

## Electronic Mail

### 206.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the proper use and application of the electronic mail (email) system provided by the District.

### 206.2 POLICY

Sanibel Fire and Rescue District members shall use email in a professional manner in accordance with this policy and the Florida Public Records Act (§ 119.01, Fla. Stat. et seq.).

### 206.3 PRIVACY EXPECTATION

Members forfeit any expectation of privacy with regard to emails or anything published, shared, transmitted or maintained through file-sharing software or any Internet site that is accessed, transmitted, received or reviewed on any district technology system.

The District reserves the right to access, audit and disclose, for whatever reason, any message, including attachments, and any information accessed, transmitted, received or reviewed over any technology that is issued or maintained by the District, including the district email system, computer network or any information placed into storage on any district system or device. This includes records of all keystrokes or Web-browsing history made at any district computer or over any district network. The fact that access to a database, service or website requires a username or password will not create an expectation of privacy if it is accessed through district computers, electronic devices or networks.

### 206.4 RESTRICTED USE

Messages transmitted over the email system are restricted to official business activities, or shall only contain information that is essential for the accomplishment of business-related tasks or for communications that are directly related to the business, administration or practices of the District.

Sending derogatory, defamatory, obscene, disrespectful, sexually suggestive, harassing or any other inappropriate messages on the email system is prohibited and may result in discipline.

Email messages addressed to the entire district are only to be used for official business-related items that are of particular interest to all users. In the event that a member has questions about sending a particular email communication, the member should seek prior approval from his/her supervisor.

It is a violation of this policy to transmit a message under another member's name or email address or to use the password of another to log into the system unless directed to do so by a supervisor. Members are required to log off the network or secure the workstation when the computer is unattended. This added security measure will minimize the potential misuse of a member's email, name or password.

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### **206.5 EMAIL RECORD MANAGEMENT**

Email is considered a public record under the Florida Public Records Act and must be managed in accordance with the established records retention schedule and in compliance with state law.

The Custodian of Public Records shall ensure that email messages are retained and recoverable as outlined in the Records Management Policy (§ 119.011, Fla. Stat.).

## Power Lines Down/High-Voltage Electrical Emergencies

### 318.1 PURPOSE AND SCOPE

This document provides arrival and on-scene procedures for Sanibel Fire Rescue units responding to power lines down or a high-voltage electrical emergency.

Corresponding Policies:

Hazardous Materials Response

Incident Management

### 318.2 ELECTRICAL SAFETY AWARENESS

Power lines can come in contact with the ground as a result of storm-related activity, fire, or vehicles striking power poles. In all cases, the potential for electrical shock/electrocution and secondary fire must be considered.

Electricity always seeks ground or the lowest level possible. It may travel any path as it seeks ground. When power lines are down, they energize the ground around them. The voltage is highest in the immediate area of the line and lessens in the outer radius of the line. Stepping in proximity of a downed power line may result in a tingling sensation in the feet, serving as a warning to back away from the area.

Lockout of down power lines generally occurs after three (3) attempts to reenergize.

Lines can reset and become hot or energized again by a number of different methods. SFRD Personnel should presume that lines are hot until advised otherwise by utility personnel.

Power lines tend to have "Reel Memory" and may curl or roll when down.

Hose streams conduct current. Never spray hose streams directly into the power lines.

Transformers contain oil, which may be a burn hazard. However, Lee County Electric Cooperative transformers do not contain PCBs, which are carcinogens.

Personnel should exercise extreme caution at all times when approaching areas where live voltage may be present, while trying to detect live voltage and in taking action after detection of the live voltage.

### 318.3 FIRST FIVE MINUTES

The first arriving Sanibel Fire Rescue unit should contact Dispatch and provide the following information:

- Unit on-scene
- Initial scene size-up

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- Unit assuming incident command (IC)
- Confirmation that the power company is responding

The Incident Commander (IC) should:

#If able to conduct safely, perform or direct another member to perform a 360 assessment of the incident and report results to the IC.

#Establish the agency accountability system for all personnel on-scene.

#Establish a restricted area based on the specific hazard. No person should be permitted to enter the restricted area unless directed by the IC.

#Contact Dispatch to get an update on estimated time of arrival for power company and request additional resources as appropriate.

## 318.4 PROCEDURES

### 318.4.1 RESOURCE DEPLOYMENT

#### (a) Apparatus

1. Apparatus should be positioned depending upon these responses:

- (a) Overhead emergencies - When practicable, apparatus should be placed according to the \* Traffic Incident Management (TIM) consists of a planned and coordinated multi-disciplinary process to detect, respond to, and clear traffic incidents so that traffic flow may be restored as safely and quickly as possible. Avoid placing any apparatus under the involved utility equipment and overhead wires leading up to the involved utility equipment. Apparatus should be placed no closer than two poles from the involved utility equipment.
- (b) Interior emergencies - Apparatus should be placed in accordance with the Structure Fire Response Procedure. Avoid parking under wires servicing the structure or next to utility boxes.
- (c) Traffic accidents and vehicle fires - When practical, apparatus should be placed according to the Traffic Incident Management System and Roadway Incidents Procedure. If wires are laying on a vehicle or a utility pole is involved, apparatus should be placed no closer than two poles and on the opposite side of the road from the hazard. Avoid placing apparatus under overhead wires when reasonable to do so.
- (d) Substation emergencies - Apparatus should be placed in accordance with any substation pre-plan or, if no substation pre-plan exists, then the Hazardous Materials Incident Response Procedure.
- (e) Underground emergencies - When practicable, apparatus should be placed according to the Traffic Incident Management System and Roadway Incidents Procedure. Apparatus should be placed at least 200

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feet from the hazard. Apparatus should not be parked over manhole covers.

#### 2. Personnel

- (a) Personnel should don and remain in full personal protective equipment (PPE) and remain with their assigned apparatus and out of the restricted area until otherwise directed by the IC.

\*Welcome to Traffic Incident Management (TIM) - Office of Operations (dot.gov)

#### 318.4.2 OPERATIONS

Power lines down:

- (a) Request Lee County Electric Cooperative to respond. If a pole number can be located safely or by the use of binoculars, provide that number to Lee Control.
- (b) Place apparatus away from down lines and power poles.
- (c) Consider all down wires as energized
- (d) Cable lines may become energized if they touch a power line.
- (e) Locate both ends of downed wires.
- (f) Secure the area and deny entry.
- (g) In the event of multiple lines/poles down over a large area, call additional resources.

Power lines on vehicles:

- (a) Request Lee County Electric Cooperative to respond.
- (b) Place apparatus a safe distance away from the down lines.
- (c) Do not touch the vehicle.
- (d) Have occupants remain inside the vehicle.
- (e) If occupants must leave the vehicle, due to fire or other threat to life, instruct them to jump free of the vehicle without touching the vehicle and ground at the same time.

#### 318.5 UNIVERSAL PRACTICES

- (a) All down, low, broken, frayed or split wires should be considered energized regardless of their appearance.
- (b) No scene should be considered safe by any Sanibel Fire Rescue personnel until confirmed by on-scene power company personnel.
- (c) During electrical emergencies, seemingly safe conditions can rapidly and violently escalate, leaving no time for a safe retreat. The restricted zone established by the IC should be large enough to reasonably include any area that could become unsafe if the hazardous condition escalates.

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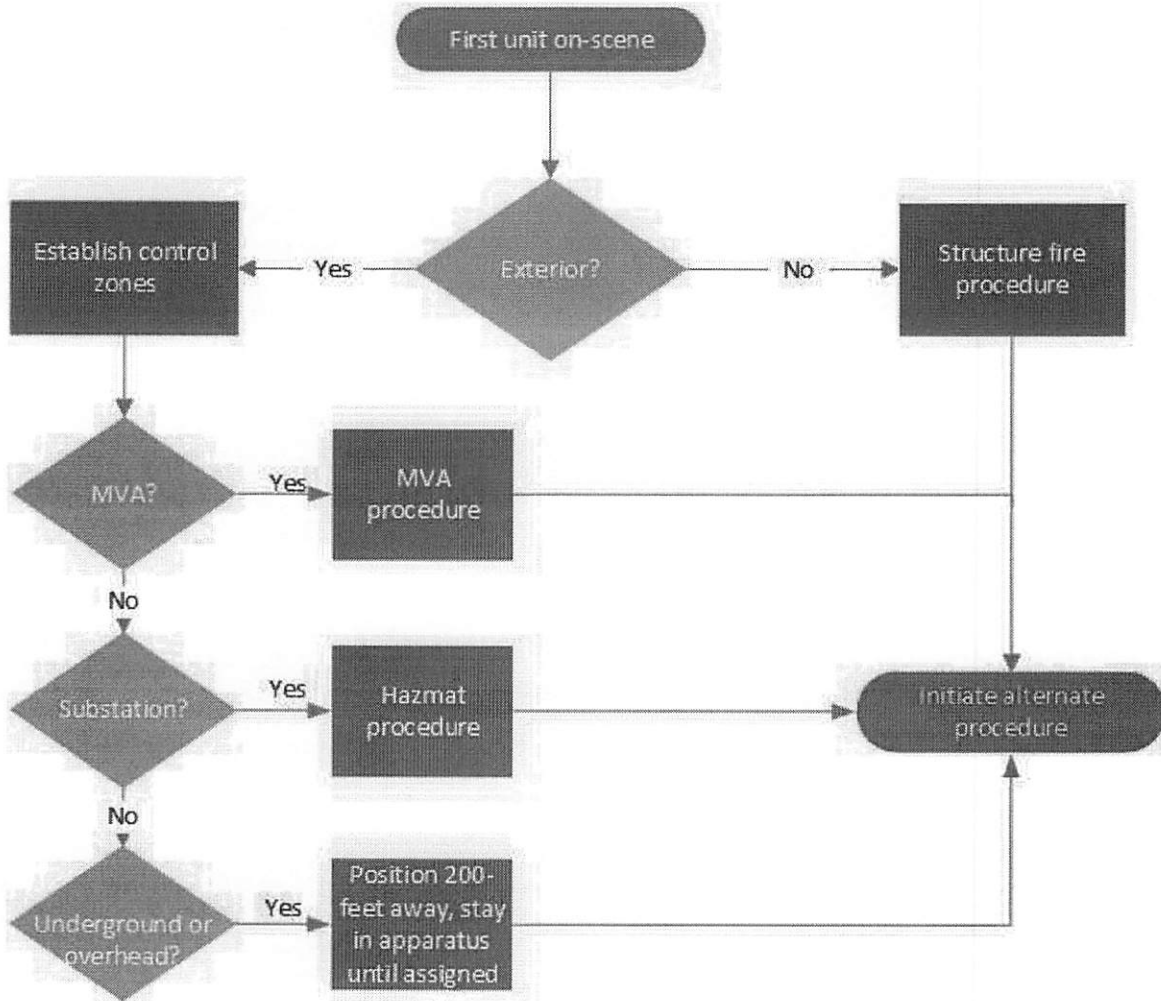
- (d) During electrical emergencies, wires often become energized to a higher than normal voltage. This includes cable television and phone lines. Personnel should avoid contact with any wires until the power company has confirmed the hazard is de-energized.
- (e) During electrical emergencies, objects near and around a high-voltage source often become energized. This can include trees, poles, fences, buildings, automobiles, fire hydrants, guard rails, natural gas pipes, and water pipes. Personnel should avoid contact with any object near the hazard until the power company has confirmed the hazard is de-energized.
- (f) The ground itself may become energized to deadly levels. If members must approach a site, they should walk slowly so the energized ground can be felt before it reaches lethal voltage. Members should not run, push or drag anything or anyone to or from a site as this may escalate the hazard.
- (g) Generators and solar panels have the potential to “back feed” into wires, panel boxes and other utility related equipment. Check and confirm that solar power systems or generators are disconnected from the hazard before engaging in any activity.

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### 318.6 PROCEDURE DECISION TREE





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## Ground Ladder Testing

### 913.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that ground ladders are periodically inspected and tested for compliance with the standards set forth by the National Fire Protection Association (NFPA). This is a safety measure designed to reduce or eliminate the risk of injury to district members when using ground ladders.

### 913.2 POLICY

It is the policy of the Sanibel Fire and Rescue District to perform testing, inspection and certification of all ground ladders for the safety of district members and to comply with applicable standards.

### 913.3 INSPECTION AND TESTING

All district-owned ground ladders should be tested and certified annually. The actual testing interval may exceed 12 months if that time is reasonably needed for scheduling and completion of the testing process.

Ground ladders shall also be tested after repair and before being placed back in service. Ladders will be tested in accordance with applicable NFPA standards. Load testing minimums will vary based on ladder construction and type.

All ground ladders shall be inspected thoroughly after each use. Any defect noted in the inspection shall be repaired and the ground ladder tested prior to being returned to service.

Ground ladder testing and certification should be performed by a trained, qualified district member or a qualified vendor.

### 913.4 RECORDS

The assigned Chief officer shall be responsible for maintaining comprehensive records of all ladder testing and certification for the service life of each ladder.



## Reporting for Duty

### 1009.1 PURPOSE AND SCOPE

This policy describes the district's expectations of its employees when reporting for duty, to ensure that all members are fully capable of functioning in their capacity.

### 1009.2 POLICY

It is the policy of this district to identify the expectations required of its members when reporting for duty in order to provide efficient and quality services to the community and to provide for the safety of its members.

### 1009.3 PUNCTUALITY

All members should be punctual and be ready to immediately perform their duties at the assigned time.

### 1009.4 RELIEF

Members are required to remain on-duty until relieved. Upon entering the station, it is the member's responsibility to contact the member being relieved and receive a briefing.

Company officers may not be absent from their place of assignment without being relieved by another member that has received authorization to work in the capacity of an officer

### 1009.5 READINESS FOR DUTY

Upon reporting for duty, all members should prepare themselves and their gear to be immediately available to respond to calls for service beginning at the employees scheduled start time. This shall include, but is not limited to, placing personal protective equipment (PPE) on the member's assigned apparatus.

### 1009.6 PERSONAL APPEARANCE

All members should don the appropriate uniform prior to the start of their work assignments and be properly attired at all times when representing the District. Each member should wear the appropriate uniform or protective equipment that has been approved for the activity being performed.

### 1009.7 CLEANLINESS

All members should keep their persons, uniforms, desks, beds and lockers in a neat and clean condition. If a persistent problem is noticed, the member should be notified immediately.

### 1009.8 INABILITY TO REPORT FOR DUTY

Members should notify their company officer at his/her duty assignment location as soon as practicable of any inability to report for duty at the time required. If members are unable to make

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contact with their company officer at the duty station, members should notify the on call chief officer.

#### **1009.9 EMERGENCY RECALL**

Upon receipt of an emergency recall, without delay, members should secure and/or stabilize their home and family, and report for duty at the appropriate work location. Members shall recognize the potential for emergency recall and take measures in advance to properly prepare their families. Except when otherwise instructed, members should travel to their normal work assignment once they have received the notice of recall. Members shall not leave their duty assignments until properly relieved. Members shall follow the procedures detailed in the Emergency Recall Policy.

#### **1009.10 RELIEVED FROM DUTY FOR VIOLATIONS**

Any company officer may relieve a member under his/her command from duty, when, in the company officer's judgment, an alleged offense committed is sufficiently serious to warrant immediate action. A report of such action shall be immediately made to the appropriate Chief officer, followed by written charges and documentation in accordance with district procedures and the Florida Firefighters' Bill of Rights (§ 112.80, Fla. Stat. et seq.).

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# Overtime

## 1011.1 PURPOSE AND SCOPE

The purpose of this policy is to identify the use and management of overtime by Sanibel Fire and Rescue District employees and to establish an overtime compensation request process.

## 1011.2 POLICY

It is the policy of the Sanibel Fire and Rescue District to maintain a degree of flexibility concerning the overtime policy due to the nature of fire service work and the needs of the District.

## 1011.3 PROCEDURE

Overtime may be available due to unforeseen personnel absences, emergency incidents, special details, or consistent with staffing requirements. The Fire Chief or the authorized designee should develop a plan for the fair distribution of both the workload and the income opportunity if a plan is not stipulated in the collective bargaining agreement. The plan should consider the District's interest in managing overtime costs.

Any instance of work that requires overtime compensation shall be approved in advance by a supervisor. If circumstances do not permit prior approval, then approval shall be sought as soon as practicable during the overtime shift and in no case later than the end of the shift or time period in which the overtime is worked.

The highest-ranking officer on duty, either Captain or Lt., will be accountable for any inaccuracies in the recording of personnel timekeeping.

All employees will provide a contact number they wish to be contacted for overtime purposes and will choose the primary method of contact in the individuals time keeping software's settings. Employees will be notified of available overtime by automated phone call, app notification, or text message (as chosen by the employee via the District's time keeping software). Failure to respond to a request for OT within the required time limit will send a notification to the next employee. The time between requests is based on operational needs as listed in this policy. The first person accepting will be given the overtime.

All overtime shall be filled as needed to meet minimum manning requirements as specified in the collective bargaining agreement.

**Officer Overtime :** Overtime created by an Officer will first be offered to all eligible Officers on a voluntary basis

- If no eligible Officer accepts the shift and an, acting officer is not already on the shift, the overtime will be offered to all eligible acting officers. If no acting officer accepts the shift, an Officer (Captain or LT) will then be mandated.
- If no eligible Officer accepts the shift and an acting officer is already on that shift, the shift will be offered to any eligible Firefighter. If no eligible Firefighter accepts the shift, an Officer (Captain or LT) will then be mandated.

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**Firefighter Overtime:** Overtime created by a Firefighter will first be offered to all eligible Firefighters on a voluntary basis.

- If no eligible Firefighter accepts the shift, the shift will then be offered to all eligible Officers. If no eligible Officer accepts the shift, a Firefighter will then be mandated.

Employees may be subject to mandatory overtime in the following cases:

- (a) Environmental conditions, impending hurricanes, tropical storms, flooding.
- (b) To cover staffing of shifts.
- (c) Operational activities which require extra manpower.

Failure to work "mandatory overtime" is subject to disciplinary action as outlined in the collective bargaining agreement.

Mandatory overtime will be applied to the least senior employee with the least number of mandatory hours in rank. Employees ordered to work mandatory overtime will not have those hours worked counted toward the overtime call in list. Once an employee is ordered to work overtime, the affected employee shall have the ability to split the mandatory shift if they are able to find another employee of the same rank willing to work. Those employees who agree to cover a portion of the mandatory shift will also not have those hours worked counted against the overtime call in list.

Employees who have pre-scheduled Shift Swap Off or Vacation time for their next shift shall be considered to be on vacation when they go off shift at 0800, and shall be exempt from mandatory Call Back for the period.

Employees who have pre-scheduled sick time (family necessity, for example) or who otherwise utilize sick time during a Mandatory Overtime shift must have the sick time certified. Failure to do so will result in disciplinary action.

All exceptions to the mandatory Call Back process will be suspended in the case of a natural disaster as determined by the Fire Chief or designee.

#### 1011.3.1 OVERTIME LISTS

A call back list will be developed in the District's time keeping software for all duty personnel. The overtime call back lists will be set up by seniority and amount of hours worked. All call back lists will reset every year on January 1st. This list will be filtered based on need (paramedic, engineer, officer).

The Call Back list will be calculated as hours worked. Once an employee works all or part of an overtime shift, he or she will be charged that amount of hours and be placed into the overtime callback list accordingly.

An employee who agrees to work overtime less than 8 hours will not have the hours calculated against the overtime callback list.

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#### 1011.3.2 VOLUNTARY OVERTIME CALL IN PROCEDURE

A notification system will be used to perform a call back for voluntary overtime needed based on staffing needs. Call backs will be initiated by the highest ranking officer on-duty as early as possible.

The following chart indicates how much interval will be given between employee notifications on the Call Back settings.

CALL BACK WINDOW	INTERVALS
Immediate - less than 6 hours	3 Minutes
6-12 Hours	5 Minutes
12-24 Hours	15 Minutes
Greater than 24 Hours	30 Minutes

Once an employee has accepted voluntary overtime, it is the responsibility of the company officer to ensure that staffing details are accurately recorded in the District's timekeeping software.

#### 1011.3.3 MANDATORY OVERTIME CALL IN PROCEDURE

Mandatory overtime will be used when the Company Officer has not been able to fill voluntary overtime requests. The mandatory overtime call back lists can be found in the District's timekeeping software.

The least senior employee with the least amount of mandatory hours will be contacted by all means possible to include:

- (a) A Messaging Notification through the District's timekeeping software..
- (b) Phone Call from District Landline.

If the company officer is unsuccessful with fulfilling the mandatory overtime shift with all communication efforts listed above, the Company Officer will move down to the next employee on the list and repeat the notification steps. It is the company officer's responsibility to use due diligence and assess the urgency of coverage before proceeding to the next employee on the list.

It shall be the responsibility of the company officer filling the mandatory overtime to manually update the mandatory call back list.

Personnel on duty are aware that mandatory overtime is a fundamental aspect of their role and will occur. Any employee who deliberately avoids or declines to respond to communications requesting mandatory overtime from the district may be subject disciplinary measures.

#### 1011.4 OVERTIME COMPENSATION

Overtime compensation is automatically included in the biweekly payroll reports submitted to the district's administration. The company officer is tasked with ensuring that daily staffing is accurately recorded and that each on-duty employee is appropriately categorized in the District's

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timekeeping software. If an employee notices an incorrect work classification in the software, they must promptly inform their direct supervisor following the chain of command.

Educational overtime, such as medical in-services or other district mandated training/meetings, will be compensated at no less than 3 hours for attending members.

If an employee is called in to report to duty and released in under 3 hours, the employee shall receive a minimum of 3 hours of compensation.

An employee currently on duty and waiting for relief will be compensated as overtime in 15 minutes increments after his or her shift has ended.

Employees who continue working past their regular shift due to an incident will receive overtime compensation in 15-minute increments.

#### 1011.5 ACCOUNTING FOR OVERTIME

Company Officer's should record the actual time worked in an overtime status. In some cases, a collective bargaining agreement may stipulate that a minimum number of hours will be paid or as stated above.

##### 1011.5.1 ACCOUNTING FOR PORTIONS OF AN HOUR

Authorized overtime work shall be accounted in the increments as listed :

TIME WORKED	RECORD
Up to 15 minutes	.25 hour
16 to 30 minutes	.50 hour
31 to 45 minutes	.75 hour
46 to 60 minutes	1 hour

##### 1011.5.2 VARIATION IN TIME REPORTED

Where two or more employees are assigned to the same incident or activity, and the amount of time for which compensation is requested varies between the employees, the company officer or other approving supervisor will need to notate the reason for the variation in District's time keeping software.

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## Conduct and Behavior

### 1013.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines to prevent activities or behaviors that may lead to disciplinary actions or dismissal.

The District anticipates that its employees will conduct themselves appropriately, both on and off the job. As a fire service entity, the District and its employees must treat its customers in a courteous and respectful manner at all times and employees' conduct must be consistent with the District's mission and values.

The District recognizes, however, that there will be instances when employees may act in a manner that is not consistent with the District's expectations as described in both the District's Code of Conduct and elsewhere within the District Policies or other rules, regulations, CBA, or expectations of the District. Even though many of the District's non-bargaining unit employees serve the District in an "at will" capacity, the District believes it appropriate to establish this policy so that all employees are reasonably informed of the expectations placed upon them. Thus, this policy has been developed to enable supervisors to more easily resolve issues related to unacceptable performance and misconduct. The District's goals is to establish a disciplinary policy which aligns with District's code of conduct policy and CBA, all are to ensure that employees understand the potential consequences of inappropriate behavior and to assist them in recognizing the severity of such consequences, with the hope that disciplinary actions, if required, will encourage the individual to personally resolve whatever concerns exist with respect to either inadequate performance or personal misconduct.

The District recognizes that sworn employees are entitled to certain rights as covered in Florida Statue Title X Chapter 112 Part VIII; the intent of this policy and the procedures contained herein is to comply with the law.

### 1013.2 POLICY

It is the policy of this district that its members strive to attain the highest professional standard of conduct and discharge their duties in a courteous and professional manner.

All members shall comply with rules adopted by the Division of State Fire Marshal and with reasonable workplace safety and health standards, rules, policies, procedures and work practices established by the Sanibel Fire and Rescue District and its safety committee (§ 633.532, Fla. Stat.).

### 1013.3 CODE OF CONDUCT

The following Code of Conduct represents the philosophy and conduct standards for all members of the Sanibel Fire and Rescue District. The foundation for the Code of Conduct is the following policy: All District members are to regard themselves as public officials and are to be governed by the highest ideals of honor and integrity. Courteous conduct is indispensable to good discipline.

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All members of the District will be expected to act as a professional at all times, whether on or off duty, reflecting credit upon themselves as well as the District.

#### **All Members Shall:**

- A. Comply with all Policies, rules, regulations, standard operating procedures, and written directives/memos of the Fire District.
- B. Use their knowledge and training to protect life and property at all times.
- C. Work competently in their positions to cause all District programs to operate effectively.
- D. Always conduct themselves to reflect the mission and values of the District.
- E. Keep themselves informed of their job duties so as to do their job effectively and efficiently.
- F. Be concerned for each member's welfare.
- G. Keep themselves physically fit.
- H. Properly care for and be responsible for District property.
- I. Supervisors will manage and lead in an effective, considerate manner.
- J. Subordinates will follow instructions in a positive, cooperative manner and shall promptly and thoroughly obey all orders given by superior officers.
- K. Operate safely and use good judgment. Abide by safety rules and common safety practices.
- L. Observe the work hours of their position.
- M. Courtesy toward the public shall be observed at all times.

#### **All Member Shall Not:**

- A. Engage in any activity or behavior that is detrimental to the District or brings discredit to the District or its members.
- B. Engage in a conflict of interest to the District or use their position with the District for personal gain or influence.
- C. Bring upon or cause to be brought upon station property any firearms or weapon, unless duly authorized by the Fire Chief or his designee or as authorized through additional policies.
- D. Fight, except during self-defense.
- E. Stealing.
- F. Abuse of leave time.
- G. Make or publish false, vicious or malicious statements concerning any employee, supervisor, the District or its operation.
- H. Knowingly harbor a serious communicable disease which may endanger other employees.



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- I. Fail to report an accident or personal injury in which the employee was involved while on duty.
- J. Fail to report the loss or damage of District property immediately to their supervisor.
- K. Engage in insubordination.
- L. Gamble in any form while on duty or on District property.
- M. Divulge any information or reports relative to the Fire District or its operations without proper authorization.
- N. Use alcoholic beverages, debilitating drugs, or any substance which could impair their physical or mental capacities while on duty.
- O. Take it upon himself to loan, sell or give away any property of the District.
- P. Falsify or alter any District record or report, such as an employment application, medical reports, production reports, time records, expense account or absentee reports.
- Q. Failure to use assigned or designated safety equipment or comply with safety policies and procedures, including the appropriate personal protective equipment (PPE) necessary for any training or emergency incident.

#### **1013.4 INTERACTION WITH THE PUBLIC**

In the performance of their duties, members should be courteous to the public and tactful. They should control their tempers, should exercise reasonable patience and discretion, and should not engage in any argumentative discussions even when provoked.

In the performance of their duties, members should not use coarse, violent, profane, or insolent language or gestures, and should not express prejudice or discrimination.

#### **1013.5 COURTESY TO MEMBERS**

Members should be courteous and respectful in their relations with all members of the District. Members shall not use coarse, violent, profane, or insolent language or gestures, and shall not express prejudice or discrimination.

#### **1013.6 DISCRIMINATION, OPPRESSION, OR FAVORITISM**

Unless required by law or policy, discriminating against, oppressing, or providing favoritism to any person because of actual or perceived characteristics such as race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, economic status, cultural group, veteran status, marital status, and any other classification or status protected by law, or intentionally denying or impeding another in the exercise or enjoyment of any right, privilege, power, or immunity, knowing the conduct is unlawful, is prohibited.

#### **1013.7 CONFORMANCE TO LAWS**

Members shall obey all laws of the United States and of any state and local jurisdiction in which the member is present.

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#### **1013.8 DEROGATORY OR MALICIOUS STATEMENTS**

Members should not be a party to any malicious gossip, report or activity which would tend to disrupt district morale or bring discredit to the District or any member thereof. Member questions concerning district policy, activities, officers and/or safety issues shall be submitted by official written communication to the member's immediate supervisor.

#### **1013.9 POLITICAL ACTIVITY**

Members should not engage in political activities of any kind while on-duty. Members are also prohibited from engaging in any political activity off-duty while wearing any uniform items or equipment that could identify them as members of the District.

#### **1013.10 SEXUAL ACTIVITY**

Members should not engage in any sexual activity while on-duty. This includes use of any electronic device to communicate or receive messages, photos or any other content of a sexual or provocative nature.

#### **1013.11 ILLEGAL GAMBLING**

Members should not engage or participate in any form of illegal gambling at any time while on-duty. This includes accessing gambling gaming websites from computers or any electronic device, whether district-issued or owned by the member.

#### **1013.12 GIFTS AND GRATUITIES**

Members should not solicit or accept any gift, including money, tangible or intangible personal property, or any service, gratuity, favor, entertainment, hospitality, loan, promise, or any other thing of value from any person, business or organization that is doing business with, or seeking to do business with, the District or the District.

If it may reasonably be inferred that the person, business or organization seeks to influence the actions of a member or seeks to affect the performance of a member while on-duty, the incident should be immediately reported to the next level supervisor.

#### **1013.13 OFFERS OF DONATIONS AND GIFTS OF THE HEART**

Members who are approached with monetary donations following major disasters shall direct the person or entity to the District administration for instruction on proper ways to donate.

At no time should a member accept any monetary donation from the public. If a citizen offers a gift of a non-monetary nature, such as food or product, the gift shall be placed in an area of the station or office to be shared by all members.

At no time shall a member consider a gift of the heart as a personal present.

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#### **1013.14 ABUSE OF POSITION**

Members should not use their official positions, official identification cards, or badges to avoid the consequences of illegal acts or for other non-work-related personal gain. Members shall not lend to another person their identification cards or badges, or permit their identification cards or badges to be photographed or reproduced without the approval of the Fire Chief.

Members should not authorize the use of their names, photographs, or official titles that identify them as district members (e.g., in connection with testimonials or advertisements of any commodity or commercial enterprise) without the approval of the Fire Chief.

#### **1013.15 PUBLIC STATEMENTS AND APPEARANCES**

Members should not address public gatherings, appear on radio or television, prepare any articles for publication, act as correspondents to a newspaper or periodical, or release or divulge investigative information or information on any other matter of the District while presenting themselves or in any way identifying themselves as representing the District, without the approval of the Fire Chief.

#### **1013.16 MISDEMEANOR OR FELONY REPORTING**

Employees must report any misdemeanor or felony charges to the district within 24 hours of being charged. The District will proceed with appropriate action as required by law.

## Driver License Requirements

### 1041.1 PURPOSE AND SCOPE

The purpose of this policy is to establish procedures to ensure that all Sanibel Fire and Rescue District members who drive as a part of their duties have and maintain required driving licenses.

### 1041.2 POLICY

In order to promote driver safety, it is the policy of the Sanibel Fire and Rescue District that any member who is assigned duties that require him/her to drive district vehicles or equipment, or drive a privately owned vehicle while conducting district business, has and maintains driving privileges and a driver license.

### 1041.3 REQUIREMENTS

Any member who is assigned duties that require him/her to drive district vehicles, equipment or private vehicles shall be required to obtain and maintain a valid driver license.

#### 1041.3.1 REVIEW OF RECORDS

The Fire Chief shall appoint an officer to monitor the driving records of all members who are assigned duties that require driving while conducting district business, to confirm each driver has a valid driver license and to monitor driving records for potential problem behavior.

The Chief officer appointed to monitor driving records shall be responsible for reviewing the driver license reports as part of the hiring process and any time an incident occurs that affects a member's eligibility to drive.

Whenever the officer appointed to monitor driving records becomes aware of changes that could affect a member's eligibility to drive, the officer should notify the affected member, the member's immediate supervisor and the Fire Chief.

#### 1041.3.2 NEW EMPLOYEES

Prospective member driving records shall be evaluated to confirm that the applicant has a valid driver license and to review the type and number of traffic violations and accidents on the record.

At the time of hire, a new member whose duties require driving a vehicle while conducting district business shall be required to present a valid driver license.

#### 1041.3.3 CURRENT EMPLOYEES

Driving records of existing members shall be evaluated to confirm that the member has a valid driver license and to review any traffic violations and accidents.

Any member who drives a vehicle while conducting district business must immediately notify his/her supervisor of any suspension, revocation or other change in the status of his/her driver license. Any violation of this procedure may result in disciplinary action, up to and including termination.

## Facility Security

### 1100.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the physical security of fire stations and other district facilities. The safety and security of district members is the primary purpose of this policy. District members should be mindful of their responsibility to protect themselves from any potential physical threats and to protect the security of district facilities.

### 1100.2 POLICY

It is the policy of the Sanibel Fire and Rescue District to provide physical security measures for all facilities under district control.

### 1100.3 GUIDELINES

Members are responsible for ensuring that all district facilities remain secured from unauthorized access at all times.

District members should apply the following guidelines whenever practicable.

#### 1100.3.1 ADMINISTRATION, FIRE PREVENTION AND OTHER PUBLIC ACCESS AREAS

Public access facilities should only be accessible to the public during published business hours and only when sufficient staffing is available to monitor the movement of visitors and restrict access to areas containing confidential or sensitive materials or information. Any facility allowing access to the public should have a designated reception area and some method of limiting public access to controlled areas.

A visitor control process should be implemented at each facility that allows public access. Visitors should be accompanied at all times while inside the controlled areas of the facility and monitored throughout the visit. Maintenance technicians can be issued a temporary FOB for door access to areas needing maintenance. The on duty officer will be responsible for lending out and returning the temporary FOB. The on duty crew and officer will be responsible for monitoring the technicians visit and their location on the property.

Members of the public should be prohibited from using photographic, electronic imaging or recording equipment while inside the controlled areas of the facility, unless such use is necessary for the business purpose of the visit and then only with the approval of the facility's manager or a chief officer.

No public access to the facility should be permitted outside of the published business hours. The facility should be secured against unauthorized entry when closed or when sufficient district personnel are not available to monitor visitor access.

# Sanibel Fire and Rescue District

## Fire Policy Manual

### Facility Security

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#### 1100.3.2 FIRE STATIONS

Fire stations are considered secure facilities with limited public access. Public access to a fire station shall only be permitted into the designated public access area, which should be kept free of confidential records, reports or other protected materials.

A member of the District should accompany any visitor entering the controlled areas of the fire station. All visitors should be monitored throughout their stay in the fire station. The public should not be allowed access to the member sleeping quarters of the station or to any area where members have private lockers or storage for personal belongings. Visitors should not be allowed to take photographs, electronic images or other recordings while inside a fire station, unless it is essential to the purpose of the visit.

All fire station exterior doors should be equipped with self-closing and self-locking doors. All exterior doors should be kept closed and locked at all times, including apparatus bay doors, unless a member is present to prevent unauthorized access. All points of access to the fire station should be closed and locked any time no members are present. All exterior storage rooms, lockers or other facilities should remain locked at all times unless directly observed by a member.

Fire Station bay doors should be closed and apparatus bay secured in the evening no later than sunset.

#### 1100.3.3 BREACH OF SECURITY

All members are responsible for assisting in maintaining the security of district facilities.

Any breach in security should be reported as soon as practicable, through the chain of command, to the officer on duty or chief officer or division manager responsible for the facility.

Any criminal activity that occurs and that poses a threat to district members should immediately be reported to local law enforcement. If warranted by conditions or circumstances, all on-duty members should be notified of the incident and any recommended precautions as soon as practicable. Other members of the District should be notified of the incident as soon as practicable, given the totality of the circumstances.

#### 1100.3.4 SUSPICIOUS ACTIVITY

District members should be vigilant about any suspicious activity occurring in or around district facilities and should report any such activity, through the chain of command, to the officer on duty or chief officer or division manager responsible for the facility. In some circumstances it may be necessary to immediately contact law enforcement to investigate a suspicious activity or circumstance. Suspicious activity may include, but is not limited to:

- Anyone loitering in the vicinity of the facility for an extended period of time.
- Unknown individuals photographing or taking images of the facility, of members of the District assigned to the facility or of district vehicles or apparatus.
- Unknown individuals who appear to be monitoring the activities taking place at the facility.

# Sanibel Fire and Rescue District

## Fire Policy Manual

### *Facility Security*

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- Anyone attempting to gain access or requesting access to district facilities without proper authorization.
- Any abandoned packages or other items left on district grounds or adjacent to district facilities.
- Any unknown or abandoned vehicles left on district grounds or adjacent to the district facility.

# Sanibel Fire and Rescue District

## Fire Policy Manual

### Driver License Requirements

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Any member who does not possess a valid license shall not drive any vehicle while conducting district business.

If a member's driver license is suspended, revoked or becomes invalid, the District may, at its discretion, take any combination of the following actions:

- (a) Assign a member to duties which do not require driving, for up to 60 calendar days from the date of the Florida Department of Highway Safety and Motor Vehicles (DHSMV) report, to allow the member an opportunity to seek the reinstatement of his/her driver license, provided:
  - 1. The member can still perform the majority of his/her job duties.
  - 2. There is minimal impact on the District work output.
- (b) Place a member on leave without pay for up to a maximum of three months from the date of the DHSMV report pending license reinstatement, or up to a maximum of one month if the member has already been assigned to non-driving duties for 60 calendar days.

Any member who is unable to obtain reinstatement of his/her driver license may be subject to disciplinary action, up to and including termination.



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## Hours of Work for Administrative Employees

### 1400.1 PURPOSE

To define the standard working hours, overtime eligibility, and compensation framework for administrative employees within the Sanibel Fire & Rescue District (SFRD), ensuring compliance with both federal and state labor laws while addressing the unique operational needs of emergency services.

### 1400.2 SCOPE

This policy applies solely to administrative employees at the SFRD, categorizing staff as either exempt or non-exempt as per the Fair Labor Standards Act (FLSA) and detailing their work schedules, compensation, and overtime eligibility.

### 1400.3 DEFINITIONS

- **Exempt Employees:** Salaried administrative staff not generally eligible for overtime compensation under FLSA guidelines, fulfilling professional, executive, or administrative roles.
- **Non-Exempt Employees:** Administrative staff eligible for overtime compensation under FLSA guidelines, typically paid on an hourly basis.

### 1400.4 SECTION TITLE

Work Hours:

- The standard workweek for administrative employees consists of 40 hours.

Overtime:

- **Exempt Employees:** Generally not eligible for overtime pay. However, in circumstances where a state of emergency is officially declared by a recognized government authority and SFRD is required to respond to the emergency, exempt employees shall under those circumstances become eligible for overtime compensation. This exception recognizes the extraordinary efforts and extended hours contributed by staff during critical operational periods.
- **Non-Exempt Employees:** Eligible for overtime at a rate of one and one-half times their regular rate for hours worked beyond 40 in a workweek. All overtime must be pre-approved by a supervisor.

Salary and Compensation:

- **Exempt Employees:** Receive a predetermined salary, meeting or exceeding the FLSA's minimum salary threshold, and are not subject to pay deductions based on the quality or quantity of work.
- **Non-Exempt Employees:** Paid on an hourly basis, with overtime compensation for hours worked beyond the standard 40-hour workweek.

# Sanibel Fire and Rescue District

## Fire Policy Manual

### Hours of Work for Administrative Employees

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#### Timekeeping:

- **Exempt Employees:** Required to record attendance in time keeping software but not detailed daily work hours. However, during a state of emergency, specific and detailed timekeeping requirements shall be necessary to accurately track hours worked for overtime compensation. Failure to complete the appropriate incident forms with hours worked justifications may result in non payment.
- **Non-Exempt Employees:** Must accurately track all hours worked using the designated timekeeping system of SFRD.

#### Compliance:

Adherence to this policy is mandatory for all administrative employees. Violations may result in disciplinary action. The policy is in place to ensure fair labor practices and legal compliance.

#### **1400.5 ADMINISTRATION**

The SFRD reserves the right to modify or revoke this policy as needed. Any changes will be communicated promptly to all affected staff.

## Vacation Leave for Administrative Employees

### 1401.1 PURPOSE

To outline the accrual, use, and management of vacation leave for administrative employees, ensuring fair and consistent practices throughout the Sanibel Fire & Rescue District (SFRD).

### 1401.2 ELIGIBILITY AND ACCRUALS

- **Start of Accrual:** Administrative employees will begin accruing vacation leave from their first day of hire.
  
- **Accrual Rates:** Vacation leave is accrued based on the length of service and actual time worked, according to the following schedule:
  - **0-60 Months:** 14 hours per month
  - **61-120 Months:** 16 hours per month
  - **121-180 Months:** 18 hours per month
  - **181-240 Months:** 20 hours per month
  - **241 Months and Beyond:** 22 hours per month
  
- **Accrual Calculation:** Vacation leave is accrued on the first day of each month and is only available for use after accrual. Employees are charged on an hour-for-hour basis for vacation time used. Vacation leave is not prorated for any partial month worked.
  
- **New Employees:** New employees will begin to accrue their full monthly vacation leave on the following first day of the month after starting employment, regardless of their actual start date. New employees are not eligible to take vacation leave until they have completed six (6) months of service, except with approval from the Fire Chief. Example: If An employee starts employment with the district on April 20th, the employee will receive full accrual on May 1st.

### 1401.3 USE OF VACATION LEAVE

- **Scheduling and Approval:**
  - Requests for vacation leave must be submitted at least two (2) weeks in advance through the District's scheduling software, except with approval from the Fire Chief.
  - Approval is based on operational needs and, when possible, on a first-come, first-served basis, taking into account the length of service for conflicting requests.
  
- **Restrictions:**

# Sanibel Fire and Rescue District

## Fire Policy Manual

### Vacation Leave for Administrative Employees

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- Administrative employees out on short-term disability or a leave of absence do not accrue vacation leave.
- Vacation leave may be canceled or employees called back from leave in case of emergency or operational need, as determined by the Fire Chief.
- **Sick Leave Usage:** Using sick leave immediately before or after vacation requires prior notification and approval from the Fire Chief or designee, or a doctor's note must be submitted.

#### **1401.4 ACCRUAL LIMITS AND SEPARATION**

- **Maximum Accrual:** Exempt/Administrative employees do not have a limit for accrual of vacation leave time.
- **Upon Separation:** Administrative employees will be compensated for earned and unused vacation leave hours, **up to the 400 hours**, at their regular rate of pay. This compensation will be provided on the next scheduled payday following separation.
- **Pre-Separation Usage:** Employees shall not use more than two months of vacation accrual leading up to before separation.

#### **1401.5 DISCREPANCIES AND DISPUTES**

- Employees who believe there is a discrepancy in their vacation leave accrual or usage may request a review by the Fire Chief or designee.

#### **1401.6 POLICY ADMINISTRATION**

- The district reserves the right to amend this policy as necessary. All changes will be communicated to affected employees.