGE OF DUTY POLICY**

- 31.1 It is the intent of this policy to grant exchange duty privileges to shift personnel. The Quartzsite Fire Department has established the following rules pertaining to exchange manning requirements of the Department.
- a. Exchange of duty privileges will be granted to members providing they have like qualifications.
  - b. If possible, all exchange of duty requests will be submitted in writing with a 48 hr. notice.
  - c. All exchange of duty time will be repaid within a two month period. The date of the original exchange of duty and the pay-back date must be indicated on the request form.
  - d. No member may initiate in excess of eight "formal" exchange of duty requests per year, unless granted by the Chief. A formal exchange of duty consists of a full 24 hour period.
  - e. Any exchange of duty less than twenty-four (24) hours, will not constitute a change, and should be repaid as soon as possible.
  - f. The member who initiates the exchange is responsible for entering the name on the duty roster.

**ARTICLE 32**  
**PER DIEM & EXPENSES POLICY**

31.1 Per Diem for in-state travel will be \$40.00 per day. This is computed as follows:

Meals - \$40.00 (such as \$12.50 breakfast, \$10.00 lunch, \$17.50 dinner, tips included).

Lodging – all rooms are paid for by the Department.

31.2 Out of-state travel - \$40.00 per day. This is computed as follows:

Meals - \$40.00 (such as \$12.50 breakfast, \$10.00 lunch, \$17.50 dinner, tips included).

Lodging – all rooms are paid for by the Department.

All requests for any additional Per Diem must be approved by the Chief. Per Diem is given in lieu of actual expenses. Where Department personnel travel together to an approved function, one double occupancy room rate will be paid for each personnel of the same sex.

In the event that expenses exceed the approved per Diem Rates, personnel must submit written justification to the Chief for compensation. A receipt will be required.

Mileage expense for personal vehicles will only be allowed with prior approval from the Chief. The rate will be but never exceed the current federal mileage allowance at the time of travel.

For current year Per Diem rates, visit: [www.gsa.gov/portal/category/100120](http://www.gsa.gov/portal/category/100120)

For current year mileage rates, visit: [www.gsa.gov/mileage](http://www.gsa.gov/mileage)

**ARTICLE 33**  
**MILITARY LEAVE**

- 33.1 It is the intent of this policy to comply with Arizona Revised Statutes 38-610 which provides for military leave “not to exceed thirty (30) days in any two consecutive years.” In figuring military reserve time, non-work days will not be counted. For a 40 hour employee, Saturday, Sunday, and holiday absence will not be counted, and for a 53 hour employee, the conversion for this 30 day period will be fourteen (14) shifts for 30 days equivalent. This means a total of 14 shifts or the equivalent number of hours may be taken in two consecutive calendar years for military reserve duty.
- 33.2 Military leave will be managed by the Administration Department and information may be obtained by the employee regarding the days used and those available to him by reviewing the attendance records.
- 33.3 Additional time required fulfilling military obligations might be obtained only if charged to vacation or compensatory time if applicable.
- 33.4 It is the on-going responsibility of each employee using military leave to carefully monitor his or her own leave to avoid taking time in excess of the prescribed limits.
- 33.5 To secure leave, an employee must provide written orders from his military unit and file a leave of absence report with his supervisor. At least two weeks notice should be given when possible. Emergency requests will be handled on an individual basis.

**ARTICLE 34**  
**PROCEDURES CONCERNING DEPARTMENT PHOTOGRAPHY**

- 34.1 Unless otherwise directed, only one person will take pictures of any emergency, drill, or event the fire department wishes to obtain photographic record of. The individual with the responsibility of taking pictures will make every effort to notify the duty officer that he or she is present on the scene, and shall confirm with the duty officer that pictures are necessary of that particular incident or event.
- 34.2 The Chief will be kept informed of the need for pictures at public education events, training sessions, or Department social events.
- 34.3 Pictures taken at crime scenes, or scenes of suspicious origin, will be at the direction of the investigating officers, either police or fire.
- 34.4 The most inexpensive methods of film processing shall be used and the Chief must approve any deviation from this.

**ARTICLE 35**  
**PHYSICAL AGILITY TEST**

Quartzsite Fire Department has implemented a Physical Agility program. This program is designed to test the endurance as well as the physical strength of the firefighter. It is the intent of the Department to maintain a high standard of efficiency to reduce injuries that are inherent without our profession. The Department will assist and encourage, without bias, all personnel to successfully complete this test.

- 35.1 All personnel who, as part of their duties are required to fight fires in full turnout gear with S.C.B.A.'s will be expected to successfully complete the program. The only exception to this is the Chief.
- 35.2 Career Personnel will test first, and after successfully completing the test, will arrange for a mutually agreeable day for all other personnel to complete the test.
- 35.3 All reserve firefighters applying for a position of employment will be required to successfully complete this test prior to employment.
- 35.4 The test will be held each March, however, at the discretion of the Chief, tests may be held periodically throughout the year.

The Firefighter will be dressed out in full turnout gear with an S.C.B.A. He/she will be required to complete a number of tasks within a time frame of eight (8) minutes. These tasks will be outlined to him/her and he/she will be given ample opportunity to practice these tasks under the direct supervision of a Duty Officer, prior to testing.

Each Firefighter will have three (3) attempts at successfully completing the test. If, after the third attempt, the firefighter has not successfully completed the test, a meeting with the Chief Officers will be held to discuss any further action.

At the discretion of the Chief a physical agility training program will be offered to any Career Member of the Department not successfully completing the test. The duration of the training program will be decided by the Chief. If the Career Member opts not to take this offer, he/she may be subject to disciplinary action, up to and including suspension of duty.

**ARTICLE 36**  
**STANDARD OPERATING PROCEDURES**  
**RECORD KEEPING/RETENTION**

- 36.1 Fire reports greater than six years old shall be destroyed provided that no litigation is pending and no historic value exists.
- 36.2 Medical reports greater than three years old shall be destroyed provided that no litigation is pending.
- 36.3 Office records and financial records greater than six years old shall be destroyed provided no litigation is pending.
- 36.4 Each shift Captain shall insure that all medical and or fire reports are completed before the end of each shift.
- 36.5 After completion of fire and medical reports those reports shall be placed in a file in the filing cabinet in the Captain's office.
- 36.6 When litigation may exist or copies of records have been subpoenaed those records shall be placed in a separate file and given to the Fire Chief where they will be kept on file until resolved.
- 36.7 Where records represent historic value those records shall be removed from the general files and given to the Fire Chief for permanent storage.
- 36.8 All records of Quartzsite Fire District Board meetings shall be considered to have historic value.
- 36.9 All historic records shall be kept on long term storage paper such as "millennium paper and written once to a CD-disc.

