MISSION
To protect and preserve life and property from the impact of fire, disaster, injury and illness.
PHILOSOPHY

The Fire District's business is service. We are committed to providing high quality service to our community and our citizens. We believe that the success of our organization depends on teamwork, mutual trust and honesty achieved through commitment to the following values: Communication with one another and with citizens; Loyalty to our community, to this organization, and to each other; Innovation in meeting the present and future needs of the District; Responsibility as a team for the efficient and effective delivery of services; Pride in our work, in our dedication to public service, and in being the best we can be.
FIREFIGHTER CODE OF ETHICS
As a firefighter and member of the Menlo Park Fire Protection District, my fundamental duty is to serve the community; to safeguard and preserve life and property against the elements of fire and disaster; and maintain a proficiency in the art and science of fire engineering.

I will uphold the standards of my profession, continually search for new and improved methods and share my knowledge and skills with my contemporaries and successors.

I will not allow personal feelings, nor danger to self, deter me from my responsibilities as a firefighter.

I will at all times, respect the property and rights of all men and women, the laws of my community and my country, and the chosen way of life of my fellow citizens.

I recognize the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of the fire service. I will never use my official position to obtain advantages or favors for myself, my friends or family.

I will constantly strive to achieve the objectives and ideals, dedicating myself to my chosen profession; saving of life, fire prevention and fire suppression.

As a member of the Menlo Park Fire Protection District, I accept this self-imposed and self-enforced obligation as my responsibility.
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## Fire Services Manual

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Chapter 1 - Fire Service Role and Authority
Fire Service Authority

100.1 PURPOSE AND SCOPE
This policy describes the legal authority of the District and the individual members.

100.2 ORGANIZATIONAL POWERS
This district is authorized to perform the following:
(a) Fire code enforcement
(b) Fire suppression
(c) Investigation of individuals suspected of starting fires
(d) Provision of emergency medical services

100.3 FIREFIGHTER POWERS
Firefighters are sworn members of this district and have the following authority:
(a) Participate in a wide range of emergency and rescue activities, including EMS, extrication and heavy rescue
(b) Perform fire suppression duties, including the suppression of structural, aircraft, wildland and other types of fires
(c) Investigate causes of fires
(d) Collect and preserve evidence when a fire is of a suspicious origin
(e) Possess peace officer status when serving as a fire investigator or Fire Marshal (Penal Code § 830.37)

100.4 CONSTITUTIONAL REQUIREMENTS
When exercising their authority, members shall observe and comply with every person’s clearly established rights under the United States and California Constitutions.

100.5 SUPERVISORY AUTHORITY
Any chief officer may relieve a member under their command from duty when, in their judgment, an offense committed is sufficiently serious to warrant immediate action. A report of such action shall be made immediately through the chain of command to the appropriate chief officer, followed by written documentation of the charges, in accordance with district procedures.
Chief Executive Officer

101.1 PURPOSE AND SCOPE
This policy recognizes the California Office of the State Fire Marshal (OSFM) as the entity providing Fire Chief training and certification.

101.2 CHIEF EXECUTIVE OFFICER
The Peer Assessment for Chief Executive (PACE IV) certification established by the OSFM is a desired qualification. The purpose of the certification is to enhance the professional credibility of candidates for the rank of Fire Chief. The certification requirements are described in the State Fire Training Procedures Manual.

Oath of Office

102.1 PURPOSE AND SCOPE
This policy establishes the oath of office for all sworn personnel of this district.

102.2 OATH OF OFFICE
Upon employment, all sworn personnel shall be required to affirm the oath of office expressing commitment to support and defend the Constitution of the United States and the Constitution of the State of California (California Constitution, Article 20, Section 3 and Government Code § 3102). The oath shall be as follows:

I, [employee name], do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.
Policy Manual

103.1 PURPOSE AND SCOPE
The Policy Manual of the Menlo Park Fire Protection District is hereby established and shall be referred to as the “Policies and Procedures Manual.” The Policy Manual is a statement of the current policies, rules and guidelines of this district. All district members are expected to conform to the provisions of this Policy Manual. All prior and existing policies, manuals, orders and regulations which are in conflict with this Policy Manual are revoked, except to the extent that portions of the existing policies, manuals, orders and other regulations which have not been included herein shall remain in effect where they do not conflict with the provisions of this Policy Manual.

103.2 POLICY
Except where otherwise expressly stated, the provisions of this Policy Manual shall be considered as guidelines. It is recognized that fire and rescue work is not always predictable and circumstances may arise that warrant departure from these guidelines.

It is intended that the provisions of this manual be viewed using an objective standard, taking into consideration the sound discretion entrusted to the members of this district under the circumstances reasonably available at the time of any incident.

103.3 RESPONSIBILITIES
The responsibility for the contents of this Policy Manual rests with the Fire Chief. The Chief may delegate preparation and maintenance to a Policy review committee.

103.3.1 FIRE CHIEF
The Fire Chief shall be the ultimate authority for the provisions of this manual and shall continue to issue Operational Memoranda (OM) as needed. An OM shall modify those provisions of the manual to which it expressly pertains; an OM so issued shall remain in effect until such time as it is incorporated as policy into the manual or expires.

103.3.2 POLICY REVIEW COMMITTEE
Policy Review Committee may consist of the following:

- Fire Chief
- Division Chiefs
- Battalion Chiefs
- Human Resources Manager
- Emergency Medical Services Manager
- Appointed Labor Representatives or Designee

The Policy Review Committee shall review all recommendations regarding proposed changes to the manual and make recommendations to the Fire Chief on final manual changes.
103.3.3  OTHER PERSONNEL
Any member may suggest a revision/addition to the content of the Policy Manual. Any revision/addition should include justification and shall be forwarded in writing through the chain of command.

103.4  FORMATTING CONVENTIONS FOR THE POLICY MANUAL
The purpose of this section is to provide examples of abbreviations and definitions used in this manual.

103.4.1  ACCEPTABLE ABBREVIATIONS
The following abbreviations are acceptable substitutions in the manual:

- Policy Manual sections may be abbreviated as #Section 106.4# or #$ 106.4$.

103.4.2  DEFINITIONS
The following words and terms shall have these assigned meanings, unless it is apparent from the content that they have a different meaning:

**District** - The District of Menlo Park.

**Miscellaneous** - Members and volunteers who are not sworn employees.

**District/MPFD** - The Menlo Park Fire Protection District.

**Firefighter/Sworn** - Those members, regardless of rank, who are sworn members of the Menlo Park Fire Protection District.


**May** - Indicates a permissive, discretionary or conditional action.

**Member** - Any person who is employed by the Menlo Park Fire Protection District.

**On-duty** - Member status during the period when he/she is actually engaged in the performance of his/her assigned duties.

**Order** - A written or verbal instruction issued by a superior.

**Rank** - The job classification title held by a firefighter.

** Shall or will** - Indicates a mandatory action.

**Should** - Indicates a generally required or expected action, absent a rational basis for failing to conform.

103.5  DISTRIBUTION OF THE POLICY MANUAL
Printed copies of the Policy Manual shall be distributed to the following:

- Fire Chief
- Deputy Chief
- Battalion Chiefs
103.6 POLICY MANUAL ACCEPTANCE
All members are required to sign a statement of receipt acknowledging they have received and read a copy or have been provided access to the Policy Manual. Employees are responsible to read and comply with its content.

103.7 REVISIONS TO POLICIES
All members are responsible for keeping abreast of all Policy Manual updates. All new and revised policies should be posted on the Intranet and assigned through Target Solutions.

Each supervisor/manager will ensure that members under their command are aware of any Policy Manual revisions.

Station Officers shall maintain the printed policy manuals.
Chapter 2 - Organization and Administration
Organizational Structure

200.1 PURPOSE AND SCOPE
The purpose of this policy is to establish the organizational structure of the Menlo Park Fire Protection District. This policy also provides guidance regarding the district's reporting process through the chain of command.

200.2 POLICY
It is the policy of the Menlo Park Fire Protection District to organize its resources in a manner that allows for effective and efficient service delivery to the public. To ensure effective organizational communication, members should generally adhere to the established chain of command unless there is a good faith and reasonable basis for utilizing an alternate channel of communication.

200.3 FUNCTIONAL AREAS
The Fire Chief is responsible for managing the Menlo Park Fire Protection District. The following Functional Areas make up the Menlo Park Fire Protection District:

(a) Administrative Services
(b) Fire Prevention
(c) Operations
(d) Training

200.3.1 ADMINISTRATIVE SERVICES
Administrative Services is comprised of Human Resources, Information Technology, Finance, and the Clerk of the Board. It provides administrative support to the Fire Chief, Board of Directors, and all other areas of the MPFPD. The Administrative Services Manager prepares and coordinates the district budget, reviews, prepares and presents staff reports to the Board of Directors and standing committees; the Human Resources Manager directs recruitment, promotion, payroll functions and other related personnel functions; the Information Technology Manager manages information technology systems and computer equipment servicing MPFPD and the Board of Directors.

200.3.2 FIRE PREVENTION
The Fire Prevention Division is directed by a Fire Marshal. The Fire Prevention Division's mission is to engage in prevention and mitigate the impact of fire incidents. The Fire Prevention Division performs inspections of businesses and occupancies as mandated by applicable law. In addition, the Division investigates all major fires occurring within the jurisdiction of the Menlo Park Fire Protection District.

200.3.3 OPERATIONS
The Fire Operations Division is directed by a Division Chief. The Fire Operations Division responds to and mitigates fires, technical rescues, medical emergencies and other calls for service.
200.3.4 TRAINING
The Training Division is directed by the Training Chief who oversees three Platoon Training Officers. The Training Division administers and manages a district wide training program to ensure the effectiveness, efficiency and safety of operations personnel. Maintains training files, records and reports. Manages recruit and probationary training and evaluation.

200.3.5 ORGANIZATIONAL CHART
Refer to District website.

200.4 UNITY OF COMMAND
The principles of unity of command ensure efficient supervision and control within the district. Generally, each member is accountable to a single supervisor at any time for a given assignment or responsibility. Except where specifically delegated or where authority exists by virtue of policy or a special assignment (e.g., emergency incidents), any supervisor may temporarily direct any subordinate if an operational need exists.

200.5 CHAIN OF COMMAND
Respect for rank is essential for administrative and operational efficiency. All members of the Menlo Park Fire Protection District shall adhere to the chain of command. All members shall be thoroughly familiar with the Incident Command System (ICS) and operate within its parameters throughout the duration of all emergency incidents.

A supervising or commanding officer will be identified for each district member. This supervisor/commanding officer is the first step in the organizational chain of command, followed by the next level of commanding officer as set forth in the district's organizational structure. In the event that no supervisory officer is available and initiative action is necessary, rank will be determined by seniority with the right to decline for any valid reason.

Members of the Menlo Park Fire Protection District shall generally conduct district business through the established chain of command. Members shall consult with and report to their commanding officer/supervisor when making recommendations for changes, alterations or improvements concerning district matters. Members shall forward all reports and recommendations through the chain of command. The submission should include written comments from the member's immediate supervisor to indicate whether he/she approves of the recommendation. No memo or recommendation should be stopped in the chain of command before it reaches its intended destination/officer.

Other than the exceptions set forth below, no member of the Menlo Park Fire Protection District shall initiate contact with any member of the governing board or with any other local, regional, state or federal official regarding any matter affecting the Menlo Park Fire Protection District without having first informed the Fire Chief through the chain of command.
200.6  DIRECTIVES AND ORDERS
Members of the Menlo Park Fire Protection District shall make a good faith and reasonable effort to comply with lawful orders of superior officers. Refusal to comply with a lawful order may result in disciplinary action.

200.6.1  CONFLICTING ORDERS
When an employee receives an order which is in conflict with a previous order, the employee shall inform the supervisor who issued the conflicting order and be governed by their instruction.

200.7  ALTERNATE CHANNELS OF COMMUNICATION
All members shall endeavor to keep their supervisors informed of any matters that may affect the safety, welfare or operations of the District.

As a general matter, any concern about a workplace situation should first be raised with the member's immediate supervisor. It is recognized, however, that there may be occasions where the use of the normal chain of command may not be appropriate. If an issue is of a personal nature, involves a sensitive matter, is of significant importance to the district or involves other members or supervisors, the member may consult directly with the Human Resources Manager, Battalion Chief, Division Chief, Deputy Chief or Fire Chief.

All members are free to make or prepare to make, in good faith, any complaint that identifies ethical or legal violations, including fraud, waste, abuse of authority, gross mismanagement, violations of the law or practices that may pose a threat to health, safety and security without fear of actual or threatened discrimination, retaliation or reprisal. Such complaints may be made to any supervisor or directly to the Human Resources Manager. Nothing in this policy shall diminish the rights or remedies of a member pursuant to any applicable federal law, provision of the U.S. Constitution, applicable law, ordinance or collective bargaining agreement.

Any form of reprisal or retaliation against any member for making or filing a complaint in good faith or for participating in the investigation of a complaint is prohibited. Any member engaging in any form or type of reprisal or retaliation is subject to discipline.

200.7.1  OPEN DOOR POLICY
Employees should feel free to contact their supervisor at any time about any problems, questions or suggestions they might have concerning their work or them personally. If you feel that action has been taken against you which is not in accordance with the statements in this manual, please see your supervisor, or any officer of this District. The chain of command should be observed, unless extenuating circumstances deem otherwise.
Emergency Action Plan

201.1 PURPOSE AND SCOPE
The purpose of this policy is to provide for member safety in the event of an emergency and to ensure compliance with state regulations mandating all employers to develop and maintain an Emergency Action Plan (EAP) (Labor Code § 142.3; 8 CCR 3220).

201.2 POLICY
The Menlo Park Fire Protection District is committed to preparing for natural or human-created emergency incidents and providing for the safety of its members.

201.3 PROCEDURE
Refer to the Menlo Park Fire District: Emergency Action Plan

201.4 TRAINING
The District will provide state-mandated training supporting the EAP, as described in the EAP policy in the Training chapter (8 CCR 3220).
Policy Revision Process

202.1 PURPOSE AND SCOPE
The purpose of this policy is to establish a process to make immediate changes to district policy. Operational Memorandums (OM’s) will immediately modify or change and supersede the sections of this manual to which they pertain.

202.2 POLICY
It is the policy of the Menlo Park Fire Protection District to make any immediate changes to policy and procedure in accordance with the current collective bargaining agreement and as permitted by Government Code § 3500 et seq. Generally the establishment of operations memoranda is management's prerogative but employee participation may be sought in the development of those policies. It is the policy of the District to comply with any meet-and-confer requirements between labor groups and authorized district representatives.

202.3 RESPONSIBILITIES
The Fire Chief or designee shall issue all operational memorandums.

All district officers/supervisors shall be responsible for communicating Operational Memorandums to all members in their command.

Operational memorandums will be rescinded upon expiration or incorporation into this manual.

202.4 PROCEDURE
Memorandums are a necessary and important component of effective operations at all levels of the District. Memorandums typically are used to memorialize and/or summarize communication and facts. Memorandums can be generated by the Fire Chief or designee and sent to subordinates or a group of subordinates to give direction, clarify a policy decision or request an action by another division. For the purposes of clarity and to ensure appropriate distribution of written communications, all memorandums between District members shall utilize a standardized format.

(a) There are two types of memoranda utilized within the District:

1. Administrative Memorandum (AM) will be utilized to communicate changes in administrative procedures and practices, and other information that relates to the administrative division including, but not limited to: Information Technology, Human Resources, and Finance. All AM will be identified by year and number for reference (i.e., 2014-01), and shall be maintained electronically on the intranet.

2. Operational Memorandum (OM) will be utilized to communicate changes in operational procedures and practices, and other information that relates to the operations division including, but not limited to: Fire Prevention, Training, Apparatus and Equipment, Emergency Medical Services, and Emergency/Disaster Preparedness. All OM will be identified by year and number for reference (i.e., 2014-01), and shall be maintained electronically on the intranet.
Policy Revision Process

(b) Any OM that is one year from date of issue, expires on its face or is incorporated into a formal District policy, shall no longer be utilized and may be used for reference purposes only.

(c) With the exception of time-sensitive, safety or emergency situations, OM's shall be circulated and reviewed by appropriate staff/labor representative prior to distribution.

(d) Once an OM has been reviewed and finalized, it will be posted on the intranet and may be delivered as a Target Solutions assignment. An updated paper copy will be distributed for each OM Binder by the assigned Battalion Chief.

(e) Copies of manuals shall be maintained by the assigned Battalion Chief or designee.

(f) Upon receipt, company officers shall review all new OM's with their assigned personnel.
Training Policy

203.1 PURPOSE AND SCOPE
District will ensure its members possess the knowledge, skills and abilities necessary to provide a professional level of service that meets the needs of the community today and into the future.

203.2 POLICY
District will use courses certified by the California Office of the State Fire Marshal (OSFM), the California Fire Service Training and Education System (CFSTES), the U.S. Department of Homeland Security or other accredited entities.

203.3 OBJECTIVES
The objectives of the training program are to:
(a) Enhance the level of emergency services to the public.
(b) Maintain the technical expertise and overall effectiveness of district members.
(c) Provide for continued professional development of district members.
(d) Research and introduce new equipment, techniques and best practices.
(e) Encourage diversification of technical skill sets.

203.4 TRAINING PLAN
A training plan with specific objectives shall be developed and maintained by the Training Chief. It is the responsibility of the Training Chief to maintain, review and update the training plan on an annual basis, ensuring that all mandated training is achieved. All training records will be maintained in accordance with established records retention schedules.

203.5 TRAINING NEEDS ASSESSMENT
The Training Chief will conduct an annual training needs assessment. The needs assessment will be reviewed by command staff. Upon approval by the Fire Chief, the needs assessment will form the basis of the training plan for the following year.
Training Division Quarterly Matrix

204.1 PURPOSE AND SCOPE
The purpose of this policy is to outline functional activities and responsibilities at pre-determined time frames.

204.2 POLICY
It is the policy of the Menlo Park Fire Protection District to make reasonable effort to follow the Training Division Quarterly Matrix.
### 204.3 PROCEDURE

#### Menlo Park Fire Protection District

**Training Division Quarterly Matrix**

<table>
<thead>
<tr>
<th>Companies</th>
<th>First Day AM</th>
<th>First Day PM</th>
<th>Second Day AM</th>
<th>Second Day PM</th>
</tr>
</thead>
<tbody>
<tr>
<td>E-1 &amp; T-1</td>
<td>First-in Area</td>
<td>Station Training</td>
<td>Station Responsibilities</td>
<td>District Activity</td>
</tr>
<tr>
<td>E-2 &amp; E-3</td>
<td>District Activity</td>
<td>Station Responsibilities</td>
<td>Station Training</td>
<td>First-in Area</td>
</tr>
<tr>
<td>E-4 &amp; E-5</td>
<td>Station Training</td>
<td>First-in Area</td>
<td>District Activity</td>
<td>Station Responsibilities</td>
</tr>
<tr>
<td>E-6 &amp; E-77</td>
<td>Station Responsibilities</td>
<td>District Activity</td>
<td>First-in Area</td>
<td>Station Training</td>
</tr>
</tbody>
</table>

#### Examples of Activity Guidelines:

- **District Activity**
  - District Wide Training
  - EMS Training
  - US&R Training
  - County Wide Training
  - All Personnel Training
  - Multi Company Training

- **Station Training**
  - Hose / Ladder Drills
  - Driver/Operator
  - Water Rescue
  - Career Development
  - Tools and equipment
  - Protocol Review
  - Probationary Firefighter
  - Training
  - Target Solutions

- **First-in Area**
  - Pre-fire Plan
  - Community Events
  - District Familiarization
  - Building Inspections
  - Station Tours
  - Hose Testing
  - School Inspections
  - Hydrants
  - Public Relations

- **Station Responsibilities**
  - Daily Routine
  - Station Assignments
  - Station Projects
  - Station Maintenance
  - Individual Assignments

Quarterly Scheduling 1/21/2014
California Fair Political Practices Commission Filings

205.1 PURPOSE AND SCOPE
The purpose of this policy is to provide a uniform method for complying with the Fair Political Practices Commission (FPPC) requirements, for designated members to report all potential economic conflicts of interest to the District.

205.2 POLICY
It is the policy of the District of Menlo Park to comply with state requirements, and designate certain job classifications as required to file a Statement of Economic Interests (Government Code § 87300).

205.3 PROCEDURE
The District requires certain job classifications to file a Statement of Economic Interests (Government Code § 87300). These job classifications have been identified based on the opportunity for personal gain that could result from official actions as a member of this district.

The District shall designate a person to be the Conflict of Interest Filing Officer, who shall be responsible for administering the filings in accordance with applicable laws.

205.4 DISTRICT RESPONSIBILITIES
The Fire Chief has designated the Clerk of the Board to be the Conflict of Interest Filing Officer for the District, who shall be responsible for administering the filings in accordance with applicable laws.

All Statement of Economic Interests filings shall be screened for compliance by the Conflict of Interest Filing Officer. Members in designated classifications are required to disclose certain economic interests, which may include investments, interests in real property, income and business interests. All information provided by members on the Statement of Economic Interests is a matter of public record.

205.4.1 FILING REQUIREMENTS
Members in designated job classifications must file the following type of statements:

- Assuming office statement within 30 days after assuming office
- Annual statement due by April 1 each year
- Leaving office statement within 30 days after leaving the position

205.4.2 FILING PROCESS
The filing process is administered by the Conflict of Interest Filing Officer and includes the following procedures:
A Statement of Economic Interests form and filing instructions shall be distributed annually to designated district members. Additionally, forms shall be sent to designated members upon notice of appointment or termination.

A completed Statement of Economic Interests shall be returned to the Conflict of Interest Filing Officer by the date indicated on the instructions.

The Conflict of Interest Filing Officer shall screen the Statement of Economic Interests for completeness, potential conflicts of interest and to ensure all designated members have filed a statement, in accordance with FPPC regulations.

Upon completion of the screening process, the Conflict of Interest Filing Officer shall retain the original for a period of time in accordance with the FFPC and the District's established records retention schedules.

A list of all district members with potential conflict situations will be compiled and maintained in Administration.

Any change to the FPPC filing process shall be submitted to the governing body for review and approval.

205.4.3 REPORTING REQUIREMENTS
All members are required to report potential conflicts of interest even if they are not in a designated classification. All members are disqualified from participating in government decisions in which they have, or appear to have, a financial interest (Government Code § 87100). When a potential conflict of interest situation arises, it must be reported immediately through the chain of command to the member's immediate supervisor and then the Conflict of Interest Filing Officer.

205.4.4 DESIGNATED CLASSIFICATIONS
The Menlo Park Fire Protection District has designated the following classifications as required to complete a Statement of Economic Interests document in accordance with FPPC regulations:

- Directors
- Fire Chief
- Deputy Fire Chief
- Division Chiefs
- Battalion Chiefs
- Administrative Services Manager
- IT Manager
- Human Resources Manager
- Legal Counsel
- Emergency Services Manager
• Disaster Response Manager
• Consultants

** The Fire Chief shall review the duties and authority of all consultants retained by the District. Those consultants who, within the meaning of 2 California Code of Regulations 18700(a)(2) are required to file Statements of Economic Interests, shall do so. During each calendar year, the Menlo Park Fire Protection District shall maintain a list of such consultants for public inspection in the same manner and location as this Conflict of Interest Code. Nothing herein excuses any consultant from any other provision of the Conflict of Interest Code, specifically those dealing with disqualification.
Travel and Reimbursable Expense

206.1 PURPOSE AND SCOPE
The purpose of this policy is to establish guidelines for travel expenditures.

206.2 POLICY
It is the policy of the Menlo Park Fire Protection District to reimburse its employees for authorized expenses incurred in connection with District business, including travel, lodging, meals, gratuities and other related costs. Payment for expenses is subject to the approval of the Fire Chief or designee. Deviations from this policy are subject to approval by the Fire Chief based on an identified need.

206.3 PROCEDURE

206.3.1 RESPONSIBILITIES
(a) It is the responsibility of the Fire Chief or designee to investigate and approve each request for expense reimbursement. It is the responsibility of each employee to obtain prior written approval from the Fire Chief or designee to travel and/or incur any business expense.

206.3.2 AUTHORIZATION FOR TRAVEL
(a) The Fire Chief or designee may authorize employee attendance at meetings, conferences, trainings and seminars at the District expense when the program material is directly related to District service and holds promise of benefit to the District. The Program Manager of that particular program shall pre-approve any traveling or expense related to traveling. The request will be made in writing, dated and signed by the parties making such a request.

206.3.3 RECORDS AND REIMBURSEMENTS
(a) Requests for expense reimbursement requests must be submitted within 60 days of returning from travel in order to be reimbursed.
(b) Receipts which verify the claimed expenditures will be required for all items of expense, except for items that are covered by a pre-approved Per Diem and for personal mileage.
(c) Payment must be made using cash, District or personal check or a District credit card. Employees are prohibited from using personal credit cards to make purchases.
(d) If a receipt is not issued, the receipt can be substituted only by a copy of the front and back of the cashed check.
(e) Proof of registration fee (brochure) and of attendance (certificate) shall be provided if applicable.
(f) Reimbursement will not be made for any personal expenses.
(g) Reimbursement will not be made for alcoholic beverages.
(h) Reimbursement for expenses of family members, spouses, etc., will not be made.
Travel and Reimbursable Expense

(i) Except as otherwise provided in this section, expense reimbursements will be made on an actual cost basis.

(j) Employee must make direct payment to the vendor in order to receive reimbursement.

206.3.4 TRANSPORTATION MODES

(a) Selection of a mode of transportation is the mode which is the most efficient (time, cost, and availability) to the District. As a general rule, if the distance traveled is greater than 700 miles round trip, it is expected that the employee will travel by air. However if the employee wants/needs to drive, they can with the approval of the program manager, the employee will only receive payment for expenses equal to the lesser cost for traveling if the more expensive travel is elected.

(b) Travel via private automobile:

1. Reimbursement for use of privately owned automobiles to conduct District business will be in accordance with the Internal Revenue Service (IRS) standard mileage rate. The District intends to maintain the same standard mileage rate as the IRS and will modify the rate as official rate changes are announced. This reimbursement is considered full and complete payment for actual necessary expenses for the use of the private automobile insurance, maintenance and all other transportation-related costs. Any damages incurred to the privately owned vehicle shall be the responsibility of the owner.

2. Prior to utilizing a private automobile for travel on district business, employees must submit proof of personal automobile insurance coverage and possession of a valid California driver’s license.

3. Mileage shall be calculated per the following:
   
   (a) During scheduled workdays, mileage is based upon the distance from the traveler’s residence or normal designated workstation to their designation and/or return, whichever is less.

   (b) During non-scheduled workdays, mileage reimbursement is based upon the distance from the traveler’s residence to their destination and/or return.

   (c) Exceptions will include when coming off duty or similar circumstance with approval of the Program Manager.

4. An accepted mapping program, such as MapQuest or Google Maps, will be the basis for determining point to point mileage reimbursement and reasonable business related mileage. Employees are expected to take the most direct route while traveling. Deviations from this mileage must be explained in writing and will be subject to review and approval from the Program Manager. A copy of the map showing the mileage driven shall be attached to the reimbursement request.

(c) Travel via district vehicle:

1. Reimbursement for use of District owned vehicles to conduct District business will include the cost for fuel. Receipts for fuel shall be required for reimbursement.
2. Prior to utilizing a District vehicle for travel on District business, employees must submit proof of possession of a valid California driver's license.

3. Use of a district vehicle shall be subject to prior approval by the Fire Chief or designee.

(d) Travel via air:

1. When commercial aircraft transportation is approved, the cost of air coach class rate, or less, including tax and securities surcharges is reimbursable. Additional fees such as luggage fees, early check-in, upgrades and other such costs are reimbursable only if the employee can provide justification for such expenses and has obtained prior approval. All aircraft transportation/luggage costs require original receipts for reimbursement to be processed.

(e) Rental Vehicle:

1. The use of a rental vehicle will be considered when necessary due to traveling out-of-the-area by aircraft, and/or when it is considered to be the most economical means of transportation. To receive reimbursement for a vehicle rental, the employee must provide an original receipt upon returning from travel. When the rental vehicle use is approved, the following requirements apply:

   (a) Rented vehicles shall be rented under Menlo Park Fire Protection District and not the employee’s name.

   (b) Rental car insurance does not need to be purchased

   (c) District personnel traveling together will share rental vehicle(s) to the degree possible.

   (d) The size of the rental vehicle will be contingent upon the number of people utilizing the vehicle and their specific needs. For example, compact for one employee; mid-size for 2 – 3 employees; full-size for 3 – 4 employees.

206.3.5 LODGING

(a) Allowances for lodging, necessary for the purpose of conducting District business, must be pre-approved by the Fire Chief or designee. It is preferable to stay at a hotel where the conference is being held and/or when conference arrangements include room options at a group discount rate, this option will be considered. Personal charges made to the room will not be reimbursed. To receive reimbursement for lodging the employee must submit a detailed receipt from the establishment listing the charges incurred with a zero balance.

(b) Guidelines for Lodging Approval:

1. Lodging will be reimbursed where travel to a meeting, conference or class exceeds 100 miles one way and a single full day of business is conducted

2. Lodging will be reimbursed when multiple days of business are conducted at the same location and travel to a meeting exceeds 50 miles one way.

3. For purposes of this section, a full day of business is defined as beginning at or before 9:00 am and ending at 5:00 pm or later of the same day. Or if
4. The Program Manager will review and approve all lodging and at their discretion if it is cost effective based on the destination of travel may allow lodging for travel for less than the mileage stated above.

206.3.6 CONFERENCE AND REGISTRATION FEES

(a) Whenever possible, employees shall have the Fire District pay for approved conference and registration fees prior to departure. If the employee is unable to have the District pay for the conference or registration fees, the employee may request reimbursement from the District after returning from travel. The employee shall provide an original receipt and proof of attendance (certificate) if applicable.

206.3.7 MEALS

(a) Meal reimbursement will be paid on either a receipt basis or a Per Diem basis as described below. Reimbursement for meals shall be made only when the length of travel is in excess of six hours. Purchases of alcohol will not be reimbursed.

1. Per Diem Reimbursement:
   (a) Per Diem must be requested and approved prior to the first day of travel.
   (b) If the Per Diem has not been approved prior to travel the employee will be responsible for submitting receipts for meals as described below.

2. Receipt Reimbursement:
   (a) Employees that do not receive approval for a Per Diem prior to travel shall be eligible to receive reimbursement for meals by submitting receipts for meals.
   (b) The employee shall not be reimbursed for meals without receipts and will only be reimbursed up to an amount not exceeding the Per Diem amount per day for meals for each day of travel.

3. Per Diem Amounts:
   (a) The amount to be reimbursed or included in a Per Diem shall be calculated at the current GSA rate based on the zip code of the location of travel which includes tax and gratuity.
   (b) The first day and last day of travel shall be reimbursed per the GSA website which is equivalent to 75% of the full day per diem amount.
   (c) If during a full day of travel a meal is provided to the employee by the attended conference or class then the employee will exclude from their Per Diem the prorated amount for the specified meal which is also identified on the GSA website.

206.3.8 HOURS WORKED

(a) Employees will be paid for the actual hours while in attendance of the class, conference or meeting.
Travel and Reimbursable Expense

(b) On days of travel, employees will be paid for approved travel time as defined below: For classes, conferences and meetings that start before 9 AM the District will allow the employee to travel the night before if the distance is greater than 100 miles

1. If traveling by car, during off-shift days, travel time is calculated on the time it takes to drive to/from their residence to/from their destination.

2. If traveling by air, travel time shall include 1.5 hours on the departure and 1.5 hours upon the return flight for a total of 3 hours. This time is allotted for the travel to the airport and the time needed to check in. Travel time shall also include the actual time of the flight roundtrip. Travel time from the airport to the hotel and the travel time from the airport to home/station shall be calculated at actual travel time or 1 hour, whichever is less.

3. If an employee receives approval to drive his or her own vehicle instead of using air travel when air travel is determined to be less expensive as defined in this policy, the employee will be compensated for the equivalent of air travel time plus 3 hours or for actual travel time as defined above, whichever is less.

4. If the reason for travel ends prior to 6 PM and the travel distance is less than 180 miles it is expected that the employee will return on that day. In the event of any unforeseen circumstances, the Fire Chief or his/her designee that approved the travel must be contacted.
Liability Claims

207.1 PURPOSE AND SCOPE
This policy provides guidelines for the management of all claims, including personal injury and property loss or damage, filed against the District.

207.2 POLICY
It is the policy of this district to evaluate and resolve claims in a timely manner, as appropriate.

207.3 RESPONSIBILITY
The Fire Chief has designated the Administrative Services Manager as the risk manager to receive, investigate and evaluate any claim for loss or damage received by the District.

Any member of this district who becomes aware of any potential for a claim or lawsuit, or who receives a formal written claim against the District should forward the information to the risk manager as soon as practicable.

207.4 RESPONSE TO CLAIMS
The risk manager will investigate all claims for money or damages received and will resolve claims as appropriate and within guidelines approved by the Fire Chief and the district’s governing body.

If a claim is deficient or incomplete, the risk manager should notify the claimant within 20 days and specify the defects (Government Code § 910.8).

The risk manager should ensure the claim is accepted or rejected by the district’s governing body within 45 days. Notice of acceptance or rejection should be given to the complainant in writing and in compliance with state law. If a claim is rejected because it was filed late, the notice should state that the claim was returned as untimely but that the claimant may apply promptly to the District for a leave to file a late claim (Government Code § 912.4, Government Code § 913 and Government Code § 911.39(a)).

The risk manager should ensure an application for permission to file a late claim is acted upon by the district’s governing body within 45 days (Government Code § 911.6).
Electronic Mail

208.1 PURPOSE AND SCOPE
The purpose of this policy is to establish guidelines for the proper use and application of the district's electronic mail (email) system by members of this district. Email is a communication tool available to members to enhance efficiency in the performance of job duties and is to be used in accordance with generally accepted business practices and current law (e.g., California Public Records Act).

Incidental and occasional personal use of email is permitted on district electronic systems, however, messages will be treated no differently from other email, in that they remain the property of the District and thus subject to review and disclosure.

208.2 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.

208.3 PROHIBITED USE OF EMAIL
Sending derogatory, defamatory, obscene, disrespectful, sexually suggestive and 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 and must be approved by his/her supervisor.

It is a violation of this policy to transmit a message under another user's name. Users are strongly encouraged to log off the network when their computer is unattended. This added security measure would minimize the misuse of an individual's email name and/or password by others.

Email should not be used for discipline or to implement or modify policy.

208.4 EMAIL RECORD MANAGEMENT
Email may, depending upon the individual content, be a public record under California Public Records Act and must be managed in accordance with the established records retention schedule and in compliance with state law.


Electronic Mail

The Custodian of Records shall ensure that email messages are retained and recoverable as outlined in the Records Management Policy.
Administrative Communications

209.1 PURPOSE AND SCOPE
The purpose of this policy is to establish guidelines, format and authority levels for the various types of administrative communication documents in existence within the district.

209.2 POLICY
It shall be the policy of this district to control the use of the name of the District and the use of letterhead, and to ensure that official administrative communications follow a specific format and are released only by persons with the authority to do so.

209.3 FORMAL CORRESPONDENCE
In order to ensure that the letterhead and name of the District are not misused, all external correspondence shall be on district letterhead. All district letterhead shall bear the signature of an authorized signer. Members of the District may use letterhead only for official business and with approval of the Fire Chief. Copies of all external correspondence utilizing District letterhead shall be forwarded to the Senior Management Analyst via District email.

209.4 FACSIMILE COVER SHEETS
All outgoing facsimile transmissions should include a standard district cover sheet as the first page of the transmission. The name of the member sending the facsimile should be clearly printed on the cover sheet along with all other pertinent information.

209.5 SURVEYS
All surveys made in the name of the District shall be authorized by the Fire Chief or the authorized designee.
Post-Incident Critiques

210.1 PURPOSE AND SCOPE
The purpose of this policy is to establish a uniform Post-Incident Critique (PIC) to identify strengths and weaknesses within the District. This policy describes the various types of a PIC that can be used in the evaluation of district performance. A PIC may also be used to identify equipment needs, staffing deficiencies and training needs. The information collected during the PIC process also may be useful in justifying future funding requests for equipment, personnel and/or training.

210.2 POLICY
The PIC is a valuable tool to improve overall operations of the fire service. It is the policy of this district to use PIC as a tool to identify areas of strength and weakness within the district on an incident-by-incident basis, for the purpose of continuous improvement.

210.2.1 RESPONSIBILITIES
Incident Commanders, Fire Marshals, Battalion Chiefs and command staff have shared responsibility for the overall effectiveness of the PIC process.

The Incident Commander should informally analyze every incident to improve personnel, unit and system performance. After every major incident or special event, the Incident Commander should develop a PIC to determine strengths, weaknesses and lessons learned about the incident operation.

210.3 POST-INCIDENT CRITIQUE
A PIC should be completed within 30 days of an incident and may result in recommendations for changes to procedures, staffing, equipment use, policy and/or training to better enable the District to serve the community.

A PIC should include lessons learned from the observation of effective and efficient methods of mitigating a major incident. These include all strategic decisions, operational issues, built-in fire protection devices and anything else that assisted in mitigating the incident.

A PIC may include the following:

- Evaluation of the overall operational effectiveness
- Evaluation of safety procedures
- Evaluation of the success or failure of tactical objectives
- Evaluation of the application and effectiveness of policies and/or procedures
- Specific knowledge that might be beneficial

The information gained from a PIC should be used by company officers and staff teams to:

- Reinforce the incident management system.
Post-Incident Critiques

- Evaluate current training programs and/or identify training needs.
- Evaluate current policies and procedures.
- Identify and prioritize planning needs for the future.
- Identify equipment problems/concerns.
- Evaluate fire prevention inspection and public education effectiveness.

210.4 TYPES OF POST-INCIDENT CRITIQUES

210.4.1 HOT WASH
An incident "Tailboard critique" should be performed at the incident scene prior to the release of equipment or personnel. A tailboard critique is a meeting of all involved personnel on-scene. It is an informal briefing of the incident, the actions taken and problems encountered. An Incident Commander may present an analysis with key companies or crews while they are on-scene. The advantage to this is that crews are present and all aspects of the call are still fresh. One disadvantage to a tailboard critique might occur at medical incidents, when some members may be caring for patients and are unable to participate.

If the critique takes place while on-scene, it is the responsibility of the Incident Commander to:
- Meet in a safe area, even if it requires relocating to another area.
- Consider the impact of company downtime.
- Consider public perception.

210.4.2 INFORMAL PIC
An informal PIC is used following smaller multi-company incidents, such as structure fires, medical or special operations incidents. The Incident Commander or a designated representative should arrange for and conduct the informal critique.

210.4.3 COMPANY LEVEL PIC
Company level PIC is highly encouraged and should be a standard communication tool for all company officers. It is appropriate for significant incidents involving single companies as well as two-company stations where both companies participated at the incident.

Company level critiques promote unity and teamwork, enhances communication, improves company performance and is a useful tool for evaluating the health and welfare of crew members following certain traumatic incidents. A company level PIC can take place while returning from a call using the headsets, at the fire station or any location that provides privacy.

210.4.4 FORMAL PIC
A formal PIC should be conducted following all:
- Multiple alarm structure fires
Post-Incident Critiques

- Multiple alarm brush fires
- Multiple alarm Emergency Medical Service (EMS) incidents
- Multiple alarm special operations incidents
- Major disaster drills
- Any unusual incident identified by the Incident Commander or other staff officers

A formal PIC should be considered for:

- Building fires in which three or more rooms are severely damaged by fire, or where unusual extinguishment problems existed.
- Incidents in which an unusual event occurs, (e.g., explosion, collapse).
- Fires resulting in a fatality.
- Fires resulting in injury to firefighters that is serious enough to require transport to a medical facility.
- Near miss incidents where firefighters could have been injured.
- Hazardous materials incidents with multi-company involvement.
- Technical rescue operations with multi-company involvement.
- At the Incident Commander's discretion or at the direction of a senior officer.

The Training Chief is responsible for scheduling and facilitating the presentation of all formal incident critiques. This will include:

- Setting a presentation date and location within three days (whenever possible) of the incident.
- Supervising the completion of an incident analysis packet that should include a summary of the incident, drawings and identification of any lessons learned.
- Notification of Shift Commanders.
- Coordinating/scheduling with other departments or outside agencies that worked the incident.
- Arranging move-up and/or cover companies from other departments.

The Shift Commander is responsible for notifications to all members of the shift who are scheduled to attend the PIC. All members should be notified within one week if a formal PIC is being arranged, to allow them to prepare or gather any necessary documentation.

Copies of the formal PIC should be posted to the intranet for all personnel to review. If warranted, the Training Chief will post the incident to “FirefighterCloseCalls.com" website.
Master Calendar Planning

211.1 PURPOSE AND SCOPE
The purpose of this policy is to assist with overall planning and coordination of district resources, training and other activities on an annual basis.

211.1.1 DEFINITIONS
Definitions related to this policy include:

Annual Planning Guide - A district document memorializing recurring annual events for scheduling purposes.

Master Calendar - An electronic calendar that reflects scheduled daily district activities.

Annual Training Plan - A document to guide district training activities and individual member responsibilities.

211.2 POLICY
The Menlo Park Fire Protection District will create and maintain a centralized master calendar based in part on the annual planning guide and annual training plan.

211.3 RESPONSIBILITIES
The Training Division is responsible to create and maintain an annual planning guide that includes a list of activities including but not limited to:

(a) An annual vehicle inventory
(b) Fitness evaluations
(c) Hydrant blue dots/Freeway door inspections
(d) An inspection and review of pre-fire plans and target hazards
(e) Protective clothing inspections
(f) District meetings and conferences
(g) Community events
(h) Vehicle and equipment maintenance and testing
(i) All other training and inspections required by any federal, state or local agency
(j) Ladder testing
Polling and Solicitation While on Duty

212.1 PURPOSE AND SCOPE
The purpose of this policy is to ensure a productive work environment where employees and business operations function without disruption.

212.2 POLICY
It is the policy of the Menlo Park Fire Protection District that solicitation by one employee of another for personal benefit, or collecting from one employee by another for personal benefit, is prohibited while either employee is on work time.

212.3 EMPLOYEES
Distribution of literature and circulating petitions during work hours or in work areas is prohibited unless approved by Fire Chief and or designee.

212.4 NON-EMPLOYEES
Solicitation or distribution of literature or equipment by anyone outside the District is prohibited on District premises.

Personnel will inform solicitors of products or services that such solicitation is prohibited without prior approval of the Fire Chief.
Solicitation of Funds

213.1 PURPOSE AND SCOPE
The purpose of this policy is to ensure that fundraising activities associated with the District are consistent with its mission, values and legal status. This policy applies to all fundraising activities involving the District or the use of the district name, insignias, equipment or facilities.

213.1.1 DEFINITIONS
Definitions related to this policy include:

Fundraising - The collection of money through donations, sales or event programming for the purpose of charitable donation or organizational budget enhancement.

213.2 POLICY
It shall be the policy of this district that all fundraising activities involving on-duty members or use of district equipment, must be authorized by the Fire Chief or designee prior to initiating solicitations.

Authorized fundraising activities should not indicate or imply that a donation will influence services provided by the District. Members engaged in fundraising activities are expected to act ethically regarding the solicitation of funds, the interaction with donors or potential donors and the maintenance of fundraising records.

Members are prohibited from soliciting any goods or services from local businesses, groups or individuals for the purpose of providing incentives, prizes or giveaways to attendees of district-sponsored or hosted events, or to events when members attend as representatives of the District.

213.3 PROCEDURES
Fundraising activities or events involving the District should incorporate the following elements:

(a) Compliance with applicable federal, state and local laws and regulations
(b) Compliance with district and governing-body policies
(c) A benefit to the District that is consistent with the District mission
(d) An accurate description of the purpose for which funds are requested
(e) A limitation on the frequency of solicitations to avoid placing undue pressure on donors
(f) Identification of the individual soliciting funds as a volunteer, a member of this district or a hired solicitor
(g) An admonishment that encourages donors to seek independent advice if there is reason to believe that a proposed gift might significantly affect the donor's financial position, taxable income or relationship with other family members
(h) The assurance that donor requests to limit the frequency of contacts, to prohibit solicitation by telephone or other technology and to reduce or cease sending printed or electronically transmitted material concerning the District will be honored
Solicitation of Funds

(i)  Respect of the donors’ privacy and a commitment that the District will not sell or otherwise make available donors’ names and contact information

Commercial or corporate sponsorship of fundraising activities or events may be allowed provided that it has been preapproved by the Fire Chief or the authorized designee.

213.4 USE OF DISTRICT-OWNED PROPERTY FOR OFF DUTY FUNDRAISING
Use of district-owned materials, facilities, apparatus or equipment for off-duty fundraising activities shall be approved by the Fire Chief or the authorized designee prior to the activity.
Chapter 3 - General Operations
Incident Management

300.1 PURPOSE AND SCOPE
The purpose of this policy is to establish operational guidelines for members of the District to use in the management and mitigation of all-hazards emergency incidents.

300.2 POLICY
It is the policy of the Menlo Park Fire Protection District to utilize the Incident Command System (ICS) or other National Incident Management System (NIMS)-compliant incident management system for managing all emergency incidents. All incident-related activities should be managed in accordance with established ICS/NIMS methods and procedures.

300.3 PROCEDURES
The Administrative Services Division Chief should ensure the District adopts written ICS/NIMS procedures that are compatible with neighboring jurisdictions. These procedures should be available to members.

Emergency incidents shall be managed utilizing trained and qualified personnel for the specific tactical, supervisory or command level assignments.

Whenever an emergency incident occurs in the jurisdiction of the Menlo Park Fire Protection District, it is the responsibility of the Incident Commander (IC) to assess the potential for the incident to involve property, structures or persons within either a State Responsibility Area (SRA) or a Federal Responsibility Area (FRA). If the incident involves or threatens to involve any SRA or FRA, the IC shall immediately notify the California Department of Forestry and Fire Protection (CAL FIRE) or the United States Forest Service (USFS) and SMC Communications of the incident.

The IC shall also send notification through the chain of command to the on-duty Battalion Chief, the Fire Operations Division Chief and the Fire Chief.

The IC should assess the potential for the incident to involve or negatively impact any persons or property in neighboring jurisdictions. If the IC determines that the potential exists, he/she shall immediately direct SMC Communications to notify the appropriate jurisdiction of the incident.
Roll Call and Pass On

301.1 PURPOSE AND SCOPE
The purpose of this policy is to ensure a continuous operational level of suppression forces concurrent with standards set by the District and allow a full exchange of necessary information between shifts to maintain informed personnel.

301.1.1 DEFINITIONS
Roll Call – Formal accountability of personnel present, typically at shift change.
Pass On – Exchange of essential work-related information between on-coming and off-going personnel.

301.2 POLICY
It is the policy of the Menlo Park Fire Protection District to conduct a formal roll call and pass on between on-coming and off-going personnel at shift change.

301.3 PROCEDURE
301.3.1 ROLL CALL
(a) Roll call shall be conducted at shift change between on-coming and off-going personnel.
(b) All on-coming personnel shall be accounted for.
   1. It is the responsibility of the off-going company officer to ensure a minimum number of required personnel remain on duty and are available to respond.
   2. Off-going personnel shall remain on duty until properly relieved.
   3. The duty chief shall be notified of any personnel unaccounted for at roll call by the on-duty company officer.
(c) Early release of off-going personnel will be done only with approval of the company officer.

301.3.2 PASS ON
(a) The off-going company officer shall be responsible for coordinating the exchange of information at roll call including, but not limited to:
   1. New policy and procedures, memorandums and announcements.
   2. Changes in equipment or apparatus.
   3. Any additional information deemed pertinent.
   4. Pass-on will be memorialized in the day book and on the intranet.
(b) Personnel relieved outside of roll call shall pass on pertinent work-related information to their relief.
Emergency Driving

302.1 PURPOSE AND SCOPE
The purpose of this policy is to ensure a rapid response to life-threatening emergencies while maintaining the safety of district members and the public by requiring operators of district vehicles to conform to applicable California laws and regulations during an emergency response (Vehicle Code § 21055).

302.1.1 DEFINITIONS
Definitions related to this policy include:

Operator - Employee physically driving vehicle.

Authorized Operator - Employee who has successfully passed a Driver/Operator exam conducted by the Training Division allowing employee to drive code 3.

Emergency response - Any call for service or assistance including, but not limited to: fire, explosion or violent rupture; vehicle accident; human rescue; human entrapment; illness or injury; hazardous materials release or threat of contamination; flooding; threatened or actual acts of violence; any explosive, bomb or threatened bombing; any act of terrorism; any natural disaster; any release, spill or threat of release of radioactive materials; any spill, release or threat of release of any active biological agent; or any other circumstance that presents a threat to life-safety or to property.

302.2 POLICY
Fire personnel dispatched with emergency lights and siren shall consider the call an emergency and shall proceed immediately. Personnel responding to an emergency call shall continuously operate emergency lighting equipment, including at minimum a steady forward facing red light, and shall sound the siren as reasonably necessary (Vehicle Code § 21055).

Responding with emergency lights and siren does not relieve personnel of the duty to continue to drive with due regard for the safety of all persons. The use of any other warning equipment without a red light and siren does not provide any exemption from the Vehicle Code.

Personnel should only respond with emergency lights and siren when so dispatched or when circumstances reasonably indicate an emergency response is required.

Personnel not authorized to respond with emergency lights and siren shall observe all traffic laws and proceed without the use of emergency lights and siren.

302.3 MULTI-COMPANY RESPONSE CONSIDERATIONS
During multi-company responses, operators should remain alert to the presence of other emergency vehicles and exercise due caution. Officers should consider alerting other nearby responding apparatus of their position due to anticipated convergence at intersections.
Emergency Driving

During multi-company responses from the same location, companies should respond in the same code of response to reduce confusion of civilian drivers.

When responding in tandem, personnel on a secondary and tertiary apparatus must recognize that traffic yielding to the lead emergency vehicle may not expect secondary and tertiary emergency vehicles to follow and potentially create a hazard/collision.

302.4 INITIATING AN EMERGENCY RESPONSE
If the company officer believes an emergency response to any call is appropriate, the company officer shall ensure that SMC Communications is immediately notified.

302.5 RESPONSIBILITIES OF RESPONDING PERSONNEL
Fire personnel shall exercise sound judgment and due regard for life and property at all times including when operating a vehicle during emergency responses.

Safe arrival shall always have priority over unnecessary speed and reckless driving on route to an emergency incident.

Responsibilities of responding personnel include but are not limited to:

(a) Ensuring all personnel are properly seated and restrained in their seats whenever the vehicle is in motion
(b) Driving appropriately for the given road conditions
(c) Responding to incidents in the correct mode of response
(d) Knowledge of traffic patterns and best routes of travel
(e) Common response routes and normal travel times of other apparatus during multi-company responses
(f) Appropriate use of vehicle warning devices
(g) Familiarity and adherence to California Vehicle Codes regarding emergency vehicles.

302.5.1 EXCEEDING POSTED SPEED LIMIT
Employees are authorized to exceed the posted speed limit by a maximum of 10 MPH only under favorable conditions. This applies only to light traffic, good roads, good visibility and dry pavement. Under less than favorable conditions, the posted speed limit is the absolute maximum permissible.

302.5.2 INTERSECTIONS
When approaching and crossing an intersection with the right-of-way, operators shall not exceed the posted speed limit.

302.5.3 SIGNAL LIGHTS AND STOP SIGNS
When approaching a red signal light or stop sign, drivers must come to a complete stop before entering the intersection, and will not proceed until it is safe to do so. For multi-lane roadways, the operator must stop and proceed only when they clear each lane of traffic.
Emergency Driving

302.5.4 PASSING ON THE LEFT/ENTERING ONCOMING LANES OF TRAFFIC
Drivers may enter oncoming traffic lanes, providing that a clear view of opposing traffic is available and only if it is safe to do so. Driver will be held strictly accountable if an accident occurs in this situation.

- Traveling in center or oncoming traffic lanes:
  - Maximum travel speed is 20 mph
  - Require a complete stop at all traffic lights/stop signs

302.5.5 PASSING ON THE RIGHT
Passing on the right under Code 3 conditions is not permitted. When traffic is backed up with no forward progress, drivers have the following options:

- Shut off siren and wait for traffic to clear
- Shut off lights and siren and enter the right lane, only if safe to do so (in this condition you are part of the normal traffic flow and must observe all traffic laws)

302.5.6 SEAT BELTS
All personnel are required to use seat belts at all times when operating or riding in a district vehicle. The operator of the vehicle will confirm that all personnel are on-board with fastened seat belts before the vehicle is permitted to move. All personnel shall ride only in regular seats fitted with seat belts.

While responding to an incident or during routine driving, riding on tailboards or other exposed positions is not permitted.

302.5.7 USE OF PA
Officers are encouraged to employ the P.A. system on the radio to direct traffic to pull over to the right side in order to clear traffic lanes for emergency vehicles.

302.5.8 RAILROAD TRACKS
Regardless of response code, personnel are not authorized to cross railroad tracks when protective gates are down signifying an approaching train.

302.5.9 PRE-EMPTION
The Opticom System provides precise signal control that anticipates vehicle movement and helps operators reach their destinations as quickly and safely as possible. Operators must use always retain the ability to stop at an Opticom controlled intersection should they not receive the expected right of way with signal change.

302.6 FAILURE OF EMERGENCY EQUIPMENT
If apparatus or emergency equipment should fail to operate, the vehicle operator must terminate the emergency response. In all cases, the company officer shall notify SMC Communications of
Emergency Driving

the failure so that another apparatus may be assigned to the emergency response. The duty chief will be notified immediately following coordination with dispatch.
303.1 PURPOSE AND SCOPE
The purpose of this policy is to increase the safety of responding personnel and civilians by minimizing Code 3 responses.

303.2 POLICY
It is the policy of the Menlo Park Fire Protection District to have a standard of response for units responding to calls for service.

303.3 PROCEDURE
(a) The following guidelines shall apply to the specified types of incidents:

1. Alarm Sounding Incidents:
   (a) First-due Company shall respond code 3.
   (b) All others shall respond code 2 unless directed by the Duty Chief or Company Officer.

2. Structure Fires/Full Assignments:
   (a) All companies shall respond code 3 unless directed by the Duty Chief or Company Officer.

3. Vehicle Fires/Dumpster Fires:
   (a) First-due Company shall respond code 3.
   (b) All others will respond code 2 unless directed by the Duty Chief or the Company Officer.

4. Vegetation Fires:
   (a) All companies shall respond code 3 unless directed by the Duty Chief or Company Officer.

5. Motor Vehicle Accidents/Water Rescues:
   (a) First-due Company will respond code 3.
   (b) All others will respond code 2 unless directed by Duty Chief or the Company Officer.

6. Hazardous Material Incidents:
   (a) First-due Company shall respond code 3 unless available information indicates there is no immediate emergency.
   (b) All others will respond code 2 unless directed by Duty Chief or the Company Officer to respond code 3

(b) Responses by District vehicles to other jurisdictions shall be governed by the practice of that jurisdiction for the type of call responded to.
Fire Ground Personnel Accountability

304.1 PURPOSE AND SCOPE
The purpose of this policy is to increase firefighter safety by establishing accountability systems for keeping track of all personnel operating at the scene of an emergency incident.

304.1.1 DEFINITIONS
Definitions related to this policy include:


Personnel Accountability Report (PAR) - A roll call of all operations members assigned to an incident at specified times; a PAR is designed to account for each member's location and activity and to verify their safety.

T-Card - Resource status card (ICS-219) carried on all emergency response fire apparatus. Information shall include 3-letter California agency designator, apparatus type and ID, names of members and positions assigned.

304.2 POLICY
It is the policy of this district that supervisors periodically account for members working under their direction at emergency incidents and that all members participate in accountability systems.

Refer to San Mateo County Fire Service Policies and Standards Manual: Personnel Accountability/T-Card System

304.3 RESPONSIBILITIES
A personnel accountability system should be used primarily to track personnel, not resources. However, on small incidents one individual may be responsible for tracking both personnel and resources.

A written personnel accountability system, such as the Incident Command System (ICS) Form I-201 for Incident Commanders, and a status board should be maintained. Individual crew names must be posted in a conspicuous location in the cab of district vehicles (T-Cards).

Supervisors are responsible for tracking all personnel on emergency incidents. Personnel should be accounted for from the time of dispatch to the time of demobilization.

Supervisors should implement sufficient tracking methods for personnel at the individual, company, division, group and unit levels to account for personnel during all phases and at all locations of an incident, including travel between locations and assignments.

The Incident Commander or designee will track who is in charge of each area; what crews are assigned to each area; where each area is located; and the area assignment.

Area supervisors should be assigned to keep track of all crews assigned to their area. Company officers should know the location and assignment of each firefighter in their crew.
All members are responsible for participating in the accountability system, including checking in at approved locations, including members who arrive on-scene individually or in privately-owned vehicles.

**304.4 REPORTING**

A PAR should be conducted within the first 20 minutes of an incident and every 20 minutes thereafter for personnel at the scene. In addition, PARs should be conducted after any change in conditions that may alter or affect firefighter safety, such as an increase in fire conditions or after ordering an emergency evacuation of an area.

A PAR should be conducted for each division, group and organizational element where operations personnel are working. If any person involved in the operation is unaccounted for, emergency procedures shall be initiated.

The Incident Commander may discontinue regular PARs when incident stabilization is achieved and hazards are sufficiently reduced.
Apparatus Color Codes and I.D. of Equipment

305.1 PURPOSE AND SCOPE
The purpose of this policy is to provide a procedure for identifying tools and to set parameters regarding changes to assigned apparatus color codes.

305.2 POLICY
It is the policy of the Menlo Park Fire District to assign a unique color code to each company as well as various programs, divisions and support vehicles.

The assigned color codes shall not be changed unless an extreme circumstance exists. In such circumstance, color codes may be changed with the permission of the Chief Officer assigned fleet responsibilities.

Refer to: Color Code Chart

305.3 TOOL AND EQUIPMENT IDENTIFICATION
All tools and equipment shall be labeled with the identification letters "MPFD" and color coded to the specific apparatus.

"MPFD" shall be stenciled, engraved or labeled on all tools and equipment. Engraving shall be done with an etching tool.
Rapid Intervention/Two-In Two-Out

306.1 PURPOSE AND SCOPE
The purpose of this policy is to increase firefighter safety by implementing procedures for safeguarding and rescuing firefighters while operating in environments that are immediately dangerous to life and health (IDLH).

This policy applies to all members assigned to an incident and is designed to ensure immediate assistance for members who become lost, trapped or injured by adhering to the two-in/two-out standard and designating Rapid Intervention Crews (RIC) (29 CFR 1910.134(g)(4)).

306.1.1 DEFINITIONS
Definitions related to this policy include:

**Immediately dangerous to life and health (IDLH)** - An atmospheric concentration of any toxic, corrosive or asphyxiant substance that to an unprotected person poses an immediate threat to life, would cause irreversible adverse health effects or would impair an individual’s ability to escape from a hazardous area. Interior atmospheric conditions at structure fires beyond the incipient stage are considered IDLH, as are a variety of rescue types.

**Out Team** - A group of at least two members located outside the IDLH atmosphere to initially monitor and provide emergency rescue for responders until a larger, more formalized rapid intervention crew (RIC) is established. One of the two members may be assigned to an additional role, as long as the individual is able to perform assistance or rescue activities without jeopardizing the safety or health of any firefighter at the incident.

**Rapid Intervention Crew (RIC)** - A formalized designated group of individuals or companies whose sole function is to prepare, monitor and provide for effective emergency rescue of responders in IDLH atmospheres.

306.2 POLICY
It is the policy of the Menlo Park Fire Protection District to ensure that adequate personnel are on scene before interior operations begin in any IDLH environment. However, nothing in this policy is meant to preclude firefighters from performing emergency rescue activities before an entire team has assembled.

Refer to the following San Mateo County Fire Service Policies:

- **Out Team**
- **Rapid Intervention Crew**
Technical Resources (County US&R)

307.1 PURPOSE AND SCOPE
To provide first arriving unit(s) access to specialized resources when responding to, and dealing with, technical rescue emergencies.

307.2 POLICY
Menlo Park Fire Protection District has to access available specialized resources as needed.

Refer to San Mateo County Fire Service Policies and Standards Manual: USAR Response Guideline
Tactical Withdrawal

308.1 PURPOSE AND SCOPE
The purpose of this policy is to establish guidelines for tactical withdrawals from any scene or location when confronted by violent individuals or threatening situations, circumstances or events. The violence or threat need not be specifically directed at district members to justify the application of this policy.

308.2 POLICY
The Menlo Park Fire Protection District is committed to the safety of its members. It is the policy of the Menlo Park Fire Protection District to allow members to withdraw from the scene or general location of an emergency call for service when they are confronted by violent individuals, violent or potentially violent situations or any other circumstance presenting a real or perceived imminent threat to member safety.

308.3 THREAT ASSESSMENT
All members of the District are expected to continually evaluate their surroundings while responding to incidents or participating in the mitigation of emergency or non-emergency events. The actions and conduct of persons at an event should be a primary element of the ongoing scene-safety evaluation. Certain types of events, certain actions taken by individuals involved in events and a variety of other circumstances should trigger a heightened awareness and consideration of personnel safety. Situations or circumstances that should initiate such consideration include:

- Gang-related activity, particularly any event involving violent encounters, confrontations or conflicts between members of rival gangs
- Any situation involving shots fired, or on any scene where shooting occurs or is heard in the immediate vicinity
- Any time a subject challenges or threatens members of the District with violence or harm
- Any scene where members of the District are attacked in any way
  - Examples include: rocks, bottles or other projectiles thrown or launched at members or district vehicles or apparatus; individuals attempting to gain access to district vehicles or apparatus; or any direct act of violence committed against members of this district
- Any event involving civil disturbance, large-scale demonstrations or protests

This includes any event involving a large gathering of people where the nature of the activity appears to include violent confrontation or the perceived threat of violent confrontation between opposing groups, or between the protesters and law enforcement personnel or other government representatives.
Any member who believes that there is a threat of violence to personnel at any incident should promptly relay that information to the appropriate supervisor as quickly as possible.

The Incident Commander, scene supervisor or senior ranking member has the authority to initiate a tactical withdrawal and the responsibility to ensure that all members on-scene or at risk due to the threat are notified of the action. Authority for the decision resides primarily with on-scene personnel and should not be delayed while seeking approval or confirmation from a higher authority, who may not be at the incident scene.

In the event that a credible threat to personnel is discovered at a level of the incident command structure above an on-scene supervisor, a tactical withdrawal may be ordered and initiated down the chain of command to the on-scene supervisor. In that event, the supervisor has the responsibility to ensure that all members on-scene or at risk due to the threat are notified of the initiation of a tactical withdrawal.

### 308.4 CONDUCTING TACTICAL WITHDRAWALS

#### 308.4.1 WITHDRAWAL OPTIONS

Members of the District may have cause to stage or conduct a tactical withdrawal from an incident under any of the following general circumstances:

The following guidelines should be applied when the decision has been made to stage or initiate a tactical withdrawal:

- During the response to an incident:
  - If a company officer determines the necessity to stage due to a perceived threat, they will notify San Mateo County Communications and any other responding units of necessity to stage and location

- After arrival at an incident:
  - When units are on-scene at an incident and a decision is made to initiate a tactical withdrawal, the Incident Commander or ranking supervisor is responsible for notifying all involved units (including those assigned to the incident but that have not yet arrived) of the withdrawal action
  - The Incident Commander should also notify SMC Communications of the tactical withdrawal, and if time and circumstances allow, the situation and reason for the withdrawal
  - Individual unit supervisors are responsible for notifying all of their assigned personnel of the withdrawal

#### 308.4.2 WITHDRAWAL GUIDELINES

The following guidelines should be applied when the decision has been made to initiate a tactical withdrawal:
• A defined staging area will be established at a safe location and all involved units and personnel should withdraw to that staging area

• Individual unit supervisors are responsible for personnel accountability ensuring all members of their crew are accounted for and withdrawing as directed
  
  ○ The on-scene supervisor is responsible for accounting for all units assigned to the call and ensuring that all units are withdrawing as directed

• SMC Communications should immediately notify and request an immediate response by the appropriate law enforcement agency to provide security for withdrawing units

• Once the Incident Commander or scene supervisor believes that all units and personnel have withdrawn from an incident, he/she should conduct a Personal Accountability Report (PAR) of all units assigned to the incident

• Once all involved units have gathered at the staging area, the Incident Commander or scene supervisor should again conduct a PAR to confirm that all personnel are safe

• If any person involved in the operation is unaccounted for, emergency procedures should be initiated

308.5 PATIENT CARE CONSIDERATIONS

Special consideration should be taken when a tactical withdrawal is initiated after members have begun providing medical assessment or medical care at an incident scene. If a tactical withdrawal is initiated at a time that members are providing medical services to sick or injured patients, those members should, whenever practicable, attempt to maintain their care of medical patients and evacuate those patients as part of the withdrawal process.

If violence or the threat of violence forces members to abandon any patient under their care, the company officer should immediately notify appropriate law enforcement agency and request immediate assistance in securing the scene to allow for safe and timely medical treatment and patient evacuation. Members should remain on the call and wait for law enforcement clearance or other information indicating that it is safe to enter the incident scene. Once it is safe to do so, members should attempt to locate the patient and resume patient care per protocol. In the event that law enforcement personnel and district members are unable to relocate the patient, the patient may be deemed to have left the scene and appropriate documentation should be prepared.

308.6 NOTIFICATIONS

Whenever a tactical withdrawal is initiated, the circumstances of the incident will be relayed up the chain of command to the on-duty Battalion Chief. The Battalion Chief should ensure that the Fire Chief and all Operations personnel are immediately notified of the location and circumstances of the incident.
Atmospheric Monitoring

309.1  PURPOSE AND SCOPE
This policy establishes procedures for measuring atmospheric concentrations including carbon monoxide (CO), hydrogen sulfide (H2S), lower explosive limit (LEL) and oxygen (O2) at an incident for the safety of members working in potentially hazardous conditions.

309.1.1  DEFINITIONS
Definitions related to this policy include:

Calibration - The process of resetting the values for each sensor in the instrument.

Bump Testing - The process of using the calibration gasses to check the calibration of the instrument.

309.2  POLICY
It is the policy of the Menlo Park Fire Protection District to mitigate the health risks associated with exposure to hazardous environments by its members and the public.

309.3  RESPONSIBILITIES
Responsibilities include:

(a)  Company officers: ensure that four gas monitors are calibrated to manufacturer's specifications on a monthly basis and are stored in an operable condition.

(b)  Apparatus operators: responsible for charging four gas monitors weekly and documenting as such.

(c)  Incident Commander or designee: responsible for monitoring potential hazardous atmospheres.

309.4  PROCEDURES
Carbon monoxide may be present as a by-product of combustion, an emission from internal combustion engines, a chemical reaction or a leak from an industrial process. Carbon monoxide has approximately the same vapor density as air. When measuring for atmospheric concentrations of CO at an incident, instruments do not have to be placed near the floor or ceiling to obtain accurate readings.

Positive pressure ventilation may be used to reduce the CO concentration, as well as the presence of other toxic gases in the atmosphere. Gasoline-powered smoke ejectors should not be used to positive-pressure ventilate.

All members shall use self-contained breathing apparatus (SCBA) in any atmosphere containing 35 parts per million or greater of CO (National Institute for Occupational Safety and Health (NIOSH)). An atmospheric concentration of CO that is below the threshold limit value (TLV) does not necessarily indicate an adequate level of oxygen or eliminate the possibility of other toxic gases or products of combustion being present.
Atmospheric Monitoring

Members shall also use a SCBA in any atmospheric concentration of CO that is below the TLV where there is also the presence of visible smoke and in any atmosphere containing less than 19.5 percent oxygen (8 CCR 5144; 29 CFR 1910.134).

309.5 DOCUMENTATION
The IT division will download data from the four gas monitor's SD card on an annual basis and store the information on the District’s server.
High-Rise Incident Management

310.1 PURPOSE AND SCOPE
The purpose of this policy is to adapt standard operating procedures and systems to incidents occurring in a high-rise environment. Any incident in a high-rise environment is complicated by the difficulties of access, the construction of the building and the number of occupants potentially inside the structure.

310.1.1 DEFINITIONS
Definitions related to this policy include:

High-rise - A high-rise building is defined as a building of six or more stories in height, or 75 feet above the lowest fire department access to the highest floor level intended for occupant use.

310.2 POLICY
It is the policy of the Menlo Park Fire Protection District to utilize the San Mateo County Fire Service Policies and Standards Manual.

Refer to: High-Rise Incident Policy
Vegetation Fires Within the MTZ

311.1 PURPOSE AND SCOPE
The purpose of this policy is to provide guidance for fires that threaten State or Federal property.

311.1.1 DEFINITIONS
(a) Definitions related to this policy include:
   (a) Federal Responsibility Area (FRA) - Lands owned and/or administered by the Federal government are designated as Federal Responsibility Areas (FRA).
   (b) Mutual Threat Zone (MTZ) - An agreement between local fire agencies and the California Department of Forestry and Fire Protection for the use of specialized firefighting resources (aircraft, bulldozers, hand crews) in areas specifically identified. The agreements identify those areas that present a threat to State Responsibility Areas (SRA).
   (c) State Responsibility Area (SRA) - official boundaries recognized by the Board of Forestry and Fire Protection to define the areas where CAL FIRE has financial responsibility for fire suppression and prevention.

311.2 POLICY
It is the policy of the Menlo Park Fire Protection District to understand the MTZ, SRA and FRA jurisdictional boundaries.

311.3 INCIDENTS INVOLVING STATE OR FEDERAL RESPONSIBILITY AREA
If the incident involves or threatens to involve an MTZ, SRA or FRA, the Incident Commander shall immediately notify SMC Communications of the incident to initiate a CAL Fire response.
311.4 ILLUSTRATION OF MENLO PARK MTZ
Wildland Deployments

312.1 PURPOSE AND SCOPE
The purpose of this policy is to provide guidelines for personnel and apparatus responding to out-of-county wildland incidents.

312.1.1 DEFINITIONS
(a) INITIAL ATTACK – A code 3 response directly to the scene without equipment preparation. A rendezvous will occur at the incident.
(b) IMMEDIATE NEED – May or may not be a code 3 response with a 30 minute time frame to the rendezvous point. Additional wild land equipment to be included.
(c) PLANNED NEED – Normally not a code 3 response with a planned incident arrival time and departure rendezvous point.

312.2 POLICY
It is the policy of the Menlo Park Fire Protection District to provide clear procedures for personnel selection and apparatus deployment for out-of-county response.

312.3 PROCEDURE
E4 is the primary response apparatus for out-of-county deployments. If E4 is unavailable or if the Fire Chief or designee approves a second Engine to respond to out-of-county Strike Team requests, E6 will be the next available Engine. If the primary E4 apparatus is out of service for any reason and is replaced with reserve apparatus, the personnel from FS4 will staff and respond using E6.

For “Initial Attack” requests, companies respond directly to the incident with no rendezvous point or equipment preparatory time.

For “Immediate Need” or “Planned Need” requests, companies will add wildland equipment located at their station and increase staffing to four with appropriate wildland PPE, including semi-dress uniform. The Duty Chief will initiate an F-42 and a wild land checklist for the responding engine. Deployments require a designated rendezvous point with the other Strike Team Engines prior to leaving county.

Responding Captains shall be qualified as an Engine Boss S-290. Firefighters/Engineers shall be qualified as S-130.

During the fire season, the Captains from FS4 and FS6 shall pre-plan for deployment and provide the duty chief confirmation of readiness and a roster of personnel. If a deployment is eminent, a reserve apparatus may be moved to FS4 and/or FS6 for preparation. The crews at each station will staff the reserve apparatus to keep the out-of-county apparatus available for deployment.
312.4 PERSONNEL SELECTION
Personnel assigned to E4 or E6 are required to respond to all wildland strike team deployments. Captains from FS4 and FS6 shall pre-plan for wildland incident and provide the duty chief confirmation of readiness and a personnel roster for deployment by 9 AM. The duty chief may replace an employee under special circumstances (probationary employee, planned significant event, etc.). An employee’s personal preference to not participate in deployments is not a legitimate request for exemption. Personnel working trades or overtime will be deployed secondary to employees on their regular shift.

312.4.1 STAFFING TRIAGE
(a) Primary: E4 personnel are assigned first. If an E4 firefighter/engineer has been roved out, they will have first opportunity to fill a position.
(b) Secondary: The next assignment will be FS6 personnel, based on position and seniority.
(c) Tertiary: Battalion Chief shall select an individual based on position and seniority from the existing shift.

312.5 SINGLE RESOURCE DEPLOYMENT PROCEDURES

312.5.1 NOTIFICATION
(a) SMC Alert receives a request for resources.
(b) PSC receives notification from SMC Alert.
(c) PSC sends out a pager notification to ROSS qualified resources.
(d) Resources that have logged their contact information into https://oes.smcalert.info/index.php?CCheck=1 will receive an alert.

312.5.2 ACCEPTING/FILLING REQUEST
(a) Resources that choose to fill the request must contact the on duty Battalion Chief.
(b) Contact must be made within 15 minutes of the initial request.
(c) The on duty Battalion Chief will confirm that the resource is qualified and can fill the requirements of the request.
(d) The on duty Battalion Chief will contact PSC and commit the resource to filling the request.
(e) PSC will fax the resource request to the Battalion Chief’s office fax machine: (650) 321-2746

312.5.3 PRIOR TO DEPLOYING
(a) The on duty Battalion Chief will initiate the Deployment Check List form.
(b) A copy of the check list will be provided to the deploying resource.
(c) The deploying resource is to complete the While on Deployment and Return from Deployment sections.
Wildland Deployments

(d) The deploying resource shall initiate an F-42 Emergency Activities Record and insure its completion and submittal.

312.5.4 VEHICLES AND EQUIPMENT

(a) If the request requires a four wheel drive vehicle the availability of MNL #3 and/or MNL #11 will be determined and arrangements for rendezvous at Station 1 will be made.

(b) If the request does not require a four wheel drive vehicle then the vehicle will be assigned based on availability.

(c) Line EMT and EMT-P resources shall pickup their medical cache from Station 3.

(d) The on duty Battalion Chief shall retrieve the required narcotics from the safe at Station 1 and issue to the deploying EMT-P. The EMT-P must sign for the narcotics.

312.5.5 PERSONNEL SELECTION PROCESS

(a) By 0830 hours the Battalion Chief will poll the on duty single resource personnel.

(b) Based on availability, the Battalion Chief will establish a priority list for who is first to deploy.

(c) The deployment list shall be established based on most recent deployment. The last person to be deployed shall be the last on duty person available for the next deployment. The remaining list shall be based on seniority as established by date of hire. The list shall start new annually.

(d) If no on duty personnel are available for deployment, the first off duty, qualified resource to respond to the PSC page will be given the deployment.

(e) Resources accepting deployment must commit to a minimum of a 14 day deployment.
Trench or Excavation and Confined Space Rescues

313.1 PURPOSE AND SCOPE
This policy provides guidance for trench, excavation and confined space emergencies.

313.1.1 DEFINITIONS
Definitions related to this policy include:

Confined space - An area with limited access and egress, with the possible existence of hazards such as oxygen deficient, flammable or toxic atmosphere or physical hazards (e.g., tanks, pipes, culverts, sewers, vaults, manholes, voids in a structural collapse or any area not intended for continuous human occupancy).

Confined space entry - Entry occurs when any part of an entrant's body breaks the plane of an opening to a confined space.

Confined space entry permit - An Occupational Safety and Health Administration (OSHA) required list of all hazards inherent to a confined space and the protections necessary for an entrant.

Excavation - Any man-made cut, cavity, trench or depression in the ground.

Trench - A narrow (in relation to length) excavation made below the surface of the ground that is generally deeper than it is wide and is not wider than 15 feet (29 CFR 1926.650(b)).

313.2 POLICY
It is the policy of the Menlo Park Fire Protection District to recognize a trench/excavation or confined space emergency, stabilize the incident and request appropriate resources. Menlo Park Fire personnel will not engage in trench/excavation or confined space rescues until such time that properly trained personnel and proper equipment are on scene.

Refer to San Mateo County Fire Service Policies and Standards Manual: USAR Response Guideline
SINGLE RESOURCE DEPLOYMENT

314.1 PURPOSE AND SCOPE
The purpose of this policy is to provide guidelines for personnel responding to incidents as a single resource.

314.2 POLICY
It is the policy of the Menlo Park Fire Protection District to provide clear procedures for notification and deployment of single resources for State Mutual Aid.

314.3 PROCEDURES

314.3.1 NOTIFICATION
(a) SMC Alert receives a request for resources.
(b) PSC receives notification from SMC Alert.
(c) PSC sends out a pager notification to ROSS qualified resources.
(d) Resources that have logged their contact information into https://oes.smcalert.info/index.php?CCheck=1 will receive an alert.

314.3.2 ACCEPTING/FILLING REQUEST
(a) Resources that choose to fill the request must contact the on duty Battalion Chief.
(b) Contact must be made within 15 minutes of the initial request.
(c) The on duty Battalion Chief will confirm that the resource is qualified and can fill the requirements of the request.
(d) The on duty Battalion Chief will contact PSC and commit the resource to filling the request.
(e) PSC will fax the resource request to the Battalion Chief’s office fax machine: (650) 321-2746

314.3.3 PRIOR TO DEPLOYING
(a) The on duty Battalion Chief will initiate the Deployment Check List form.
(b) A copy of the check list will be provided to the deploying resource.
(c) The deploying resource is to complete the While on Deployment and Return from Deployment sections.
(d) The deploying resource shall initiate an F-42 Emergency Activities Record and insure its completion and submittal.

314.3.4 VEHICLES AND EQUIPMENT
(a) If the request requires a four wheel drive vehicle the availability of MNL #3 and/or MNL #11 will be determined and arrangements for rendezvous at Station 1 will be made.
(b) If the request does not require a four wheel drive vehicle then the vehicle will be assigned based on availability.
(c) Line EMT and EMT-P resources shall pickup their medical cache from Station 3.

(d) The on duty Battalion Chief shall retrieve the required narcotics from the safe at Station 1 and issue to the deploying EMT-P. The EMT-P must sign for the narcotics.

314.3.5 PERSONNEL SELECTION PROCESS

(a) By 0830 hours the Battalion Chief will poll the on duty single resource personnel.

(b) Based on availability, the Battalion Chief will establish a priority list for who is first to deploy.

(c) The deployment list shall be established based on most recent deployment. The last person to be deployed shall be the last on duty person available for the next deployment. The remaining list shall be based on seniority as established by date of hire. The list shall start new annually.

(d) If no on duty personnel are available for deployment, the first off duty, qualified resource to respond to the PSC page will be given the deployment.

(e) Resources accepting deployment must commit to a minimum of a 14 day deployment.
Carbon Monoxide Detector Activations

315.1 PURPOSE AND SCOPE
Establish guidelines to safely and efficiently mitigate incidents associated with carbon monoxide (CO) detector activations.

315.2 POLICY
It is the policy of the Menlo Park Fire Protection District to respond to all reports and alarms indicating the presence of carbon monoxide and to mitigate health risks associated with exposure to CO.

315.3 PRECAUTIONS
Not all CO incidents will be dispatched as CO alarm activations. Be aware of multiple patients complaining of headache, weakness, dizziness or ALOC.

315.4 PROCEDURE
(a) Arriving units should establish Command and shall:
   1. Evaluate situation through interviews prior to entering building
   2. Evacuate structure of people
   3. Wear structural turnouts and self-contained breathing apparatus
   4. Turn gas monitor on in clean air environment prior to entering suspect building/s
   5. Assess and treat patients as needed in safe zone
   6. Determine and mitigate source of CO
   7. Ventilate building/s as necessary
Safely Surrendered Baby Law

316.1 PURPOSE AND SCOPE
This policy establishes the guidelines to comply with the Safely Surrendered Baby (SSB) Law (Health and Safety Code § 1255.7).

This policy addresses infants who are less than 72 hours old and are surrendered under the terms of the SSB Law pursuant to Penal Code § 271.5 and Health and Safety Code § 1255.7. This policy does not address illegal desertion or abandonment of an infant/child as defined in Penal Code § 271. For an abandoned infant/child, see the Abandoned Children Policy.

316.1.1 DEFINITIONS
Definitions related to this policy include:

Coded identification bracelets - Two small coded bracelets to be placed on the ankles of the surrendered infant and one large coded bracelet provided to the person surrendering the infant.

Medical questionnaire - The SSB Law requires that a medical questionnaire be offered to the person surrendering the infant for the purpose of collecting medical information critical to the health and survival of the infant.

Safe-surrender site - Any district facility designated by the local governing body (Health and Safety Code § 1255.7).

316.2 POLICY
It is the policy of the Menlo Park Fire Protection District to provide an option to protect infants by allowing parents or persons with lawful custody to safely and confidentially surrender infants at any fire station that has been designated as a safe-surrender site (Health and Safety Code § 1255.7).

316.3 PROCEDURE
Refer to SMC Policies and Procedures Manual: Safely Surrendered Baby Procedure for Fire Stations
Abandoned Children

317.1 PURPOSE AND SCOPE
This policy provides guidance to Menlo Park Fire Protection District personnel who encounter abandoned infants or children. This policy does not apply to infants who are surrendered within 72 hours of birth under the Safely Surrendered Baby Law (Health and Safety Code § 1255.7), as provided in the Safely Surrendered Baby Policy.

317.1.1 DEFINITIONS
Definitions related to this policy include:

Abandoned child - Any child, who is not in the care of a parent or guardian, an adult family member, a responsible sibling, a responsible caregiver, a law enforcement officer, a social services representative or another person who is providing a safe environment for the child, except those surrendered within the guidelines of the Safely Surrendered Baby Policy (Health and Safety Code § 1255.7).

317.2 POLICY
It is the policy of the Menlo Park Fire Protection District to make the safety, health and well-being of an abandoned child a primary consideration. Notification to the appropriate law enforcement agency regarding the child should be the secondary consideration.

317.3 MEDICAL PROCEDURE
Abandoned children who have apparent medical needs or are unable to provide information regarding their health history or acute medical conditions, nutrition and allergy history or other significant health information should be treated as medical patients, receive the appropriate pre-hospital medical evaluation and be delivered to an appropriate medical facility for further evaluation.

317.4 MANDATED REPORTER REQUIREMENTS
Non-volunteer firefighters, paramedics, EMT 1 and II and other district members certified under Health and Safety Code Division 2.5 § 1797 et seq. are designated as mandated reporters (Penal Code § 11165.7). Mandated reporters shall notify a police or sheriff's department or a child welfare agency as soon as practicable and shall send a written report concerning the abandoned child to that same agency within 36 hours (Penal Code § 11166(a)).

If a mandated reporter of this district relinquishes control of an abandoned child to a law enforcement officer and, by mutual agreement, the officer assumes responsibility for complying with the mandated reporter requirements, the district mandated reporter may forego submitting a written report (Penal Code § 11166(h)).
Abandoned Children

317.5 RELINQUISHING CONTROL
District members may relinquish control of an abandoned child at any time to a law enforcement officer or to a representative of a child welfare agency having jurisdiction over abandoned children. Members may also relinquish control of an abandoned child to a physician, nurse or social services representative at a receiving medical facility or to a representative from a licensed children's shelter or other facility approved by the child welfare agency having jurisdiction over abandoned children.

Members should not release an abandoned child to a parent, family member, guardian or other person without first notifying a law enforcement officer and a representative of a child welfare agency having jurisdiction over abandoned, abused or neglected children.
News Media Relations

318.1 PURPOSE AND SCOPE
The purpose of this policy is to provide guidelines for communicating with representatives of the media and to establish procedures for interacting with media representatives at emergency scenes. Additionally, this policy establishes an operating framework for integration of the Public Information Officer into the incident management system.

318.2 POLICY
It is the policy of the Menlo Park Fire Protection District to establish and maintain a positive working relationship with the media in order to effectively communicate timely and accurate information.

318.3 PUBLIC INFORMATION OFFICER DESIGNATION
As soon as practicable after basic fire and rescue operations are completed on the fire ground or at any significant incident, the Incident Commander will designate a Public Information Officer. If no PIO is available, a Battalion Chief or the Fire Marshal may fill the position. The Public Information Officer shall interface with and provide timely and relevant information to representatives of the media during critical command stages. A single Public Information Officer will be designated for each incident, including incidents operating under Unified Command and multijurisdictional incidents.

In multiagency or multi-jurisdictional incidents, it may be necessary to establish a joint information center with a Public Information Officer and Assistant Public Information Officer. In all cases, the Public Information Officer shall be responsible for coordinating the dissemination of information to the media.

Upon arrival at the scene of the incident, the designated Public Information Officer will report to the Incident Commander, obtain an incident briefing and be assigned the Public Information Officer radio designator for the incident.

318.4 DISSEMINATION OF INFORMATION
The Public Information Officer should gather and disseminate the following information as deemed appropriate:

(a) Incident response information, including the number of units and personnel on scene
(b) Appropriate human interest or safety information
(c) Nature of the incident and expertise of the fire personnel deployed (high rise, technical rescue, etc.)
(d) A description of any particular hazards present at the incident
(e) Identification of life-saving or heroic acts that may have occurred including any rescue scenarios
(f) Projected duration of the incident

If appropriate, the Public Information Officer may coordinate a brief interview with the company officer or a crew member.

318.5 RESTRICTED INFORMATION
The Public Information Officer shall ensure that legally protected information is not released to the media. The Public Information Officer should consult with the Fire Chief or designee about any issues or concerns regarding legally protected information.

Refer to the Line-of-Duty Death and Injury Notification and Communication Policy for additional considerations regarding communication with the media concerning a line-of-duty death.

318.6 MEDIA INQUIRIES
All media inquiries received by incident personnel shall be forwarded to the Public Information Officer for response. The Public Information Officer will endeavor to provide accurate information that is available at the time while clearly communicating that any such information is preliminary. The following communication strategies may be employed:

(a) Reporters should be directed to assemble in a designated staging area to wait until additional information can be obtained.

(b) If necessary to remain with media representatives, the Public Information Officer may request assistance from the Incident Commander in gathering information. Media representatives may be allowed to take photographs and video, provided they do not interfere with incident operations or create a safety hazard.

(c) Prior to releasing the names or identifying information of persons seriously injured or deceased, the Public Information Officer shall confirm that the next of kin has been notified. Next of kin notifications are generally handled by law enforcement and/or hospital personnel. The Public Information Officer should contact the SMC Communications supervisor to confirm that notification has been made.

(d) The names of deceased or seriously injured persons shall not be transmitted over the radio.

The Public Information Officer or designee should not speculate as to the cause of an incident. The Public Information Officer may escort media representatives on a tour of a fire-damaged area following knockdown after receiving authorization from the Incident Commander and in coordination with operations personnel. The Public Information Officer will be responsible for ensuring that all media personnel wear proper protective clothing as warranted.

318.7 MEDIA ACCESS
Authorized members of the media shall be provided access to scenes of floods, storms, fires, earthquakes, explosions or other emergency scenes. Access by the media is subject to the following conditions (Penal Code § 409.5(d)):
News Media Relations

(a) The media representative shall produce valid press credentials that shall be prominently displayed at all times while in areas otherwise closed to the public.

(b) Media representatives may be prevented from interfering with emergency operations and criminal investigations.

1. Reasonable effort should be made to provide a safe staging area for the media that is near the incident and that will not interfere with emergency or criminal investigation operations. All information released to the media should be coordinated through the Public Information Officer or other designated spokesperson.

318.7.1 TEMPORARY FLIGHT RESTRICTIONS
If the presence of media or other aircraft pose a threat to public or personnel safety or significantly hamper incident operations, the Incident Commander should consider requesting a Temporary Flight Restriction (TFR). All requests for a TFR should be routed through a Battalion Chief. The TFR request, either for a pre-planned operation or an unplanned incident, should include specific information regarding the perimeter and altitude necessary for the incident. The TFR should be requested through the appropriate control tower. If the control tower is not known, the Federal Aviation Administration should be contacted (14 CFR 91.137).

318.8 PRESS RELEASES
Press releases are documents specifically prepared for release to the media. Press releases should generally be authored by the Public Information Officer and approved by the Fire Chief or designee, prior to release. Press releases should be structured to facilitate use by the print media, typically containing no more than two pages of concise information. Press releases should be formatted in accordance with the approved district standard. Press releases will be released to the Bay Cities News (415) 552-8900 and Associated Press (415) 495-1708. The Fire Chief shall be notified when a press release is initiated. (Hyperlink to “Press Release” on Intranet)

318.9 NEWS CONFERENCES
A news conference is a pre-scheduled event intended to highlight a newsworthy event such as a promotion, opening of a new fire station or if a public appearance by a representative of the District is desired. The Fire Chief will determine the purpose and scope of the conference. Any accompanying news release will include details, such as the date, time and location, and may reference other officials, dignitaries or agencies that may be in attendance.

The Public Information Officer should prepare the press release and/or a prepared statement for the district spokesperson. The Public Information Officer shall make arrangements for the site, obtain required equipment, arrange for availability of the press release, identify photo locations and provide escorts, as necessary. The conference may include a moderator or the Public Information Officer, who should make introductory remarks and introductions, assist with any question-and-answer period that may follow and conclude the conference.
News Media Relations

Specific information should not be released prior to the conference. The Public Information Officer should notify appropriate district personnel of the date, time and location of all news conferences. On duty members attending should wear the appropriate uniform as specified in the Uniform Regulations Policy. Attendance requirements will be determined by the Fire Chief.

318.10 THIRD-PARTY REQUEST TO INTERVIEW PERSONNEL
Upon approval from a supervisor, district employees may be authorized to participate in official interviews regarding work-related activities when conducted by law enforcement or other regulatory agencies, such as the California Division of Occupational Safety and Health (Cal/OSHA).
Scene Preservation

319.1 PURPOSE AND SCOPE
The purpose of this policy is to provide district members with guidance on performing emergency mitigation tasks when working in and around scenes where evidence may be present. Members of the District are often confronted with opposing priorities when performing duties at scenes containing potential evidence. They must balance the need to provide timely and effective life-saving and property-preserving services while minimizing the disturbance of any items of evidentiary value. In some instances district members must evaluate whether to enter a scene or to initiate mitigation activities.

319.1.1 DEFINITIONS
Definitions related to this policy include:

Evidence - Any item or arrangement of items that may provide relevant information to an investigation.

Scene - Any location where items of evidentiary value may be found. A scene need not be the location where a criminal act occurred, it need only be a location where items of evidentiary value are available for collection or documentation.

319.2 POLICY
It is the policy of the Menlo Park Fire Protection District to minimize the disturbance of conditions and evidentiary items when providing emergency mitigation services in and around scenes.

319.3 ENTERING POTENTIAL CRIME SCENES
When district members determine that a scene containing potential evidence is involved, they should promptly evaluate the need to enter the scene prior to approval of investigators.

319.4 CRIME SCENES INVOLVING FIRE
When District members encounter a fire related crime scene, all measures of corrective action should be taken to mitigate all threats involving life or imminent threat to life. Any possible measures to protect evidence, crime scene areas and areas of origin should be taken. Once corrective and mitigation efforts have been completed, the scene shall be secured.

319.4.1 SCENE SECURITY
Scene security shall be taken for all crime scenes involving fire. The property or area involved shall be properly secured to protect the scene for disturbance. Entry shall be denied to the crime scene without the approval of the crime scene investigators or the IC.

319.4.2 ENTRY LOG
An entry log shall be initiated by the I.C. or on-scene Investigator and maintained with personnel dedicated to scene entry and maintenance. The entry log shall maintain record of the date, entry time, purpose for entry and exit time of all person accessing the controlled area of the crime scene.
319.5 GENERAL CRIME SCENES
When District members encounter a general crime scene, all measures of corrective action should be taken to mitigate all threats involving life or imminent threat of life. Any possible measures to protect evidence and crime scene areas should be taken. Once corrective and mitigation efforts have been completed, the scene shall be secured and direction followed of the lead investigative agency of the crime scene. Re-entry to crime scenes shall not take place without the approval of scene investigators and the IC.
Child Abuse Reporting

320.1 PURPOSE AND SCOPE
The purpose of this policy is to provide guidelines for the mandatory reporting of suspected child abuse or neglect (Penal Code § 11165.7).

320.1.1 DEFINITIONS
Definitions related to this policy include:

Child - Any person under the age of 18 years (Penal Code § 11165).

Child abuse or neglect - Includes the following:
(a) Physical injury or death inflicted by other than accidental means upon a child (Penal Code § 11165.6)
(b) Sexual abuse as defined in Penal Code § 11165.1
(c) Neglect as defined in Penal Code § 11165.2
(d) The willful harming or injuring of a child or endangering a child or the health of a child, as defined in Penal Code § 11165.3
(e) Unlawful corporal punishment or injury as defined in Penal Code § 11165.4

Child abuse or neglect does not include an altercation between minors (Penal Code § 11165.6).

320.2 POLICY
It is the policy of the Menlo Park Fire Protection District to report suspected child abuse to local law enforcement and Child Protective Services.

Refer to SMC Reporting of Suspected Abuse: Suspected Child Abuse Reporting Policy

320.3 MANDATED REPORTING REQUIREMENTS
Career firefighters, paramedics, EMT’s and other district members certified under Division 2.5 of the Health and Safety Code are designated as mandated reporters (Welfare and Institutions Code § 15630(a)).

Failure to report an incident of known or reasonably suspected elder or vulnerable adult abuse by a mandated reporter is a misdemeanor and may also result in discipline (Welfare and Institutions Code § 15630(h)).

320.4 CONFIDENTIALITY
Reports of child abuse or neglect are to be confidential and may be disclosed only as provided in Penal Code § 11167.5.

320.5 SUSPECTED CHILD ABUSE REPORT FORM
Refer to the SMC: Suspected Child Abuse Report Form
Child Abuse Reporting
Carrying Weapons On-Duty

321.1 PURPOSE AND SCOPE
The purpose of this policy is to promote the safety of all members by restricting the possession of weapons in the workplace.

321.2 POLICY
Members are prohibited from possessing weapons while on district property or while on-duty. This ban includes keeping or transporting a weapon in a vehicle, regardless of whether the vehicle is a public or private vehicle.

Weapons include guns, knives, explosives and other items with the potential to inflict harm.

This policy does not prohibit the possession of equipment provided by the District (e.g., axes, knives, etc.) for use by members while performing official duties.

321.3 CONCEALED WEAPONS PROHIBITED
Members who possess a valid concealed weapon permit are not allowed to carry weapons while on-duty or representing the District in any capacity. The weapon should not be carried into any district facility.

321.3.1 EXCEPTIONS TO WEAPONS POSSESSION WHILE ON DUTY
In rare circumstances, the Fire Chief may grant permission to possess certain weapons while on duty if requested in advance. All weapons shall remain in locked vehicles and not permitted in District facilities.

A folding-style knife intended to aid in routine rescue duties is allowed.
Performance of Duties

322.1 PURPOSE AND SCOPE
This policy establishes performance expectations.

322.2 POLICY
It is the policy of the Menlo Park Fire Protection District to provide safe and appropriate responses to emergency calls and for its members to provide professional and competent services.

322.3 RESPONSIBILITIES
All members should be familiar with and understand policies, standard operating procedures, classification specifications, duties as assigned and any other lawful instruction or order through the chain of command.

322.4 EMERGENCY RESPONSE
Upon receipt of any emergency alarm, all members shall immediately cease all activities and report to their assigned apparatus, respond immediately and exert reasonable effort to perform to the best of their ability, given the totality of circumstances.

322.5 COMPETENT PERFORMANCE
Members shall perform their duties in a manner which will maintain acceptable standards of efficiency in carrying out functions and objectives of the District.

322.6 SAFETY
All members will exercise reasonable precautionary measures and good judgment to avoid injury to themselves or others while on-duty. Members who witness or are made aware of unsafe behavior should take appropriate steps to report or prevent such actions.

322.7 DRIVER LICENSE
All members shall possess a valid state-issued driver license of the class required for their assigned duties (Vehicle Code § 12500(d)).

All members should be familiar with the state vehicle code, the Fire Apparatus Driver-Operator manual and all other applicable district policies and procedures.

All members shall report to their supervisor any change in their driver license status. Failure to maintain a valid driver license in accordance with an employee's current classification specification may result in disciplinary action (e.g., being placed on unpaid leave status until license reinstatement, or termination if reinstatement is not possible). The responsible District Agent for DMV records shall maintain conformance with the monthly DMV pull-notice program.
Performance of Duties

322.8  PROPER COMPLETION OF WRITTEN COMMUNICATION
All members shall complete and submit all necessary reports, forms and memos on time and in accordance with any other applicable district policy or procedure.

Reports, forms and memos submitted by members shall be truthful and complete. No member shall knowingly enter or cause to be entered any inaccurate, incomplete, false or improper information.
Elder and Vulnerable Adult Abuse

323.1 PURPOSE AND SCOPE
The purpose of this policy is to provide guidelines for the mandatory reporting of suspected elder and vulnerable adult abuse.

323.1.1 DEFINITIONS
Definitions related to this policy include (Welfare and Institutions Code § 15610 et seq.):

**Abuse of an elder or vulnerable adult** - Physical abuse, neglect, financial abuse, abandonment, isolation, abduction or other treatment with resulting physical harm, pain, mental suffering or deprivation by a care custodian of goods or services that are necessary to avoid physical harm or mental suffering.

**Elder** - Any person residing in this state who is 65 years of age or older.

**Financial abuse** - A situation in which any person who has care or custody of, or who stands in a position of trust to, an elder or a vulnerable adult, takes, secretes or appropriates that person's money or property to any use or purpose not in the due and lawful execution of his/her trust.

**Neglect** - Negligent failure of any person having care or custody of an elder or a vulnerable adult to exercise that degree of care which a reasonable person in a like position would exercise. Neglect includes, but is not limited to, all of the following:

- Failure to assist in personal hygiene, or in the provision of food, clothing or shelter
- Failure to provide medical care for physical and mental health needs. No person shall be deemed neglected or abused for the sole reason that he/she voluntarily relies on treatment by spiritual means through prayer alone instead of medical treatment.
- Failure to protect from health and safety hazards
- Failure to prevent malnutrition or dehydration

**Vulnerable adult** - Any person residing in this state, between the ages of 18 and 64 years, who has physical or mental limitations that restrict his/her ability to carry out normal activities or to protect his/her rights including, but not limited to, persons who have physical or developmental disabilities or whose physical or mental abilities have diminished because of age. Vulnerable adult includes any person between the ages of 18 and 64 years who is admitted as a patient to a 24-hour health facility, as defined in Health and Safety Code § 1250, Health and Safety Code § 1250.2 and Health and Safety Code § 1250.3.

323.2 POLICY
It is the policy of the district to report violence against elderly or vulnerable adults to local law enforcement, regardless of the relationship between the victim and the suspected perpetrators.

Refer to: SMC Elder Abuse Policy
Elder and Vulnerable Adult Abuse

323.3  MANDATED REPORTER REQUIREMENTS
Career firefighters, paramedics, EMT’s and other district members certified under Division 2.5 of the Health and Safety Code are designated as mandated reporters (Welfare and Institutions Code § 15630(a)).

Failure to report an incident of known or reasonably suspected elder or vulnerable adult abuse by a mandated reporter is a misdemeanor and may also result in discipline (Welfare and Institutions Code § 15630(h)).

323.4  REQUESTS FOR INFORMATION
Reports of elder or vulnerable adult abuse are confidential and may be disclosed only as set forth in Welfare and Institutions Code § 15633.

Requests for information about an incident referred to law enforcement should be referred to the law enforcement agency and Fire Administration.

The duty chief shall be notified of incidents that involve elder abuse.

323.5  CALIFORNIA DEPENDENT/ELDER ABUSE FORM
Refer to the SMC: DEPENDENT/ELDER ABUSE FORM.
Vehicle Collisions

324.1 PURPOSE AND SCOPE
The purpose of this policy is to provide guidelines for the reporting and investigation of traffic collisions involving district vehicles and district personnel on official business. This policy applies to collisions involving any district-owned vehicle and to collisions any time district business is being conducted, regardless of who owns the vehicle involved. This policy is also intended to increase safety and awareness through continual quality improvement.

324.1.1 DEFINITIONS
(a) A District Vehicle is defined as any motor vehicle, boat, or trailer owned, leased or otherwise under the control of the district.
(b) General Vehicle and Equipment Use are for the use of District employees or authorized personnel to conduct official District business and to carry out designated job responsibilities.
(c) A Vehicle Collision shall be defined as having occurred whenever:
   1. Damage is incurred to any private vehicle as the result of contact with or by a District vehicle.
   2. Damage is incurred to any fixed or mobile private property as the result of contact with or by a district vehicle.
   3. Any injury incurred by a district member, or member of the general public, as the result of contact with or by a district vehicle, or is caused by a district vehicle.
(d) Damage is defined as any alteration in the normal operation, safety, or appearance of a vehicle whether easily repairable or not.
(e) Operational Damage is any damage to a district vehicle, public property, or district property incurred during emergency operations, training, and does not involve injury or damage to private property.

324.2 POLICY
It is the policy of this district to investigate all district traffic collisions, with the intent of learning the cause of the collision, contributing factors and implementing corrective measures when appropriate.

324.3 REPORTING RESPONSIBILITIES
All district members involved in a traffic collision or accident in a vehicle owned by the district or while conducting district business, regardless of who owns the vehicle, shall immediately report the collision to the duty chief, and if appropriate, to the local law enforcement agency.

The affected driver and supervising officer shall also complete and submit a report of the incident, in addition to any report taken by law enforcement. If the member is incapable, the immediate supervisor shall complete the Menlo Park Fire Vehicle Accident Report form. Notifications of the incident must be made through the chain of command to the next supervising officer.
Once notified of a traffic collision or accident, the duty chief is responsible for ensuring that the district investigation and review process occurs in a timely manner.

324.4 COLLISION REPORTS
Reports will be submitted through the chain of command to the Division Chief in charge of the involved member. Reports involving death, injury or major damage will be submitted through the chain of command to the Fire Chief.

Following review by the Fire Chief or designee, the completed report and all related documentation from the investigation will be forwarded to Human Resources Manager for processing and filing.

324.5 PROCEDURE
(a) Immediately following any vehicle collision the vehicle operator and/or officer shall:
   1. Contact San Mateo County PSC and notify duty chief that a vehicle collision has occurred and place the unit out-of-service.
   2. If responding to an incident, request another unit to the initial emergency incident.
   3. Determine if injuries exist and render care. Request resources to respond to the collision site as needed.
   4. Contact law enforcement in the jurisdiction having authority for investigation and reporting. Provide all requested information to the investigating officer.
   5. Do not discuss fault.
   6. Determine if the vehicle is safe to operate, if not secure tow.
   7. When time permits, notify duty chief of incident.
   8. Gather all needed information to complete the required district vehicle collision report and other pertinent information.
      (a) Vehicle Collision Report form.
      (b) Exposure and Injury Report.
      (c) ICS Form (If applicable).
      (d) Employee Statement of Collision (if applicable).
      (e) Other Investigation Report/s (if applicable).
      (f) Photographs of damage using a tablet or handheld communications technology.
      (g) Vehicle Repair Request Forms (if applicable)
   9. The company officer shall forward a vehicle collision report form and any subsequent reports to the duty chief within 24 hours. In addition, the operator and rider/s may be requested to submit a comprehensive summation statement to the Duty Chief.
   10. The District Mechanic shall be notified for all incidents.
11. Upon receipt of the Vehicle Collision Report Information the Duty Chief shall:
   (a) Determine the “driving status” of the vehicle operator. The Duty Chief may relieve the vehicle operator from driving pending further investigation. There will be no loss of driving differential pay during investigative process.
   (b) Conduct a preliminary investigation of incident.
   (c) Forward copies of all reports and preliminary investigation to the district’s safety officer and safety committee.
   (d) Notify fire chief of any injuries or deaths.
   (e) If necessary, follow up with mechanical division regarding vehicle repairs.
   (f) Place reserve apparatus or vehicles in-service as needed.

12. Upon receipt of the Vehicle Collision Report information the Safety Committee shall
   (a) Review and determine if further investigation/information is required.
   (b) Recommend operational changes if necessary.
   (c) Consult with the Apparatus Committee and Mechanical Division with recommendations for vehicle or equipment changes if needed.
   (d) Consult with Training Division Chief for personal improvement or training recommendations.
   (e) Forward report(s) and recommendation(s) to the chief in charge of Operations.

13. District employees or authorized personnel involved in a vehicle collision resulting in injury, or significant damage may be subject to drug and alcohol testing as required by law.

324.6 CONFIDENTIALITY OF DISTRICT COLLISION INVESTIGATION
All internally generated reports, statements, photographs, diagrams and other materials shall be considered confidential and may not be released except as required by law. Copies of any collision reports obtained from involved law enforcement agencies shall also be considered confidential and subject to release only as authorized by law (Vehicle Code § 20012).
Line-of-Duty Death Investigations

325.1 PURPOSE AND SCOPE
The purpose of this policy is to provide guidelines for the investigation of a line-of-duty death, the documentation of the events leading to the death and to make recommendations directed toward preventing similar occurrences in the future.

325.2 POLICY
It is the policy of the Menlo Park Fire Protection District to identify the causal factors pertaining to any event involving a line-of-duty death, and to document and secure evidence which may be a factor in any regulatory actions or litigation resulting from the event. An investigation into the circumstances of the line-of-duty death is separate and distinct from any investigation being conducted regarding the cause of a fire.

325.3 PROCEDURE
As soon as practicable after a line-of-duty death has occurred, the Fire Chief or designee, shall assign an investigation team to conduct an investigation into the circumstances of the event.

(a) A Division Chief designated by the Fire Chief, should function as the team leader and direct the investigation of the incidents involved in the line-of-duty death. The investigation team should report to the team leader, who is responsible for the management of the investigative process.

(b) All members of the Menlo Park Fire Protection District shall give their full and complete cooperation to the investigation team.

(c) The California Division of Occupational Safety and Health (Cal/OSHA) will conduct an investigation of the incidents involving the death of an employee. The investigation team shall provide a liaison to the Cal/OSHA investigators.

(d) The Menlo Park Fire Protection District should cooperate with all other government agencies that have a legal cause to be involved in the investigation of a line-of-duty death and should voluntarily share relevant information with other organizations working in areas of fire service occupational safety and health education and training. Participation by these agencies shall be at their own discretion, depending on the circumstances of the incident. These agencies may or may not produce their own reports of the incident with recommendations for corrective actions. These reports do not supersede the investigation team report.

(e) The investigation team report and all related documentation shall be an internal Menlo Park Fire Protection District administrative report.

(f) Any public release of the report requires the approval of the Fire Chief or designee. Such release will generally be processed in accordance with the provisions of the California Public Records Act.
325.4 INVESTIGATION TEAM
The investigation team may consist of the following team members:

(a) A Chief Officer
(b) Fire Investigator
(c) District Safety Officer
(d) Risk Manager
(e) Employee Labor Representative

Additional personnel may be added as required by the specific circumstances of the incident, including an investigative representative from the appropriate law enforcement agency, when there is reasonable cause to believe a crime may be connected with the investigation.

325.4.1 DUTIES AND RESPONSIBILITIES
The duties of the investigation team include, but are not limited to, the following:

(a) Gather and analyze all physical evidence related to the incident.
(b) Interview all witnesses with direct or indirect knowledge of the circumstances. When interviewing members, represented employees shall have the right to have their labor representatives present, and all firefighter interviews shall comply with the Firefighter Bill of Rights.
(c) Collect and preserve recordings and copies of radio traffic, telephone conversations, photographs, film, videotape, incident histories and other related information. The pertinent aspects of the radio and telephone recordings should be transcribed.
(d) Consult with persons having special knowledge of the factors involved in the incident, including private sector experts and consultants.
(e) Liaison with other agencies involved in the investigation of the incident.
(f) Establish and maintain ongoing communication between the team leader and the legal counsel for the District.
(g) Develop a written report of the incident, including conclusions and recommendations.
(h) Coordinate activities with Fire Prevention to avoid interference with any criminal investigation.

325.4.2 DOCUMENTATION
The investigation team should ensure that the scene where the line-of-duty death occurred is documented, including diagrams, photographs and observations. When feasible, all witness interviews should be recorded or transcribed. When recording or transcription is not feasible, the investigator's notes of the interview should be preserved. In addition, the investigation team should:
Menlo Park Fire Protection District
Fire Services Manual

Line-of-Duty Death Investigations

(a) Obtain, examine and secure all protective clothing, breathing apparatus and equipment used by the deceased employee.

1. A complete physical description of the protective clothing, breathing apparatus and equipment shall be included in the report of the incident.

2. A performance evaluation report conducted by a qualified professional on all safety equipment should be included in the report of the incident.

(b) Review and comment on the application of policies and procedures to the incident, the observance of policies and procedures and their effect on the situation. Recommend changes, additions or deletions to such policies and procedures.

(c) Attempt to obtain any photographs, videotape or other information relating to the incident from news media or other sources. Such evidence should be obtained with the agreement that it will only be used for investigative and educational purposes.

325.5 FINAL REPORT
The investigation team should present the final report to the Fire Chief. The Fire Chief should determine the schedule and method of presentation of the final report.

325.6 NOTIFICATION
Whenever a fire fatality occurs in the Fire District the Fire Chief shall conduct an investigation of the incident and prepare a written report to the Board.
National Fire Incident Reporting System (NFIRS)

326.1 PURPOSE AND SCOPE
The Federal Fire Prevention and Control Act of 1974 (P.L. 93-498) authorizes the National Fire Data Center in the U.S. Fire Administration (USFA) to gather and analyze information on the magnitude of the nation's fire problem, as well as its detailed characteristics and trends. To do so, the National Fire Data Center has established the National Fire Incident Reporting System (NFIRS). The purpose of this policy is to provide guidance regarding NFIRS reporting to ensure district response information is properly reported to (NFIRS).

326.2 POLICY
The Menlo Park Fire Protection District is committed to improving fire reporting and analysis capability both locally and on the national level. Therefore, it is the policy of the Menlo Park Fire Protection District to participate in the NFIRS.

326.3 RESPONSIBILITIES
The USFA has developed a standard NFIRS package that includes incident and casualty forms, a coding structure for data processing, manuals, computer software and procedures, documentation and a National Fire Academy training course for utilizing the system.

The Fire Chief has designated the Fire Marshal as the NFIRS coordinator, who should develop and maintain familiarity with NFIRS resources and reporting requirements and ensure district information is compliant with the NFIRS reporting format and is forwarded to the state Fire Marshal.
Ride-Along Policy

327.1 PURPOSE AND SCOPE
The Ride-Along Program provides an opportunity for participants to experience fire service functions first hand. This policy provides the requirements, approval process and hours of operation for the Ride-Along Program.

327.2 POLICY
It is the policy of the Menlo Park Fire Protection District to provide an opportunity for participants to experience fire service functions when specific criteria are met. Any participant must be sponsored by a Menlo Park Fire Protection District Employee.

327.3 PROCEDURE TO REQUEST A RIDE-ALONG
Generally, ride-along requests will be reviewed and approved by the duty chief or designee. If approved, the participant shall complete and sign a “Declaration of Assumption of Risk and Release of Liability” form on the day of the ride-along. No participant shall participate in the ride along program if this form is not completed. The completed forms shall be retained in the BC’s office.

If a ride-along is verbally approved, a follow-up email will be forwarded to the respective company officer. The company officer will schedule a date, based on availability, generally at least one week after the date of request for their own shift/station. When making arrangements for a ride-along at another fire station, approval from the affected officer shall be obtained prior to confirmation.

If the ride-along is denied, the employee fielding the original request will notify the individual of the denial.

Once approved, civilian ride-alongs will be allowed to ride no more than once every six months. An exception may be made for the following: District Fire Board members, students, chaplains, Reserves, applicants, and others with approval of the Fire Chief or designee.

An effort will be made to ensure that no more than one citizen will participate in a ride-along during any given time period. No more than one ride-along will be allowed in the fire apparatus at a given time except at the discretion of the Fire Chief or designee.

327.3.1 PROGRAM REQUIREMENTS
Ride-along participants shall be precluded from witnessing sensitive information when violations of HIPPA may occur.

Participants must be at least 18 years old. Prior to participating in a ride-along, every person must acknowledge the risks and sign a written waiver of claims and release of liability.

The participant must be in good health and must not be suffering from any illness or injury, including cold, flu or respiratory infection on the day of the ride along.
Menlo Park Fire Protection District
Operations Division

DECLARATION OF ASSUMPTION OF RISK AND RELEASE OF LIABILITY

(Read this document in full before signing)

I, _________________________________________, the undersigned, declare the following:

1. Participation. I am _______ years of age and am not a member of the Menlo Park Fire Protection District. I have made a voluntary request to participate in the Ride-Along Program of the Menlo Park Fire Protection District, during which time, I understand I will accompany any member of the Menlo Park Fire Protection District to whom I may be assigned during the performance of his/her official duties, which may include riding with said officer in a Fire District vehicle and being present at the scene of a fire or other emergency. In consideration of my being permitted to participate in the Ride-Along Program, I agree to be bound by all orders, rules and regulations concerning my participation and to promptly obey all instructions of any Menlo Park Fire Protection District officer to whom I am assigned. I understand that my participation in the Ride-Along Program may be terminated at any time for any reason and without notice.

2. Assumption of Risk. I understand that the Menlo Park Fire Protection District will allow me to participate in their Ride-Along Program only on condition that I assume the risks involved in said participation and I agree to these conditions. I understand that the duties of the members of the Menlo Park Fire Protection District are inherently dangerous and that I may be subjected to the risk of death or personal injury or of damage to my property during my participation in the Ride-Along Program. I further understand that said risks may arise from, but may not be limited to, civil disturbances; explosions; electrocution; the escape of radioactive substances; the effects of wind, rain, fire and gas; and vehicular collision; and I freely and voluntarily assume all of said inherent risks, whether or not they are listed herein.

3. Release of Liability. I hereby forever release and discharge the Menlo Park Fire Protection District, its employees and agents, from any and all liabilities, claims, demands or causes of action that I may hereafter have for injuries and damages arising out of participation in Ride-Along Program, including, but not limited to, losses caused by the passive or active negligence of the released parties or hidden, latent, or obvious defects in the premises or equipment used.

4. Indemnity. I agree to indemnify, defend with counsel selected by the Menlo Park Fire Protection District, and hold harmless the Menlo Park Fire Protection District and its officials, officers, employees, agents, and volunteers from and against any and all losses, liability, claims, suits, actions, damages, or expenses, including reasonable attorney’s fees, and causes of action arising out of my participation in the Ride-Along Program or related activities.

5. Confidentiality of Protected Health Information. I agree to treat any and all Protected Health Information, (“PHI”), as defined under the Health Insurance Portability and Accountability Act of 1996, (“HIPPA”), to which I am exposed during my participation in the Ride-Along Program as
Ride-Along Policy

strictly confidential. I agree that I shall not disclose PHI in violation of HIPPA, its accompanying
regulation, or the Menlo Park Fire Protection District’s privacy policies and procedures. I agree
that I shall not remove, disclose, or transmit any response documents containing individually
identifiable information, including PHI.

I have read and understand the contents of this document and sign the same of my own free will.
I declare under penalty of perjury that the foregoing is true and correct.

Executed this ______ day of ______________________, ______, in Menlo Park, California.

_________________________________________    _________________________________
Signature of Chief Officer                                       Signature of Applicant/Declarant

_________________________________________
Signature of Witness                                      _________________________________
                                                                 Date

327.3.2   ELIGIBILITY
The following factors may be considered in disqualifying an applicant and are not limited to:

• Being under 18 years of age.
• Prior criminal history.
• Pending criminal action.
• Pending lawsuit against the District.
• Denial by any supervisor.
• Poor health or other condition that cannot be reasonably accommodated.

327.3.3   AVAILABILITY
The ride-along program is available on most days of the week, with certain exceptions. Ride-along
times usually occur between 0900-1700 and are subject to company officer discretion, but no later
than 2100. Exceptions to this schedule may be made as approved by the Fire Chief or designee.

327.3.4   SUITABLE ATTIRE
Any person approved to ride along is required to be suitably dressed in a collared shirt, blouse
or jacket, slacks and closed-toe shoes. Sandals, t-shirts, tank tops, shorts and ripped or torn blue
jeans are not permitted. Hats and ball caps will be worn in the fire apparatus. The Operations
Chief or Company Officer may refuse a ride along to anyone not properly dressed.

327.4   FIREFIGHTER RIDE-ALONGS
Ride alongs from outside fire service agencies will not be permitted to ride-along with on-duty
firefighters without the express consent of the duty chief. In the event that such a ride-along occurs,
the participant is not permitted, to participate in any fire service activity except as emergency
circumstances dictate and at the direction of the company officer.
Ride-Along Policy

327.5 FIRE CAPTAIN RESPONSIBILITIES
The fire captain shall advise the duty chief that a ride-along is present in the fire apparatus before going into service. Fire captains shall consider the safety of the ride-along at all times. Fire Captains should use discretion when encountering a potentially dangerous situation, and if feasible, require the participant to remain in the fire apparatus.

327.6 CONTROL OF RIDE-ALONG
(a) The fire captain shall maintain control over the ride-along at all times and instruct them of conditions that necessarily limit their participation. These instructions should include:

1. Follow the lawful directions of any district member.
2. Not become involved in any investigation, discussions with victims or handling any fire equipment.
3. An option of the ride-along or officer to terminate the ride at any time. Reasonable effort will be made to return the observer to their home or to the fire station if the ride is terminated.
4. Fire captains will make every effort to not allow ride-alongs to be present in any residence or situation that would jeopardize their safety or cause undue stress or embarrassment to a victim or any other citizen.
5. Under no circumstance shall a civilian ride-along be permitted to enter a private residence without the fire crew.
Grocery Shopping On-Duty

328.1 PURPOSE AND SCOPE
The purpose of this policy is to establish the guidelines for grocery shopping on-duty.

328.2 POLICY
It is the policy of the Menlo Park Fire Protection District to encourage suppression personnel to bring an adequate supply of food to work to meet their nutrition needs for the hours to be worked. When circumstances allow, companies may be permitted to shop for groceries as well.

328.3 PROCEDURE
Company grocery shopping may be permitted under the following circumstances:

- Companies shopping for groceries shall remain in service.
- Companies should make shopping a part of the daily routine to avoid making a separate trip.
- Companies shall shop within their initial response area or at the closest store to their response area.
- Multiple company stations shall have one unit shop for the entire station.
- Grocery shopping for the entire station is to be accomplished in one visit to the store.
- Members should be properly attired in semi-dress uniform when grocery shopping.
- Turnouts are not permitted to be worn while grocery shopping.
- Members entering the store shall take a portable radio and if dispatched to a call shall leave the store immediately.
- Except for groceries, under the conditions noted in this policy, personal shopping while on-duty is not permitted.
- Use of a personal vehicle for grocery shopping while on-duty is not authorized.
- One crew member shall remain with the unit at all times for purposes of apparatus security, response readiness and public/community outreach.
- Apparatus shall not be parked in red zones, along red curbs, in zones limited exclusively to the vehicles of disabled persons or any location that will restrict pedestrian or vehicular traffic.
Chapter 4 - Fire Prevention
State Mandated Inspections

400.1 PURPOSE AND SCOPE
This policy provides guidance for the enforcement of fire and panic safety codes within Menlo Park Fire Protection District's jurisdiction. Additionally, this policy establishes the minimum standards for inspection frequencies of all buildings in the District's jurisdiction.

400.1.1 DEFINITIONS
Definitions related to this policy include:

High Rise- Every building of any type of construction or occupancy having floors used for human occupancy located more than 75 feet above the lowest floor level having building access. Except buildings used as hospitals.

400.2 POLICY
The Menlo Park Fire Protection District is committed to improving public safety through the enforcement of building standards relating to fire and panic safety as adopted by the Office of the State Fire Marshal (OSFM) and published in the California Building Standards Code, and any other regulations that have been formally adopted by the OSFM for the prevention of fire or the protection of life and property against fire or panic (Health and Safety Code § 13145).

400.3 PROCEDURES
The following minimum standards and inspection frequencies are required for the types of buildings listed below.

400.3.1 JAILS
The Fire Chief shall indicate in writing to the OSFM that jail and detention facility inspections will be conducted by the Menlo Park Fire Protection District (Health and Safety Code § 13146.1).

Jail or detention facility inspections shall be made at least once every two years for compliance with the regulations adopted by the OSFM and the minimum standards pertaining to fire and life safety as adopted by the Board of Corrections (Health and Safety Code §13146.1).

Reports of all jail or detention facility inspections shall be submitted to the facility manager of the jail or detention facility, the local governing body, the OSFM and the Board of Corrections within 30 days of the inspection (Health and Safety Code § 13146.1).

400.3.2 APARTMENTS, HOTELS AND MOTELS
All structures subject to Health and Safety Code § 17921(b), except dwellings, shall be inspected annually for compliance with building standards and other regulations of the State Fire Marshal (Health and Safety Code § 13146.2).

A fee for the inspection in an amount, as determined by the District, sufficient to pay the costs of the inspection may be charged to the owner of the structure.
State Mandated Inspections

400.3.3 SCHOOLS
The Menlo Park Fire Protection District shall inspect every building used as a public or private school in the district's jurisdiction not less than once each year (Health and Safety Code § 13146.3).

400.3.4 HIGH-RISE BUILDINGS
The Menlo Park Fire Protection District should annually inspect all high-rise structures in its jurisdiction for compliance with building standards and other regulations of the OSFM. The results of the inspection shall be submitted to the OSFM in a form and manner approved by the OSFM no later than 30 days after the date of the inspection (Health and Safety Code § 13217).

A fee for the inspection in an amount, as determined by the District, sufficient to pay the costs of the inspection may be charged to the owner of the high-rise structure.

400.3.5 COMMUNITY CARE FACILITIES
Upon request from a prospective licensee of a community care facility as defined in Health and Safety Code § 1502 et seq., the Menlo Park Fire Protection District shall conduct a pre-inspection of the facility prior to the final fire clearance approval (Health and Safety Code § 13235).

At the time of the pre-inspection, the inspector shall provide consultation on interpretation of fire safety regulations and shall notify the prospective licensee of the facility, in writing, of specific fire safety regulations that shall be enforced in order to obtain fire clearance approval (Health and Safety Code § 13235).

A fee for the inspection in an amount, as determined by the District, sufficient to pay the costs of the pre-inspection may be charged to the prospective licensee (Health and Safety Code § 13235).

The Menlo Park Fire Protection District shall complete any required final fire clearance inspection for a community care facility within 30 days of receipt of the request for the final inspection, or as of the date the prospective facility requests the final pre-licensure inspection by the California Department of Social Services, whichever is later (Health and Safety Code § 13235).

400.3.6 STATE INSTITUTIONS, STATE-OWNED OR STATE-OCCUPIED BUILDINGS
The Menlo Park Fire Protection District will inspect state facilities in its jurisdiction with written authorization from the OSFM (Health and Safety Code § 13108). The inspections shall be for the purpose of enforcing:

(a) Regulations relating to fire and panic safety adopted by the OSFM pursuant to Health and Safety Code § 13108.
(b) Regulations other than building standards for the installation and maintenance of equipment and furnishings that present unusual fire hazards.
(c) Building standards relating to fire and panic safety published in the California Building Standards Code.
(d) Regulations and standards as otherwise agreed to in writing with the OSFM.
State Mandated Inspections

400.4 OCCUPANCIES REGULATED BY THE MENLO PARK FIRE PROTECTION DISTRICT
The District may enforce any ordinance related to fire and panic safety adopted pursuant to Health and Safety Code § 13143.5.

The frequency of inspections of occupancies within this jurisdiction will be determined based on available district resources.

400.5 HAZARDOUS OCCUPANCIES
Facilities that store or use hazardous materials in quantities greater than the permit amounts listed in Chapter 1, Section 105 of the California Fire Code, or any other business that requires a permit in accordance with Section 105, shall be inspected at least once annually for full compliance to the California Fire Code. An annual Fire Protection Permit shall be issued to each location.

400.5.1 ANNUAL PERMITS
Facilities charged an annual Hazardous Materials permit for use, storage and handling shall be inspected annually to the full provisions of the Menlo Park Fire Protection District Ordinance.

400.6 RIGHT OF ENTRY
If a building or premise to be inspected is occupied, the inspector shall present credentials to the occupant and request entry. If the building or premise is unoccupied, the inspector shall first make a reasonable effort to locate the owner or other person having charge or control of the building or premise and request entry.

If no permission to enter is granted, the Fire Prevention Division should work with legal counsel to secure entry in a manner provided by law, such as obtaining an administrative search warrant.

400.7 INSPECTION FEES
The District shall charge any fire inspection fees adopted by the District. The fee assessed shall not exceed the estimated reasonable cost of providing the service for which the fee is charged (Health and Safety Code § 13146 and Government Code § 66014).

400.7.1 RE-INSPECTION FEES
If a violation is discovered during an inspection, the follow-up inspection to ensure the corrections have been made should be conducted at no cost to the owner or occupant. Should the owner or occupant fail to comply with inspection requirements on the follow-up visit and an additional visit is required, a fee as adopted by the District will be assessed.
Permits

401.1 PURPOSE AND SCOPE
The purpose of this policy is to provide guidance for issuing permits that are required by the California Fire Code and local ordinances.

401.2 POLICY
In order to provide for the safety of the community, it is the policy of the Menlo Park Fire Protection District that permit requirements are appropriately observed and enforced (Fire Code § 105).

401.3 PROCEDURE

401.3.1 PERMIT APPLICATIONS
(a) Construction Permits
   1. Permits may be obtained by submitting an application to the Fire District along with a minimum of two sets of plans, stamped and signed by a design professional. Construction permits are issued for any improvements to property which may include the installation of new fire protection equipment.

(b) Annual Permits
   1. Permits may be obtained by submitting a hazardous materials inventory statement to the District. Other types of annual permits may be administratively added such as high pile rack storage permits, dry cleaning operations, lumber yards, tire storage and other items noted in section 105.6. Annual permits are issued by the calendar year.

(c) Operational Permits
   1. Permits may be obtained by submitting an application to the Fire District and a description of the intended event. Operational permits are issued for specific events such as tents for public assembly or for pyrotechnic shows. The operational permit may require additional information specific to each event.

401.3.2 PERMIT FEES
Permit fees shall be collected at the time of application. The fees are established by the District governing body and are applicable to each permit application.

401.3.3 PERMIT ISSUANCE
An operational or annual permit may be issued for a specific amount of time or up to the end of the current calendar year, depending on the circumstances. A permit may be extended upon a showing of good cause if the permittee applies for an extension in writing before the expiration of the permit. A permit is not transferable. Any change in ownership, operation, occupancy or use shall require a new permit.

All permits shall bear the signature of the Fire Chief or the Fire Code Official and contain a general description of the operation or occupancy and its location (Fire Code § 105.3.7).
401.3.4 CONSTRUCTION PERMITS
Construction permits shall automatically become invalid unless the work authorized by such permit is commenced within 180 days after its issuance or if the work is suspended or abandoned for a period of 180 days after the time the work is commenced (Fire Code § 105.3.1).

All permits shall bear the signature of the Fire Chief or Fire Code Official and contain a general description of the operation or occupancy and its location (Fire Code §105.3.7)

401.4 SITE REQUIREMENTS
Permits should be posted in a visible location at the permitted premises or in a location approved by the Fire Chief or Fire Code Official. Permits are subject to inspection at any time by the Fire Code Official or designee acting in an official capacity (Fire Code § 105.3.5).

401.5 SUSPENDED OR REVOKED PERMITS
Permits may be suspended or revoked any time it is determined that:

(a) The permit is being used by someone other than the person who was issued the permit.
(b) The permit is being used at a location other than the permitted location.
(c) Any condition of the permit has been violated.
(d) The work being performed is out of compliance with applicable code requirements.
(e) The permit was obtained by the use of false statements on the application.
(f) The issuance of the permit was an error or in violation of a regulation, code or law.

401.6 REQUIRED OPERATIONAL PERMITS
Operational permits may be required for items, locations and activities as described in Fire Code § 105.6
Fire Investigations

402.1 PURPOSE AND SCOPE
The purpose of this policy is to ensure that all fires and explosions occurring within the jurisdiction of the Menlo Park Fire Protection District are investigated and properly documented in accordance with state and federal laws and national standards, pursuant of Chapter 1, of the California Fire Code as adopted and amended by Ordinance.

402.1.1 DEFINITIONS
Definitions related to this policy are as follows:

(a) Level I: Any fire having an origin and cause that can be determined with the skills and resources available to a Company Officer or shift investigator. A Fire Investigator can be requested by the Incident Commander.

(b) Level II: Investigations where special skills are required to make a determination of cause and origin. A District Fire Prevention Investigator shall be requested on Level II events.

(c) Level III: Investigations which are determined to be caused by an unlawful act.

(d) Nuisance Fires: Any fire in which damage is limited to debris piles or dumpsters, tanbark, small grass fires where no damage to a structure occurs, fires where no appreciable damage occurs and fires involving portable lavatories.

402.2 POLICY
It is the policy of the Menlo Park Fire Protection District to promptly investigate the cause, origin and circumstances of fires or explosions occurring in the jurisdiction that involve the loss of life or injury to a person, or the destruction of or damage to property. If the origin of a fire or explosion appears to be suspicious, the District shall take immediate charge of all physical evidence relating to the cause of the fire and pursue an investigation to its conclusion (Fire Code § 104.10).

402.3 RESPONSIBILITY
The Fire Chief has overall responsibility for fire investigations. The Fire Marshal is responsible for management of the fire investigations program. The Incident Commander of each incident is responsible for ensuring that each fire is investigated for origin and cause.

District first responders are responsible for recognizing or attempting to recognize the origin of a fire and preserving evidence for further investigation. The first-in company officer is responsible for conducting a first responder-level investigation for origin, cause and circumstances. The Incident Commander is responsible for determining when the Menlo Park Fire Protection District and/or law enforcement investigators are needed to investigate an incident.

When the Menlo Park Fire Protection District assumes responsibility for the investigation, fire investigators assigned to an incident are responsible for pursuing the investigation through to completion and providing complete written documentation. Arson investigators are responsible for investigating suspected incidents of arson.
**Fire Investigations**

### 402.4 INCIDENT REPORTS

To ensure district incidents are documented in the National Fire Incident Reporting System (NFIRS), investigators should complete and submit a report to the Fire Marshal/Fire Code Official for each investigation conducted. All areas of the report are to be filled out and when an item is not applicable, N/A is to be placed in the box. For additional information, see the National Fire Incident Reporting System (NFIRS) Policy.

Supplemental fire investigation reports are to be submitted for review for all Level II and Level III Investigations.

The Fire Marshal/Fire Code Official is responsible for reviewing and approving the investigative reports.

The Fire Chief shall review and approve any investigative fire reports prior to public release.

### 402.5 INVESTIGATION GUIDELINES

The first-in company officer should conduct a preliminary investigation of every fire to determine the origin, cause and circumstances. If the company officer is unable to make a determination as to the origin and cause of a fire or suspects that a crime has been committed, and the magnitude of the fire would require thorough investigation and documentation, a fire investigator shall be requested in accordance with this policy.

The Fire Chief should be notified by the on-duty Battalion Chief of any level II or III incidents.

The assistance of a fire investigator at an incident does not relieve the company officer of the responsibility to investigate the origin, cause and circumstances of a fire.

**GUIDELINES FOR LEVELS OF INVESTIGATION:**

(a) **Level I**

1. Any fire having an origin and cause that can be determined with the skills and resources available to a Company Officer or Shift Investigator. A Fire Investigator may be called at the discretion of the Incident Commander. Cause and origin must be clearly stated in the fire report of record per the California Fire Code.

2. Fire involving juveniles where the origin and cause can be identified and documented by the Company Officer or Shift Investigator and the name(s) and contact information of suspect juvenile(s) has been determined and forwarded to the responsible local law enforcement agency and the Fire Prevention Division.

3. Vehicle fires not involving theft, injuries, and/or fatalities in which origin and cause can be determined and documented. Vehicle fires that are determined by the Company Officer or Shift Investigator to be an incendiary nature will be referred to the responsible local law enforcement agency and the Fire Prevention Division notified via Email.

4. Fires causing little or no significant damage that are generally considered nuisance fires.

5. Any fire not meeting Level II or III criteria.
Fire Investigations

(b) Level II

1. Fires unable to be properly investigated by Company Officers or Shift Investigators
2. Any fire involving a fatality or significant injury.
3. Any second alarm structure fire involving a commercial, multi-family, or single family occupancy.
4. Incidents involving special circumstances, such as an especially high dollar loss, extensive damage, political sensitivity or any other circumstance deemed appropriate by the Incident Commander.
5. A Fire Investigator should be called when it has been determined that a series of fires have occurred in an area and suspicious individuals have been seen at other fires, etc.
6. A Fire Investigator should be called for fires where significant fire code violation(s) which the Company Officer of Shift Investigator cannot adequately document or which evidence may be destroyed that is suspected of being the cause of or contributing to the spread of the fire.
7. A Fire Investigator should be called for fires where suspected serious construction or installation deficiencies, which the Company Officer or Shift Investigator cannot adequate document or which evidence may be destroyed. And are suspected of being the cause of or contributing to the spread of the fire.

(c) Level III

1. Any incident involving an explosives.
2. Evidence or suspicion of any crime having occurred in connection with a fire or explosion
3. Death resulting from a fire or explosion
4. Any fire intentionally started by a juvenile
5. Any illegal activity that potentially could cause a fire and/or explosion
6. Any fire or explosion related to a crime or a suspected crime

402.5.1 FIRE INVESTIGATOR MUTUAL-AID
When supplemental fire investigators are required or requested, refer to SMC Fire Service Policies and Standards: Fire Investigation Unit Call Out

402.6 QUALIFICATIONS
All department officers are qualified to perform first responder-level origin and cause investigations in addition to the Menlo Park Fire Protection District investigators.

All investigators of the Menlo Park Fire Protection District will be designated as peace officers in accordance with Penal Code § 830.37.

(a) Fire investigators shall:
Fire Investigations

1. Meet the job performance requirements of the National Fire Protection Association's (NFPA) standards for fire investigators.

2. Complete the certification requirements of the California Fire Service Training and Education System Fire Investigator I and II.

3. Complete the training required for peace officers described in Penal Code § 832.

4. Comply with all federal and state statutory and constitutional investigatory requirements, including limitations on searches and seizures.

402.7 EQUIPMENT

Each investigator should maintain a personal log book detailing each investigation he/she has performed and all continuing education. The purpose of this record is to document case investigation, field training and continued professional training hours to confirm status as an expert witness during court appearances.

(a) The Fire Investigator's vehicle should be stocked with the following equipment to assist in the investigation of fire cause, origin and circumstance:

1. Response vehicle capable of carrying the required equipment
2. PPE including SCBA
3. District approved filter masks
4. Digital camera and Spare batteries
5. Voice recording device and spare media
6. Fire investigator tool box
7. Evidence collection materials
8. Notepad and writing utensils
9. Lighting
10. Other items required or recommended by the current edition of NFPA 921
Fire Inspections

403.1 PURPOSE AND SCOPE
The purpose of this policy is to establish the process by which the Menlo Park Fire Protection District will enforce District fire and life safety codes during inspections.

403.2 POLICY
It is the policy of the Menlo Park Fire Protection District to use inspections to help reduce the risk of injury or death due to fire and life safety code-related violations and increase the safety of building occupants, the community and emergency responders.

403.3 PROCEDURE
The Menlo Park Fire Protection District may issue correction notices when violations of the fire code are found during fire and life safety inspections.

Any violation determined by an inspector to pose an immediate fire danger or threat to life safety should be referred to the Fire Prevention Division as soon as practicable.

403.3.1 INITIAL INSPECTIONS
An initial inspection should be made to determine if any violations exist and identify the code sections violated. A notice of correction should be issued for violations. The written correction notice should describe the conditions deemed to be unsafe, identify the code section violated and, when compliance is not immediate, specify a time for re-inspection, typically to occur within two weeks. This time frame may be adjusted at the inspector’s discretion and the type of violation (Fire Code § 109.2).

A copy of the inspection report should be left with the responsible party.

403.3.2 RE-INSPECTIONS
Violations that pose an immediate hazard to life or property should be corrected before the inspector leaves the premises (e.g., a required exit being chained or locked).

All other violations should be corrected by the date identified in the correction notice for re-inspection.

Generally, no more than two re-inspections should be conducted before escalating the process as provided in this policy.

403.3.3 TIME EXTENSIONS FOR COMPLIANCE
An inspector may extend the compliance period if reasonable progress is being made toward correcting the violation, or if a plan is established for completion and life and property are not being compromised. Extensions should only be granted when the inspector believes there is a high probability of obtaining complete compliance. The inspector may request the responsible person submit a statement in writing, detailing the reason for the extension and the new compliance date.
403.3.4 FINAL NOTICES
A final notice may be used as the last warning notice issued prior to civil or criminal action. A final notice is not required prior to initiating legal action.

A final notice of violation should be provided to the violator by certified mail return receipt requested and should:

- Set a date by which the violator must correct the violation.
- Notify the violator of the date of the final re-inspection to verify code compliance prior to initiating legal action.

403.3.5 ADMINISTRATIVE CITATION
If compliance is not achieved by the time of the final re-inspection, an administrative citation may be issued. An administrative citation informs a business that repeated attempts to gain compliance for outstanding violations were unsuccessful. The administrative citation may be delivered to the business owner in person or mailed via certified mail return receipt requested.

Administrative citations may continue to be issued until compliance is achieved or the matter is referred to legal counsel for legal action. Copies of all administrative citations should be sent to the District's legal counsel as soon as practicable.
Storage and Disposal of Illegal Fireworks

404.1 PURPOSE AND SCOPE
The purpose of this policy is to outline the Menlo Park Fire Protection District standards for the storage and disposal of illegal fireworks.

404.2 POLICY
It is the policy of the Menlo Park Fire Protection District to observe the California fireworks law and follow the regulations prepared by the Office of the State Fire Marshal (OSFM) governing the use of fireworks in public displays when enforcing permitting requirements, plan review and inspections (Health and Safety Code § 12500 through Health and Safety Code § 12758; 19 CCR Chapter 6). The District shall observe the federal regulations governing the storage and disposal of explosives (27 CFR 555, Subpart K).

404.3 PROCEDURE
(a) Station Responsibility
1. Any fireworks seized or turned in to a Fire Station should be stored in a quality cardboard box with functional lid.
   (a) The boxes must be labeled with the following information: type of fireworks, seizing agency's name, person responsible for the sorting and the date.
   (b) Notify the Fire Prevention Division as soon as practicable for pick up.
(b) Fire Prevention Division Responsibility
1. The Menlo Park Fire Protection District Fire Marshal or designee shall notify the OSFM of seizure of any fireworks and shall state the reason for the seizure, quantity, type and location of the fireworks. Seized fireworks shall be held in trust for the OSFM. Seized fireworks shall be disposed of by the OSFM (Health and Safety Code § 12723; Health and Safety Code § 12726).
   (a) Routine seizures (quantities that are temporarily manageable):
      1. Complete a Fireworks Seizure Form (also from the OSFM) and forward it as the form instructs.
      2. If the fireworks are in the original U.S. Department of Transportation (DOT) shipping cartons, do not remove.
      3. Loose fireworks must be placed in good quality cardboard boxes, such as banker boxes, the boxes that photocopy paper comes in or similarly sized moving boxes. The boxes must have functional lids.
      4. The boxes must be labeled with the following information: type of fireworks, seizing agency's name, person responsible for the sorting and the date.
(c) The following items shall not be included:
Storage and Disposal of Illegal Fireworks

1. Improvised Explosive Devices (IED) and explosives (a bomb squad should handle these)
2. Trash (including expended fireworks, lighters and matches)
3. Any evidence or contraband that is not related to fireworks (e.g., weapons, drugs, paraphernalia)
4. Friction-initiated fireworks (e.g., Snap Caps) should be packaged separately from any other items

(d) Seizures that require immediate assistance (quantities that exceed the capability of the Menlo Park Fire Protection District to manage):
   1. Call 888-FWX-ENFC (888-399-3632), a 24-hour direct number to a CAL FIRE OSFM investigator, who will assist with arranging for temporary storage.
   2. Inventory, randomly sample and photograph the seized fireworks.
   3. Complete a Fireworks Seizure Form (also from the OSFM) and forward it as the form instructs.
   4. If the fireworks are in the original U.S. DOT shipping cartons, do not remove them.

(e) Law enforcement will have storage responsibility for fireworks to be used as evidence.
Fire Prevention File Review Requests

405.1 PURPOSE AND SCOPE
The purpose of this policy is to establish requirements for the public to review files kept by the Fire Prevention Division. Files may include fire safety inspection records, plan reviews, and incident response reports.

405.2 POLICY
It is the policy of the Menlo Park Fire Protection District to follow the California Public Records Act.

405.3 PROCEDURE
File review requests are to be submitted in writing on the File Review Request Form available from the Fire District's website.

In accordance with State law, there is no charge to review any Fire District records. Records may be copied on site and are subject to a copy charge. Copies may be requested, however, copying, postage and handling is subject to a fee.

Hazardous Materials Business Plans (HMBPs) are note forms generated by the Fire District. HMPGs are maintained by the San Mateo County Environmental Health Department and may be reviewed at their office under the same Public Records Act requirements.

405.4 NON-PUBLIC DOCUMENTS
Items not available to the public include:
(a) Hazardous Materials Inventory Statements that indicate the location of hazardous materials. (Note: Inventory Statements that only name the chemicals and chemical quantities may be viewed by the public.)
(b) Site maps that indicate the locations of hazardous materials.
(c) Any file labeled as a trade secret or proprietary information.
(d) Ongoing/open investigations.
(e) Any file that names a juvenile in the report.
(f) Incident reports that involve patient medical records.
Maximum Occupancy - Overcrowding

406.1 PURPOSE AND SCOPE
The purpose of this policy is to establish standards for abating overcrowded conditions in places of assembly. This policy shall apply to all assembly occupancies and other occupancies which may be subject to overcrowding (Fire Code § 2013 107.5).

406.2 POLICY
The Menlo Park Fire Protection District investigates overcrowded conditions or obstructions in aisles, passageways or other means of egress for life-safety hazards.

406.3 ENFORCEMENT
Any member of the District, upon finding overcrowded conditions beyond the approved capacity of a building or portion thereof, or obstructions in aisles, passageways or other means of egress, or upon finding any condition which constitutes a life-safety hazard, is authorized to order the dangerous condition removed or remedied. The investigating officer shall immediately notify the Fire Marshal any time the decision is made to vacate an occupancy. Whenever practicable, the investigating officer should consult the Fire Marshal prior to requiring that an occupancy be vacated (Fire Code § 107.6).

406.3.1 COMPLAINTS RECEIVED DURING NORMAL BUSINESS HOURS
Complaints of overcrowded conditions received during normal business hours should be forwarded to the Fire Prevention Division for investigation and follow-up. The inspector should promptly investigate the complaint and notify the appropriate supervisor of the findings. All findings should be documented and maintained in the appropriate business file.

406.3.2 COMPLAINTS RECEIVED AFTER HOURS
(a) Complaints of overcrowding received after hours should be routed to the appropriate on-duty Battalion Chief. The Battalion Chief may choose to take any of the following actions, as deemed necessary to investigate the complaint:

1. Investigate the complaint and abate the hazard as necessary, in accordance with this policy.

2. Dispatch an engine company to investigate the complaint and abate the hazard as necessary, in accordance with this policy.

3. Call for the Fire Marshal/Fire Code Official to investigate the complaint and abate the hazard as necessary, in accordance with this policy.

406.3.3 OVERCROWDING MITIGATION AND ABATEMENT
Each complaint of overcrowding will be unique and should be investigated based upon the circumstances presented with the occupancy. If at any time, in the investigating officer’s opinion, the overcrowding condition poses an immediate life safety hazard, the investigating officer is authorized to cause the event to be stopped and the occupancy to be vacated immediately, until
such condition or obstruction is corrected in accordance with this policy (Fire Code § 2013 107.5). The investigating officer shall immediately notify the Fire Marshal any time the decision is made to vacate an occupancy. Whenever practicable, the investigating officer should consult the Fire Marshal/Fire Code Official prior to requiring that an occupancy be vacated.
Juvenile Firesetter Referrals

407.1 PURPOSE AND SCOPE
The purpose of this policy is to provide district personnel with resources for helping juvenile firesetters and their families receive the help they need through education, diversion, assessment and psychological services, in cooperation with local organizations.

407.2 POLICY
It is the policy of the Menlo Park Fire Protection District to assist and participate in a coordinated effort with local organizations to provide appropriate referral or treatment services to juveniles from this jurisdiction.

407.3 PROCEDURE
Entry into a juvenile firesetter program may be recommended by district personnel following a request from parents, guardian or caregivers or as a result of a fire incident. There are three types of referrals:

407.3.1 CAREGIVER REFERRALS
Parents or guardians who call the Menlo Park Fire Protection District for assistance will be directed to a member trained in juvenile firesetter intervention. When possible, telephone contact should be made with the parents within 48 hours of the District being contacted. Parents should be provided with information about the program options and should be encouraged to make an appointment with the District's Fire Prevention personnel. A pre-interview form should be completed during the telephone contact.

407.3.2 WALK-IN REFERRALS
If someone comes to a fire station with a child who may be involved with firesetting, that person should be referred to Fire Prevention.

407.3.3 FIRE DEPARTMENT REFERRALS
If a juvenile firesetter is identified at a fire scene, the Incident Commander shall call out a Fire Investigator. If evidence at a fire scene indicates a juvenile started the fire, the Incident Commander must report this involvement in a fire incident report. The report should indicate that:

(a) The person involved in the ignition of the fire was a child or a person under the age of 18.
(b) The fire was arson.
(c) The information known about the juvenile (e.g., name, age, sex, address).
(d) The parent or guardian information, if known.

A copy of the report should be sent to the District by the juvenile justice court will be assigned to a member of the Fire Prevention Division. If the juvenile fails to attend any mandated program sessions, the Fire Prevention member should notify the court or the juvenile's probation officer. If the juvenile successfully attends all required sessions and completes the program, the Fire
Juvenile Firesetter Referrals

Prevention member should send a program completion letter on district letterhead to the juvenile's probation officer.
Occupancy Fire Watch Services

408.1 PURPOSE AND SCOPE
The purpose of this policy is to establish a fire watch procedure in the event that automatic fire protection and/or detection services are inoperable or in the event of an excessive number of accidental activations.

408.1.1 DEFINITIONS
Definitions related to this policy include:

**Accidental** - The activation of any alarm that results in a response by the District and that is caused by the negligence or intentional misuse of the system by a business owner or employees, staff or agents of the business; by mechanical failure, malfunction, improper installation, improper design, insufficient or inappropriate maintenance, improper placement or component over-sensitivity; any response in which district personnel are unable to gain access to the premises for any reason or are unable to determine the apparent cause of the alarm system failure; any other activation that is not caused by heat, smoke or fire, exclusive of an uncontrollable false alarm, as defined below.

**Excessive** - Three or more accidental activations resulting in a response by the District at the same premises in a 12 month period.

**Fire watch** - A temporary measure intended to ensure continuous and systematic surveillance of a building or property.

**High life-risk occupancy** - Hospitals, care facilities, schools, high-rise buildings and R-1 residential zones.

**Non-controllable false alarm** - An alarm is considered a non-controllable false alarm if the alarm system is activated due to malicious causes beyond the control of the owner.

408.2 POLICY
It is the policy of the Menlo Park Fire Protection District that any time automatic fire protection or detection systems are inoperable, or in the event of an excessive number of accidental activations, the owner or the authorized designee of a property shall be required to immediately notify the District.

The Fire Marshal/Fire Code Official or designee shall make a determination whether the location has a high life-risk occupancy, and if so, immediately implement a fire watch. If the location does not have not a high life-risk occupancy, the Fire Marshal or the authorized designee shall evaluate each set of unique circumstances and make a determination whether the property owner shall implement a fire watch.

This policy includes all buildings, whether new or existing, where an automatic fire protection and/or detection system is installed but not operable, including buildings undergoing alteration, repair and demolition.
When automatic fire protection and/or detection systems are anticipated to be inoperable, a fire watch plan may be required to be submitted to the Fire Marshal/Fire Code Official for approval. Fire Watch may be provided by Menlo Park Fire Protection District personnel with applicable fees which may be charged to the property owner/manager.

**408.3 RESPONSIBILITIES**

(a) The owner or designee shall immediately notify the Menlo Park Fire Protection District any time an automatic fire protection or detection system is not in operation or in the event of an excessive number of accidental activations.

(b) Any repair or corrective action should be immediately initiated by the owner or the authorized designee. After repair or corrective action is completed and the system is back in service, the Menlo Park Fire Protection District and occupants should again be notified by the owner or designee.

(c) A fire watch should be provided when the system cannot be repaired in a timely manner (more than 24 hours) and/or the lack of protection creates a building or life safety hazard as determined by the Fire Marshal or designee. Exception: A fire watch shall be established immediately when fire protection, detection and alarm systems are not in operation in high life-risk occupancies such as; hospitals, care facilities, schools and high-rise buildings.

(d) Building occupants must be notified within 24 hours of a fire watch being established.

(e) The minimum level of fire watch service shall be determined by the incident commander and/or Fire Prevention Division and shall consist of:

1. One qualified person with an approved means of notifying the Fire Department.
2. An hourly log of fire watch activities shall be maintained by the fire watch.
Chapter 5 - Emergency Medical Services
Adherence to San Mateo County EMS Policies

500.1 PURPOSE AND SCOPE
The purpose of this policy is to notify Members of the contractual agreement with the San Mateo County Pre-hospital emergency Medical Services Group (JPS) and the District.

500.2 POLICY
It is the policy of the Menlo Park Fire Protection District to follow the San Mateo County EMS Policies and Procedures.

500.3 PROCEDURE
Unless otherwise stated in this manual, Fire District personnel shall follow the San Mateo County EMS Policies and Procedures.

Refer to: EMS Policy & Procedure Manual
Pre-Hospital Care Reports

501.1 PURPOSE AND SCOPE
The purpose of this policy is to establish the requirements for documentation of patient responses, and the related document distribution, storage and disclosure (Health and Safety Code § 1798.200; 22 CCR 100170; 22 CCR 100171).

501.1.1 DEFINITIONS
Definitions related to this policy include:

(a) Patient: A Patient means any person who meets any of the following:
   1. Has a physical complaint: The individual has a complaint of recent or new onset such as pain, shortness of breath, or weakness
   2. Has obvious injury: The individual has signs of injury such as cuts, abrasions following a traumatic event
   3. If the individual specifically called for or requests medical evaluation and/or care
   4. Has been involved in an incident, or has experienced a mechanism, with potential for serious injury such as:
      (a) A motor vehicle crash with intrusion into passenger space, broken windshield, bent steering wheel, or damaged dashboard
      (b) Ejection from a vehicle
      (c) Rollover incident involving unrestrained persons
      (d) A motorcycle or other wheeled vehicle crash with damage to helmet, speed greater than 20 mph or separation of the rider from the vehicle
      (e) A pedestrian (or rider of a wheeled vehicle) struck by a vehicle traveling at any speed
   5. Has an altered mental status (recent or current)
   6. A person who is unconscious or has a history of fainting or seizure
   7. A person who is not fully oriented to person, place or time
   8. Is under the influence of drugs or alcohol, unless the paramedic has been dispatched specifically for the purpose of forensic phlebotomy and none of the above listed conditions are present
      (a) Use extreme caution when persons have evidence of being under the influence of drugs or alcohol. These substances can mask serious injuries and illnesses.
   (b) Non-Patient: Any person that paramedics or public safety personnel encounter who does not demonstrate any known or suspected illness or injury and who has not been subjected to a significant mechanism of injury as defined above.
501.2 POLICY
It is the policy of the Menlo Park Fire Protection District to follow the patient documentation and
distribution guidelines developed by the San Mateo County Emergency Medical Services (EMS)
Authority.

501.3 PROCEDURE
A Pre-Hospital Care Report (PCR) shall be completed for every patient response as directed in
San Mateo County policy (22 CCR 100170).

A PCR and a refusal of services release form must be completed for all patients who refuse
evaluation, treatment and/or transport.

501.3.1 SMC PRE-HOSPITAL CARE REPORTS AND DOCUMENTATION
Refer to the following San Mateo County EMS Policies:

(a) Patient Care Reports - Electronic

(b) Patient Care Reports - Written

(c) Patient Contact

501.3.2 PRE-HOSPITAL CARE REPORT SUBMISSION TIMELINES

(a) First Responders paramedics will complete PCRs as soon as practicable upon return to
their station.

(b) Coroner’s cases: First responder paramedics will complete the PCR and upload it to the
server as soon as possible after the call. Completion and submittal of the PCR should not
be delayed beyond four hours unless extenuating circumstances exist. The Duty Chief shall
be notified.

(c) Maximum timeline: all electronic PCRs should be completed prior to the end of shift.

(d) Exceptions to item number three, above, shall be approved by the EMS Manager or Duty
Chief in extenuating circumstances via chain of command.
Medical Supply - Re-order and Restock

502.1 PURPOSE AND SCOPE
The purpose of this policy is to establish and maintain medical supply inventories for ALS companies.

502.2 POLICY
It is the policy of the Menlo Park Fire Protection District to maintain adequate medical supply inventories.

502.3 PROCEDURES
(a) Station 3 Restock:
   1. Submit a Restock Order Form to the South Zone EMS Coordinator, via email, on Saturdays as needed. Items not found on the following form should be manually added. Refer to: AMR Weekly Restock Form.
   2. Items not supplied by AMR shall be ordered by Station 3 officer or designee.
(b) Apparatus Restock: All attempts should be made to restock items used on each call from Transport Ambulance. Items not restocked from ambulance should be restocked from station supplies.
(c) Station Restock: As needed, individual stations will request restock, via fax, from Station 3 on Tuesdays or Saturdays.

For equipment list and minimum supply levels, refer to the San Mateo County Policy: Paramedic Ambulance and First Responder Staffing, Medications, Equipment and Supplies.

502.4 SUPPLY OVERSTOCK AND EXPIRED ITEMS
(a) Expired items: Excess EMS items that are not expired should be returned to Station 3. Items should be properly packaged and labeled.
(b) Expired items: Expired items should be properly packaged, labeled as expired and placed in the “Expired Item Bin” located in the EMS Equipment Room.
Patient Refusal Of Pre-Hospital Care

503.1 PURPOSE AND SCOPE
This policy establishes guidelines to be followed any time a patient refuses pre-hospital emergency medical evaluation, care and/or transport.

503.2 POLICY
It is the policy of the Menlo Park Fire Protection District that a pre-hospital care report (PCR) and a patient release form be completed any time a patient refuses emergency medical evaluation, care and/or transportation.

503.3 PROCEDURE
(a) Refer to San Mateo County Policies:
   1. SMC Refusal of Care and/or Transportation
   2. SMC Refusal of Services Release Form
Controlled Substance Accountability and Restocking

504.1 PURPOSE AND SCOPE
This purpose of this policy is to establish the procedures for the supply, use and accountability of controlled substances administered by the Menlo Park Fire Protection District Advanced Life Support (ALS) providers. These procedures are intended to ensure the availability of the proper medications for emergencies and to comply with all applicable regulations governing controlled substances (21 CFR 1300 and the Drug Enforcement Agency (DEA) Controlled Substance Act).

504.1.1 DEFINITIONS
Definitions related to this policy include:

Advanced Life Support (ALS) Ambulance - An ambulance, staffed by at least one certified paramedic, containing a full complement of equipment to provide ALS treatment.

Controlled substance - A drug, substance or immediate precursor listed in any schedule of the Controlled Substance Act.

Basic Life Support (BLS) Ambulance - An ambulance staffed by two Emergency Medical Technicians (EMTs) that responds to medical aid calls.

ALS Company - An engine or ladder truck company staffed with at least one certified paramedic, for the purpose of delivering pre-hospital care and assessment.

504.2 POLICY
It is the policy of the Menlo Park Fire Protection District that all district ALS providers authorized to handle controlled substances shall follow the procedures described in this policy. Supervisors shall provide the necessary oversight and control to ensure compliance with all local, state and federal regulations governing the supply, use and accountability of all controlled substances.

504.3 STORAGE AND INVENTORY
To prevent the unauthorized access of controlled substances during an incident, the controlled substances must either be in direct possession of a paramedic or locked in a secured area, without exception.

Controlled substances should be secured in the locked mechanism any time the unit is parked and unattended.

All personnel authorized to handle controlled substances shall follow this procedure unless prior written permission to deviate is obtained from the EMS Manager or designee:

(a) All controlled substances are to be secured by district members in the designated locking mechanism provided by the District.
Controlled Substance Accountability and Restocking

(b) At each shift change, an incoming paramedic shall inspect the quantities, the integrity of the containers and the expiration dates of the controlled substance inventory on the ALS company. Each paramedic shall attest to the quantity available by signing their name on a controlled substance daily log. At no time shall an individual enter a name or signature on behalf of another person.

(c) If the inventory of any controlled substance is less than the established level, the paramedic must immediately reconcile the amount missing. If the discrepancy cannot be reconciled, immediate notification shall be made to the company officer, the Battalion Chief and the EMS Manager. The EMS Manager shall be responsible for the completion and submission of the online DEA Form 106, Report of Theft or Loss of Controlled Substances.

(d) If an ALS company is dispatched to an incident before the daily inventory occurs, the inventory and reconciliation shall be done as soon as practicable upon returning to the station.

(e) Paramedics at a station are responsible for the inventory, patient administration and reconciliation of controlled substances. This responsibility shall not be delegated to non-paramedic personnel.

(f) The controlled substance daily log shall be maintained on board ALS companies. This document shall be available for random inspection and review by the EMS Manager and local, state or federal regulatory representatives to ensure compliance.

(g) When a controlled substance daily log is completed on the last day of the month, the company officers from each shift shall review the report for completeness and sign the bottom of the record. After review, a company officer shall forward a copy of the report to the Duty Chief who will forward to the EMS Manager.

(h) A copy of the controlled substance daily log and controlled drug disposition and restock record should be maintained by the EMS Manager for a period of one year.

504.4 CONTROLLED SUBSTANCE ADMINISTRATION AND DOCUMENTATION

(a) Each time a controlled substance is administered to a patient, the following shall be documented on the PCR as a minimum:

1. Name of the drug.
2. Dose.
3. Previous and post administration vital signs.
4. Patient weight in kg.
5. Administration route.
6. Response to medication.
504.4.1 TRANSFER OF CARE PROCEDURES
If a first responder paramedic transfers the care of a patient to a transporting paramedic prior to the administration of the entire dosage of a controlled substance taken from the inventory of the ALS Company, any remaining controlled substance shall not be provided to the transporting paramedic. If additional medication is needed after the patient care transfer, the controlled substance shall be used from the inventory of the transporting paramedic.

504.5 CONTROLLED SUBSTANCE RESTOCK
(a) ALS companies shall be restocked by the EMS Manager or licensed ALS personnel.
   1. Maximum quantities for ALS:
      (a) Morphine 30 mg
      (b) Versed 8 mg
   2. Minimum quantities for ALS:
      (a) Morphine 10 mg
      (b) Versed 2 mg
(b) Restock options should be exercised in the following order:
   1. EMS Manager or ALS Battalion Chief.
   2. BLS Battalion Chief accompanied by another paramedic in addition to the paramedic restocked.
   3. Temporary restock with Duty Chief permission - One ALS company to another, provided both can remain at minimum levels.
(c) Expired or damaged controlled substances cannot be discarded and must be kept in original container and returned for restock.
(d) The EMS Manager shall be notified of any controlled substance use with applicable incident number via email message.
(e) Refer to the following San Mateo County Policies:
   1. SMC Controlled Substance Storage and Restocking Procedures
   2. Narcotic Administration Review Checklist
   3. SMC Controlled Substance Administration and Resupply form

504.6 ACCOUNTABILITY
The EMS Manager should:
(a) Review all controlled substance daily logs, monthly audit forms and restock records for completeness, compliance with established procedure, consistency with the data entered and any other required follow-up or investigation.
(b) Create, complete, maintain and annually update the district's signature log.
Controlled Substance Accountability and Restocking

(c) Randomly inspect controlled substance daily reports and the controlled substance drug disposition and restock records on ALS companies.

(d) Ensure copies of controlled substance daily logs and the controlled substance drug disposition and restock records are maintained for a period of three years.

(e) Notify the responsible Chief Officer of any item that deviates from this policy.
Chapter 6 - Employee Training Programs
Fire Equipment Driver/Operator Training

600.1 PURPOSE AND SCOPE
The purpose of this policy is to enhance the safety of members and the public by ensuring that all Menlo Park Fire Protection District members who operate firefighting equipment as part of their duties receive appropriate training.

600.1.1 DEFINITIONS
Definitions related to this policy include:

Firefighting equipment - A motor vehicle that meets the definition of a class A or class B vehicle as described in Vehicle Code § 12804.9(b), that is used to travel to and from the scene of an emergency situation or to transport equipment used in the control of an emergency situation, and that is owned, leased, rented by, or is under the exclusive control of this district (Vehicle Code § 12804.11(e)).

600.2 POLICY
It is the policy of the Menlo Park Fire Protection District that all members who operate firefighting equipment shall successfully complete driver training that meets or exceeds the requirements of the State Fire Marshal Fire Apparatus Driver/Operator 1A course (Vehicle Code § 12804.11(a)(1)(B)).

600.3 PROCEDURES
All members who operate firefighting equipment shall have a valid class A, B or C California Driver License (CDL), with a firefighter endorsement (Vehicle Code § 12804.11(a)). To qualify for a firefighter endorsement, the member shall complete the following:

(a) Provide the California Department of Motor Vehicles (DMV) with proof of current employment as a firefighter by providing a letter from the Fire Chief or the authorized designee (Vehicle Code § 12804.11(a)(1)(A)).

(b) Provide the DMV with proof of successful completion of either the Fire Apparatus Driver/Operator 1A course taught by an instructor registered with the Office of the State Fire Marshal or fire department driver training that meets all of the requirements in Vehicle Code § 12804.11(a)(1)(B). This proof should be in the form of a letter from the Fire Chief or the authorized designee (Vehicle Code § 12804.11(a)(1)(A)).

(c) Pass the written firefighter examination that has been developed by the DMV with the cooperation of the Office of the State Fire Marshal (Vehicle Code § 12804.11(a)(2)).

(d) Submit a report of medical examination on a form approved by the DMV (Vehicle Code § 12804.11(a)(3)).

A member is not required to obtain and maintain a firefighter endorsement if the member is operating the firefighting equipment for training purposes, during a non-emergency or while under
the direct supervision of a member who is properly licensed to operate the equipment and is authorized by the District to provide training (Vehicle Code 12804.11(c)(2)).

600.4 TRAINING CHIEF RESPONSIBILITIES
It shall be the responsibility of the Training Division to ensure that any member required to drive fire apparatus as a part of his/her normal duties has completed all required training for specific apparatus prior to certification.

Examples include but not limited to:

• State fire training courses
• In-house academy
• Task book
Bloodborne Pathogen Training

601.1 PURPOSE AND SCOPE
The purpose of this policy is to comply with an established state-mandated training program.

601.2 POLICY
It is the policy of the Menlo Park Fire Protection District to make members' health and safety a priority by providing initial and recurring bloodborne pathogen training. All members of the District whose duties have a risk of occupational exposure to potentially infectious blood or bodily fluids shall receive bloodborne pathogen training (8 CCR 5193(g)(2)).

Refer to: Infection Control Plan

601.3 PROCEDURES
The Fire Chief will assign a person as the District's designated Infection Control Officer (ICO). The ICO shall be responsible for the following:

(a) The overall management of the bloodborne pathogen Exposure Control Plan (ECP).
(b) Establishing written procedures and a training program related to aerosol transmissible diseases, as required by 8 CCR 5199.
(c) Working with management to develop and administer any additional related policies and practices necessary to support the effective implementation of this plan.
(d) Remaining current on all legal requirements concerning bloodborne pathogens and other communicable diseases, as required by 8 CCR 5193.
(e) Acting as a liaison during Cal/OSHA inspections, conducting program audits to maintain an up-to-date ECP and ensuring exposure report forms are available and adequate for members to properly report incidents of exposure.
(f) Maintaining an up-to-date list of personnel requiring training.
(g) Developing and implementing a training program, maintaining class rosters and quizzes, and periodically reviewing and updating the training program.
(h) Reviewing and updating the ECP annually (on or before January 1 of each year).

District officers are responsible for exposure control in their respective areas. They shall work directly with the ICO and any affected members to ensure that the proper exposure control procedures are followed.

601.4 TRAINING REQUIREMENTS
Any member whose duties place him/her at risk for exposure to bloodborne pathogens shall receive district-provided, no-cost training during working hours that shall include all of the state requirements (8 CCR 5193).
601.5  TRAINING RECORDS
The Training Chief or designee shall be responsible for maintaining records of all bloodborne pathogen training provided to members. Records should include, but are not limited to, the following:

(a)  The dates of the training sessions
(b)  A list of the topics or a summary of the content of the training sessions
(c)  The names or other identifier and job title of the members who received the training
(d)  The names, certificate number and qualifications of persons conducting the training

The Training Chief should maintain the training records in accordance with established records retention schedules.
Emergency Action Plan Training

602.1 PURPOSE AND SCOPE
The purpose of this policy is to establish training in support of the Menlo Park Fire Protection District Emergency Action Plan (EAP) Policy (8 CCR 3220).

602.2 POLICY
It is the policy of the Menlo Park Fire Protection District to provide training to all members regarding the EAP.

Refer to: District Emergency Action Plan
Hazard Communication Program Training

603.1 PURPOSE AND SCOPE
The purpose of this policy is to establish the required training regarding the district’s hazard communication program. This policy identifies who must receive training, training content requirements, when additional or supplemental training is required and what record keeping is necessary to comply with state law (8 CCR 5194).

603.2 POLICY
It is the policy of the Menlo Park Fire Protection District, in accordance with the Hazard Communication Policy, to provide members with effective information and training on hazardous substances in their work area at the time of their initial assignment and whenever a new hazard is introduced (8 CCR 5194).

Refer to: District Hazard Communication Program
Hazardous Materials Training

604.1 PURPOSE AND SCOPE
The purpose of this policy is to establish training that will meet state requirements regarding the Menlo Park Fire Protection District's participation in the San Mateo County Hazardous Materials (HAZMAT) response program. This policy identifies the level of training members must receive to meet the provisions of the code (8 CCR 5192).

604.2 POLICY
It is the policy of the Menlo Park Fire Protection District that any member whose duties include a role in the HAZMAT response program shall receive training to the level in which they are expected to operate in a HAZMAT environment or at an incident involving hazardous materials. Members shall be trained by the District to the California Hazardous Substances Incident Response Training and Education Program standards (Government Code § 8574.19).

604.3 TRAINING REQUIREMENTS
HAZMAT training shall be based on the duties and functions to be performed by each member. The skill and knowledge levels required for all new members shall be conveyed to them through training before they are permitted to take part in actual emergency operations on an incident. Any member who participates or is expected to participate in an emergency response involving hazardous materials shall objectively demonstrate competency at their level of training.

604.3.1 FIRST RESPONDER AWARENESS
First responder awareness level training shall be provided to all individuals who are likely to witness or discover a hazardous substance release and who have been trained to initiate an emergency response sequence by notifying the proper authorities of the release. A member with this level of training should take no further action beyond notifying the authorities of the release.

604.3.2 HAZMAT FIRST RESPONDER OPERATIONS (FRO)
First responder operations (FRO) level training should be provided for individuals who respond to releases or potential releases of hazardous substances as part of the initial response to the site for the purpose of protecting nearby persons, property or the environment from the effects of the release. Members with this level of training can respond in a defensive fashion without actually trying to stop the release. Their function is to contain the release from a safe distance, keep it from spreading and prevent exposures.

604.3.3 HAZMAT ANNUAL REFRESHER TRAINING
Members who receive an initial level of training in accordance with this policy shall receive annual refresher training of sufficient content and duration to maintain their competencies, or shall demonstrate competency in those areas at least yearly.
604.4 TRAINING RECORDS
The Training Division shall be responsible for maintaining records of all HAZMAT training provided to members. Records should include, but are not limited to, the following:

- Dates of training sessions
- A list of the topics or a summary of the content of training sessions
- Name or other identifier and job title of all members who received training
- Name, certificate number and qualifications of persons conducting training
- Demonstration that learning took place (e.g., evaluation, quiz, test)
Hearing Conservation and Noise Control Training

605.1 PURPOSE AND SCOPE
The purpose of this policy is to establish and maintain Hearing Conservation and Noise Control Training for members exposed to noise above levels predetermined by state code.

605.2 POLICY
It is the policy of the Menlo Park Fire Protection District to promote member health and safety by establishing Hearing Conservation and Noise Control Training and requiring member participation. The Hearing Conservation Program shall include parameters for permissible noise exposure limits, monitoring guidelines, audiometric testing procedures, hearing protection equipment and training, and documentation of the district's efforts.

Refer to: District Hearing Conservation Program
Heat Illness Prevention Training

606.1 PURPOSE AND SCOPE
The purpose of this policy is to establish and maintain a training program that complies with state mandates and best practices for the prevention of heat illness in members who are exposed to high-heat conditions. This policy identifies which members must receive training, the required curriculum, supervisory training and responsibilities and training record documentation (8 CCR 3395, NFPA 1584).

606.2 POLICY
It is the policy of the Menlo Park Fire Protection District to promote member health and safety by establishing a heat illness prevention training program and requiring member participation. In addition to the safety precautions described in the Heat Illness Prevention Policy, the District shall ensure that effective training is provided to members before the member begins work that should reasonably be anticipated to result in heat illness (8 CCR 3395(f)(1)).

Refer to: District Heat Illness Prevention Program
Health Insurance Portability And Accountability Act (HIPAA) Training

607.1 PURPOSE AND SCOPE
The purpose of this policy is to ensure all members receive proper training in recognizing and handling Protected Health Information (PHI), as set forth in the Health Insurance Portability and Accountability Act (HIPAA) and it's implementing regulations (42 USC § 201 and 45 CFR 164.530).

607.1.1 DEFINITIONS
Definitions related to this policy include:

Health information - Information, whether oral or recorded in any form or medium, that is created or received by a health care provider, health plan or employer and relates to a person's past, present or future physical or mental health or condition, or past, present or future payment for the provision of health care (45 CFR 160.103).

Individually identifiable health information - Health information, including demographic information, created or received by a covered entity or employer that relates an individual's past, present or future physical or mental health or condition, the provision of health care to an individual, or the past, present or future payment for the provision of health care to an individual, that can either identify the individual or provide a reasonable basis to believe the information can be used to identify the individual (45 CFR 160).

Protected Health Information (PHI) - Individually identifiable health information that is created or received by a covered entity or employer. Information is protected whether it is in writing, in an electronic medium or is communicated orally (45 CFR 160).

607.2 POLICY
It is the policy of the Menlo Park Fire Protection District to provide HIPAA privacy training to all members as necessary and appropriate for their duties, and to apply appropriate sanctions against members who violate the privacy policies and procedures (45 CFR 164.530(b) and 45 CFR 164.530(e)).

It is also the policy of the District that no member shall be retaliated or discriminated against for filing a complaint about violations of the HIPAA regulations (45 CFR 164.530(g)).

607.3 TRAINING REQUIREMENTS
To ensure confidentiality and compliance with the HIPAA regulations, the District shall provide training to all members likely to have access to PHI. The training shall be completed for all newly hired members prior to them being allowed access to PHI. Training for all current members shall also occur any time material changes are made to the District's privacy policies and procedures.
Health Insurance Portability And Accountability Act (HIPAA) Training

The Training Chief shall be responsible for establishing a periodic schedule for retraining and a method of ensuring that all members acknowledge receipt of all HIPAA training (45 CFR 164.530(b)).

Training should include a review of the:

(a) District's statutory obligations imposed by HIPAA.
(b) Patient Medical Record Security and Privacy Policy, including a thorough treatment of the security procedures the District uses to protect written and electronic health information.
(c) Methods and procedures to be used during the collection of PHI.
(d) HIPAA-imposed statutory limitations on the dissemination of PHI to the family members of patients.
(e) Proper procedures when responding to media requests for information regarding incidents at which the District provided medical services.
(f) Procedures for the secure destruction of written instruments containing PHI, including handwritten field notes, pre-hospital care records or other documents containing PHI.
(g) Approved method for transferring PHI to receiving hospitals or other receiving medical facilities.
(h) Photography and Electronic Imaging Policy as it pertains to PHI.
(i) District's procedures for protecting employee health information.

607.4 TRAINING RECORDS
The Training Division shall be responsible for maintaining the records of all HIPAA-related training for all members for six years (45 CFR 164.530(j)).
Illness and Injury Prevention Program (IIPP) Training

608.1 PURPOSE AND SCOPE
The purpose of this policy is to establish the training required in accordance with the Illness and Injury Prevention Program (IIPP) Policy and to ensure that members comply with safe and healthy work practices.

608.2 POLICY
It is the policy of the Menlo Park Fire Protection District to provide training and instruction to all members when the IIPP is first established, to all new employees as they are hired and to any member given a new job assignment for which training was not previously received. Training shall also be provided by the District whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard, whenever the department is made aware of a new or previously unrecognized hazard and for supervisors to familiarize themselves with the safety and health hazards to which members under their immediate direction and control may be exposed.

Refer to: District Injury and Illness Prevention Program
National Incident Management System (NIMS) Training

609.1 PURPOSE AND SCOPE
The purpose of this policy is to establish the training requirements for members to successfully operate under the Incident Command System (ICS) Policy and the National Incident Management System (NIMS).

609.2 POLICY
It is the policy of the Menlo Park Fire Protection District to adhere to the ICS in order to effectively manage personnel and resources when responding to a wide range of emergency incidents. All Menlo Park Fire Protection District members whose job duties may include a role in emergency management or incident response shall be appropriately trained to the NIMS standards to improve all-hazards capabilities nationwide.

609.3 PROCEDURE
All district personnel with job duties that include a direct role in emergency management or incident response must complete the Federal Emergency Management Agency (FEMA) NIMS IS-700 course.

Additional training is available on an as-needed basis, depending on the regional role of the District or the role of a member within the District as follows:

(a) Entry Level:
   1. FEMA IS-700: NIMS, An Introduction
   2. ICS-100: Introduction to ICS or equivalent

(b) First Line, Single Resource, Field Supervisors:
   1. IS-700.A, ICS-100 and ICS-200: Basic ICS or its equivalent

(c) Middle Management: Strike Team Leaders, Division Supervisors, Emergency Operations Center Staff:
   1. IS-700.A, IS-800.B NRF, ICS-100, ICS-200 and ICS-300

(d) Command and General Staff; Area, Emergency, and EOC Managers:
   1. IS-700.A, IS-800.B NRF, ICS-100, ICS-200, ICS-300 and ICS-400

Refresher training will be offered on a regular basis to ensure that ICS knowledge and skills are maintained, especially for personnel who are not regularly involved in complex multi-jurisdictional incidents nationwide (i.e., incidents that require responders to hold credentials under the National Emergency Responder Credentialing System).
609.4 TRAINING RECORDS
The Training Division shall be responsible for maintaining records of all NIMS training provided to members. Records should include, but not limited to the following:

(a) Dates of training sessions
(b) List of topics or a summary of content of training sessions
(c) Name or other identifier and job title of the members who received training
(d) Names, certificate number and qualifications of persons conducting training
Repetitive Motion Injuries and Ergonomics Training

610.1 PURPOSE AND SCOPE
The purpose of this policy is to minimize the occurrence of work-related repetitive motion injuries (RMI) through work site evaluation, control of exposures and training of members whose assigned duties have a risk of RMIs.

610.2 POLICY
It is the policy of the Menlo Park Fire Protection District that members shall be provided initial training any time their assigned duties have a risk of RMIs, as duties change and when members encounter new exposures to the risk of RMIs.

Refer to: District Ergonomics Program
Respiratory Protection Training

611.1 PURPOSE AND SCOPE
The purpose of this policy is to protect the health of members through the use of a respirator to avoid breathing air that is contaminated with harmful dusts, fogs, fumes, mists, gases, smokes, sprays and vapors.

In the event that engineering control measures cannot effectively eliminate exposure risks, suitable respirators and appropriate training shall be applied to hazardous conditions in accordance with the Respiratory Protection Program.

611.2 POLICY
It is the policy of the Menlo Park Fire Protection District to protect the health of members by providing respiratory protection training.

Refer to: District Respiratory Program
Training Records

612.1 PURPOSE AND SCOPE
The purpose of this policy is to establish procedures for accumulating and maintaining records of all training provided by the District and all training received by individual district members. This policy shall apply to all training received but particularly training that is mandated by an external force such as a law, statue or regulation.

612.2 POLICY
It is the policy of the Menlo Park Fire Protection District to maintain comprehensive records of training provided by the District, and training received by district members. The Training Chief or the authorized designee shall be responsible for creating and maintaining training records. Members of the District are responsible for assisting the Training Division in documenting training activities by signing course rosters, submitting certificates of completion from outside training or providing other means of training documentation.

Training records may be documented utilizing either hard copies stored in a traditional filing system or via electronic files. All electronic training records will be stored using district-approved secure electronic file storage systems.

612.3 PROCEDURE
The Training Division will create and maintain an annual training plan (plan) for the District. This plan will document district-provided, regularly scheduled training opportunities. The types of training opportunities that should be included in the plan are:

(a) Federal or state mandated training.
(b) Federal or state mandated training drills, manipulative drills, skills or equipment testing.
(c) California Incident Command Certification System (CICCS) training provided by the District.
(d) National Incident Management System (NIMS) or Standardized Emergency Management System (SEMS) courses.
(e) Emergency Medical Services (EMS) pre-hospital care and continuing education courses.
(f) Training opportunities scheduled through the Training Division.
(g) Training opportunities utilizing instruction from outside the District.
(h) Interagency cooperative training programs or activities.
(i) Any regularly-scheduled skills or job performance training and testing evolutions.

Copies of each year’s training plan will be maintained in the Training Division.
612.4 DIVISION TRAINING RECORDS
The Training Division shall be responsible for maintaining records of training provided by the District. Information in each record should include, but not limited to:

(a) Course title
(b) An outline of subject matter and specific details of any information mandated by federal or state code, OSHA regulation or other requirement
(c) Dates course was provided to members
(d) Instructor names, qualifications and/or certifications
(e) Copies of course curriculum, information sheets or other course content provided to students
(f) Copies of course evaluations submitted by students
(g) Attendance records for each course session, including each member's name or other identifier

612.5 INDIVIDUAL TRAINING RECORDS
The Training Division will create and maintain an individual training file for each member of the District. The training files will be kept separate from the district's personnel files. The member training files should be used to document a member's training courses and training-related programs and activities.

The training files shall not be used to store any work-performance records, member conduct records, member disciplinary records or any other documentation that is not specifically training-related. Information entered into the member training files will be a permanent part of that record. No training information or entries will be removed from the file unless the record is found to be factually incorrect or erroneously entered into that member's training file. District, that member's training file will be archived and maintained for a minimum of seven full calendar years following the member's separation from service.

Members of the District shall be provided access to their individual training file upon request. A member may request to review his/her training file either verbally or in writing. The Training Division should facilitate those requests as soon as practicable but in all cases within 21 days of the member's request to review his/her file. Members may not remove any document or information from the training file without the express approval of the Training Chief. Members may not add any documents or entries to their training file without the approval of the Training Chief or other approved member of the Training Division staff. Members shall be allowed to photocopy or otherwise reproduce images of any entries in their individual training file.

Member training files should contain documentation of work- or job-related licensing and certification that the member earns, achieves or is awarded. Information regarding member progress toward or application for licensing and certification should be stored in the member training files.
An annual individual summary of training hours and courses shall be completed from Target Safety and Firehouse software and presented to the Fire Chief in January of the subsequent year. This information may be used for the annual report.

612.6 TRAINING RECORDS FROM PREVIOUS EMPLOYERS
Members of the District may submit training records from previous employers to the Training Division for inclusion in their individual training file. Training Division staff will evaluate any submitted training records obtained during previous employment and will add any pertinent information to the member's training file as appropriate. New members should submit to the Training Division copies of any licenses, certifications and coursework that are pertinent to their position with the Menlo Park Fire Protection District.

Training Division staff may request that new members obtain and submit copies of any previous employer training files for inclusion in their Menlo Park Fire Protection District Training File.

612.7 RELEASE OF FORMER MEMBER TRAINING RECORDS
Upon written request, the individual training file of any former Menlo Park Fire Protection District member may be copied and released to either the former member or to a third-party upon receipt of a signed written request from a former member of the District. The written request should include the past member's full name, approximate dates of employment with the District and date of separation from employment with the District. In the event that the former member is requesting that copies of his/her file be sent directly to a third party, the written request should include a statement authorizing the Menlo Park Fire Protection District to release copies to the named third party.
Chapter 7 - Equipment and Technology
District-Owned And Personal Property

700.1 PURPOSE AND SCOPE
The purpose of this policy is to provide guidelines for the care and maintenance of district property entrusted to district members and the return of district property at the time of separation from the District. This policy also provides guidelines for damaged or lost personal property used in an occupational capacity.

700.2 POLICY
It is the policy of the Menlo Park Fire Protection District to issue equipment to members for the purpose of performing their assigned duties. Members shall be responsible for the proper care, maintenance and correct use of all district issued property. A member's intentional or negligent abuse or misuse of district property may lead to discipline, including, but not limited to, the cost of repair or replacement of the property. Exceptions may be made by the Fire Chief.

700.3 PROCEDURE
(a) The following procedures shall be in effect regarding district property/equipment issued to members:

1. Members shall promptly report any loss or damage of district-issued equipment to their immediate supervisor.

2. Damaged equipment should be removed from service as soon as practicable and a supervisor notified so that the item may be replaced with a comparable item. No member should attempt to repair damaged or unserviceable district property beyond their scope of expertise or training without supervisory approval.

3. Use of district equipment shall be limited to official purposes in the capacity for which it was designed. Except when otherwise directed and/or required by circumstances, district equipment shall only be used by the member to whom it was assigned.

4. District property shall not be discarded, sold, traded, donated, destroyed or otherwise disposed of without supervisory approval and adherence to the District's surplus policy.

5. Badges, insignias, identification cards, boots, uniforms, safety clothing and equipment and any other items that are provided by the District shall be issued by the designated program manager.

   (a) Only district issued insignias, emblems or stickers may be visible on district property and equipment

   (b) Safety equipment will not be altered that will otherwise void warranty or Original Equipment Manufacturer (OEM) specifications.

6. The District shall keep an accurate record of such issuance.

7. Any loss, or defacement of issued equipment may require the employee to reimburse the District for the replacement value of the lost or defaced property or equipment.
700.3.1 SURRENDERING DEPARTMENT PROPERTY UPON SEPARATION

Members who separate from the District shall return all district property, regardless of its condition. The following guidelines shall apply:

(a) All district property, including keys, identification cards, electronic devices and system access cards shall be returned to the District no later than the member's departure date or as directed by the Fire Chief or the authorized designee.

(b) Badge surrender shall be consistent with the Badge Policy.

(c) A member who fails to return all district property in his/her possession may be required to reimburse the District for the value of the property or may be subject to legal action brought by the District.

700.4 FILING CLAIMS FOR PERSONAL PROPERTY

Members are responsible for exercising reasonable care and caution to avoid damage to or loss of personal property while on-duty. Personal property that is lost or damaged during the proper performance of a member's duties may be replaced or reimbursed for the cost by the District when such loss or damage is not the result of intentional or negligent abuse or misuse by the member.

Claims for lost or damaged personal property must be submitted on the proper claim form to the member's immediate supervisor for processing.

Supervisors will determine whether reasonable care was taken just prior to the occurrence of the loss or damage. A supervisor may direct a member to submit additional supporting documentation, if needed.

If approved, the supervisor will submit a claim with supporting documentation to their Battalion Chief for review and processing.

700.4.1 COVERED PERSONAL PROPERTY

Property that is necessary in the performance of the member's duties shall be considered a covered item. The age and condition of the damaged or lost property shall be considered when determining replacement or reimbursement value. Covered personal property typically includes, but may not be limited to; prescription eyewear, hearing aids, dentures and watches when damaged as a result of performing work related duties.

Replacement of prescription eyewear shall be of equal value. Reimbursement for lost or damaged watches shall not exceed $100. Receipts must be submitted along with the claim form for reimbursement to be considered.

700.4.2 EXCLUDED PERSONAL PROPERTY ITEMS

Members are discouraged from wearing expensive jewelry or watches or bringing personal property items to the workplace that may be damaged, lost or stolen. Personal property that is not eligible for replacement or reimbursement includes:
District-Owned And Personal Property

- Personal property that is lost or damaged directly or indirectly due to negligence of the member.
- Personal communication devices, computers or any other electronic equipment that members voluntarily bring to the workplace and not required by the District for the performance of the member's duties.
- Personal property used in place of district-issued property, unless required by the District.
- Jewelry.

700.4.3 PERSONAL VEHICLES
The District will not provide vehicle insurance coverage for members who use their personal vehicles for district business. All members must rely on their personal vehicle insurance carrier for replacement or cost reimbursement of damage to or loss of a personal vehicle. Members using a personal vehicle for district business shall have the minimum evidence of financial responsibility required for that vehicle (Vehicle Code §16056).

700.4.4 LOSS OR DAMAGE OF PROPERTY OF ANOTHER
Any member who intentionally or unintentionally damages any real or personal property of another while performing a district function, shall report it as provided below:

- A verbal report shall be made to the member's immediate supervisor as soon as practicable.
- A written report shall be submitted before the member goes off-duty or within the time frame directed by the supervisor to whom the verbal report was made.

700.4.5 DAMAGE BY PERSON OF ANOTHER AGENCY
It shall be the responsibility of the member who witnessed the incident to make a verbal report to their immediate supervisor as soon as practicable. The member shall submit a written report before going off-duty or as otherwise directed by the supervisor.

All reports, including the supervisor's written report, shall be promptly forwarded to the on-duty Battalion Chief.
Emergency Equipment - Lost, Damaged or Re-Supply

701.1 PURPOSE AND SCOPE
The purpose of this policy is to establish guidelines for District-owned equipment that becomes lost, damaged or depleted.

701.2 POLICY
When District tools or equipment are lost, stolen or damaged during normal working hours or at an emergency scene, the following steps shall be taken.

(a) Line personnel shall immediately notify Company Officer.
(b) Company Officer shall notify Duty Chief of inoperable or missing equipment requiring replacement.
(c) Company Officer or designee shall notify the appropriate program manager of loss, damage or depletion by using one of two methods for replacement or resupply:
   1. Equipment Replacement Request Form
   2. Email with the following information (as applicable)
      (a) Requesting Officer
      (b) Date/time
      (c) Shift, station and apparatus
      (d) Equipment requested; name, description and quantity
      (e) Reason for replacement; damaged, lost or worn
      (f) Where the equipment was damaged or lost; incident number and location
      (g) Date damage or loss occurred
      (h) Narrative (how the damage or loss occurred)
      (i) How could damage or loss have been prevented?
Personal Communication Devices

702.1 PURPOSE AND SCOPE
The purpose of this policy is to establish guidelines for the use of district-issued and individually owned Personal Communication Devices (PCD). This policy is intended to include all wireless telephones, Personal Digital Assistants (PDA), smartphones and other such wireless two-way communication and/or portable Internet access devices.

702.2 POLICY
It is the policy of the Menlo Park Fire Protection District to issue a PCD to members at its discretion and depending on the assignment. Such devices remain the sole property of the District and shall be subject to inspection or monitoring (including all related records and content) at any time, without notice and without reason.

Any member utilizing a district provided PCD or related service acknowledges and agrees that the use of such device and service, whether for business or personal use, shall remove any expectation of privacy the member, sender and recipient of any communication might otherwise have, including the content of any such communication. The District also expressly reserves the right to access and audit any and all communications (including content) sent, received and/or stored using such device or service.

702.3 PROCEDURES
The following procedures shall apply to the use of district-issued or personally owned PCDs while on-duty:

702.3.1 PERSONALLY OWNED PCD
Members may carry an individually owned PCD while on-duty, subject to the following conditions:

(a) Carrying a personally owned PCD is optional.
(b) Personally owned PCD's shall be purchased, used, maintained and replaced at the member's expense.
(c) Access to District e-mails on a personal device, requires approval by the Fire Chief and must comply with the following requirements:
   1. A user desiring access must register with the IT Division. Registration requires a user to supply his/her name and information about the device(s) that will be used to connect to the District’s e-mail server.
   2. Enabling the device locking feature so that use of the device and access to its contents are password protected.
   3. Immediately report to IT any loss or theft of a device.
   4. Immediately report to IT if a device used for e-mail access becomes infected with any type of virus. The user must clear and reset the device to ensure the removal of any and all viruses.
5. Users are responsible for their phone’s security updates by performing periodic upgrades to the operating system as they become available.

6. User agrees to allow IT to remotely wipe out the device if the device becomes jeopardized (i.e. stolen, lost, hacked, infected with a virus, etc.).

(d) The use of personal devices, beyond assistance with e-mail configuration, is not supported by the IT Division. Use of personal device may subject device to the Public Records Act.

(e) Members who carry a personal PCD with access to District email are not required to review and read District email during off-duty/off-shift time. Any member who chooses to review District email during those times shall do so at their own expense and shall not be entitled to any form of compensation for such review.

702.3.2 USE OF PCDS

PCDs, whether provided by the District or personally owned, should only be used by on-duty members for legitimate district business except as provided for below.

• Personally owned PCDs devices shall not be carried in a manner that allows them to be seen or heard by the public while in uniform.

• PCDs may be used to conduct limited personal business while on-duty. Such usage should be limited as much as practicable to areas where the communication will not be seen or heard by the public.

• Extended or frequent personal use of district-issued PCDs or personally owned PCDs while on-duty is prohibited.

• Members are responsible for reimbursing the District for any charges incurred as a result of personal use of district-issued PCDs.

702.3.3 USE OF PCDS WHILE DRIVING

The use of a PCD while driving can cause unnecessary distractions and presents a negative image to the public. Members operating fire suppression apparatus are not permitted to operate PCD’s while driving.

Fire prevention personnel and command staff should restrict the use of these devices while driving to matters of an urgent nature and should, where practicable, stop the vehicle at an appropriate location to complete their call.

Except in the event of an emergency, members operating district vehicles in a non-emergency capacity shall not use cellular telephones or other personal communication devices while driving unless the telephone is specifically designed and configured to allow hands-free listening and talking (Vehicle Code § 23123(a)). Such use should be restricted to business-related calls or calls of an urgent nature. No member shall write, send or read a text-based communication on a PCD while driving (Vehicle Code § 23123.5).

Members shall not utilize a personally owned PCD for personal matters when responding to an emergency or when engaged in an emergency incident.
702.3.4 OFFICIAL USE OF AN INDIVIDUALLY OWNED PCD

A personally owned PCD may be appropriate to use in the following official situations:

(a) Failure of district PCD system or failure of a member's district-issued PCD.

(b) When need arises to transmit sensitive, protected or confidential information and no district-issued PCD is available.

(c) As part of a Mobile Command Post operation.

(d) During catastrophic disasters, such as plane crashes, earthquakes, floods, etc.

(e) During major political/community events.

(f) Emergency contact with an outside agency or outside agency field unit equipped with a PCD.

(g) When immediate communication is needed and use of the radio is not appropriate and other means of communication are not readily available.

Upon request by the IT Division, users with portable District-owned devices (e.g. IPADs, laptops, PDAs, etc.) are required to bring these devices in for periodic system updates. The IT Division will inform users of the need for these updates as they become necessary.

Any willful violation by a user of any rule or procedure established by this Policy may result in:

(a) Disciplinary action, up to and including termination.

(b) Referral to police authorities if the conduct may constitute a crime.
Vehicle/Apparatus Inspections And Maintenance

703.1 PURPOSE AND SCOPE
The purpose of this policy is to establish the inspection and maintenance responsibilities of members with regard to district vehicles and apparatus, to ensure the vehicles comply with all regulations specified in the California Vehicle Code and the California Commercial Driver Handbook. Inspections also ensure that vehicles and apparatus are properly equipped, maintained, refueled and present a professional appearance.

703.1.1 DEFINITIONS
Definitions related to this policy include:

Apparatus - All self-propelled firefighting vehicle capable of carrying at least one person.

Commercial vehicle - A vehicle or combination of vehicles that requires a class A or class B license (Vehicle Code § 15210(b)(1)).

In-reserve - Any vehicle or apparatus that, while not currently staffed, is ready for service or deployment as needed, regardless of whether it is fully equipped with tools and equipment.

In-service - Any vehicle or apparatus that is either staffed or cross-staffed by members of the Fire Operations Division or that is pre-positioned to be readily available to on-duty Fire Operations personnel for calls for service (e.g., airport rescue or firefighting apparatus).

Staff vehicles - Typically, district vehicles that do not qualify as commercial vehicles (Vehicle Code § 15210(b)(1)).

Vehicle - Any self-powered or self-propelled vehicle, including cars, pick-up trucks, fire apparatus of all types, ambulance units, command vehicles, crew-carrying vehicles, tractors, boats or powered watercraft and off-highway vehicles.

703.2 POLICY
All front line emergency response vehicles shall be inspected daily. Emergency response vehicles that are in-reserve status shall be inspected weekly or when placed in service.

703.3 PROCEDURE
District vehicles generally fall into one of two categories: those that meet the definition of commercial vehicle pursuant to the Vehicle Code, and those that do not. The inspection requirements for district vehicles will differ based on this distinction.

703.3.1 APPARATUS DAILY INSPECTIONS
Members shall be responsible for conducting a daily inspection of apparatus that includes all of the items and provisions identified as part of the California Commercial Vehicle Pre-Trip Inspection as well as district specific equipment checks. The DMV inspection list is detailed in the current version of the California Commercial Driver Handbook.
Vehicle/Apparatus Inspections And Maintenance

When an apparatus becomes inoperative or in need of repair that affects safe operation, it shall be immediately removed from service. Members shall notify the Battalion Chief before going out-of-service.

Members shall maintain a written record of inspections for each vehicle or apparatus using the appropriate inspection form for the vehicle type. Completed inspection forms shall be attached to the monthly report and forwarded to the Mechanical Division. Forms shall be retained by the District for at least two years.

703.3.2 STAFF VEHICLE DAILY INSPECTIONS
Members who are assigned staff vehicles shall be responsible for the regular inspection of their assigned vehicle. Regular inspection and maintenance should include; checking and maintaining fluids, tires, lights and any other equipment needed to ensure the safe operation of the vehicle.

Mechanical problems discovered during inspection should be promptly reported to the mechanical division. When a vehicle becomes inoperative or in need of repair, or affects the safe operation of the vehicle, it shall be immediately removed from service.

Members also are responsible for completing regular inspections for each assigned vehicle and documenting it on the appropriate inspection form. When completed, the form should be forwarded to Mechanical Division. Checklists should be retained by the District for at least two years.

703.4 CLEANLINESS
Weather permitting, apparatus and staff vehicles shall be maintained in a condition presenting a professional appearance.

Members using a staff vehicle shall remove any trash or debris at the end of a shift.
Use of District Vehicles

704.1 PURPOSE AND SCOPE
The use of district-owned vehicles is an essential component of conducting business which ensures resources are available in the event of an emergency or critical incident. District owned vehicles may be utilized to facilitate faster response to emergencies or other legitimate calls for service. In some cases, specific members may be assigned take-home vehicles. These vehicles provide the means to respond directly to an incident without first diverting to a fire station to retrieve a vehicle and/or needed equipment.

704.1.1 DEFINITIONS
Definitions related to this policy include:

District Vehicle - An automobile owned by the District typically used for day-to-day activities and may be equipped for code three driving.

Take-home vehicle - A vehicle owned by the District that is authorized for commuting between work and home and/or off-duty use.

704.2 DISTRICT VEHICLES
(a) Any employee of the District deployed to an outside emergency, or event sponsored by another agency (U.S. Forest Service, CDF, etc.) shall obtain permission to use a District vehicle by the Deputy Chief or Fire Chief prior to leaving. On some instances with approval, personal vehicles may be permitted.

(b) All employees authorized to drive any vehicle in the performance of their duties shall submit a copy of their California Driver's License to the District. The employee will be enrolled in the Department of Motor Vehicles pull-notice program.

(c) All employees operating vehicles in the performance of official District business shall obey and fully comply with the provisions of the California Vehicle Code, District policies and procedures, and other applicable State and Federal laws.

(d) Use of District vehicles is limited to District employees and cadets of the Fire District who are acting on official business

(e) Unless approved by the Fire Chief or designee, District vehicles shall not be taken home or used outside of District business.

(f) The Fire Chief or designee will assign vehicle based on the needs of the Fire District.

(g) District vehicles may be used for travel to meal breaks.

704.2.1 LIABILITY CLAIMS
Employees operating District-owned vehicles while conducting official business are protected by the District against claims for damages to private property, personal injuries or death of others. If employees are operating District-owned vehicles in a negligent manner they will be subject to action by the District to recover damages and appropriate discipline.
704.3 DEFINITIONS
It is the policy of the Menlo Park Fire Protection District to authorize take-home vehicles for members under certain specific conditions:

- **Emergency recall** - A member's assignment requires immediate response during off-duty hours to other than the member's normal work location to handle an emergency action.
- **Investigative recall** - A member's assignment requires timely response during off-duty hours to other than the member's normal work location to handle a fire investigation.
- **Maintenance use** - A member's assignment routinely necessitates transporting and/or housing a vehicle or resource owned by the District.

The assignment of take-home vehicles is at the sole discretion of the Fire Chief or the authorized designee and is subject to change without notice.

704.4 TAKE HOME VEHICLES
(a) District members authorized to use take-home vehicles must adhere to the following guidelines:

1. Commute between their residence and workplace.
2. Conduct legitimate district-related business that occurs outside normal working hours, including, but not limited to, attendance at special meetings and recall to duty.
3. Members authorized to use take-home vehicles are to monitor the radio whenever they are operating the vehicle. They are to make appropriate notification or take appropriate action on any fire-related matter that may come to their attention via the radio or through personal observation.
4. District members are prohibited from driving district vehicles any time their driving ability may be impaired by prescription or non-prescription drugs or alcoholic beverages.
5. Passengers must be those required for district business unless otherwise authorized by the Fire Chief.
6. District members shall not relinquish control of, nor allow any person to operate district vehicles if that person is not a member of the District, except in the case of an emergency where the member is unable to drive him/herself.
7. Assigned vehicle may be utilized during non-business hours for personal convenience with the following stipulations.
   (a) The vehicle is equipped with communications equipment (telephone or radio) allowing contact in the event of an emergency or urgent situation.
   (b) Vehicles are not to be used for personal vacation involving overnight stays.
Use of District Vehicles

(c) Vehicle is not to be driven outside the counties of Alameda, Contra Costa, Marin, San Francisco, San Mateo, or Santa Clara, except with the prior approval of the Fire Chief or designee.

704.4.1 ASSIGNED VEHICLE AGREEMENT
Members assigned a take-home vehicle shall be required to sign an agreement describing provisions of use.

704.4.2 VEHICLES SUBJECT TO INSPECTION
All district-owned vehicles are subject to inspection and/or search. No member assigned to or operating such a vehicle shall be entitled to any expectation of privacy with respect to the vehicle or its contents.

704.4.3 VEHICLE SECURITY
Take-home vehicles shall be subject to the following criteria:

• Vehicles shall be locked when not attended.
• Effort should be taken to park the vehicle in a secure area whenever possible.

704.4.4 ACCESSORIES AND/OR MODIFICATIONS
No modifications, additions or deletions of any equipment or accessories shall be made to district vehicles without written permission from the Fire Chief or designee.

704.4.5 TOLL ROAD USAGE
Members responding to or returning from an emergency or incident who pass through a toll plaza are exempt from paying the toll.

All members operating a take-home vehicle during off-duty hours shall pay all appropriate toll charges.

704.5 PRIVATELY OWNED VEHICLE FOR DISTRICT BUSINESS
(a) Use of privately-owned vehicle in connection with official business shall be authorized in advance by the Fire Chief or designee.

(b) Employees authorized to use their privately owned vehicle in the performance of District business may be required to submit proof of automobile insurance.

(c) Employees authorized to use privately-owned vehicles in the performance of District business will be reimbursed at the rates established in the travel policy.

704.5.1 LIABILITY CLAIMS
Employees operating their privately-owned vehicle while conducting official business are provided with only the District’s liability coverage that is in excess of the employees’ private insurance policy.
704.6 ROADSIDE EMERGENCIES

(a) In the event that a vehicle experiences a mechanical failure or becomes inoperable, the following procedures shall be followed:

1. Employees are to contact the Duty Chief to request assistance.

2. Employees operating privately-owned vehicle are responsible for any towing or repair cost they may incur as a result of a mechanical failure or other damage.
District Technology Use

705.1 PURPOSE AND SCOPE
This policy describes the use of district computers, software and technology systems.

705.1.1 DEFINITIONS
Definitions related to this policy include:

Computer system - Includes all computers (on-site and portable), hardware, software, and resources owned, leased, rented or licensed by the Menlo Park Fire Protection District that are provided for official use by members. This shall include all access to, and use of, Internet Service Providers (ISP) or other service providers provided by or through the District or district funding.

Hardware - Includes, but is not limited to; servers, computers, computer terminals, network equipment, modems printers, fax machines, scanners, portable and mobile devices or any other tangible computer device generally understood to comprise hardware.

Software - Includes, but is not limited to, all computer programs and applications, including shareware. This does not include files created by the individual user.

Temporary file, permanent file or file - Includes any electronic document, information or data residing or located, in whole or in part, whether temporarily or permanently, on the system, including, but not limited to, spreadsheets, calendar entries, appointments, tasks, notes, letters, reports or messages.

705.2 PRIVACY POLICY
Any member utilizing any computer, electronic storage device or media, Internet service, telephone service, information conduit, system or other wireless service provided by or funded by the District expressly acknowledges and agrees that the use of such service, whether for business or personal use, shall remove any expectation of privacy that the member, sender and recipient of any communication utilizing such service might otherwise have, including as to the content of any such communication.

The District expressly reserves the right to access and audit any and all communications, including content that is sent, received and/or stored through the use of such service.

705.3 SYSTEM INSPECTION OR REVIEW
A member's supervisor or the authorized district Information Technology (IT) personnel have the express authority to inspect or review any system, any and all temporary or permanent files and related electronic systems or devices and any contents thereof.

A member's supervisor or the authorized district IT personnel may copy, extract, download or otherwise obtain any and all temporary or permanent files residing or located in or on any computer or technology system owned by the District. All non-District devices using District resources are subject to being reported and blocked if they violate District policy.
District Technology Use

705.4 DISTRICT PROPERTY
All information, data, documents, communications and other entries initiated on, sent to or from, or accessed on any district computer or through the district technology system on any other computer, whether downloaded or transferred from the original district computer, shall remain the exclusive property of the District and shall not be available for personal or non-district use without the express authorization of a member’s supervisor.

705.5 UNAUTHORIZED USE OF SOFTWARE
Members shall not copy, duplicate, remove or install any unauthorized copyrighted or licensed software without the prior approval of the District IT Manager and only after being properly scanned for malicious attachments.

No member shall knowingly make, acquire or use unauthorized copies of computer software not licensed to the District while on district premises or on the district computer system. Such unauthorized use of software exposes the District and involved members to severe civil and criminal penalties.

705.6 PROHIBITED AND INAPPROPRIATE USE
Except for occasional personal use of the Internet as provided below, access to technology resources provided by or through the District, shall be strictly limited to district-related business activities.

Data stored on, or available through, district systems shall only be accessed by authorized members who are engaged in work-related activities or who otherwise have a legitimate district business-related purpose to access such data. Any exceptions to this policy must be approved by a supervisor.

Members shall report any unauthorized access to the system or suspected intrusion from outside sources (including the Internet) to a supervisor as soon as practicable.

705.7 INTERNET POLICY
The District may provide Internet access to district personnel for use in district activities. Internet access is provided for district business, assigned and job-related activities and is to be used for authorized purposes only.

Brief and occasional personal use of the Internet is acceptable as long as the use is not inappropriate, occurs during personal time (e.g., break or rest periods, after assigned business hours, or when deemed appropriate by a company officer), does not result in expense to the District, and does not in any way interfere with normal job activities and responsiveness. The District may modify this policy at any time to prohibit use of district computers for personal use.

Prohibited and inappropriate use of the Internet by district personnel shall include, but is not limited to:
District Technology Use

(a) Access to sites that contain sexual, obscene, hateful, pornographic, discriminatory, unlawful, violent or illegal material.

(b) Sending or posting discriminatory, harassing or threatening messages or images on the Internet or via any e-mail service.

(c) Using Internet access to perpetrate any form of fraud, and/or software, film or music piracy.

(d) Launching attacks or probes, or otherwise attempting to subvert the security of any system or network at the District or on the internet.

(e) Intentionally or irresponsibly introducing any computer viruses, worms, Trojan Horses, spyware, or other rogue programs to hardware, software, systems or networks at the District or on the internet; or physically damaging systems.

(f) Stealing, using or disclosing another person's password without authorization.

(g) Downloading or streaming movies, apps, other files, or other non-District related applications.

Data Backup

(a) Files stored on the District's computer networks shall be backed up. Users shall utilize network resources to store their data files to the fullest extent possible to protect the District's data resources. Users are responsible for ensuring that data critical to District business is always stored on network servers. No data critical to District business should be stored on desktop computer hard drives, except during network outage problems or as a backup of data stored on network servers. District data stored on desktop computer hard drives during network outage problems should be copied back to network servers as soon as possible.

Off Network Storage

(a) Access for off network storage also known as the "Cloud" solution (e.g. Dropbox, Box, iCloud, etc.) for sharing documents online must be approved by the Chief.

(b) No Confidential Documents, Department Proprietary information can be shared or posted on those remote sites.

705.8 PROTECTION OF DISTRICT SYSTEMS AND FILES

All members have a duty to protect the computer system and related systems and devices from physical and environmental damage and are responsible for the correct use, operation, care and maintenance of the system.

It is expressly prohibited for a member to allow any unauthorized user to access the system at any time or for any reason.

Security

(a) Computers shall not be left unattended in a state that affords inappropriate access to records of the District or otherwise compromises security (e.g., lock workstation or logoff before leaving a computer unattended).

(b) The District may use monitoring software and may block access by users to internet sites deemed inappropriate for the workplace by the Fire Chief or designee.
District Technology Use

(c) Users shall immediately notify the Fire Chief or designee about information security problems they encounter including; vandalism, unauthorized access or use, the downloading, uploading, or creation of computer viruses and theft or misuse of District hardware or software or of materials and data created by District users.

(d) Users shall not share passwords for District hardware and software such as network accounts, web accounts, e-mail accounts, screen saver protection, application software, voice-mail access and other purposes with any other person, nor shall any user allow any other person to log in and/or perform work under a user ID or password that does not belong to that individual. All passwords are to be treated as sensitive and confidential and are not to be revealed by users to anyone over the telephone, in an e-mail message or in any manner to other users or any other person except with approval from the Fire Chief or designee.

Any willful violation by a user of any rule or procedure established by this Policy may result in:

(a) Disciplinary action, up to and including termination.

(b) Referral to police authorities if the conduct may constitute a crime.
Mobile Technology Use

706.1 PURPOSE AND SCOPE
The purpose of this policy is to establish the guidelines for use of the mobile technologies in the apparatus to access incident information, resource information and log unit status. Members shall comply with appropriate federal and state rules and regulations.

706.2 POLICY
Mobile technologies shall be used for official district business only. Messages sent or received that are of a sexual, racist or offensive nature or are otherwise critical of any member of the District are strictly forbidden. Messages may be reviewed by supervisors without prior notification. Members generating or transmitting messages not in compliance with this policy are subject to discipline. All calls dispatched to fire companies should be communicated by voice or PCD unless otherwise authorized by the Battalion Chief.

706.2.1 USE WHILE DRIVING
Use of mobile technologies by the vehicle operator should be limited to when the vehicle is stopped. Sending or reading messages while a vehicle is in motion should be only be done by the company officer or other crew member from a seat belted position.

706.2.2 DOCUMENTATION OF ACTIVITY
MDTs and voice transmissions are used to record company activities in the field. To ensure the most accurate recording of these activities, the following are required:

- All contacts or activity shall be documented at the time of contact.
- Whenever the activity or contact is initiated by voice, it shall be entered or recorded into the computer-aided dispatch system.

706.2.3 STATUS CHANGES
All changes in status (e.g., enroot, arrival at scene, in service) will be transmitted through the mobile data terminal whenever possible.

706.2.4 EMERGENCY ACTIVATION OF THE MDT
Refer to: SMC Apparatus & Alerting Policy

706.3 MDT CONSIDERATIONS

706.3.1 NON-FUNCTIONING MDT
If members must operate an apparatus in which the MDT or fire radio is not working, members shall notify the on-duty battalion chief and SMC Communications.

706.3.2 BOMB CALLS
When directed by law enforcement personnel, members will turn off any mobile technologies that may cause devices to detonate.
706.3.3 INTERNET
Users may not use the internet in a manner that encroaches on another’s use of mobile resources.

Such activities include, but are not limited to:

(a) Downloading or streaming music, movies, apps, other files.

(b) Non-District related applications including sending harassing messages and sending frivolous or excessive messages including texts and instant messages.

Immediately report to IT any loss or theft of a device.
Knox-Box Access

707.1 PURPOSE AND SCOPE
The purpose of this policy is to provide information about the Knox-Box® Rapid Entry System and the roles and responsibilities of district members with regard to Knox-key security, storage, access and accountability. This policy shall apply to all buildings or sites within the Menlo Park Fire Protection District jurisdiction where it has been determined that a Knox-keyed device is needed for accessibility for emergency responders (Fire Code § 506).

707.1.1 DEFINITIONS
Definitions related to this policy include:

Key tag - Attached to each key in a Knox-Box to identify its function.

Knox-Box - A locked box used for securely storing the keys to a gate, building or rooms within a building.

Knox cabinet - A locked data cabinet used for storing information pertinent to the operation of a building, such as hazmat data and plant shut-down procedures. Keys to the facility can also be located within the cabinet.

Knox Company - The manufacturer/vendor the Knox-Box, cabinets, key switches, padlocks and related accessories. This is the only company whose products can be accessed by the Menlo Park Fire Protection District.

Knox master key - A key carried on all fire apparatus which enables district members to access any Knox-keyed device within the jurisdiction.

707.2 POLICY
It is the policy of the Menlo Park Fire Protection District to be registered with the Knox Company to provide safe and secure access to commercial and residential properties. The Fire Chief or the authorized designee, shall be responsible for ensuring that all aspects of the program are administered in accordance with state fire code, local ordinance and Knox Company requirements.

707.3 KNOX KEY ACCOUNTABILITY
Designated emergency response and support vehicles are equipped with locking units that are accessed by an individual pin code. After use, the Knox master key shall be returned to the secured unit. Each secured unit shall have an audit trail showing all access.

The Fire Chief is ultimately accountable for Knox master keys issued to the District. Any missing master key shall be immediately reported verbally to the on-duty Battalion Chief followed by appropriate documentation.

Any loss of a master key shall be thoroughly investigated and appropriate action initiated. If the key cannot be recovered, all Knox master keys in the jurisdiction may have to be replaced at district expense.
Knox-Box Access

707.4 GUIDELINE FOR INSTALLATION OF KEY BOXES, KEY SWITCHES AND PADLOCKS
This guideline provides information on obtaining key boxes, key switches and approved padlocks and where they should be used. This guideline is meant to work together with the 2013 California Fire Code section on Key Boxes found in Chapter 5.

(a) OBTAINING A KEY BOX, KEY SWITCH, OR PADLOCK
1. Key boxes, key switches or padlocks for Menlo Park Fire District are supplied by the Knox® Company, 1601 W. Deer Valley Road, Phoenix, Arizona. Knox® supplies may be obtained from their web page at www.knoxbox.com or by order forms that can be obtained directly from Menlo Park Fire District.

(b) GENERAL INFORMATION
1. Where access to or within a structure or an area is restricted because of secured openings or where immediate access is necessary for life-saving or fire-fighting purposes, the fire code official is authorized to require a key box, a key switch, or approved padlock to allow firefighter access.

(c) KEY BOXES
1. Location.
   (a) Key boxes shall be mounted on the building near the main entrance, to the right side of the doorway.
   (b) The box should be located a minimum of 60 inches and not higher than 72 inches above the finished floor.
   (c) Key boxes are available in flush mount or surface mount models. They come with various features including an alarm that indicates when the box has been opened.
   (d) Additional key boxes may be required at rear entrances to buildings.

2. Keys.
   (a) The key(s) provided in the key box shall be a master key to all spaces including multi-tenant spaces.
   (b) Additional keys shall be included for elevator control, fire alarm control panels and fire sprinkler control valve access.

(d) KEY SWITCHES
1. Key switches are used to over-ride electric switches allowing driveway gates or other electronic locks to be opened for firefighter access.

2. Key switches are placed on the entry panel apparatus, typically at a driveway gate, in a position facing the street.

(e) PADLOCKS
1. Knox® padlocks are used when security is needed in the form of a chain and lock or other necessary apparatus that requires a pad lock for security.
Knox-Box Access

2. They are typically used at equipment lockers, and restricted access areas.

(f) KNOX® DECALS

1. Each Knox® product comes with a red Knox® decal. Give this decal to the fire code official for placement.

2. The decal is meant to catch the attention of firefighters so they know that a Knox® entry lock is available to them.
Communications Operations

708.1 PURPOSE AND SCOPE
The purpose of this policy is to establish standards for two-way radio communications during routine, local emergency, regional emergency and mutual aid events. The basic function of the communications system is to satisfy the immediate information needs of the District in the course of its activities. Standards of performance are necessary if the system is to remain functional during emergencies.

708.1.1 FCC COMPLIANCE
All Menlo Park Fire Protection District radio operations shall be conducted in accordance with the Federal Communications Commission (FCC) procedures and guidelines.

708.2 POLICY
The Menlo Park Fire Protection District will provide access to a two-way radio communication system to facilitate a more efficient response to emergency situations. The communication system is intended for official job-related communications between fire apparatus and SMC Communications. Fire apparatus and members shall be equipped with the appropriate types of two-way radios, personal communication devices and/or satellite paging system for the jurisdiction, type of work anticipated and local and regional interagency/multi-agency incidents.

708.3 RADIO COMMUNICATIONS
Operations are more efficient and member safety is enhanced when dispatchers, supervisors and fellow members know the status of other companies, including their locations and the nature of the incidents to which they are assigned. Most critical incident communication should occur verbally, over the radio, for this reason.

708.3.1 APPARATUS IDENTIFICATION
Apparatus radio identification systems shall be based on the type of apparatus and the station responsibility/jurisdiction. Members should use the entire call sign when initiating communication with a dispatcher. The use of a call sign allows for a brief pause so that the dispatcher can acknowledge the appropriate company. Members initiating communication with other agencies shall use their entire call sign. This requirement does not apply to continuing conversation between the mobile unit and dispatcher once the mobile unit has been properly identified.

708.3.2 SMC DISPATCH DELIVERY POLICY
Refer to: SMC Dispatch Delivery Policy
Walsh Road Siren

709.1 PURPOSE AND SCOPE
The purpose of this policy is to establish guidelines for the use of the Walsh Road Siren.

709.2 POLICY
It is the policy of the Menlo Park Fire Protection District to initiate the Walsh Road Evacuation Siren when it deems that severe or escalating conditions may jeopardize life, property or the environment within the Walsh Road neighborhood.

709.2.1 DEFINITIONS
**Dam Breech or Failure** – An opening, tear or rupture displacing a large volume of water within the selected area; rapidly rising flood waters causing overflow and massive runoff into the community.

**Wildland Fire** - Any uncontrolled fire in combustible vegetation that occurs in the countryside or a wilderness area; wildfire differs from other fires by its extensive size, the speed at which it can spread out from its original sources, its potential to change direction unexpectedly, and its ability to jump gaps such as roads, rivers and fire breaks.

709.3 PROCEDURE
(a) The Walsh Road Emergency Siren will be activated either through the Menlo Park Fire Protection District or Atherton Police Department for either of the following.
   1. Dam Breech or Failure
   2. Wildland Fire

(b) Siren Authorized Personnel OR Agencies
Menlo Park Fire District will be the PRIMARY response agency authorized to REQUEST the activation and manual termination of the Walsh Road Siren; the Atherton Police Department will serve as the ALTERNATE if deemed necessary.

(c) Authorizing Grade:
   1. Menlo Park Fire District Fire Captain or higher
   2. Atherton Police Sergeant or higher

(d) Siren Responsibilities
   1. **Fire Department**
      (a) Primary lead agency on hazard identification and providing situational awareness to the Police Department, Cal-Water, Department of Public Works and Public Safety Communication (PSC) if applicable.
      (b) Establish evacuation routes and safety zones for residents of Walsh Road.
(c) Request PSC activate Walsh Road Siren remotely if situation poses threat to life, property and environment. The requestor shall indicate whether the activation is for a fire or dam breach.

(d) Send a representative to manually override the system if it fails to activate remotely.

(e) Notify other supporting public and private entities of activation based on applicable services related to (dam breach/ wildland fire)

(f) Consider activating Town Emergency Operation Plan if incident escalates beyond resource capabilities reference Annex 1E.

(g) Request PSC silence audible siren once evacuation is completed and or after 3 minutes of run time; re-activation of siren can be administered by PSC if requested for an additional 3 minute cycle in order to extend evacuation time for residents if warranted.

2. Police Department
   
   (a) Serve as Alternate agency for notify PSC [dkm3] to activate siren remotely. A representative will be sent to manually override the system if it fails to activate remotely.

   (b) Send out Alert- Teleminder

   (c) Provide scene control and assist with evacuation procedures if necessary.

3. Public Works Director OR California Water Service System

   (a) Provide support and assistance with resources if available

   (b) Serve as technical advisory on Dam Breech incidents

4. Public Safety Communication

   (a) Activate siren remotely upon request from authorized personnel

   (b) Terminate siren remotely upon request from authorized personnel. Note: Siren automatically terminates after 3 minutes

   (c) Record time of ACTIVATION and time of TERMINATION

(e) Siren Tones
   
   1. In an event of an emergency the following audible alarms will be sounded to notify Walsh Road residents to evacuate.

      (a) Siren Tone/ String 1: Continuous Siren = Fire

      (b) Siren Tone/ String 2: Intermittent Siren = Dam Breach

      (c) Siren Tone/ String 3: Cancellation

(f) Testing/ Maintenance

   1. Siren will be tested 2 times per year occurring during flood and fire season
2. Emergency Service Coordinator (ESC) is responsible for working with PSC on scheduling regular testing during the 1st Friday of June and January; and is authorized to activate siren within such periods

3. ESC is responsible for visual siren physical inspection
   (a) Observe the speaker cluster, siren cabinet
   (b) Check all conduit for watertight connection and entrance into the siren cabinet
   (c) Inspect the AC Service for damage, blown fuses, degraded power connections and integrity of the lighting arrester.
   (d) Observe the pole for any shifting and/ or leaning. Poles that are not plumb will not properly directing alerting sounds.
   (e) Examine entire station for any signs of vandalism or forced entry
709.4 FLOW CHART

Emergency Occurs on Walsh Road

N  Evacuation Required?

Y

Shelter in Place

Contact Atherton Police Department

Captain OR Higher
Notify PSC to Activate Siren

Notify Crisis Action Team
Chief (Police/ Fire), City Manager,
Public Works Director

Residents Can
Evacuate

Evacuation Routes
1. Walsh Road to Alameda
2. Water Co. to Moore Road

Assembly Area
Calwater
Walsh Road Siren
Public Alerts

710.1 PURPOSE AND SCOPE
The purpose of this policy is to provide guidelines for notifying the public of vital safety information and/or emergency evacuation instructions.

710.2 POLICY
It is the policy of the Menlo Park Fire Protection District to use Public Alerts to notify the public of hazard warnings and emergency evacuation instructions. A Public Alert shall require the authorization of a Battalion Chief or higher rank.

710.3 PROCEDURE
Public Alerts are intended to notify the public of an emergency affecting the health and safety of people in a geographic area and what the public can/should do.

The Battalion Chief should be involved in any communiqué released via a Public Alert.

In the event of a widespread emergency, such as a hazardous material (HAZMAT) release, biological threat or a major fire, County Communications will likely be operating at or beyond capacity. Any Public Alert should include a telephone number outside County Communications for the public to call for additional information and explicit instructions not to call County Communications for additional information.

A Public Alert should include, but not be limited to, the following:

(a) The Menlo Park Fire Protection District has generated the alert
(b) The nature of the alert
(c) The location and scope of the incident/fire hazard
(d) What the listener should do to assist in the effort
(e) Established routes and/or destinations, if applicable
(f) Where the listener can call to get additional information, if applicable
(g) Instructions regarding what the listener should not do, if applicable

Types of Alerts

(a) Reverse 911 voice phone call
   1. Requested through the Police Department having jurisdiction
   2. Can be for a specific geographical area
      (a) Specific addresses
      (b) Specific blocks
      (c) Specific neighborhoods
      (d) Cities
Public Alerts

(b) County Alert
   1. Requested through County Dispatch
   2. Can be sent as a text, email or both depending on level of hazard
   3. Ability to send alerts to ones own jurisdiction
   4. Ability to send alerts to other jurisdictions provided the appropriate designees of the jurisdictions have been notified.

(c) Next Door
   1. Private social network for a specific neighborhood

(d) Ham Radio systems
   1. A vital backup communication service comprised of volunteers
Photography And Electronic Imaging

711.1 PURPOSE AND SCOPE
The purpose of this policy is to provide guidance to district members to utilize photography and electronic imaging to document incidents while also protecting the privacy of citizens and ensuring district compliance with the mandates of the Health Insurance Portability and Accountability Act (HIPAA).

This policy establishes legal ownership of all photographs and electronic images collected by district members, establishes the parameters for the types of incidents, subjects and activities that may be photographed or electronically imaged, and establishes restrictions on the use of such photographs and electronic images.

711.2 POLICY
It is the policy of the Menlo Park Fire Protection District to authorize members to utilize photography and electronic imaging to document incidents and district activities that are subject to compliance with specific regulations, conditions, restrictions and guidelines.

The use of photography or electronic imaging of medical patients, injured victims or other people who are medically evaluated or treated by district members must also comply with the requirements of HIPAA.

The Menlo Park Fire Protection District shall respect the privacy rights established in the state and federal constitutions.

711.3 OWNERSHIP AND COMMERCIAL USE OF PHOTOGRAPHS AND ELECTRONIC IMAGES
Images taken by district members while on-duty or acting in an official capacity, regardless of whether images are captured with a district-issued or a personally owned device, are the sole property of the District and may not be sold, transferred for commercial use, bartered or otherwise distributed for profit by any member of the District without the express prior approval of the Fire Chief (17 USC § 201).

711.4 AUTHORIZED USE OF PHOTOGRAPHY AND ELECTRONIC IMAGING

711.4.1 NON-INCIDENT EVENTS
Photography and electronic imaging may be utilized by district members for non-incident events, including:

• Documentation of district training events, exercises, lectures, classes or activities, and all fire academy-related activities.
• Documentation of internal district events and activities, such as promotional ceremonies, member recognition or award presentations, meetings, seminars, workshops and other activities involving district members.

• Documentation of public events, such as safety seminars, fire station open house events, fire prevention education events and activities, school safety presentations and club or service organization events.

• Documentation of all district vehicles, apparatus, tools and equipment, facilities and other district-owned property.

• Creating and maintaining a photo/image bank depicting all district members.

• Documentation of all buildings, structures, facilities, infrastructure components, landmarks and recreational areas within the district's jurisdiction for later use in disaster mitigation, recovery and cost-recovery efforts.

• To document any condition, activity or event related to the district's code enforcement responsibilities.

• To document inspections, code compliance activities or any other activity of Fire Prevention.

• Unless prohibited elsewhere in this policy, to document any district activity for future use in training.

• For any other purpose authorized by the Fire Chief or designee.

711.4.2 INCIDENT-RELATED EVENTS
Photography and electronic imaging may be utilized by district members at incident scenes, including:

• Documentation of the conditions on arrival and during suppression activities at any fire incident.

• Documentation of fire, smoke, water, structural collapse or any other damage or conditions resulting from any fire or fire-related event.

• Documentation of people at the scene of a fire or a fire-related incident for the purpose of future investigation.

• Documentation of anything of evidentiary value found at a fire or incident scene where any type of investigation may be initiated.

• Documentation of the location, position, trauma, injuries or any other factor of investigative interest related to deceased victims at a fire or fire-related incident or other incidents.

• Documentation of the condition of vehicles, apparatus, bicycles or other items involved in collisions, accidents, entrapments or other rescue or medical events.

• Documentation of the extrication of trapped individuals in any rescue situation.
Photography And Electronic Imaging

- Documentation of the cause, location, extent, severity and nature of traumatic injuries of patients at the scene. These images may be transferred to the receiving physician, nurse or other authorized representative who assumes medical care for the patient.
- Documentation of all aspects of any incident involving hazardous materials.
- Documentation of severe weather events, including any damage, injuries or fatalities caused by such events.
- Documentation of any other event, situation or activity as deemed appropriate and necessary by the Incident Commander of any event.

711.5 PROHIBITED USE OF PHOTOGRAPHY OR ELECTRONIC IMAGING
District members are prohibited from using photography or electronic imaging except as permitted in this policy.

Prohibited use of photography or electronic imaging shall include, but is not limited to:

- Photographs and/or electronic images may not be taken, transmitted or used in violation of any HIPAA regulation.
- Photographs and/or electronic images may not be taken, transmitted or used for personal purposes.
- Unless deemed medically necessary by the treating paramedic at the scene for the future treatment of the patient, no photographs or electronic images should be taken inside a private residence during a non-traumatic medical aid incident.
- Unless deemed medically necessary by the treating paramedic at the scene for the future treatment of the patient, no photographs or electronic images should be taken of a minor (under 18 years of age) patient resulting from a medical aid response.
- Unless deemed medically necessary by the treating paramedic at the scene for the future treatment of the patient, no photographs or electronic images depicting patient genitalia or the exposed breasts of female patients should be taken by district members.
- Unless deemed medically necessary by the treating paramedic at the scene for the future treatment of the patient, no photograph or electronic image should be taken of a patient being treated by district members if the person expresses or indicates that he/she does not wish to be photographed. In the event that the need arises to take a photograph or electronic image of a medical patient against the patient's wishes, the medical need for taking the image will be explained to the patient with a witness present. Details regarding the need for the photograph or electronic image, the explanation provided to the patient and the identity of the witness present shall be included in a patient care report and/or incident report for the response.
711.6 DISTRIBUTION OF IMAGES
No photographs or electronic images of any type captured during incident-related events shall be transferred, downloaded or processed without prior approval of the Fire Chief or designee.
Personal Use of District Property

712.1 PURPOSE AND SCOPE
The purpose of this policy is to provide guidance for non-official use of district-owned property and/or equipment.

712.2 POLICY
No district-owned property and/or equipment shall be loaned or used by a member for any purpose other than official district business without the express prior approval of the appropriate station officer or Battalion Chief.

Loaned or used equipment shall be returned in serviceable/undamaged condition.

A log book shall be used to track:
(a) Who the property was loaned to
(b) What property was loaned for
(c) The date of loan and date of return
(d) Why the property was loaned
Chapter 8 - Records management
Release of Records and Public Records Act

800.1 PURPOSE AND SCOPE
This policy establishes guidelines for the public to inspect and obtain copies of public records.

800.2 POLICY
It is the policy of Menlo Park Fire Protection District that records not exempt from disclosure by state or federal law will be open for public inspection with the least possible delay and expense to the requesting party (Government Code § 6253(a)).

800.3 PROCEDURE
Employees shall refer any person who wishes to inspect public records to telephone the District Administrative offices to schedule an appointment.

No public records shall be released by unauthorized personnel.
Subpoenas

801.1 PURPOSE AND SCOPE
The purpose of this policy is to establish procedures for receiving summons and subpoenas to appear or to produce records or evidence.

801.2 POLICY
It is the policy of the Menlo Park Fire Protection District to make reasonable efforts to comply with valid subpoena requests for records or evidence and personal appearances and to cooperate with court processes.

801.3 PROCEDURE
All District related summons or subpoenas should be directed to the Clerk of the Board through the chain of command.

Subpoenas resulting in scheduling changes shall be forwarded to the Duty Chief and Adjutant as soon as practical but no later than 1900 hrs. prior to the start of the affected tour.
Patient Medical Record Security and Privacy

802.1 PURPOSE AND SCOPE
The purpose of this policy is to establish appropriate administrative, technical and physical safeguards for patient medical records and to provide reasonable safeguards against prohibited uses and disclosures of protected health information (PHI) in accordance with federal and state law, to include the following:

(a) Health Insurance Portability and Accountability Act (HIPAA) (42 USC § 201 et seq.)
(b) California Confidentiality of Medical Information Act (CCMIA) (Civil Code § 56 et seq.)
(c) Health and Safety Code § 1797.220
(d) Health and Safety Code § 1798.

802.1.1 DEFINITIONS
Definitions related to this policy include:

Health information - Any information, whether oral or recorded in any form or medium, that is created or received by the District and relates to a person's past, present or future physical or mental health or condition, or past, present or future payment for the provision of health care to a person (45 CFR 160.103).

Individually identifiable health information - Health information, including demographic information, created or received by the District that relates to an individual's past, present or future physical or mental health or condition, the provision of health care to the individual, or the past, present or future payment for the provision of health care to an individual, that can either identify the individual or provide a reasonable basis to believe the information can be used to identify the individual (45 CFR 160.103).

Patient medical records - District records or data containing any information identifying a patient.

Protected health information (PHI) - Individually identifiable health information that is created or received by the District. Information is protected whether it is in writing, in an electronic form or communicated orally (45 CFR 160.103).

Protected personal information (PPI) - Information that includes, but is not limited to, PHI, pictures or other forms of voice or image recording, patient address, telephone numbers, Social Security number, date of birth, age or any other information that could be reasonably used to uniquely identify the patient or that could result in identity theft if released for unauthorized purposes or to unauthorized personnel.

802.2 POLICY
It is the policy of the District to reasonably safeguard PHI and comply with the HIPAA and the implementing regulations through the use of policy and procedures, system access security and passwords and limited physical access to hard copy files (45 CFR 164.530(c) et seq.).
802.3 RESPONSIBILITIES
Members shall protect the security, confidentiality and privacy of all patient medical records in their custody at all times.

Possessing, releasing or distributing PPI, including for unauthorized purposes, is prohibited and may violate the HIPAA and/or other applicable laws. Members who have not received district training on the proper handling of these records shall not access patient medical records.

Members with occupational access to patient medical records shall be trained in the proper handling of PHI in accordance with the Health Insurance Portability and Accountability Act (HIPAA) Training Policy and shall reasonably ensure that no unauthorized person shall have access to PHI without the valid authorization of the patient, except as provided by law (45 CFR 164.530(b) et seq. and 45 CFR 164.512).

802.4 PROCEDURE
Records containing PHI or PPI, including Pre-hospital Care Reports (PCRs), shall be kept out of view unless the report is being completed during an incident, during input of information into the National Fire Incident Reporting System (NFIRS) or during processing or review at Menlo Park Fire Protection District facilities by authorized personnel (45 CFR 164.530(b) et seq.).

802.5 SECURITY
All patient records containing PHI or PPI shall be kept secure at all times whether the record is in written, verbal, electronic or any other visual or audible format (45 CFR 164.306(a)).

Documents provided by a patient or caregiver will receive the same level of confidentiality and security as district records during the time district personnel retain possession of the documents.

No patient record, including documents and electronic images containing PHI, shall be visible to the public.

802.5.1 HARD COPIES
Hard copies of PCRs should be stored in a locked area whenever practicable for ease of record retention and retrieval.

Patient records shall not be removed from the District without express authorization from the EMS Manager.

802.6 PCR REQUESTS
All requests for PCR’s shall be routed through AMR via request form.

Please refer to: AMR PCR Request Form

802.6.1 PROHIBITED DISCLOSURES OF PHI AND PPI
(a) The District shall not use or disclose PHI or PPI without authorization. Prohibited disclosures include any form of communication, except as permitted in this policy, including but not limited to, the following (45 CFR 160.103):
Patient Medical Record Security and Privacy

1. PHI or PPI contained in e-mail or other forms of written communication
2. Sharing of PHI or PPI on any website, blog or other form of social or public media
3. Verbal discussions
4. The use of any imaging device capable of capturing and storing still or moving images, such as digital or other cameras, video cameras, cellular telephones with picture-taking or video-recording capability or any other device with picture-taking or video-recording capability while engaged in patient care, while at the scene of a medical emergency or hospital, or at any time when such use could reasonably be expected to result in the inappropriate capture of PHI or PPI
Chapter 9 - Safety
Cal/OSHA Initiated Site Inspections

900.1 PURPOSE AND SCOPE
The purpose of this policy is to establish guidelines and responsibilities for Menlo Park Fire Protection District members to follow in the event that a California Division of Occupational Safety and Health (Cal/OSHA) inspector requests access to district property or work operations (Labor Code § 6314).

This policy does not address those inspections requested by the Menlo Park Fire Protection District as part of a consultation service by Cal/OSHA.

900.2 POLICY
The Fire Chief has designated the Safety Committee Chair to be responsible for facilitating a Cal/OSHA inspection. An adequate number of representatives shall be designated to accommodate the needs of the Cal/OSHA inspector without excessive delays. Designated representatives shall make every reasonable effort to promptly meet with the Cal/OSHA inspector once he/she has arrived (Labor Code § 6314(d)).

District members should work cooperatively with any Cal/OSHA inspector to provide access to all necessary areas, equipment and records to facilitate a cohesive inspection process. Failure on the part of the District to begin the inspection in a timely manner could result in the Cal/OSHA inspector obtaining an inspection warrant to enter district property. This could unnecessarily create an adversarial relationship and should be avoided if at all possible.

900.3 PROCEDURE
Cal/OSHA inspections may be unannounced (Labor Code § 6321). Typically inspections occur when there has been a serious accident, serious injury, occupational fatality, when a member has charged that a serious safety violation exists or at a worksite where an imminent danger has been identified.

Upon entering the district worksite, the inspector will present his/her identification and will ask to meet with the district representative. There will usually be an initial meeting during which the inspector will:

- Explain the nature and scope of the inspection.
- Request that a member/representative accompany the inspector.
- Ask to review appropriate safety records, plans and documentation.

Cal/OSHA inspectors are, by law, permitted to interview members in private, take photographs, conduct tests and collect environmental samples. District representatives should make reasonable accommodations to provide inspectors access to available members and materials required to complete the inspection. Any statements made to inspectors are admissible in judicial hearings. Questions of a sensitive nature or to which the member is unsure of how to respond may be
referred to the person at the District who is the subject matter expert on the topic (Labor Code § 6314(a)).

At the conclusion of the inspection, the Cal/OSHA inspector will hold a closing meeting with the district representative to discuss any alleged safety standard violations and any requirements for abatement.

Any time there is a Cal/OSHA inspection, violation and/or citation, the Fire Chief shall ensure that notifications are made to the district's Safety and Health Officer, risk manager and legal counsel, and that the District conducts an appropriate internal investigation and adequately addresses all Cal/OSHA findings.
Cal/OSHA Notification of Injury, Illness or Death

901.1 PURPOSE AND SCOPE
To establish the requirements for the District to immediately report to Cal/OSHA any death, serious injury or illness connected with the victim's employment (including members of this district). Immediately shall mean as soon as practicable, but generally no longer than eight hours after the District has knowledge of the injury, illness or death. If exigent circumstances exist, the time frame for the report shall be no longer than 24 hours after the incident (8 CCR 342(a)).

901.1.1 EMPLOYMENT RELATED DEATHS OR INJURIES
Any member of this district who responds to and determines that a death, serious illness or serious injury has occurred as a result of an accident at or in connection with the victim's employment shall ensure that the nearest office of Cal/OSHA is notified by telephone with all pertinent information (8 CCR 342(b)).

Refer to: District Injury and Illness Prevention Program
902.1 PURPOSE AND SCOPE
This policy is intended to provide guidelines for district members to assist in minimizing the risk of contracting and/or spreading communicable diseases. The policy offers direction in achieving the following goals:

(a) Managing risks associated with exposure to bloodborne pathogens (BBP), aerosol transmissible diseases and other potentially infectious substances (8 CCR 5193, 8 CCR 5199 and 29 CFR 1910.134).
(b) Assisting district members in making decisions concerning selection, use, maintenance, limitations, storage and disposal of personal protective equipment (PPE).
(c) Protecting privacy rights of all district members who may be exposed to or contract a communicable disease during the course of their duties.
(d) Providing appropriate treatment and counseling should a member become exposed to a communicable disease.

902.2 POLICY
The Menlo Park Fire Protection District is committed to providing a safe and healthful work environment for its members by providing each member with the best available protection from occupationally acquired communicable disease. Communicable disease is an occupational health hazard and transmission is possible during emergency responses and other district and in-station operations.

902.3 EXPOSURE CONTROL PLAN
The District has developed an Exposure Control Plan (ECP) to eliminate or minimize occupational exposure to communicable diseases. The Fire Chief has designated the EMS Manager as the Exposure Control Officer (ECO), who will be responsible for the administration of the ECP and the designated responsibilities. The responsibilities shall include the establishment, implementation and maintenance of effective written infection control procedures to control and reduce the risk of acquiring BBPs and aerosol transmissible diseases.

(a) The ECP shall include the following core elements:

1. Provide fire, rescue and emergency medical services to the public without regard to known or suspected existence of communicable diseases.
2. Regard all patient contacts as potentially infectious. Universal precautions will be observed at all times and will be expanded to include all bodily fluids and other potentially infectious material.
3. Provide all at-risk district members with training, immunizations, TB skin test and PPE necessary for protection from communicable diseases.
Communicable Diseases

4. Provide any district member sustaining a communicable disease exposure a post-exposure follow-up in compliance with state standards.

(b) The ECP shall be in writing, comply with all legal requirements and shall (8 CCR 5193 et seq.):

1. Determine and note positions with potential for exposure and whether those positions require respiratory protection.
2. Establish a schedule and method for implementing the plan.
3. Establish source control measures and a method of informing members of the source control measures.
4. Establish procedures for evaluation of circumstances of exposure incidents and for appropriate follow-up.
5. Address distribution and use of PPE related to communicable diseases.
6. Establish an effective procedure to track the frequency of use and types and brands of sharps involved in exposure incidents; this should be documented on a sharps injury log.
7. Establish a process for vaccinating members.
8. Establish an effective procedure and method to identify currently available engineering controls and selecting such controls, where appropriate, for the procedures performed by district members in their respective work areas.
9. Establish a training program to educate district members on the ECP.
10. Be accessible to district members (8 CCR 3204(e)).
11. Be reviewed annually by the ECO, to include the input of members from various work areas.
12. Be reviewed for new or modified tasks and procedures affecting occupational exposures.
13. Reflect changes in technology that eliminate or reduce exposure.
14. Consider and/or implement any appropriate, commercially available needle-less systems and needle devices and sharps with engineered sharps injury protection.
15. Include new or revised member positions with occupational exposures.
16. Be available to the National Institute of Occupational Safety and Health (NIOSH) or the respective designee upon a request.
Communicable Diseases

902.3.1 EXPOSURE TO BLOOD, BODILY FLUIDS OR AEROSOL TRANSMISSIBLE DISEASES
All district members who are exposed to another person's blood, bodily fluids or an aerosol transmissible disease shall follow the ECP procedures and guidelines.

Exposure to blood or other potentially infectious materials includes, but is not limited to, the contact of such substances with the eye, mouth, other mucous membranes, non-intact skin, needle sticks, human bites, cuts or abrasions or any other qualifying exposure (Health and Safety Code § 121060.1 or 8 CCR 5193).

Exposure to an aerosol transmissible disease is any event in which all of the following have occurred (8 CCR 5199):

(a) A member has been exposed to an individual who has or is suspected of having a reportable aerosol transmissible disease, or to a work area or to equipment that is reasonably expected to contain aerosol transmissible pathogens associated with a reportable aerosol transmissible disease.

(b) The exposure occurred without the benefit of applicable exposure controls required by this policy.

(c) It reasonably appears from the circumstances of the exposure that transmission of disease is sufficiently likely to require medical evaluation.

902.3.2 EXPOSURE CONTROL OFFICER
The ECO shall be responsible for the following:

(a) Establishing and maintaining written procedures and a training program related to BBPs (8 CCR 5193).

(b) Establishing and maintaining written procedures and a training program related to aerosol transmissible diseases (8 CCR 5199).

(c) Working with management to develop and administer any additional related policies and practices necessary to support the effective implementation of the ECP.

(d) Investigating all reports of exposures or suspected exposures to communicable disease.

(e) Providing guidance and follow-up instructions when an exposure occurs.

(f) Communicating with hospital infection control personnel.

(g) Coordinating the collection, management, security and maintaining the confidentiality of all exposure records (8 CCR 5193).

(h) Remaining current on all legal requirements concerning BBPs and other communicable diseases (8 CCR 5193).

(i) Coordinating the immunization and vaccination of district members.
(j) Acting as a liaison during Occupational Safety and Health Administration (OSHA) inspections, conducting program audits to maintain an up-to-date ECP and ensuring exposure report forms are available and adequate for members to properly report incidents of exposure.

(k) Working with the Training Chief to maintain an up-to-date list of district members requiring training.

(l) Coordinating with the Training Chief in developing and implementing a training program, maintaining class rosters and quizzes and periodically reviewing and updating the training program.

(m) Reviewing and updating the ECP annually, on or before January 1 of each year.

District supervisors are responsible for exposure control in their respective areas. They shall work directly with the ECO and any affected members to ensure that the proper exposure control procedures are followed.

902.3.3 EXPOSURE DETERMINATION
The District shall actively involve members in the preparation of an exposure determination that identifies the job classifications with potential for exposure to occupational BBPs. Exposure determination shall be made without regard to the PPE worn (8 CCR 5193(c)(1)(B)(8)).

902.3.4 UNIVERSAL PRECAUTIONS
All human blood and bodily fluids such as saliva, urine, semen and vaginal secretions are to be treated as if they are known to be infectious. Where it is not possible to distinguish between bodily fluid types, all bodily fluids are to be assumed potentially infectious.

The minimum number of members required to complete a task safely will be used for all on-scene operations. Members who are not immediately needed will remain a safe distance (at least 6 feet) from operations when a communicable disease exposure is possible or anticipated. When transporting a patient with a potential aerosol transmissible disease, members should notify hospital staff prior to arrival to allow for the proper isolation of the patient immediately upon arrival.

Universal precautions extend beyond the emergency incident and should be observed in the communal living environment of the fire station as follows:

(a) Members shall not report to work with signs or symptoms of a febrile aerosol transmissible disease or any wounds that cannot be completely covered or in which exudates from the wounds cannot be contained with dressings.

(b) Members shall wash their hands thoroughly for a minimum of 15 seconds with soap and water:
   1. Before and after handling or preparing food.
   2. Before eating.
   3. After using the restroom.
4. After sneezing or coughing into the hands and/or handling contaminated facial tissue.
5. After each patient contact.
6. After removing any PPE.
7. After handling potentially infectious materials.
8. After cleaning and/or decontaminating equipment.

(c) If hand washing with soap and water is not possible, germicidal hand wipes or a waterless hand cleanser shall be used.

(d) Exercise equipment shall be wiped down with germicidal cleaner between users.

(e) Members shall not share utensils, towels, bedding or personal care items (e.g., razors, toothbrushes, nail clippers).

(f) Members shall cover the mouth and nose with a tissue when coughing or sneezing. If tissue is not readily available, members should avoid coughing or sneezing into their hands and cover their mouth and nose with their arm.

(g) All eating, drinking, smoking, applying of cosmetics or lip balm, or handling of contact lenses is prohibited in areas where there is an expectation of communicable disease exposure.

(h) Food and drink shall not be stored in areas where there is an expectation of communicable disease exposure.

(i) Perishable food that requires cold storage shall be kept at a temperature of 3 degrees Celsius or 38 degrees Fahrenheit or lower.

(j) Perishable food that requires freezer storage shall be kept at a temperature of -18 degrees Celsius or 0 degrees Fahrenheit or lower.

(k) All food that is removed from original manufacturer packaging shall be kept in a tightly sealed food container or shall be wrapped with plastic food wrap.

902.3.5 PERSONAL PROTECTIVE EQUIPMENT
PPE is the last line of defense against communicable disease. Therefore the following procedures should be followed:

(a) District-issued disposable latex or nitrile gloves shall be worn prior to initiating any patient treatment. If the situation dictates reusable gloves (i.e., structural or wildland gloves), and the risk of communicable disease is also present, disposable gloves shall be worn under the utility gloves.

(b) Disposable gloves shall be replaced as soon as practicable when contaminated, torn, punctured or any time the ability to function as a barrier is compromised and before contact with any other person.
Communicable Diseases

(c) When possible, gloves should be changed between patients in multiple casualty situations and hands should be cleaned with disinfectant wipes.

(d) Disposable gloves shall not be washed or decontaminated for reuse.

(e) Approved medical aid eye protection and masks or full face shields are mandatory whenever splashes, spray or droplets of bodily fluid may be generated and eye, nose or mouth contamination can be reasonably anticipated. Procedures that put the member at risk for splash or spray exposure include, but are not limited to, inserting airways, suctioning, childbirth procedures and the treatment of a patient who is bleeding, vomiting or spitting.

(f) An N95 respirator mask shall be worn when encountering an individual who is actively coughing or has a suspected or known aerosol transmissible pathogen.

(g) A disposable mask may be placed on a patient with a potential aerosol transmissible pathogen only when the patient has not exhibited respiratory distress or potential respiratory compromise and pulse oximetry confirms that the patient is not hypoxic.

(h) An approved spit hood may be placed over a patient's head who is attempting to bite or intentionally spit at the care providers. The use of a spit hood shall not replace the donning of a mask and goggles for the care provider when indicated. The spit hood should not be used if the patient:
   1. Is or has the potential of developing respiratory distress.
   2. Has a clinical indication for supplemental oxygen administration, oral suctioning or insertion of an airway adjunct.
   3. Has a condition that indicates the need to closely monitor skin signs.

(i) If the circumstances dictate head and foot covering are needed, firefighting gear, boots and helmets shall be worn.

(j) It is the responsibility of the company officer to ensure that all appropriate PPE measures are utilized, as soon as it is apparent that PPE is appropriate.

(k) A mechanical breathing or a mask with a one-way valve will be used when providing respiratory assistance. Mouth-to-mouth ventilation may be performed only as a last resort if the needed equipment is not available.

(l) Disposable resuscitation devices will be immediately available at all times when on-duty. The airway bag is to be brought to the patient's side for all medical emergency calls to ensure that all equipment necessary to ventilate the patient is accessible.

(m) When in public, but not assigned to a medical aid call (e.g., grocery shopping or inspections), one member of the company should carry a mask with a one-way valve, gloves, goggles and an N95 mask.

(n) A fluid resistant gown or turnout shall be worn when bodily fluid splashes and sprays to clothing are possible.
Communicable Diseases

The following chart should be used as a guide for the situation and PPE required:

<table>
<thead>
<tr>
<th>Task/Situation</th>
<th>Gloves</th>
<th>Grown/ Turnouts</th>
<th>Eyewear and Mask</th>
</tr>
</thead>
<tbody>
<tr>
<td>Any light contact with blood or other bodily fluids. This includes IVs, drawing blood or applying dressings to wounds.</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Heavy bleeding or large amounts of other bodily fluids, including vomiting, childbirth, urine or fecal contamination.</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Spraying or splattering of bodily fluid or situations when this can be anticipated.</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<tr>
<td>Endotracheal intubation, Bag-Valve-Mask ventilation, or airway suctioning.</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Administering aerosolized medication to a patient with a potential for having an airborne infectious disease.</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Patient coughing, sneezing or febrile.</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>
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902.3.6 IMMUNIZATIONS
All district members who, in the line of duty, may be exposed to or have contact with a communicable disease shall be offered appropriate treatment immunization.

902.3.7 WORK PRACTICES
All members shall use the appropriate barrier precautions to prevent skin and mucous membrane exposure whenever contact with blood or bodily fluid is anticipated.

Disposable gloves shall be worn on all medical emergency responses. Disposable gloves shall be worn before making physical contact with any patient and/or when handling items that are soiled with blood or other bodily fluids. Disposable gloves that become contaminated with blood or other bodily fluids shall be disposed of as contaminated waste. Care should be taken to avoid touching other items (e.g., pens, books and personal items in general) while wearing the disposable gloves in a potentially contaminated environment.

When possible, open the back or side windows of an ambulance and turn on ventilation systems when transporting a patient with a potential aerosol transmissible pathogen. The window between the patient care compartment and the driver compartment must remain closed.

All procedures involving blood or other potentially infectious materials shall be performed in a manner that will minimize splashing, spraying or otherwise generating droplets of those materials.

Eating, drinking, smoking, applying lip balm and handling contact lenses shall be prohibited in areas where a potential for an exposure exists.

902.3.8 SHARPS AND ITEMS THAT CUT OR PUNCTURE
Members should take care when handling needles or sharps at all times, using the following guidelines:

(a) A needle-free or self-sheathing device or a sharps with engineered sharps protection will be utilized to start intravenous (IV) medications or obtain a blood sample at all times except when:

1. A needle-free or self-sheathing device or a sharp with engineered sharps protection is not available due to market availability.

2. The use of a needle-free or self-sheathing device or a sharp with engineered sharps protection would jeopardize the patient’s safety or the success of the intervention.

(b) When a needle-free or self-sheathing device or a sharp with engineered sharps protection is not available, the sharps shall be placed into the authorized needle guard device using a one-hand technique prior to placement in the sharps container.

(c) After use, all sharps must be immediately placed into a sharps container. This includes those devices that are self-sheathing.

(d) The sharps container shall be located in the designated pouch of the airway bag. The airway bag with the sharps container shall be taken into every scene of a medical incident. A sharps
Communicable Diseases

container shall be easily accessible to members and located as close as possible to the immediate area where sharps are used.

(e) The sharps container shall be stored in the upright position at all times. At no time shall district members reach into a sharps container.

(f) Once a sharps container is half full, the container's lid will be secured and the sharps taken to the hospital for disposal. Disposal will follow the hospital's policies and procedures.

(g) Sharps containers will be inspected at morning checkout to ensure the container is not more than half full.

(h) Broken glass shall not be picked up by hand. It shall be cleaned up with utility gloves, structural or wild land gloves and using mechanical means, such as a bush dust pan or tongs.

902.3.9 SHARPS INJURY LOG
The EMS supervisor shall maintain a sharps injury log that records all exposure incidents involving a sharp. Entries into this log will be recorded within 14 working days of the date the incident is reported to the EMS supervisor. The information on the log will include the following information, if it is known or reasonably available (8 CCR 5193(c)(2)):

(a) Date and time of the exposure

(b) Type and brand of the sharp involved in the exposure incident

(c) Description of the exposure shall include the following:
   1. Job classification of the member involved in the exposure
   2. Work location where the exposure occurred
   3. Procedure the member was performing at the time of the exposure
   4. How the exposure occurred
   5. The body part involved in the exposure
   6. Whether the sharp had engineered sharp-injury protection, whether protection mechanism was activated and whether the injury occurred before the mechanism was activated, during activation or after activation, if applicable
   7. The member's opinion as to how or whether mechanism could have prevented the injury

(d) Each member incident shall be recorded on the sharps injury log within 14 working days of the date the incident is reported to the District.

(e) The information in the sharps injury log shall be recorded and maintained in a manner that protects the confidentiality of the member.
DISPOSAL AND DECONTAMINATION

Equipment, supplies and vehicles that have been contaminated by blood, bodily fluid, respiratory or airborne droplets or other potentially infectious material, and members whose clothing or equipment has been contaminated shall not respond to additional calls or engage in other work activities until all contaminated clothing, supplies, equipment and vehicle interior has been exchanged, disposed of or cleaned and decontaminated.

Contaminated supplies and equipment shall be kept in a separate location from clean or sterile supplies and equipment. Disposable gloves and goggles shall be worn when washing or handling contaminated equipment, clothing or materials. A fluid resistant gown shall be worn when there is the possibility of contaminated fluid splashes to clothing during clean-up procedures. When possible, one member should handle clean or sterile items and a different member should be assigned to handle contaminated items.

Kitchen facilities will never be utilized for cleaning, decontaminating, storing or disposing of any contaminated material or waste. Designated sinks will be utilized for this procedure, followed by decontamination using an approved EPA germicide or a 1:100 solution of chlorine bleach (one-quarter cup of bleach per one gallon of water).

USE OF WASTE CONTAINERS

Members shall dispose of biohazards on-scene in the appropriate containers on the apparatus or at the attending clinic or hospital, with hospital approval, or in an appropriately marked biohazard waste container at the station immediately upon arrival.

The biohazard waste container located at the station shall be collapsible, leak proof, red in color or appropriately labeled with a biohazard warning and routinely emptied.

DECONTAMINATION OF SKIN AND MUCOUS MEMBRANES

Members shall wash their hands immediately (on-scene if possible) or as soon as possible following the removal of potentially contaminated gloves. Antibacterial soap and warm water or an approved disinfectant shall be used to wash one's hands, paying particular attention to the fingernails.

If a member's intact skin contacts someone else's blood or bodily fluids or other potentially infectious materials, the member shall wash the exposed part of his/her body with soap and warm water and/or an approved disinfectant as soon as possible. If the skin becomes grossly contaminated, body washing shall be followed by an approved hospital strength disinfectant.

If large areas of the member's skin are contaminated, the member shall shower as soon as possible, using warm water and soap and/or an approved disinfectant. Medical treatment should be obtained. Eyes should be flushed and other exposed mucous membranes appropriately disinfected.

Contaminated non-intact skin (e.g., injured skin, open wound) shall be washed/irrigated/cleaned using an approved disinfectant and then dressed or bandaged as needed. Medical treatment is required.
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902.4.3 DISPOSABLE PROTECTIVE EQUIPMENT
Contaminated disposable supplies (gloves, dressings, CPR mask) shall be transported with the patient in the ambulance. The waste material shall then be disposed of in a biohazard waste container at the hospital. Disposable gloves are to be worn while placing the waste into the biohazard waste container, placing the gloves in with the waste.

902.4.4 DECONTAMINATION OF PPE
After using any reusable PPE, it shall be washed or disinfected and stored appropriately. If the PPE is non-reusable (e.g., disposable gloves), it shall be discarded in a biohazard waste container as described in this policy.

Any PPE that becomes punctured, torn or loses its integrity shall be removed as soon as feasible. The member shall wash and replace the PPE if the job has not been terminated. If this situation resulted in a contaminated non-intact skin event, the decontamination procedures in this policy shall be implemented.

Contaminated reusable PPE that must be transported prior to cleaning shall be placed into a red, biohazard waste bag and labeled with the member's name, station, contents and type of contamination. This bag should be given to the ECO for cleaning by an approved vendor.

The Battalion Chief should be contacted regarding the replacement of structural protection garments and PPE.

902.4.5 DECONTAMINATION OF NON-DISPOSABLE EQUIPMENT
Contaminated non-disposable equipment shall be decontaminated as soon as possible. If it is to be transported, it shall be done by first placing it into a biohazard waste bag.

Grossly contaminated non-disposable equipment items shall be transported to a hospital or the fire station for proper cleaning and disinfecting. Porous surfaces such as nylon bags and straps shall be brushed and scrubbed with a detergent and hot water, laundered and allowed to dry. Non-porous surfaces (e.g., plastic or metal) shall be brushed and scrubbed with detergent and hot water, sprayed with a bleach solution, rinsed and allowed to dry. Delicate equipment (e.g., radios) should be brushed and scrubbed very carefully using a minimal amount of a type of germicide that is approved by the Environmental Protection Agency (EPA).

While cleaning equipment, pay close attention to handles, controls, portable radios and corners (tight spots). Equipment cleaning shall not be done in the kitchen, bathroom or other areas not designated as the cleaning/decontamination area.

Contaminated equipment should be cleaned using an EPA-approved germicide or a 1:100 solution of chlorine bleach (one-quarter cup of bleach per one gallon of water) while wearing disposable gloves and goggles. Large particles of contaminants, such as vomit, feces, blood clots, should first be removed (using a disposable towel or other means to prevent direct contact) and properly disposed.
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902.4.6 DECONTAMINATION OF CLOTHING
Contaminated clothing such as uniforms and undergarments shall be removed as soon as feasible and rinsed in cold water to prevent the setting of bloodstains. Contaminated clothing and gear shall not be taken into the station living quarters or taken home for cleaning.

If the clothing may be washed in soap and hot water, do so as soon as possible. If the clothing must be dry cleaned, place it into a biohazard waste bag and give it to the ECO. The ECO will secure a dry cleaner that is capable of cleaning contaminated clothing and inform them of the potential contamination. This dry cleaning will be done at the district’s expense.

Contaminated leather boots shall be brushed and scrubbed with detergent and hot water. If the contaminant soaked through the boot, the boot shall be discarded.

902.4.7 DECONTAMINATION OF VEHICLES AND EQUIPMENT
Equipment such as exposed portions of the apparatus, transport ambulance, gurney, backboards, blood pressure cuffs and traction splints should be washed as soon as possible after the incident. After removal of gross contamination with soap and water, an approved EPA germicide or a 1:100 solution of chlorine bleach (one-quarter cup bleach to one gallon of water) and hot water at a minimum of 140 degrees should be used to clean the item. It should then be rinsed and allow to air dry. A spray bottle of the approved EPA germicide solution must be carried on all apparatus to facilitate expedient clean up. The bleach solution must be prepared every 24 hours to maintain potency.

Delicate electronic equipment, such as monitors, defibrillators, radios and suction equipment shall be cleaned and decontaminated following the manufacturer's recommendation and never immersed in water.

Equipment left at the hospital should be cleaned by the hospital staff prior to return of the item. Contact the emergency department supervisor or the EMS supervisor if a hospital fails to clean the equipment in a timely manner.

All disposable contaminated supplies are to be placed in a red biohazard bag and delivered to the receiving hospital for disposal. The exception is sharps that are to be placed in sharps containers. Disposal at the hospital must be in the areas and containers designed for biohazard waste.

902.4.8 DECONTAMINATION OF STATION AND CLEANING AREA
The ECO shall designate a location at each fire station that will serve as the area for cleaning/decontamination. This area is to be used to keep equipment clean and sanitary and for members to wash any potential contamination from their bodies. This area is to be thoroughly cleaned after each use and to be maintained in a clean and sanitary order at all times between each use. The application of cosmetics, smoking cigarettes, food and drink are prohibited in this designated area at all times.

902.5 POST-EXPOSURE REPORTING AND FOLLOW-UP REQUIREMENTS
In actual or suspected exposure incidents, proper documentation and follow-up action must occur to limit potential liabilities and to ensure the best protection and care for the member. The priority
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shall be to provide the exposed member with the appropriate medical care, testing and counseling to prevent or minimize the risk of contracting or spreading the disease (Health and Safety Code § 120260, Health and Safety Code § 120261, Health and Safety Code § 120262 and Health and Safety Code § 120263).

902.5.1 MEMBER RESPONSIBILITY TO REPORT EXPOSURE
To provide appropriate and timely treatment should exposure occur, all members shall verbally report the exposure to their immediate supervisor and complete a written exposure report as soon as possible following the exposure or suspected exposure. That report shall be submitted to the member's immediate supervisor. Additionally, members should document in the exposure report whether they would like the person who was the source of the exposure to be tested for communicable diseases.

In addition, the exposure or suspected exposure should be reported to the Paramedic Receiving Center (PRC), and to the EMS Supervisor.

If the EMS supervisor is notified of a potential exposure to an aerosol transmissible disease by the hospital staff or county public health, the EMS supervisor shall notify the exposed member as soon as practicable but no later than 72 hours after becoming aware of the exposure.

902.5.2 SUPERVISOR REPORTING REQUIREMENTS
The supervisor on-duty shall investigate every exposure that occurs as soon as possible following the incident, while gathering the following information:

(a) Name and Social Security number of the members exposed
(b) Date and time of the incident
(c) Location of the incident
(d) What potentially infectious materials were involved
(e) Source of material or person
(f) Current location of material or person
(g) Work being done during the exposure
(h) How the incident occurred or was caused
(i) PPE in use at the time of the exposure
(j) Actions taken post-event (e.g., clean-up, notifications)

The supervisor shall advise the member of the laws and regulations concerning disclosure of the identity and infectious status of a source.

If the ECO is unavailable to seek testing of the person who was the source of the exposure, it is the responsibility of the exposed member's supervisor to ensure testing is sought pursuant to this policy.
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902.5.3 MEDICAL CONSULTATION, EVALUATION AND TREATMENT
Any member who was exposed or who suspects he/she was exposed to Human Immunodeficiency Virus (HIV) or to hepatitis B or hepatitis C should be seen by a physician or qualified health care provider as soon as possible. The doctor or qualified health care provider should be provided with the supervisor's report and the member's medical records relevant to the visit and examination. The blood of the exposed member shall be tested.

The health care professional will provide the ECO and/or the District's risk manager with a written opinion of the exposed member's medical condition. This opinion should only contain the following information:

(a) If a post-exposure treatment is indicated for the member
(b) If the member received a post-exposure treatment
(c) Confirmation that the member received the evaluation results
(d) Confirmation that the member was informed of any medical condition resulting from the exposure incident and whether further treatment or evaluation will be required
(e) Whether communicable disease testing from the source is warranted and if so, which diseases should the testing include

All other findings or diagnosis shall remain confidential and are not to be included in the written report.

902.5.4 COUNSELING
The District shall provide the exposed member, and his/her family if necessary, the opportunity for counseling and consultation.

902.5.5 CONFIDENTIALITY OF REPORTS
Most of the information involved in this process must remain confidential. The ECO shall ensure that all records and reports are kept in the strictest confidence. The ECO shall be responsible for maintaining records containing the member's treatment status and the results of examinations, medical testing and follow-up procedures.

The risk manager shall be responsible for maintaining the name and Social Security number of the member and copies of any information provided to the consulting health care professional.

902.6 SOURCE TESTING
Testing for communicable diseases of a person who was the source of an exposure should be sought when it is desired by the exposed member or when it is otherwise appropriate. There are several methods to obtain such testing. It is the responsibility of the ECO to ensure that the proper testing and reporting occur. These methods are:

(a) Obtaining voluntary consent from any person who may be the source of an exposure to cover testing for any communicable disease.
Communicable Diseases

(b) Filing a report with the county health officer when a member is exposed to the bodily fluids of an arrestee. The county health officer may pursue testing for HIV or hepatitis B or hepatitis C (Penal Code § 7510 et seq.).

(c) Seeking consent for testing or applying for a court order for HIV, hepatitis B and hepatitis C testing (Health and Safety Code § 121060 et seq.).

(d) Seeking a court order when the person who may be the source of an exposure will not consent to testing and the exposure does not fall under the statutory schemes for testing. This covers testing for any communicable disease as deemed appropriate by a health care professional and documented in the request for the court order.

(e) Under certain circumstances, a court may issue a search warrant for the purpose of HIV testing an adult or juvenile when a member of the Menlo Park Fire Protection District qualifies as a crime victim (Penal Code § 1524.1).

When the risk is a BBP, the source patient must be tested for hepatitis B, hepatitis C and HIV, with a rapid HIV test being the preferred method and a hepatitis B surface antibody titer used to evaluate the member's immunity. If other contact transmissible or aerosol transmissible disease possibilities exist, other tests may be indicated and shall be determined by the treating emergency room physician.

902.6.1 EXPOSURE FROM A NON-ARRESTEE
Upon notification of a member's exposure to a person who was not arrested, the ECO should attempt to determine if the person who was the source of the exposure will voluntarily consent to testing. If consent is indicated, the following steps should be taken:

(a) A licensed health care provider should notify the person to be tested of the exposure and make a good faith effort to obtain voluntary informed consent from the person or his/her authorized legal representative to perform a test for HIV, hepatitis B, hepatitis C and other communicable diseases the health care provider deems appropriate.

(b) The voluntary informed consent obtained by the health care provider must be in writing and include consent for three specimens of blood for testing. The ECO should document the consent as a supplement to an Exposure Control Report.

(c) The results of the tests should be made available to the source and the exposed member.

If consent is not obtained, the ECO should promptly consult with the district counsel and consider requesting that a court order be sought for appropriate testing.

902.6.2 EXPOSURE FROM AN ARRESTEE
Upon notification of an exposure by a person who was arrested, the ECO should take the following steps:

(a) Comply with the statutory scheme of Health and Safety Code § 121060. This includes seeking consent from the person who was the source of the exposure and seeking a court order if consent is not given.
Communicable Diseases

(b) Take reasonable steps to immediately contact the county health officer and provide preliminary information regarding the circumstances of the exposure and the status of the involved individuals to determine whether the county health officer will order testing (Penal Code § 7510).

(c) In all cases, comply with the reporting and testing scheme of Penal Code § 7510 et seq. This includes completing a State Department of Health Services Form CDPH 8479 and submitting it to the county health officer with a copy of the Exposure Control Report by the end of the member’s shift. If submission by the end of the shift is not practicable, it must occur as soon as possible but no later than two days after the incident. The exposed member's name should not appear on this form.

(d) Remain in contact with the county health officer to determine whether testing of the arrestee will occur and whether the testing satisfies the medical needs of the member.

(e) The results of the tests should be made available to the source and the exposed member.

Since there is potential for overlap between the two statutory schemes, the ECO is responsible for coordinating the testing with the county health officer to prevent unnecessary or duplicate testing.

In the rare event that the exposed member is not covered by either statutory scheme, the ECO should seek consent or a court order in the same manner as for a non-arrestee.

902.7 TRAINING
Any member whose duties place them at risk for exposure to BBPs shall receive district-provided, no-cost training during working hours that shall include all of the state requirements (see the Bloodborne Pathogen Training Policy) (8 CCR 5193).

902.8 MEDICAL RECORDS
The District shall establish and maintain an accurate medical record for each member who has the potential for occupational exposure to BBPs as follows (8 CCR 3204):

(a) Member status regarding all required vaccinations

(b) Results of TB skin tests

(c) Copies of information regarding exposures

Medical records that are required by this policy are to be kept confidential and shall be retained for the duration of the member's employment with the District, plus 30 years (8 CCR 3204(d)(1)(A)).
Policy 903

Menlo Park Fire Protection District
Fire Services Manual

Apparatus / Vehicle Backing

903.1 PURPOSE AND SCOPE
The purpose of this policy is to help members avoid the dangers inherent to vehicle backing operations and reduce the high incidence of firefighter injuries and fatalities.

903.1.1 DEFINITIONS
Definitions related to this policy include:

- **Apparatus** - Any district vehicle that is designed and equipped to support firefighting and rescue operations, including those equipped with an aerial ladder, elevating platform or water tower that may position members, handle materials, provide continuous egress or discharge water at positions elevated from the ground.

- **Driver** - The member charged with driving the vehicle or apparatus. This member is in control of the vehicle or apparatus and therefore is responsible for its movement.

- **Officer** - The member responsible for the operation of the vehicle or apparatus and its personnel.

- **Spotter** - A member designated to direct the driver while backing up the vehicle or apparatus. This position may be referred to as a back-up person.

- **Vehicle** - Any automobile or light utility vehicle owned or leased by the Menlo Park Fire Protection District and used for department business.

903.2 POLICY
It is the policy of the Menlo Park Fire Protection District that operators, when feasible, will drive around the block rather than backing an apparatus or vehicle. Whenever possible, hose lines should be picked up by driving forward over the hose, rather than backing.

903.3 OFFICER AND DRIVER RESPONSIBILITIES
Training and awareness of the potential dangers of backing operations is anticipated to reduce the incidence of firefighter injuries and fatalities.

Before backing-up an apparatus or vehicle, all potential backing-up impediments should be reviewed to ensure that obstructions are clear to avoid a collision.

The officer is responsible for deploying spotters when backing-up or as necessary to allow the safe movement of an apparatus.

Excepting extreme emergency situations, the driver shall not move the vehicle or apparatus until the spotters have been deployed and are in place.

If the driver loses sight of the spotter, the member shall stop apparatus until the spotter is back in sight.

If more than one spotter is being used, the driver will need to maintain contact with both spotters. This means shifting attention from one spotter to another frequently so as to safely move the
apparatus, while maintaining the safety of the spotters. This will require the apparatus to be moving at a slower than normal rate.

If at any time the driver feels that the situation is not safe, he/she should stop the vehicle or apparatus until the situation is corrected. This may mean getting out and physically walking around the apparatus or down the road in the direction the apparatus is headed.

903.4 SPOTTER RESPONSIBILITIES
Spotter responsibilities include, but are not limited to, the following:

(a) Be constantly aware of the surroundings while performing this function.
(b) Look and listen for other vehicles and people that may enter the path of the vehicle or apparatus that is backing up.
(c) Stop any oncoming hazard or stop the vehicle or apparatus being backed-up.
(d) Be aware of objects in the path of the vehicle or apparatus and direct the driver safely around them.
(e) Be attentive to ground level obstructions as well as overhead hazards (e.g., tree branches, wires, signs, canopies, ladders).
(f) Maintain visual contact with the driver at all times.
(g) Be in the line-of-sight of the mirrors of the vehicle or apparatus being backed-up at all times.
(h) Be illuminated at night with a rear spotlight or flashlight, to remain visible to the driver.
(i) Use hand signals to direct the driver. Hand signals should be somewhat exaggerated for clear understanding by the driver.
(j) Stand on the ground; never on the apparatus.
(k) Practice skills as time permits.

903.5 BACKING INTO FIRE STATIONS
Spotters shall be used when backing apparatus into fire stations. The spotter will also be responsible to attach the exhaust removal hose.
Respiratory Protection

904.1 PURPOSE AND SCOPE
The purpose of this policy is to identify the different types of respiratory protection equipment provided by the District, the requirements and guidelines for the use of respirators and the other mandates associated with their use (8 CCR 5144).

This policy applies to all members whose job duties could require them to use respiratory protection, due to exposure to atmospheres where there is smoke, low levels of oxygen, high levels of carbon monoxide, or the presence of toxic gases or other respiratory hazards. The policy is intended to ensure that the District complies with the mandates of 8 CCR 3409 and 8 CCR 5144 et seq.

904.1.1 DEFINITIONS
Definitions related to this policy include:

**Aerosol** - Liquid or solid particles dispersed in a gaseous medium such as air, and include mists, smokes, fumes, and dusts.

**Air-Purifying Respirator** - A respirator with limited air-purification capabilities that operates under negative pressure, allowing some inward leakage of contaminated air around the sealing surfaces of the respirator.

**Atmosphere-Supplying Respirator** - A respirator with an independent source and supply of breathable air, operating under positive pressure, allowing breathable air to escape from the face piece and preventing contaminants from entering the face piece.

**Cartridge respirators** - A type of air-purifying respirator. It may be fitted with mechanical pre-filters or combination cartridge/filter assemblies for use in areas where gases, vapors, dusts, fumes, or mists are present. The correct cartridge must be selected prior to use.

**Chemical cartridge respirators** - A type of air-purifying respirator. Also called gas and vapor removing cartridges. Chemical cartridge respirators protect against specific organic vapors and gases, alkaline gases, acid gases, mercury vapors, pesticides, paint vapors, and mists. These airborne hazards generally combine with air and must be chemically neutralized.

**Dusts** - Formed when solid materials are broken down, such as by drilling, sanding, or grinding. The smaller the dust particle, the longer it hovers in the air.

**Fit check** - A positive or negative pressure check for proper respirator seal.

**Fit test** - The use of a protocol to qualitatively or quantitatively evaluate the fit of a respirator on an individual.

**Full face respirator** - A respirator that fits over the full face to protect the face and eyes from contaminants at the same time it filters air.

**Fumes** - Solid condensation particulates, usually of a vaporized metal.
**Respiratory Protection**

**Gas** - A substance that is in a gaseous state at normal temperature and pressure; it has neither independent shape nor volume but tends to expand indefinitely.

**Half-mask** - An air-purifying device that cover the nose, mouth, and chin. Half-masks have detachable cartridges that capture gases and vapors from the air. A filter or pre-filter may be attached to trap dusts, fumes, mists and vapors.

**Mechanical filter respirator** - A type of air-purifying respirator. Also called particle-removing respirators. Mechanical filter respirators remove airborne particulate matter, including dusts, mists, metal fumes, and smokers which are suspended in air. The High Efficiency Particulate Air (HEPA) filter is of this type; all HEPA filters are color-coded purple.

**Mists** - Liquid particles generated by condensation of a substance from the gaseous state to the liquid state, or by breaking up a liquid into a dispersed state, (e.g., spraying).

**Self-contained breathing apparatus (SCBA)** - An atmosphere-supplying respirator for which the breathing air source is designed to be carried by the user.

**Vapors** - The gaseous form of a substance that is normally a solid or liquid at room temperature and pressure. Liquids are changed into the vapor state and mixed with the surrounding atmosphere through evaporation.

### 904.2 POLICY

It is the policy of the Menlo Park Fire Protection District to require members to use the proper level of respiratory protection, as described below, when working in hazardous conditions. The level of protection may be increased or decreased by a company officer or Incident Commander (IC), based upon their evaluation of the hazard. Members shall not be required, or allowed, to enter or work in hazardous conditions without proper respiratory protection, and shall be trained in the proper use and care of the devices (8 CCR 3409; 8 CCR 5144).

### 904.3 PROCEDURE

Refer to: District Respiratory Protection Guide

### 904.4 FLOW/BENCH TESTING

The district shall conduct annual flow testing on all SCBAs. A flow test, also known as a performance test, ensures that a SCBA is performing to the manufacturer’s specifications. Unlike basic inspections and functional testing, flow testing requires specialized equipment. The district shall use National Fire Protection Association (NFPA) standards or SCBA manufacturer requirements for flow testing, whichever is more stringent.

SCBA exposure to extreme temperatures, water, and chemicals can degrade SCBA performance. If a SCBA is exposed to any type of corrosive material that could lead to a failure of a component, it should be sent to a certified SCBA technician for testing. If a member suspects that a SCBA has been compromised or damaged a flow test should be conducted to ensure that the SCBA is in good working order.
Respiratory Protection

All annual flow testing must be performed by a certified SCBA technician.

904.5  FIRE INSPECTORS
The nature of the fire inspector's job is such that the hazardous materials or other health hazards at risk for exposure during routine inspection activities are unpredictable. Common sense, awareness of potential hazards, and training are an inspector's best protection from possible exposure. Knowing what, when, and how these hazards may affect us and how to protect ourselves is of primary importance.

Fire inspectors should not knowingly enter a room or area containing a hazardous atmosphere. If there is any question about an atmosphere, a business representative should be consulted prior to entry, to avoid accidental exposure.
Personal Alarm Devices

905.1 PURPOSE AND SCOPE
The purpose of this policy is to safeguard members who are engaged in interior structural firefighting activities that require the use of a self-contained breathing apparatus (SCBA) by providing each member so engaged with a personal alarm device. Such devices may also be known as a Personal Alarm (or Alert) Safety System (PASS) device, an Automatic Distress Signal Unit (ADSU) or another telemetry system that is designed to monitor responder movement and alert others to a lack of movement (8 CCR 3401).

905.2 POLICY
It is the policy of the Menlo Park Fire Protection District to provide all members engaged in interior structural firefighting activities that require an SCBA with a personal alarm device.

905.3 USE OF PERSONAL ALARM DEVICES
District members operating in atmospheres that are immediately dangerous to life and health (IDLH) shall wear an SCBA with an integrated Personal Alarm Device.

All personal alarm devices shall meet the requirements of the National Fire Protection Association (NFPA) standard 1982 and 8 CCR 3401(c)(3)(B).

The Incident Commander shall apply personnel accountability measures to track the entry and exit of members from hazardous areas. A personal alarm device should be viewed as a last resort for members to summon help when they are unable to notify others that they are in distress.
Vehicle Safety Belts

906.1 PURPOSE AND SCOPE
The purpose of this policy is to ensure that all members of the District wear safety belts while operating or riding in district vehicles or privately owned vehicles while conducting district business. The use of seat belts and other safety restraints significantly reduces the chance of death or injury in case of a traffic collision (Vehicle Code § 27315).

906.2 POLICY
It is the policy of the Menlo Park Fire Protection District that all members shall wear properly adjusted safety restraints when operating or positioned in any vehicle owned, leased or rented by this district, or in any privately owned vehicle while on-duty. The member driving such a vehicle shall ensure that all occupants, including any non-members, are properly restrained (Vehicle Code § 27315).

906.3 INOPERABLE SAFETY BELTS
No person shall operate district vehicles in which the safety belt in the driver’s position is inoperable. No person shall be transported in a seating position in which the seat belt is inoperable. No person shall modify, remove, deactivate or otherwise tamper with the vehicle safety belts, except for vehicle maintenance and repair staff, who shall do so only with the express authorization of the Fire Chief.

Members who discover an inoperable restraint system shall report the defect to the appropriate supervisor. Prompt action will be taken to replace or repair the system.
Fatigue Rehabilitation

907.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for rest periods following an evening of high call volume or circumstances where rest may be essential for the health and safety of employees.

907.2 POLICY

(a) It is the policy of the Menlo Park Fire Protection District to allow for a fatigue rehabilitation period in the event of excessive call volume or other District activities.

(b) The company officer should consult with the Duty Chief, to determine a mutually agreed upon rest period.

(c) Members are required to ensure emergency readiness of equipment, apparatus and stations prior to initiating a rehabilitation period.

(d) The District will make a concentrated effort to allow the rest period to remain undisturbed by routine District business.

(e) All calls for emergency service will be answered without delay during such fatigue rehabilitation periods.
Fire Station General Health & Safety Practices

908.1 PURPOSE AND SCOPE
The purpose of this policy is to establish safety procedures for the Menlo Park Fire Protection District members to follow, with the intent of reducing or eliminating injuries or illnesses to both members and the public.

908.2 POLICY
It is the policy of the Menlo Park Fire Protection District that all members should be involved in daily activities that are designed to reduce or eliminate injuries or illnesses, both in the field and in the fire station. This policy addresses safety activities in the fire station. All members are expected to follow the procedures outlined in the policy, for the safety of themselves, other members and any visitors to the fire station. Safety practices specific to incident type or task are addressed in other policies.

908.3 PROCEDURE
For the safety of all occupants, the on-duty captain at each fire station is responsible for ensuring the following procedures are applied to activities conducted in the fire station:

(a) Personal protective equipment (PPE)
   1. Use adequate eye and face protection when there is a risk of eye injuries, such as punctures, abrasions, contusions or burns as a result of contact with flying particles, hazardous substances or projections. This includes, but is not limited to, working with grinders, drills, saws, welding equipment, mowers, edgers and while working under vehicles.
   2. Use hand protection when the work involves exposure to materials that are likely to cause cuts, burns or exposure to chemicals, e.g., working with trimmers, pruners and other tools or other operations.
   3. Wear hearing protection in compliance with the District Hearing Conservation Policy.

(b) Housekeeping and personal hygiene
   1. Maintain all rooms, kitchens, offices, hallways, stairways, storage rooms and apparatus rooms in a clean, orderly and sanitary condition.
   2. Clean and repair the source of water leaks quickly to avoid mold growth.
   3. Smoking is prohibited in the building or within 20 feet of an entrance, exit or operable window, as provided in the Smoking/Tobacco Use Policy (Labor Code § 6404.5 and Government Code § 7596 et seq.).
   4. Avoid using compressed air to blow dirt, chips or dust from clothing while it is being worn.
5. Maintain cooking appliances and eating utensils in good working order.

6. Clean kitchen hoods and vents regularly. Ensure the hood light is installed and functioning.

(c) Cooking
1. Use caution while cutting food with a kitchen knife. Be sure the item is secure on a flat surface before attempting to cut it.

2. Use potholders to avoid burns when removing hot items from the oven and/or stovetop.

3. Turn off cooking appliances when leaving quarters.

(d) Safe lifting
1. Store heavy or awkward objects at approximately waist level to prevent unnecessary lifting.

2. Use team lifting for heavy or awkward objects that need to be lifted above the waist level. Do not attempt to lift or carry more than you can easily handle. Injuries frequently occur from lifting items, such as out-of-county bags, drug boxes, map boxes, etc.

3. Practice safe-lifting techniques: Use the legs to lift; keep the back straight and do not twist while lifting; keep the body as close as possible to the object being lifted.

(e) Walking surfaces and exits
1. Ensure all primary exit routes are obvious, marked with an "Exit" sign and free of obstructions.

2. Remove any objects that block hallways and/or passageways.

3. Clean up or repair potential slip or trip hazards immediately.

4. Ensure stairways are in good condition with standard railings provided for every flight having four or more risers.

5. Ensure handrails are of sufficient strength and proper design for all stairways and floor openings.

6. Ensure all areas of the building are adequately illuminated.

7. Ensure beds are located to cause minimum interference during dressing.

(f) Apparatus floor
1. Mark ladders, pike poles and other items projecting from the apparatus clearly with brightly colored flags, stripes or other identification.

2. Use caution and handrails when exiting apparatus.

(g) Equipment machinery and tools
1. Observe safety precautions when operating all equipment, machinery and tools.
2. Avoid using defective equipment, such as ladders with broken rungs or power equipment, without proper safety protection. Repair or replace before use.
3. Mount all equipment and machinery securely to the surface on which it sits.
4. Ensure grinders and grinding wheels are adequately guarded. Guarding must include work rests, tool rests, eye shields and spindle/nut/flange coverage.
5. Work rests and tool rests on grinders shall be within 1/8 inch and 1/4 inch respectively to the grinding wheel.
6. Ensure all power tools are adequately grounded.
7. Store maintenance hand tools safely when not being used. They shall be maintained and periodically inspected to ensure they are in a safe and operable condition.
8. Portable ladders shall be adequate for their purpose, in good condition and have secure footing.
9. Fixed ladders shall be equipped with side rails, cages or special climbing devices.

(h) Electrical wiring, fixtures and controls
1. Maintain 36 inches of clear access around all electrical control panels.
2. Label circuit breakers with their purpose.
3. Ensure all electrical outlets have cover plates that are secured to the wall outlets.
4. Ensure all extension cords are properly grounded and approved.
5. Avoid using flexible cords and cables as a substitute for fixed wiring.
6. Avoid hanging electrical cords on pipes, nail hooks and so forth.
7. Check all electrical cords for fraying or exposed plug wiring.
8. Ensure all electrical tools do not have damaged power cords or plugs, worn switches, defective ground circuits or other faults that could render them unsafe for use.

(i) Fire extinguishers and fire prevention
1. Ensure fire extinguishers are of the proper type for the expected hazards.
3. Ensure fire extinguishers have a durable tag securely attached to show the maintenance or recharge date.
Fire Station General Health & Safety Practices

4. Test the fire alarm system at least annually.
5. Ensure a qualified person services the sprinkler system as required.
6. Check smoke detectors periodically to ensure they are working properly.
7. Maintain at least 18 inches of clearance below all sprinkler heads.

(j) Hazardous materials and exposure prevention
1. Label all hazardous materials containers with the name of the hazardous material, applicable hazard warning and the name and address of the manufacturer, importer or responsible party.
2. Evaluate compatibility of hazardous materials before they are stored. Incompatible hazardous materials shall be separated by distance, partitions, dikes, berms or secondary containment.
3. Store hazardous materials separately from food, food preparation and eating areas.
4. Use safety containers with self-closing lids for the storage of flammable liquids and soiled oily rags.
5. Store cylinders of compressed gas in an upright position, away from combustible materials.
6. Avoid wearing or storing turnout gear in the living quarters or buildings.
7. Clean living quarters thoroughly on a regular basis, including vacuuming or frequently washing blankets, drapes and upholstered furniture.
8. Wash clothing regularly, taking care not to spread contamination by taking clothing home.
9. Use vehicle exhaust collection systems effectively by following all guidelines and manufacturer's recommendations.
10. Perform regular vehicle inspection and maintenance to minimize diesel particulate and gas emissions.

(k) Communicable diseases - If a member has been exposed to a hazardous material or a communicable disease, follow the reporting procedure in the Communicable Diseases Policy.

(l) On-duty physical fitness activities - For safety guidelines during physical fitness, see the Firefighter Wellness and Fitness Policy.

(m) Visitor safety - For visitor safety guidelines, see the Public Education Policy.
Ground Ladder Testing

909.1 PURPOSE AND SCOPE
The purpose of this policy is to ensure that the ground ladders are periodically inspected and certified to be in compliance with the National Fire Protection Association (NFPA) standards. This is a safety measure designed to reduce or eliminate the risk of injury to district members when using ground ladders.

909.2 POLICY
It is the policy of the Menlo Park Fire Protection District to perform testing and certification of all ground ladders for the safety of district members and to comply with NFPA standards.

909.3 PROCEDURE
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. In addition to annual testing, all ground ladders should be tested under the following circumstances:

(a) New ground ladders should be tested prior to being placed into service. If the manufacturer of any new ladder provides written documentation certifying that the ladder has been tested and is in full compliance NFPA standards, the ladder may be placed in service with no further initial testing.
(b) Any time a ladder is suspected of being unsafe
(c) Any time a ladder has been subjected to overloading, as defined by the NFPA standards
(d) Any time a ladder has been subjected to impact loading or unusual conditions including being dropped.
(e) Whenever a ladder has been exposed to or is suspected of having been exposed to direct flame
(f) Whenever the heat sensor label affixed to a ladder has changed to indicate heat exposure
(g) After any repairs have been completed, unless the only repair was replacing the halyard.

909.4 TESTING RECORDS
The assigned Battalion Chief or designee shall be responsible for maintaining comprehensive records of all ladder testing and certification for the service life of each ladder. Records shall be stored on the District Computer in a separate file accessible by Fire Administration.
Personal Protective Equipment

910.1 PURPOSE AND SCOPE
The purpose of this policy is to reasonably protect Menlo Park Fire Protection District members by providing personal protective equipment (PPE), safety devices and safeguards for workplace activities (8 CCR 3380, 8 CCR 3381, 8 CCR 3382, 8 CCR 3383, 8 CCR 3384 and 8 CCR 3385).

910.2 POLICY
It is the policy of the Menlo Park Fire Protection District to provide PPE and safeguards of the proper type, design, strength and quality needed to reasonably eliminate, preclude or mitigate a hazard (8 CCR 3380, 8 CCR 3381, 8 CCR 3382, 8 CCR 3383, 8 CCR 3384 and 8 CCR 3385).

The Menlo Park Fire Protection District adheres to the National Fire Protection Association (NFPA) 1851 Standard for the Selection, Care and Maintenance of PPE to reduce the safety and health risks associated with; improper selection, poor maintenance, inadequate care, excess wear and improper use.

910.3 PROCEDURES
Refer to: District PPE Program Manual

910.4 NFPA SELECTION, CARE AND MAINTENANCE OF PPE
PPE exists to provide the member with an envelope of protection from multiple hazards and repeated exposures. For structural firefighting, PPE is a system of components designed to work as an ensemble. Typical firefighting PPE consists of a hood, helmet, jacket, trousers, gloves, wristlets and footwear. The NFPA standard self-care and maintenance program consists of the following.

910.4.1 CLEANING AND DECONTAMINATION
The Fire District shall utilize an ISP (Independent Service Provider) for all cleaning and maintenance of PPE. The District will also provide and maintain equipment and facilities for PPE cleaning.

PPE elements that are contaminated or suspected to be contaminated shall be tagged, bagged and removed from service until they undergo cleaning. All bagged PPE shall include name, company and shift. Universal precautions shall be observed when handling known or suspected contaminated PPE elements.

The district's PPE Program Coordinator shall manage all cleaning programs and will utilize a qualified contract cleaner.

Refer to:
PPE Laundering Procedure
PPE Laundering form
Personal Protective Equipment

910.4.2 STORAGE OF PPE
The parameters for the storage of all PPE ensembles or elements include the following:

(a) PPE shall not be stored in direct sunlight or exposed to direct sunlight when it is not being worn.
(b) PPE shall be clean, dry and well ventilated before storage.
(c) PPE shall not be stored in airtight containers unless the container is new and unused.
(d) PPE shall not be stored at temperatures below 40 degrees or above 180 degrees.
(e) PPE shall be stored in a protective case or bag to prevent damage if stored in compartments or trunks.
(f) PPE shall not be subjected to sharp objects, tools or other equipment that could damage the ensemble or elements.
(g) PPE shall not be stored inside living quarters or with personal belongings, or taken or transported within the passenger compartment of personal vehicles unless it is stored in a protective case or bag.
(h) PPE shall not be stored in contact with hydraulic fluids, solvents, hydrocarbons, hydrocarbon vapors or other contaminants.

910.5 EMERGENCY RESPONSE UNIFORMS
Emergency Response Uniforms shall be donned at the time of alarm and worn when responding to and for the duration of emergency incidents as described in this procedure. The same standards for PPE shall apply for training as with actual emergency responses with the following exceptions:

(a) During extended responses or on strike team deployments, the officer in charge may downgrade level of PPE
(b) Drivers are not required to wear their turnout coats while driving
(c) The IC may allow personnel to downgrade their level of PPE as conditions allow
(d) PPE shall not be worn during inspections or grocery shopping.

910.5.1 STRUCTURE FIRE INCIDENTS & ALARMS
All personnel who are engaged in structural, vehicle or other wildland/non-watershed firefighting incidents shall wear the following:

(a) Structural Fire Helmet
(b) Flash hood
(c) Eye Protection
(d) Bunker Gear (Turnout Coat, Turnout Pant and boots)
(e) Gloves
Personal Protective Equipment

(f) Self Contained Breathing Apparatus (SCBA) when operating in or near and IDLH environment

910.5.2 WILDLAND/WATERSHED FIRES
All personnel who are engaged in wildland/watershed firefighting incidents shall wear the following:

(a) Wildland helmet with shroud
(b) Eye protection
(c) Fire shelter with web gear or belt
(d) Brush coat and wildland BDU pants
(e) Wildland gloves
(f) 8” uniform safety boots or wildland boots (no slip on boots)

910.5.3 MOTOR VEHICLE COLLISIONS
All personnel who are engaged in traffic collision incidents shall wear the following:

(a) Structural helmet
(b) Eye protection
(c) Nomex EMS coat or turnout coat
(d) High Visibility Traffic Safety Vest (unless directly engaged in firefighting operations with an SCBA)
(e) Turnout Pants and boots
(f) Appropriate gloves

910.5.4 EMS INCIDENTS
All personnel who are engaged in EMS incidents should wear the following:

(a) Disposable gloves
(b) Eye protection
(c) Nomex EMS coat
(d) Tyvek suit (when appropriate)
(e) N95 disposable mask (when appropriate)
(f) Soft body armor (when appropriate)

*Upon receipt of a reported shooting or stabbing incident, members will don and wear soft body armor under their EMS coat for the duration of the incident

910.5.5 WATER RESCUE INCIDENTS

(a) SHORE-BASED WATER RESCUE INCIDENTS*
Personal Protective Equipment

1. All personnel engaged in shore-based water rescue operations should wear the following as a minimum:
   (a) Personal flotation device (within 10' of shore)
   (b) Gloves
   (c) Station uniform or brush coat and wildland BDU pants
   (d) Safety boots or other appropriate footwear
   (e) Seat harness (when fall protection is required)

(b) **BOAT BASED WATER-RESCUE INCIDENTS***
1. All personnel engaged in boat-based water rescue operations should wear the following as a minimum:
   (a) Helmet
   (b) Survival Suit, or dry suit or wetsuit (requires PFD)
   (c) Fins, water booties or appropriate footwear

(c) **During swiftwater/flood incidents, members should also consider wearing the following:**
   1. Seat harness
   2. Knife

**NO MEMBERS ENGAGED IN WATER RESCUE ACTIVITIES SHALL WEAR TURNOUTS**

910.5.6 TECHNICAL RESCUE INCIDENTS
All members responding to technical rescue incidents or US&R incidents should wear the appropriate PPE for the type of incident.

(a) **CONFINED SPACE, TRENCH AND COLLAPSE RESCUE INCIDENTS**
   1. Structural, wildland or US&R helmet
   2. Eye Protection
   3. Brush coat
   4. Wildland BDU pants
   5. 8" safety boots or wildland boots (no slip on boots)
   6. Flash hood (as needed)
   7. Hearing Protection (as needed)
   8. Respiratory protection (as needed)

(b) **ROPE RESCUE INCIDENTS**
   1. Structural, wildland or US&R helmet
Personal Protective Equipment

2. Station uniform or brush coat and wildland BDU pants
3. Work gloves
4. Safety boots
5. Harness (if performing rescue or operating within 5' of edge)

910.5.7 HAZARDOUS MATERIALS INCIDENTS
All personnel who are engaged in hazardous materials incidents shall wear structural firefighting PPE or as directed by the Haz-Mat IC.
Lockout/Tagout/Blockout Program

911.1 PURPOSE AND SCOPE
The purpose of this policy is to establish the minimum control requirements mandated by 29 CFR 1910.147 and 8 CCR 3314. The control requirements are intended to isolate a machine or equipment from all energy sources to prevent the start-up of the machine or equipment or the release of stored energy, both of which could cause injury.

The control requirements apply to the servicing or maintenance of machines and equipment used in a fire station or on an apparatus. This policy includes member training and periodic control and inspection requirements.

911.2 POLICY
It is the policy of the Menlo Park Fire Protection District to implement and maintain a written Lockout/Tagout/Blockout Program in compliance with state and federal regulations.

911.3 LOCKOUT AND TAGOUT
Refer to: Lockout/Tagout/Blockout Policy
Chapter 10 - Personnel
Recruiting and Retention

1000.1 PURPOSE AND SCOPE
The purpose of this policy is to establish the recruiting, selection, training and retention processes utilized by the Menlo Park Fire Protection District.

1000.2 POLICY
It is the policy of the Menlo Park Fire Protection District to provide equal opportunities for applicants and District members regardless of race, sexual orientation, gender identification, age, pregnancy, religion, creed, color, national origin, ancestry, physical or mental disability, marital status, genetic information, veteran status or gender. The District shall not show partiality or grant any special favors to any applicant, member or group of members.

The rules governing employment practices for the District are maintained by the Menlo Park Fire District Human Resources.

1000.3 RECRUITMENT
Recruitment efforts will typically be conducted by Human Resources in coordination with the Administration.

Minimum qualifications for each job classification shall include any special training, abilities, knowledge and skills required to perform the duties of the job in a satisfactory manner. Standards for all job classifications shall be specifically related to the duties required and are non-discriminatory but allow for lawful exclusion of persons who do not meet District or state hiring standards.

The Fire Chief has expressed that ideal candidates have completed the Explorer or Cadet Programs, are paramedics, bi-lingual, have a higher level educational degree in a related field or have prior experience as a firefighter.

Generally, standards may include the following requirements. Candidates should be:

(a) At least 18 years of age by closing date of the recruitment period.
(b) In possession of a high school diploma or a General Equivalency Diploma (GED).
(c) In possession of or have the ability to obtain a valid state driver license in the class required for the position sought.
(d) Be a U.S. citizen or have proof of a legal right to work in the U.S.

1000.4 SELECTION STANDARDS
Candidates for job openings should be selected based on merit, ability, competence and experience. Candidates who are successful in the initial testing process may be invited to participate in a background investigation.
All entry-level firefighter candidates must meet the minimum standards established by the Menlo Park Fire Protection District.

Selection standards for promotional opportunities are detailed in the Promotions and Transfers Policy.

1000.5 RETENTION

Focus should be given to recruiting and retaining qualified individuals who best fit the organization. In order to retain quality members, the District should:

(a) Seek member input on retention strategies.
(b) Develop a workplace that respects, encourages and enables a healthy work/life balance.
(c) Facilitate training and career development opportunities.
(d) Develop and maintain quality supervisors.
(e) Provide regular and meaningful performance feedback.
(f) Promote an environment where members are able to speak freely.
(g) Treat employees fairly, equitably and consistently.
(h) Consider ways to reward excellent performance.
(i) Follow up on any feedback acquired during an exit interview process.

Retention incentives may include items from a collective bargaining agreement, District benefits, seniority benefits, forms of recognition, etc.
Promotions

1001.1 PURPOSE AND SCOPE
The purpose of this policy is to establish minimum qualifications for promotion within the ranks of the Menlo Park Fire Protection District.

1001.2 POLICY
It is the policy of the Menlo Park Fire Protection District to provide equal employment opportunities for employees regardless of race, sexual orientation, gender identification, age, pregnancy, religion, creed, color, national origin, ancestry, physical or mental disability, genetic information, veteran status, marital status or gender. The District shall establish promotional testing criteria, study material and testing instruments.

Nothing in this policy is intended to supersede any contract language related to promotional requirements that may exist in a collective bargaining agreement.

1001.3 GENERAL REQUIREMENTS
The following conditions will be used in evaluating members for promotion:

(a) The minimum requirements for the position of Fire Captain shall be:
   1. Five (5) years of service with Menlo Park Fire and an associates of bachelor’s degree or;
   2. Ten (10) years of service with Menlo Park Fire
   3. 480 hour in the capacity of Acting Captain
   4. A California State Fire Officers certification or documentation that verifies all requirements for the certification have been met.

(b) The minimum requirements for the position of Battalion Chief shall be:
   1. Five (5) years increasingly responsible experience in fire operations and/or training in a recognized Fire Department, including two (2) years of supervisory experience at the level of Fire Captain or above, served in operations or training.
   2. A bachelor’s degree from an accredited college or university with major coursework in fire science, public administration or business administration will be required as a condition of appointment. Candidates currently lacking enough college units will be given an opportunity to obtain their degree in a reasonable time period, mutually agreed upon by the Fire Chief and the candidate.

(c) Promotion will be by competitive examination.

(d) Applicants will be admitted to promotional examinations only if they are qualified on or before the filing date of the examination.
Educational Reimbursement

1002.1 PURPOSE AND SCOPE
Educational reimbursement encourages members to become better qualified in their present capacity and to prepare for advancement.

1002.2 POLICY
It is the policy of the Menlo Park Fire Protection District to maintain an educational reimbursement program in accordance with established agreements.

1002.3 RESPONSIBILITY
The Training Division is responsible for District-wide administration and coordination of this policy. The District should use this policy for employee development in keeping with district goals and with current and anticipated district needs. The Fire Chief or designee should administer this policy for employees within the limits of funds allocated for this purpose.

1002.4 RECORDS
The Training Division shall retain all training records completed by employees in accordance with established records retention schedules.
Reporting for Duty

1003.1 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.

1003.2 POLICY
It is the policy of this district to maintain sufficient staffing levels to provide efficient and quality services to the community and to provide for the safety its members.

1003.3 PUNCTUALITY
All members should be punctual and be ready to immediately perform their duties at the assigned time. Those with unexcused absences of more than 30 minutes will be considered absent without leave (AWOL).

If arriving late, it is the member's responsibility to contact the station so the on-duty supervisor can assign a holdover as necessary. Excessive stand-by has an adverse effect on relieving crews and shall result in disciplinary action.

Absences that fiscally impact the fire district shall result in disciplinary action and will be reported to the on-duty Battalion Chief.

1003.4 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.

Supervisors shall remain on-duty until change-of-crew unless they are relieved or otherwise directed by a Battalion Chief.

1003.5 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. This should include, but not be limited to, placing personal protective equipment at the member's assigned apparatus riding position and donning the appropriate uniform.

1003.6 PERSONAL APPEARANCE
All members should 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.

1003.7 CLEANLINESS
All members should keep their persons and uniforms in a neat and clean condition.
Reporting for Duty

1003.8 INABILITY TO REPORT FOR DUTY
Members unable to report for duty or perform their full range of regular duties shall make the appropriate notification(s) at least one hour prior to the start of shift.

1003.9 EMERGENCY RECALL
Upon receipt of an emergency recall, members should secure their home and family, and report for duty at the appropriate work location as soon as possible. Members should recognize and plan ahead when the likelihood of emergency recall exists. Except when otherwise instructed, upon being recalled to duty, members should travel in a safe efficient manner to their normal work assignment. Members may not refuse an emergency recall notice unless they are unable to perform their full range of duties at the time of recall. Members shall not leave their duty assignments until properly relieved. Members shall follow the procedures detailed in the Emergency Recall Policy (F-1020).

1003.10 RELIEVED FROM DUTY FOR VIOLATIONS
Any supervisor may relieve a member under his/her command from duty when in the supervisor's judgment an alleged offense committed is sufficiently serious to warrant immediate action. Such actions may warrant taking the affected company out of service and immediate notification of the on-duty Battalion Chief, followed by written charges and documentation in accordance with District procedures.
Emergency Call-back

1004.1 PURPOSE AND SCOPE
The purpose of this policy is to establish procedures to be used for call-back of off-duty employees in accordance with state and federal laws and collective bargaining agreements.

1004.2 POLICY
It is the policy of the Menlo Park Fire Protection District to provide sufficient resources at the scene of an emergency to reasonably provide for the safety of the employees working at the scene and to ensure adequate resources are available for additional emergency calls. This may require the emergency call-back of employees to immediately staff stations and/or apparatus. The Fire Chief or designee may initiate an emergency call-back.

1004.3 CREATION OF CALL-BACK LIST
(a) The call-back list will be created with the following criteria:
   1. A single, non-shift specific list of all suppression personnel
   2. Organized by geographic proximity of their home address to Station One using MapQuest or Google maps
   3. Call-check list shall be updated as soon as practicable when any suppression personnel submit a change of address

1004.4 PROCEDURES
(a) Once an emergency call-back has been initiated, the following procedures shall be applied:
   1. The Duty Chief shall:
      (a) Determine the number of personnel necessary to staff resources.
      (b) Advice where personnel are to report.
      (c) Ensure the emergency call-back list is used.
   2. The Adjutant shall:
      (a) Begin calling personnel from the emergency call-back list.
      (b) Ensure times are recorded upon contract of returning personnel.
      (c) Notify duty chief upon completion of assignment with estimated arrival times.
(b) If the Adjutant is unavailable, the Duty Chief will designate a crew for call-back assignment.
(c) The call-back list shall be posted on the Intranet and be available in the Adjutant office.

1004.4.1 TRIGGER POINTS
(a) The types of incidents that may require the initiation of an emergency recall include, but are not limited to:
Emergency Call-back

1. One major incident affecting a localized or widespread area.
2. Two or more incidents causing a high demand for resources at different locations.
3. Numerous incidents causing a peak demand on the entire resource system.
4. Any time emergency call-back is ordered by the Fire Chief or designee.

1004.4.2 EMPLOYEE RESPONSIBILITY
When called from the emergency call-back list, personnel are ordered to respond. This is not an optional overtime call.

1004.4.3 EXCEPTIONS
Employees who receive an emergency call-back notification and are under the influence of any impairment, such as medications or alcohol or on injury leave should advise the caller of the impairment and should not report for duty.

1004.5 OTHER RESOURCES
If sufficient resources cannot be assembled by emergency call-back, the District may consider other options such as:

(a) Automatic aid
(b) Mutual aid
(c) Chief Officers
Overtime

1005.1 PURPOSE AND SCOPE
The purpose of this policy is to identify the use and management of overtime by Menlo Park Fire Protection District members.

1005.2 POLICY
It is the policy of the Menlo Park Fire Protection 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.

1005.3 PROCEDURE
Overtime may be available due to unforeseen personnel absences, emergency incidents or constant staffing requirements.

Any instance of work that requires overtime payment 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 shift in which the overtime is worked.

Members classified as non-exempt by the Fair Labor Standards Act (FLSA) are not authorized to volunteer work time to the District. Non-exempt members who work authorized overtime shall be compensated by payment of wages as established in the collective bargaining agreement. It is the employee’s responsibility to electronically record the proper time prior to leaving work.

1005.4 OVERTIME PAYMENT REQUESTS
Members should submit all overtime payment requests to their immediate supervisor for verification and approval. Failure to submit an overtime payment request in a timely manner may result in a denial of compensation.

Supervisors should verify the overtime worked prior to approving the request for payment.

1005.5 ACCOUNTING FOR OVERTIME
Members should record the actual time worked in an overtime status. Collective bargaining agreements may stipulate that a minimum number of hours will be paid.

1005.5.1 ACCOUNTING FOR PORTIONS OF AN HOUR
When accounting for less than a full hour, time worked shall be entered by the minute.

1005.5.2 VARIATION IN TIME REPORTED
Where two or more members are assigned to the same incident or activity, and the amount of time for which payment is requested varies between the members, the Battalion Chief or other approving supervisor may require each member to include the reason for the variation.
Discriminatory Harassment

1006.1 PURPOSE AND SCOPE
This policy is intended to prevent district members from being subjected to discrimination or sexual harassment. Nothing in this policy is intended to create a legal or employment right or duty that is not created by law.

1006.2 POLICY
The Menlo Park Fire Protection District is an equal opportunity employer and is committed to creating and maintaining a work environment that is free of all forms of discriminatory harassment, including sexual harassment and retaliation. The District will not tolerate discrimination against a member in hiring, promotion, discharge, compensation, fringe benefits and other privileges of employment. The District will take preventive and corrective action to address any behavior that violates this policy or the rights it is designed to protect.

The nondiscrimination policies of the District may be more comprehensive than state or federal law. Conduct that violates this policy may not violate state or federal law but still could subject a member to discipline.

1006.3 DISCRIMINATION PROHIBITED

1006.3.1 DISCRIMINATION
The District prohibits all forms of discrimination, including any employment-related action by a member that adversely affects an applicant or member and is based on race, color, religion, sex, age, national origin or ancestry, genetic information, disability, military service, sexual orientation and other classifications protected by law.

Discriminatory harassment, including sexual harassment, is verbal or physical conduct that demeans or shows hostility or aversion toward an individual based upon that individual’s protected class. It has the effect of interfering with an individual’s work performance or creating a hostile or abusive work environment.

Conduct that may, under certain circumstances, constitute discriminatory harassment, can include making derogatory comments, crude and offensive statements or remarks; making slurs or off-color jokes; stereotyping; engaging in threatening acts; making indecent gestures, pictures, cartoons, posters or material; making inappropriate physical contact; or using written material or district equipment and/or systems to transmit or receive offensive material, statements or pictures. Such conduct is contrary to district policy and to the district’s commitment to a discrimination-free work environment.

1006.3.2 SEXUAL HARASSMENT
The District prohibits all forms of discrimination and discriminatory harassment, including sexual harassment. It is unlawful to harass an applicant or a member because of that person’s sex.
**Discriminatory Harassment**

Sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors or other verbal, visual or physical conduct of a sexual nature when:

(a) Submission to such conduct is made either explicitly or implicitly a term or condition of employment, position or compensation.

(b) Submission to, or rejection of, such conduct is used as the basis for any employment decisions affecting the member.

(c) Such conduct has the purpose or effect of substantially interfering with a member’s work performance or creating an intimidating, hostile or offensive work environment.

1006.3.3 ADDITIONAL CONSIDERATIONS

Discrimination and discriminatory harassment do not include actions that are in accordance with established rules, principles or standards including:

(a) Acts or omission of acts based solely upon bona fide occupational qualifications under Equal Employment Opportunity Commission and the California Department of Fair Employment and Housing Commission guidelines.

(b) Bona fide requests or demands by a supervisor that a member improve his/her work quality or output, that the member report to the job site on time, that the member comply with District or district rules or regulations, or any other appropriate work-related communication between supervisor and member.

1006.3.4 RETALIATION

Retaliation is treating a person differently or engaging in acts of reprisal or intimidation against the person because he/she has engaged in protected activity, filed a charge of discrimination, participated in an investigation or opposed a discriminatory practice. Retaliation will not be tolerated (see the Anti-Retaliation Policy).

1006.4 RESPONSIBILITIES

This policy applies to all district members. All members shall follow the intent of these guidelines in a manner that reflects district policy and the best interest of the Menlo Park Fire Protection District and its mission.

Members are encouraged to promptly report any discriminatory, retaliatory or harassing conduct or known violations of this policy to a supervisor. Any member who is not comfortable with reporting violations of this policy to his/her immediate supervisor may bypass the chain of command and make the report to a higher ranking supervisor or manager. Complaints may also be filed with the Fire Chief, Human Resources Manager or the Fire Board President.

Any member who believes, in good faith, that he/she has been discriminated against, harassed, subjected to retaliation, or who has observed harassment or discrimination, is encouraged to promptly report such conduct in accordance with the procedures set forth in this policy.
Discriminatory Harassment

Supervisors and managers receiving information regarding alleged violations of this policy shall determine if there is any basis for the allegation and shall proceed with resolution as stated below.

1006.4.1 SUPERVISOR RESPONSIBILITY
Each supervisor and manager shall:
(a) Continually monitor the work environment and strive to ensure that it is free from all types of unlawful discrimination, including harassment or retaliation.
(b) Take prompt, appropriate action within their work units to avoid and minimize the incidence of any form of discrimination, harassment or retaliation.
(c) Ensure that their subordinates understand their responsibilities under this policy.
(d) Ensure that members who make complaints or who oppose any unlawful employment practices are protected from retaliation and that such matters are kept confidential to the extent possible.
(e) Notify the Fire Chief or Human Resources Manager in writing of the circumstances surrounding any reported allegations or observed acts of discrimination, harassment or retaliation no later than the next business day.

1006.4.2 SUPERVISOR’S ROLE
Because of differences in individual values, supervisors and managers may find it difficult to recognize that their behavior or the behavior of others is discriminatory, harassing or retaliatory. Supervisors and managers shall be aware of the following considerations:
(a) Behavior of supervisors and managers should represent the values of the District.
(b) False or mistaken accusations of discrimination, harassment or retaliation can have negative effects on the careers of innocent members.
(c) Supervisors and managers must act promptly and responsibly in the resolution of such situations.
(d) Supervisors and managers shall make a timely determination regarding the substance of any allegation based upon all available facts.

Nothing in this section shall be construed to prevent supervisors or managers from discharging supervisory or management responsibilities, such as determining duty assignments, evaluating or counseling members or issuing discipline, in a manner that is consistent with established procedures.

1006.4.3 QUESTIONS OR CLARIFICATION
Members with questions regarding discrimination or sexual harassment are encouraged to contact a supervisor, a manager, the Fire Chief, the Human Resources Manager or the Fire Board President for further information, direction or clarification.
1006.5 INVESTIGATION OF COMPLAINTS

Various methods of resolution exist. During the pendency of any such investigation, the supervisor of the involved member or members should take prompt and reasonable steps to mitigate or eliminate any continuing abusive or hostile work environment. It is the policy of the Menlo Park Fire Protection District that all complaints of discrimination or harassment shall be fully documented and promptly and thoroughly investigated. The participating or opposing member should be protected against retaliation, and the complaint and related investigation should be kept confidential to the extent possible.

1006.5.1 INFORMAL RESOLUTION

Members who believe they are experiencing discrimination, harassment or retaliation should be encouraged to inform the individual that their behavior is unwelcome, offensive, unprofessional or highly inappropriate.

However, if the member feels uncomfortable, threatened or has difficulty expressing their concern, or if this does not resolve the concern, assistance should be sought from a supervisor or manager who is in a rank higher than the alleged transgressor. The member may make a complaint verbally or in writing with any of the following. There is no need to follow chain of command:

(a) Immediate Supervisor/Captain
(b) Battalion Chief
(c) Division Chief
(d) Any other manager
(e) Human Resources Manager
(f) Fire Chief
(g) Fire Board President.

Anyone who receives a harassment complaint should notify the Human Resources Manager immediately. The Human Resources Manager will work closely with the employee’s supervisor to resolve the issue through an informal process.

1006.5.2 FORMAL INVESTIGATION

If the complaint cannot be satisfactorily resolved through the process described above, a formal investigation will be conducted.

The Human Resources Manager will authorize and supervise the investigation of the complaint and/or investigate the complaint. The investigation will include interviews with: 1) the complainant; 2) the accused harasser; and 3) other persons who have relevant knowledge concerning the allegations in the complaint.

The Human Resources Manager will review the factual information gathered through the investigation to determine whether the alleged conduct constitutes harassment, discrimination, or retaliation giving consideration to all factual information, the totality of the circumstances, including the nature of the conduct, and the context in which the alleged incidents occurred.
Discriminatory Harassment

The Human Resources Manager will report a summary of the determination as to whether harassment occurred to appropriate persons, including, the complainant, the alleged harasser, the supervisor, and the department head. If discipline is imposed, the level of discipline will not be communicated to the complainant.

In the event that the conduct is in violation of this Policy, the Human Resources Manager shall take or recommend to the Division Chief or Fire Chief prompt and effective remedial action. The remedial action will be commensurate with the severity of the offense.

The Human Resources Manager will take reasonable steps to protect the complainant from further harassment, discrimination, or retaliation.

Reasonable steps will be taken to protect the complainant from retaliation as a result of communicating the complaint.

In addition to the foregoing, the district takes a proactive approach to potential Policy violations and will conduct an investigation if its officers, supervisors, or managers become aware that harassment, discrimination, or retaliation may be occurring, regardless of whether the recipient or third party reports a potential violation.

1006.5.3 ALTERNATIVE COMPLAINT PROCESS
No provision of this policy shall be construed to prevent any employee from seeking legal redress outside the District. Employees who believe that they have been harassed or discriminated against are entitled to bring complaints of employment discrimination to federal, state and/or local agencies responsible for investigating such allegations. Specific time limitations apply to the filing of such charges. Employees are advised that proceeding with complaints under the provisions of this policy does not in any way affect those filing requirements.

1006.6 NOTIFICATION OF DISPOSITION
Complainant and/or victim will be notified in writing of the disposition of the investigation and action taken to remedy or address the circumstances giving rise to the complaint.

1006.7 DOCUMENTATION OF COMPLAINTS
All complaints or allegations shall be thoroughly documented on forms and in a manner designated by the Fire Chief. The outcome of all reports shall be:

- Approved by the Fire Chief, the Fire Board President or the Human Resources Manager if more appropriate
- Maintained for the period established in the district's records retention schedule

1006.8 TRAINING
All new employees shall be provided with a copy of this policy as part of their orientation. The policy shall be reviewed with each new employee. The employee shall certify by signing the prescribed form that he/she has been advised of this policy, is aware of and understands its contents and agrees to abide by its provisions during his/her term of employment.
Discriminatory Harassment

All employees shall receive annual training on the requirements of this policy and shall certify by signing the prescribed form that they have reviewed the policy, understand its contents and agree that they will continue to abide by its provisions.

1006.8.1 QUESTIONS REGARDING DISCRIMINATION OR SEXUAL HARASSMENT
Members with questions regarding discrimination or sexual harassment are encouraged to contact a supervisor, manager, the Fire Chief, Human Resources Manager or the Fire Board President.
Conduct and Behavior

1007.1 PURPOSE AND SCOPE
The purpose of this policy is to provide guidelines for conduct and behavior.

1007.2 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.

1007.3 PROFESSIONAL CONDUCT
All members should be governed by the ordinary and reasonable rules of behavior observed by law-abiding and self-respecting citizens, and should conduct themselves at all times in such manner as to reflect favorably on the District. Conduct unbecoming a member shall include that which discredits the District or the person as a member of the District or which impairs the reputation, operation or efficiency of the District or its members.

All members should conduct themselves in a manner that will not impair the good order and discipline of the District. Members should not, while on-duty, indulge in offensive, obscene or uncivil language, verbal or physical altercations or threats thereof or conduct which might cause injury to another person.

All members of the District should be familiar with the expected standard of behavior, both on and off-duty.

1007.4 INTERACTION WITH THE PUBLIC
In the performance of their duties, members should be courteous to the public and tactful in the performance of their duties. They should control their tempers, 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 concerning race, religion, politics, sex, age (40 and over), gender identity, gender expression, physical or mental disability, genetic information or other medical condition, sexual orientation, marital status, national origin, lifestyle or similar personal characteristics (Government Code § 12940 et seq.).

1007.5 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 concerning race, religion, politics, sex, age (40 and over), gender identity, gender expression, physical or mental disability, genetic information or other medical condition, sexual orientation, marital status, national origin, lifestyle or similar personal characteristics (Government Code § 12940 et seq.).
1007.6 CONFORMANCE TO LAWS
(a) Members shall obey all laws of the United States and of any state and local jurisdiction in which the member is present.
(b) Employees shall not belong to any organization, association or society which will in any manner divide their loyalty to the District or to the United States of America.

1007.7 DEROGATORY OR MALICIOUS STATEMENTS
Members will 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 communicated to the member's immediate supervisor.

1007.8 POLITICAL ACTIVITY
Members will 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.

1007.9 SEXUAL ACTIVITY
Members will not engage in any sexual activity with another person while on-duty.

1007.9.1 SEXUALLY SUGGESTIVE MEDIA
(a) Members who possess sexually suggestive media of any type shall keep out of other's view while on duty or on District Property.
(b) Viewing any of these materials may be done only in private areas in the station where they cannot be viewed by others or fellow employees.

1007.10 ILLEGAL GAMBLING
Members will not engage or participate in any form of illegal gambling at any time while on-duty. This includes accessing gaming websites from computers or any electronic device, whether district-issued or owned by the member.

1007.11 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, service 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.

No employee shall solicit or accept, for him or herself or family, favors, benefits, gifts, or gratuities under circumstances which might be construed by reasonable persons as influencing the performance of the employee's governmental duties.

If it may reasonably be inferred that the person, business or organization seeks to influence the actions of an official or seeks to affect the performance of an official while on-duty, the incident
should be immediately reported to the next level supervisor. This rule does not take the place of any relevant requirements applicable to individuals under Government Code § 1090 et seq. or the State Political Reform Act, Government Code § 87100 et seq.

1007.12 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 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.

1007.13 ABUSE OF POSITION
Members should not use their official position, 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 name, photograph or official title that identifies 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.

1007.14 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.
Conduct and Behavior for Officers

1008.1 PURPOSE AND SCOPE
To ensure safe, efficient and harmonious operations and to fully inform all officers of their additional responsibilities in this regard.

1008.2 POLICY
It is the policy of this district that its Officers strive to ensure the highest professional standard of conduct from themselves and their subordinates and discharge their duties in a courteous and professional manner.

1008.3 PROCEDURE
Examples of conduct for Officers includes but not limited to the following:

(a) Officers shall be responsible for the full performance of their assigned or delegated duties.
(b) Officers shall require subordinates to comply with the policies, procedures and guidelines of the District.
(c) No officer shall permit any violation of District policy.
(d) Officers are to be fair and firm in dealing with subordinates.
(e) Officers are responsible for maintaining order and proper discipline of their subordinates.
(f) Officers shall be responsible for the completeness, accuracy and prompt filing of all reports for which they are accountable.
(g) Officers shall see that all orders, notices, communications and records pertaining to the administration of their respective units are preserved until their purpose has been served or until no longer needed.
(h) In conducting the business of the District, officers, where practical, shall personally administer the duties for which they are specifically responsible.
(i) It is the duty of officers of the District to exercise caution in their actions and avoid placing members’ lives in needless jeopardy.
(j) Officers in command of companies shall make all reports through the immediate supervisor.
(k) Officers shall extinguish all fires with the least possible danger to life and property. Before leaving the scene, all precautions are to be taken to prevent rekindling and ensure the property is left in a safe condition.
(l) Officers failing to respond to an alarm, or who have responded to a wrong location, shall notify their supervisor as soon as is practical with a report of all circumstances concerning the alarm.
(m) Officers shall perform all other duties or assignments as may be assigned by the Fire Chief or his designee.
Conduct and Behavior for Officers

(n) Officers shall report to the Fire Chief, through normal channels, all acts of valor, or merit performed by members of their command. The report shall be prepared promptly in writing and contain a full and correct account of the facts.

(o) Conflict of authority shall be strictly avoided. No officer shall interfere in matters or operations for which another officer, of equal rank, is responsible, except with the others consent or by order of a superior officer.

(p) All officers are responsible for the enforcement of District programs and policies and should avoid criticism or derogatory statements regarding District programs, policies and procedures.

(q) Company officers shall rigidly adhere to the training schedule and outline provided for probationary firefighters. They shall sign and date the prescribed form opposite subjects covered and shall enter any comments if required.

(r) All officers, including those acting in a higher grade, shall comply with the District inspection and training schedules and shall drill their companies as required by the training division.

(s) Acting officers shall have full authority and will be held responsible for executing the duties of the position. They shall be granted all privileges of the rank and shall be obeyed accordingly.

(t) Regular officers shall have authority in command over members acting in the same grade.

(u) All officers are to maintain a current and accurate inventory of equipment assigned to units of their command.

(v) Reports of accidents or other events requiring a special report shall be completed by the officer immediately concerned before end of shift.

(w) Vehicle accidents, all serious injuries or any public encounter subject to civil or criminal action that occurs while on shift, shall be fully accounted for by the Duty Chief by his own report of the incident and by written, dated and signed statements of all parties present at the time of the incident, as provided in the District’s Accident and Injury policy.

(x) All officers are responsible for the neat and orderly appearance of members under their command.

(y) In the event of a death occurring to a member while on duty, the member's immediate supervisor shall impound all personal property of the victim and retain it under protective custody until its release is directed by order of the Fire Chief.

(z) In the event of a death of a member, the Division Chief/Manager shall ensure that an inventory of all effects, personal and otherwise, is forwarded to the Fire Chief.

(aa) Information concerning the death of a member on duty shall be released only by order of the Fire Chief.
Personnel Complaints Procedure

1009.1 PURPOSE AND SCOPE
This policy provides guidelines for reporting, investigation and disposition of complaints regarding the conduct of members of this district and the service provided by this district.

This policy is intended to be applied in accordance with the procedures, rights or status that may be contained in any applicable collective bargaining agreement or policy established by the District's Department of Human Resources.

The pre- and post-disciplinary procedures set forth in this policy do not apply to complaints against at-will members who are not covered by the Firefighters Procedural Bill of Rights Act (FBOR).

1009.2 POLICY
This district takes seriously all complaints regarding service provided by the District and the conduct of its members. The District will accept and address all complaints of member misconduct in accordance with this policy and applicable federal, state and local law, municipal and county rules and the requirements of any collective bargaining agreements.

It is also the policy of this district to ensure that the community can report misconduct without concern for reprisal or retaliation.

1009.3 PERSONNEL COMPLAINTS
Personnel complaints consist of any allegation of misconduct or improper job performance by any employee that, if true, would constitute a violation of district policy, federal, state or local law, policy or rule. Allegations or complaints may be generated internally or by the public.

Inquiries about employee conduct or performance that, if true, would not violate district policy, federal, state or local law, policy or rule may be handled informally by a supervisor and shall not be considered a personnel complaint. Such inquiries generally include clarification regarding policy, procedures or the District’s response to specific incidents.

1009.3.1 CLASSIFYING COMPLAINTS
Personnel complaints shall be classified in one of the following categories:

**Informal** - A matter in which the member's Battalion Chief is satisfied that appropriate action has been taken by a supervisor of rank greater than the accused member. The responsible supervisor shall have the discretion to determine the appropriate manner for resolving the complaint.

**Formal** - A matter in which a supervisor determines that further action is warranted. Such complaints shall be referred to the Department of Human Resources and may be investigated by a supervisor of rank greater than the accused member, referred to the designated district representative, or may be investigated by a third-party investigator retained by the District, depending on the seriousness and complexity of the investigation.
Incomplete - A matter in which the complaining party either refuses to cooperate or becomes unavailable after diligent follow-up investigation. At the discretion of the Department of Human Resources, such matters need not be documented as personnel complaints but may be further investigated or resolved as a complaint, depending on the seriousness of the complaint and the availability of sufficient information.

1009.4 AVAILABILITY AND ACCEPTANCE OF COMPLAINTS

1009.4.1 AVAILABILITY OF COMPLAINT FORMS
Personnel complaint forms will be available and clearly visible in public access locations within district facilities. Forms will also be available on the District intranet. Forms may also be obtained from the Department of Human Resources. Personnel complaint forms in languages other than English may also be provided as determined necessary or practicable.

Every supervisor is responsible for monitoring public satisfaction or inquiries regarding the personnel complaint process and forwarding to the Department of Human Resources any suggestions for improvement or changes.

1009.4.2 SOURCES OF COMPLAINTS
(a) Members of the public may make complaints in any form, including in writing, by e-mail, in person or by telephone.
(b) Any district member becoming aware of alleged misconduct shall immediately notify a supervisor.
(c) Supervisors shall initiate a complaint based upon observed misconduct or receipt from any source alleging the misconduct of a member, which if true, could result in disciplinary action.
(d) Anonymous complaints and third-party citizen complaints should be accepted and investigated to the extent that sufficient information is provided.

1009.4.3 ACCEPTANCE OF COMPLAINTS
All complaints will be courteously accepted by any member and promptly given to the appropriate supervisor. Although written complaints are preferred, a complaint may also be filed verbally, either in person or by telephoning the District, and will be accepted by any supervisor. If a supervisor is not immediately available to take a verbal complaint, the receiving member shall obtain contact information sufficient for the supervisor to contact the complainant. The supervisor, upon contact of the complainant, shall complete and submit a complaint form as appropriate.

Although not required, complainants should be encouraged to file complaints in person so that proper identification, signatures, photographs or physical evidence may be obtained as necessary.

1009.5 COMplaint DOCUMENTATION AND TRACKING
Supervisors shall ensure that all formal and informal complaints are documented on a complaint form. The supervisor shall ensure that the nature of the complaint is defined as clearly as possible.
All complaints and inquiries will be documented in a log that records and tracks complaints. The log shall include the nature of the complaint and the actions taken to address the complaint. On an annual basis, the Department of Human Resources will audit the log and send an audit report to the Fire Chief or designee.

1009.6 DISCIPLINARY INVESTIGATIONS
All allegations of misconduct will be investigated as follows:

1009.6.1 SUPERVISOR RESPONSIBILITIES
In general, the primary responsibility for the investigation of a complaint rests with the member’s immediate supervisor, unless the supervisor is the complainant, is the ultimate decision-maker regarding disciplinary action or has any personal involvement regarding the alleged misconduct. The Fire Chief or the authorized designee may direct that another supervisor investigate any complaint.

Supervisors shall be responsible for the following:

(a) District supervisors should respond to all complaints in a courteous and professional manner.

(b) A supervisor receiving a formal complaint involving allegations of a potentially serious nature shall ensure that the Battalion Chief, Division Chief, Department of Human Resources and Fire Chief are notified as soon as practicable.

(c) A supervisor receiving or initiating any formal complaint shall ensure that a personnel complaint form has been completed as fully as possible. The original complaint form will then be directed to the Battalion Chief of the accused member, via the chain of command. The Battalion Chief will forward a copy of the complaint to the Division Chief and Department of Human Resources to take any appropriate action and/or assign the complaint for investigation. In circumstances where the integrity of the investigation could be jeopardized by reducing the complaint to writing or where the confidentiality of a complainant is at issue, a supervisor may orally report the matter to the Battalion Chief, Division Chief, Department of Human Resources, or Fire Chief.

(d) A supervisor investigating any complaint should:
   1. Make reasonable efforts to obtain names, addresses and telephone numbers of additional witnesses.
   2. When appropriate, immediate medical attention should be provided and photographs of alleged injuries as well as accessible areas of non--injury should be taken.

(e) When the nature of a personnel complaint relates to sexual, racial, ethnic or other forms of prohibited harassment or discrimination, the supervisor receiving the complaint shall promptly contact the Department of Human Resources for direction regarding his/her role in addressing the complaint.
(f) Supervisors who receive a citizen complaint that can be resolved immediately should do so. Follow-up contact with the person who made the complaint should be made within 24 hours of the District receiving the complaint. If the matter is resolved and no further action is required, the supervisor will note the resolution on a complaint form and forward the form to the Battalion Chief.

(g) Unresolved citizen complaints shall be forwarded to the Battalion Chief to determine whether to contact the person who made the complaint or assign the complaint for investigation.

(h) The supervisor shall ensure that the procedural rights of the accused member are followed.

(i) Within three days after assignment, the complainant should be informed of the investigator's name.

(j) Interviews of the complainant should be conducted during reasonable hours.

1009.6.2 INVESTIGATION PROCEDURES
The following procedures shall also be followed with regard to any accused member covered by FBOR (Government Code § 3253):

(a) Not less than 48 hours before an investigator begins an interview to obtain facts and statements, the District should:
   1. Provide the name and rank of the person in charge of the investigation and of those who will conduct any interviews.
   2. Provide the date, time and place of the interview and the names of all who will be present.
   3. Provide the member a written summary of the alleged misconduct and a description of the nature of the investigation.

(b) Interviews of accused members should be conducted during reasonable work hours of the member and, if the member is off-duty, the member shall be compensated.

(c) Off-duty interviews should only be conducted based on the seriousness of the investigation and other factors when time is of the essence.

(d) An investigator should not interview a member at that person's home without the member's prior permission.

(e) No more than two interviewers should ask questions of an accused member to prevent confusion or misunderstandings.

(f) All interviews shall be for a reasonable period or duration and the member's personal needs shall be accommodated.

(g) No member shall be subjected to offensive or threatening language nor shall any promises, rewards or other inducements be used to obtain answers. Any member refusing to answer questions directly related to the investigation may be ordered to answer questions or be
subject to discipline for insubordination. Nothing administratively ordered may be provided to a criminal investigator.

(h) Absent circumstances preventing it, the interviewer should record all interviews of members and witnesses. The member may also record interviews. If the member has been previously interviewed, a copy of that recorded interview should be provided to the member prior to any subsequent interview. The member shall also be entitled to a transcribed copy of any notes made by a stenographer or to any reports or complaints made by investigators or other persons, except those portions that are otherwise required by law to be kept confidential.

(i) If the allegations involve potential criminal conduct, the member shall be advised of his/her constitutional rights. This admonishment shall be given regardless of whether the member was advised of these rights during any separate criminal investigation.

(j) A member subjected to interviews that could result in punitive action shall have the right to have a representative of his/her choosing during any interrogation. However, in order to maintain the integrity of each individual member’s statement, involved members shall not consult or meet with representatives or attorneys collectively or in groups prior to being interviewed.

(k) All members shall provide complete and truthful responses to questions posed during interviews.

(l) No member may be compelled to submit to a deception detection device/polygraph examination, nor shall any refusal to submit to such examination be mentioned in any investigation.

1009.6.3 INVESTIGATION FORMAT
Investigations of complaints should be timely, detailed, complete and essentially follow this format:

Introduction - Include the identity of the member, the identity of the assigned investigators, the initial date and source of the complaint.

Investigative Procedure - A statement of the steps followed by the investigator from beginning to end; a list of witnesses interviewed and dates of the interviews; lists of the documents relied upon; identification of any procedural irregularities that might affect integrity of the investigation.

Issues - Provide a very brief summary of the facts giving rise to the investigation.

Summary of allegations - List the allegations separately, including applicable policy sections, with a very brief summary of the evidence relevant to each allegation.

Evidence as to each allegation/Summary of Witness Statements - Each allegation should be set forth with the details of the evidence applicable to each allegation and include comprehensive summaries of member and witness statements. Other evidence related to each allegation should also be detailed in this section.
**Personnel Complaints Procedure**

**Findings/Conclusion** - Succinct summary of what occurred, including credibility findings as appropriate. Identify the elements of rule violation and state whether the facts, including credibility findings, establish a violation of the applicable rule(s).

**Appendices** - A separate list of exhibits (e.g., recordings, photos and documents) should be attached to the report.

1009.7 **POST-INVESTIGATION PROCEDURES**

Upon completion, the report should be forwarded to the Fire Chief. The Fire Chief may accept or modify any proposed or recommended disciplinary action which should be contained separately from the investigative report.

1009.7.1 **DEPARTMENT OF HUMAN RESOURCES AND DEPUTY CHIEF RESPONSIBILITIES**

Upon receipt of any completed personnel investigation, the Deputy Chief or Department of Human Resources shall review the entire investigative file, the member's personnel file and any other relevant materials.

The Deputy Chief or Department of Human Resources may make recommendations regarding the disposition of any allegations and the amount of discipline, if any, to be imposed.

Prior to forwarding recommendations to the Fire Chief, the Deputy Chief or Department of Human Resources may return the entire investigation to the assigned investigator for further investigation or action.

When forwarding any written recommendation to the Fire Chief, the Deputy Chief or Department of Human Resources shall include all relevant materials supporting the recommendation. Actual copies of a member's existing personnel file need not be provided and may be incorporated by reference.

1009.7.2 **RESPONSIBILITIES OF THE FIRE CHIEF**

Upon receipt of any written recommendation for disciplinary action, the Fire Chief shall review the recommendation and all accompanying materials. The Fire Chief may modify any recommendation and/or may return the file to the Deputy Chief or to the Department of Human Resources for further investigation or action.

Once the Fire Chief is satisfied that no further investigation or action is required by staff, the Fire Chief shall determine the amount of discipline, if any, to be imposed. In the event that disciplinary action is proposed, the Fire Chief shall provide the member with written notice of the following information:

(a) Access to all of the materials considered by the Fire Chief in recommending the proposed discipline

(b) An opportunity to respond orally or in writing to the Fire Chief within ten days of receiving the notice
1. Upon a showing of good cause by the member, the Fire Chief may grant a reasonable extension of time for the member to respond.

2. If the member elects to respond orally, the presentation shall be recorded by the District. Upon request, the member shall be provided with a copy of the recording.

(c) Once the member has completed their response or, if the member has elected to waive any such response, the Fire Chief shall consider all information received in regard to the recommended discipline. The Fire Chief shall thereafter render a timely written decision to the member and specify the grounds and reasons for discipline and the effective date of the discipline.

(d) The Fire Chief written decision shall include an effective date for the discipline.

1009.8 PRE-DISCIPLINE MEMBER RESPONSE
The pre-discipline process is intended to provide the accused member with an opportunity to present a written or oral response to the Fire Chief after having had an opportunity to review the supporting materials and prior to imposition of any recommended discipline. The member shall consider the following:

(a) This response is not intended to be an adversarial or formal hearing.

(b) Although the member may be represented by an uninvolved representative or legal counsel, the response is not designed to accommodate the presentation of testimony or witnesses.

(c) The member may suggest that further investigation could be conducted or the member may offer any additional information or mitigating factors for the Fire Chief to consider.

(d) In the event that the Fire Chief elects to cause further investigation to be conducted, the member shall be provided with the results of such subsequent investigation prior to the imposition of any discipline.

(e) The member may thereafter have the opportunity to further respond orally or in writing to the Fire Chief on the limited issues of information raised in any subsequent materials.

1009.9 POST DISCIPLINE APPEAL RIGHTS
Non-probationary members have the right to appeal a suspension without pay, punitive transfer, demotion, reduction in pay or step and termination from employment. The member has the right to appeal using to the procedures established in any operative collective bargaining agreement and/or personnel rules.

In the event of punitive action against a member covered by the FBOR, the appeal process shall be in compliance with Government Code § 3254.5.

1009.10 PROBATIONARY MEMBERS
Any probationary member may be disciplined and/or released from employment without adherence to any of the procedures set out in this policy and without notice or any cause at any
time during the probationary period. The member is not entitled to any rights under this policy or the FBOR (Government Code § 3251).

Any probationary period may be extended at the discretion of the Fire Chief in cases where the member has been absent for more than a week or when additional time to review the member is considered by the Fire Chief to be appropriate.
Personal Projects On-Duty

1010.1 PURPOSE AND SCOPE
The purpose of this policy is to establish the specific conditions in which privileges may be granted to conduct personal projects while on-duty.

1010.2 POLICY
It is the policy of the Menlo Park Fire Protection District to consider granting privileges to members to conduct personal projects while on-duty in some circumstances. Firefighters assigned to a fire station may experience downtime during their shift and have an opportunity to engage in some personal projects during off hours. When this opportunity arises, permission may be granted, subject to the following conditions:

(a) Personal projects shall not interfere with emergency response demands.
(b) Personal projects shall not interfere with other assigned station duties.
(c) At their discretion, the company officer or Battalion Chief may deny or revoke permission for a personal project while on-duty.
(d) Members should avoid using District equipment or resources for personal projects.
(e) Office supplies and office equipment (e.g., copiers, fax machines) shall not be used for personal projects.
(f) All district policies must be followed while engaged in the personal project.
(g) Personal projects shall not be left at the station when member goes off duty without permission of immediate supervisor.
(h) All areas shall be cleaned upon completion of work.

1010.2.1 WASHING PRIVATE VEHICLES
Washing private vehicles shall be subject to the following conditions:

(a) Provided all work is complete and permission has been granted by the company Officer
(b) After 1700 hours daily
(c) After 1200 hours on Sundays and Holidays
(d) Care should be taken to keep drill yard dry and unobstructed for training purposes
(e) Use of District supplies is not permitted
(f) No washing of vehicles during times of drought as ordered by the Fire Chief

1010.3 PROHIBITED PERSONAL PROJECTS
For the purposes of this policy, the following personal projects are prohibited:

(a) Any project for which someone other than the District is compensating the member.
(b) Any project that has the potential to cause injury or illness to anyone, or the potential to create risk or liability for the District.

(c) Any project involving weapons, ammunition or explosives.
On-Duty Voting in Statewide Elections

1011.1 PURPOSE AND SCOPE
Although members are encouraged to use alternative voting methods, such as absentee ballots or early voting, this policy provides guidelines to enable members to vote in all statewide elections.

1011.2 POLICY
It is the policy of the Menlo Park Fire Protection District to provide members a reasonable opportunity to vote in all statewide elections.

1011.3 PROCEDURES
Polls are generally open from 7:00 a.m. to 8:00 p.m. each election day for statewide elections. Members scheduled to be at work during that time may take up to two hours off to vote without losing any pay (Elections Code § 14000).

Supervisors shall allow members time off to vote according to the following:

(a) Employees may take as much time as needed to vote but only two hours of that time will be paid.

(b) Authorized time off for voting should be at the beginning or end of a regular work shift; whichever allows the most free time for voting and the least time off from the regular working shift.

(c) Members working 24-hour shifts ending on the day of the election will not be relieved early to vote.

(d) Employees requiring time off must notify their supervisor at least two days before Election Day and must present a voters receipt to their supervisor upon returning to work.

1011.4 POSTED NOTICE
The Fire Operations Division Chief should ensure that the required notice informing employees of their voting rights under state law is conspicuously posted not less than 10 days before every statewide election (Election Code §14001).

The notice should be posted in all fire stations and at all fire district facilities. Notices from the California Secretary of State may be used for this purpose.
Change of Address or Phone Number

1012.1 PURPOSE AND SCOPE
The purpose of this policy is to establish guidelines regarding notification of change of address or telephone number.

1012.2 POLICY
It is the policy of the District that members make timely notifications to reflect a change of address or telephone number.

1012.3 PROCEDURE
Members will notify Human Resources within 24 hours whenever a change of address or primary telephone number occurs.
Service Recognition Awards

1013.1 PURPOSE AND SCOPE
The purpose of this policy is to recognize and reward employees for years of service.

1013.2 POLICY
It is the policy of the Menlo Park Fire Protection District to recognize members through an awards system for their years of service.

1013.3 PROCEDURES
In five year increments, the District will recognize members that successfully complete years of service up to and including 30 years.
Television Use in Fire Stations

1014.1 PURPOSE AND SCOPE
The purpose of this policy is to establish guidelines for television use in fire stations.

1014.2 POLICY
It is the policy of the Menlo Park Fire Protection District to establish viewing guidelines for televisions.

1014.2.1 VIEWING TIMES

(a) Hours for viewing television in the fire station shall be as follows:
   1. During lunch break (usually between 1200 hours and 1300 hours)
   2. After 1700 hours
   3. Sunday and District holidays after 1030 hours, providing all work assignments are completed

(b) Permissions to watch special programs may be granted by the Duty Chief

(c) Personnel are expected to immediately forego television viewing in order to handle fire department business in a prompt and efficient manner.
Critical Incident Stress Debriefing

1015.1 PURPOSE AND SCOPE
The purpose of this policy is to provide a Critical Incident Stress Debriefing Program (CISD). The Menlo Park Fire Protection District recognizes that during the course of performing job duties, members may become involved in or be exposed to incidents that have the potential to cause various forms of short or long-term emotional trauma.

1015.1.1 DEFINITIONS
Definitions related to this policy include:

Critical incident stress - A strong emotional, cognitive or physical reaction that has the potential to interfere with daily life, including physical and emotional illness, loss of interest in the job, personality changes, marital discord and loss of ability to function.

Critical Incident Stress Debriefing (CISD) - A standardized approach using a group format to provide education, an atmosphere and opportunity for emotional release through discussion, and support for members who are involved in emergency incidents under conditions of extreme stress. CISD is not a diagnostic or treatment process like that provided in counseling sessions by a mental health professional. Instead, it is a service that provides education and support.

1015.2 POLICY
It is the policy of the Menlo Park Fire Protection District to provide a CISD Program to provide support and professional intervention to members of this district following exposure to situations that are likely to create unusually strong emotional reactions. Refer to San Mateo County Fire Service Policies and Standards Manual: Critical Incident Debriefing
Workplace Violence

1016.1 PURPOSE AND SCOPE
The purpose of this policy is to make clear that the District does not tolerate any direct or implied threats of violence or violent behavior in the workplace or any act or behavior which is or can be perceived as threatening, hostile and/or violent.

1016.2 POLICY
It is the policy of the Menlo Park Fire Protection District to provide and maintain a safe work environment for its employees and members of the public.

In responding to any violent behavior in the workplace, the District is committed to providing protection to all involved parties, including protection from future physical and/or mental harm and the protection of the legal rights of victims, witnesses and those instigating the harm.

1016.3 DEFINITIONS
Definitions related to this policy include:

Violent behavior - Any violent or threatening behavior, whether physical, verbal or any written communication, including electronic or radio messaging, that includes, but is not limited to:

- Violence, such as homicide, assault, battery and rape.
- Threats of violence, such as intimidation, coercion and harassment.
- Striking, punching, slapping or assaulting another person.
- Fighting or challenging another person to fight.
- Grabbing, pinching or touching another person in an unwanted manner.
- Possession, use or threat of use of a gun, knife or other weapon of any kind on district property. This includes parking lots, other exterior premises, district vehicles or any time members are engaged in work activities for the District in other locations, unless possession or use of the object is a requirement of the job.
- Threatening bodily harm or any other action or conduct that implies the threat of bodily harm.

Workplace - Any building, facility, vehicle, emergency response scene or location in which members conduct district business.

Employee - Any person in the paid employ of the District in any regular, part-time, temporary or contract position, including paid reserves, extra-help positions and paid staff/management interns.

Volunteers - A volunteer in an unpaid position providing services to the District, such as fire explorers, unpaid interns and chaplains.
**Workplace Violence**

**Weapon** - Firearms, chemical sprays, clubs, batons, knives or any other implement capable of inflicting bodily harm if it is used as a weapon or displayed in such a manner as to cause harm or threaten a person with harm.

**1016.4 PROHIBITED BEHAVIOR**
No member shall engage in, encourage or promote violent behavior toward any person while conducting district business or on district property.

District management is prohibited from authorizing members to carry weapons while engaged in district business, unless carrying a weapon is required by the assigned duty and there are policies and procedures in place that govern the approval, use and/or display of the weapon.

No member engaged in district business shall carry self-defense weapons in violation of applicable state or local laws or this policy. Members who carry a legal self-defense weapon shall notify the Fire Chief in writing of what type of weapon is being carried. Members who carry legal weapons for self-defense without having made the required written notification may be in violation of this policy and may be subject to discipline, personal civil liability and legal prosecution in the event of:

- An accidental discharge or loss of the weapon.
- A threat of use or display of the weapon while engaged in district business.
- A violation of any state or local law related to carrying a legal self-defense weapon while engaged in district business. This includes a concealed weapon (carried with a license or permit), as well as electronic control devices, mace, pepper spray or other chemical agents.

**1016.5 REPORTING AND INVESTIGATING**
District members who experience, observe or have knowledge of prohibited behaviors and actions in the workplace, have a responsibility to report the situation as soon as practicable to a supervisor, manager, a human resources representative or the local police department, if a crime has occurred.

Employees should render aid to anyone who may be in need and be prepared to assist emergency responders, as requested, following any incident of violence in the workplace.

**1016.5.1 EMPLOYEE RESPONSIBILITY**
Upon receipt of a report of potential or actual workplace violence, supervisors shall gather as much information as possible to assess and determine the severity and potential of the situation. If the report is found to be credible, the next immediate supervisor shall be notified as soon as practicable and appropriate action taken.

Employees should render aid to anyone who may be in need and be prepared to assist emergency responders, as requested, following any incident of violence in the workplace.
Workplace Violence

1016.5.2 SUPERVISOR, MANAGER, BATTALION CHIEF, DIVISION CHIEF RESPONSIBILITIES
Upon receipt of a report of potential or actual workplace violence, supervisors shall gather as much information as possible to assess and determine the severity and potential of the situation. If the report is found to be credible, the next immediate supervisor shall be notified as soon as practicable and appropriate action taken.

Local law enforcement personnel shall be notified immediately of all threatening or violent behavior.

1016.5.3 INVESTIGATION
The Department of Human Resources will promptly, impartially and with as much confidentiality as practicable, coordinate the investigation of all reports of violent behavior.

District members are required to cooperate in any investigation. A timely resolution of each report should be reached and communicated to all parties involved as quickly as possible.

1016.5.4 REPORTING NON-WORK RELATED THREATENING OR VIOLENT BEHAVIOR
District members who are victims of domestic or other threatening behavior outside of the workplace or who believe they are potential victims of such behavior and fear it may enter the workplace, are encouraged to report the situation as soon as possible to their supervisor or the Department of Human Resources.

Supervisors receiving any such report shall contact the Department of Human Resources as soon as practicable so that any appropriate safety measures or plans may be developed.

1016.6 RETALIATION PROHIBITED
Any form of retaliation against a member for making a report concerning violent behavior in the workplace is prohibited.

Any member who becomes aware of any retaliation or threatened retaliation shall immediately notify their supervisor.

1016.7 RESTRAINING ORDERS
Members who obtain a restraining order listing their workplace, person or the District as a protected area must provide a copy of the restraining order to their immediate supervisor and the Department of Human Resources. The District needs this information in order to provide a safe workplace.

1016.8 FOLLOW-UP ACTION
Any employee reported to have exhibited violent or potentially violent behavior will be afforded all rights provided by law, the applicable memorandum of understanding and/or the Firefighter Bill of Rights provisions before the District takes any disciplinary action.

Actions that may be taken when an employee has been found to have violated this policy include, but are not limited to, the following:
Workplace Violence

(a) Mandatory participation in counseling
(b) Placing the employee on paid administrative leave pending investigation into an alleged threat or act
(c) Corrective/disciplinary action up to and including termination
(d) Criminal arrest and prosecution
(e) Special procedures, such as initiation of a court order

If, upon investigation, it is determined that an allegation is false or was made maliciously, the employee who provided the false information will be subject to disciplinary action, up to and including termination, as well as possible criminal arrest and prosecution.

1016.9 LEGAL ACTION
The Department of Human Resources and the Fire Chief, in consultation with the District's legal counsel, will determine if the District will seek a temporary restraining order or injunction to reduce future or threatened violent behavior in the workplace (Code of Civil Procedures § 527.8).

1016.10 CORRECTIVE ACTIONS
At the completion of the investigation and a review of the incident, or in the case of a threat of violence, non-disciplinary corrective actions should be implemented or requested to ensure overall workplace safety. These actions may include, but are not limited to:

(a) Placing the involved member on administrative leave pending further review and determination of permanent action.
(b) Referring the member to conflict resolution training sessions.
(c) Referring the member to the Employee Assistance Program (EAP).
(d) Requiring the employee to attend a fitness-for-duty evaluation.
(e) Developing specific workplace violence procedures for incident response, prevention and corrective actions.

1016.11 WORKPLACE VIOLENCE PREVENTION
All district members are responsible for assisting in the prevention of violence in the workplace. The District will provide appropriate training to members regarding workplace violence.

In the event a violent incident occurs in the workplace, the Fire Chief is responsible for ensuring that all responsibilities have been met and actions carried out, as detailed in this policy, and shall review the results of any investigation and ensure appropriate action is taken. Information gathered during an investigation should be used for the continuous improvement of policies and procedures to prevent workplace violence.
Lactation Breaks

1017.1 PURPOSE AND SCOPE
The purpose of this policy is to provide reasonable accommodations to members desiring to express breast milk for a nursing child (29 USC § 207, Labor Code § 1030, Labor Code § 1031 and Labor Code § 1032).

1017.2 POLICY
It is the policy of the Menlo Park Fire Protection District to provide a reasonable amount of break time and appropriate facilities to accommodate any member desiring to express breast milk for a nursing child (29 USC § 207 and Labor Code § 1030, Labor Code § 1031 and Labor Code § 1032).

1017.3 LACTATION BREAK TIME
A rest period should be permitted each time the member has the need to express breast milk (29 USC § 207). In general, lactation breaks that cumulatively total 30 minutes or less during any four-hour work period or major portions of a four-hour work period would be considered reasonable. However, individual circumstances may require more or less time. Such breaks, if feasible, should be taken at the same time as the member's regularly scheduled rest or meal periods.

Members desiring to take a lactation break shall notify the Duty Chief via the chain of command prior to taking such a break. Such breaks may be reasonably delayed if they would seriously disrupt District operations (Labor Code § 1032).

Once a lactation break has been approved, the break should not be interrupted except for emergency or exigent circumstances.

1017.4 PRIVATE LOCATION
The District will make reasonable efforts to accommodate members with the use of an appropriate room or other location to express milk in private. Such room or place should be in close proximity to the member's work area and shall be other than a bathroom or toilet stall. The location must be shielded from view and free from intrusion from coworkers and the public (29 USC § 207 and Labor Code § 1031).

Members occupying such private areas shall either secure the door or otherwise make it clear to others that the area is occupied with a need for privacy. All other members should avoid interrupting a member during an authorized break, except to announce an emergency or other urgent circumstance.

Authorized lactation breaks for members assigned to the field may be taken at the nearest appropriate private area.
Lactation Breaks

1017.5 STORAGE OF EXPRESSED MILK
Any member storing expressed milk in any authorized refrigerated area within the district shall clearly label it as such. No expressed milk shall be stored at the district beyond the member's shift.
Smoking / Tobacco Products

1018.1 PURPOSE AND SCOPE
The U.S. Surgeon General has determined that the use of tobacco in any form can be hazardous to one's health. Tobacco products in any form may be offensive to other members and the public.

1018.1.1 DEFINITIONS
Electronic Cigarette - a battery-powered device which simulates tobacco smoking by producing a vapor that resembles smoke.

1018.2 POLICY
It is the policy of Menlo Park Fire Protection District that all members are prohibited from smoking, including electronic cigarettes, while on duty. All members are prohibited to use tobacco products while on duty. It is identified that some members have addiction issues and this will be phased in. For help with cessation efforts, the district provides access to Employee Assistance. (800-750-5595, 650-696-4199, www.mills-peninsula.org/assistu)

Smoking is not permitted inside any district facility, office, district vehicle or fire apparatus, fire station, training facility or any other public building. Smoking is prohibited within close proximity to any of these facilities to prevent smoke from being inhaled by the public or other members. It is the responsibility of all members to ensure that no person smokes inside district facilities and vehicles.
Tobacco products are not permitted to be used in public view. Evidence of tobacco use shall be maintained so as not to be offensive to others.
Any employee hired after January 1, 2014 shall not use any tobacco product while on duty.
No person shall smoke tobacco products within 20 feet of a main entrance, exit or operable window of any public building including any district facility (Government Code § 7596 et seq.).
Drug and Alcohol Free Workplace

1019.1 PURPOSE AND SCOPE
The Menlo Park Fire Protection District prohibits the use of drugs and alcohol in the workplace in order to provide a safer work environment for members and to protect the public's safety and welfare. This policy applies to all members when they are on District property or when performing District-related business elsewhere.

1019.1.1 DEFINITIONS
Definitions related to this policy include:

**Controlled substance or drug** - Those substances listed in the Controlled Substances Act (21 USC § 812), except that lawful possession or use of medications prescribed by the member's licensed physician shall be excluded.

**Reasonable suspicion** - Belief based on objective factors, such as behavior, speech, body odor, appearance or other evidence of impairment which would lead a reasonable person to believe that the member may be under the influence of drugs or alcohol.

1019.2 POLICY
It is the policy of the Menlo Park Fire Protection District to provide a drug free workplace for all members.

For help with cessation efforts the district provides access to Employee Assistance. (800-750-5595, 650-696-4199, [http://www.mills-peninsula.org/assistu/](http://www.mills-peninsula.org/assistu/))

1019.3 GENERAL GUIDELINES
The Menlo Park Fire Protection District recognizes the need to maintain an attitude of assistance and treatment toward member's problems. However, because of the dangers to members' health and safety and that of the general public, alcohol and drug use in the workplace or on District time shall not be tolerated. Any paid employee violating this policy shall be subject to disciplinary action, up to and including termination. Any volunteer violating this policy may be temporarily or permanently prohibited from performing district duties.

Employees are prohibited from reporting for duty or remaining on duty anytime there is a quantifiable presence of alcohol or non-prescribed drugs in his/her body. The District adheres to a zero tolerance policy regarding alcohol and drug use in the workplace.

1019.3.1 USE OF PRESCRIBED MEDICATIONS
District members who are medically required to take prescription medications during work hours shall not allow such medications to impair their ability to perform their work.

Any member who is required to take medication with side effects which might impair their ability to fully and safely perform all requirements of the position shall provide a written release from their physician to their supervisor when reporting for duty.
**Drug and Alcohol Free Workplace**

Possession or use of medical marijuana or being under the influence of marijuana on or off-duty is prohibited and may lead to disciplinary action, up to and including termination.

**1019.4 DRUG AND ALCOHOL TESTING**

Except as provided otherwise in an employee collective bargaining agreement, the District has the discretion to test a current employee for alcohol or drugs as follows:

1019.4.1 REASONABLE SUSPICION

The District may require a blood test, urinalysis or other drug and/or alcohol screening of those persons reasonably suspected of using or being under the influence of a drug or alcohol at work. With the exception of members described in the DOT Alcohol and Drug Test Policy, testing must be approved by the Department of Human Resources.

If there is a reasonable suspicion of drug or alcohol use, the member will be relieved from duty and placed on paid administrative leave until the test results are received.

1019.4.2 POST-COLLISION TESTING

See the DOT Drug and Alcohol Testing Policy.

**1019.5 MEMBER RESPONSIBILITIES**

Members shall come to work in an appropriate mental and physical condition and are absolutely prohibited from manufacturing, distributing, dispensing, possessing or using non-prescribed controlled substances or alcohol on district premises or on district time.

Limited exceptions to this policy shall apply in the following instances;

(a) Gift exchange.

(b) Use of alcohol for cooking.

(c) Possession of alcohol in an employee's personal vehicle for off-duty consumption.

Members must notify their supervisor before beginning work when they are taking any medications or drugs, which may interfere with the safe and effective performance of duties or operation of District equipment.

Members must notify a supervisor immediately when they observe behavior or other evidence they believe demonstrates that a fellow employee poses a risk to the health and safety of the employee or others due to drug or alcohol use.

**1019.6 COMPLIANCE WITH THE DRUG FREE WORKPLACE ACT**

No later than 30 days following notice of any drug statute conviction for a violation occurring in the workplace involving a member engaged in the performance of a federal grant, the District will take appropriate disciplinary action, up to and including dismissal, and/or requiring the member to satisfactorily participate in a drug abuse assistance or rehabilitation program (41 USC § 8104).
1019.7 EMPLOYEE ASSISTANCE PROGRAM
Employees who experience drug or alcohol problems are encouraged to seek referral for rehabilitation through an Employee Assistance Program (EAP) or their insurance provider. It is the responsibility of each employee to seek assistance before alcohol or drug problems lead to performance problems. Employees may contact the Department of Human Resources, their insurance provider or an EAP representative for additional information.

The District recognizes the need for confidentiality and privacy and forbids disclosure of any information relating to chemical abuse treatment, except on a need to know basis or as allowed by law. Information shall only be released with the express written consent of the employee involved or pursuant to an agreement or other lawful process. All documents generated by the EAP are considered confidential medical records.

1019.8 SEARCHES
In order to promote a safe, productive and efficient workplace, the District has the right to search and inspect all District property, including, but not limited to, lockers, storage areas, furniture, vehicles and other places under the common control of the District or the joint control of the District and members. No member has any expectation of privacy in any District building, on any District property or when using any District communications system.

If the member is covered by the Firefighters Procedural Bill of Rights Act, no search of such spaces shall be made except in the member’s presence or with their consent or after notice has been given to the member (Government Code § 3250 et. seq.). Nothing herein shall affect a search conducted pursuant to a search warrant.
Personal Appearance Standards

1020.1 PURPOSE AND SCOPE
In order to project uniformity and neutrality toward the public and other members of the District, members shall maintain their personal hygiene and appearance to project a professional image appropriate for this district and for their assignment.

The procedures contained herein are intended to promote uniformity of the members of the District by addressing specific grooming items. However, nothing herein shall limit the District's ability to address any other grooming or personal appearance deemed improper for members of the District.

1020.2 POLICY
It is the policy of the Menlo Park Fire Protection District to maintain a professional appearance that does not interfere with the use of safety equipment or PPE.

1020.2.1 PERSONAL HYGIENE
All members must maintain proper personal hygiene. Examples of improper personal hygiene include, but are not limited to, dirty fingernails, bad breath, body odor and dirty or unkempt hair.

1020.2.2 HAIR
Hair shall be neat in appearance and in a natural shade of hair color. Hair must be no longer than two inches below the top edge of the uniform collar from the back, no lower than the eyebrows from the front and no lower than the bottom of the ears from the side of the individual when standing erect. Hair length extending two inches below the collar shall be secured, braided or in a ponytail. Hair style shall not be exaggerated meaning; Mohawks, patches, different colors, including shaved symbols or numbers or any other configuration not approved by the duty chief.

1020.2.3 MUSTACHES
Mustaches shall not extend ¾” below the corners of the mouth nor ¾” beyond the corners of the mouth.

1020.2.4 SIDE BURNS
Sideburns shall not extend below the bottom of the ear, shall be no more than one and one half inches in width and end with a clean shaven horizontal line.

1020.2.5 BEARDS AND GOATEES
Beards, goatees or any hair on the chin or near the bottom lip is prohibited.

1020.2.6 FACIAL HAIR
Facial hair other than sideburns, mustaches and eyebrows shall not be worn, unless authorized by the Fire Chief or the authorized designee.

1020.2.7 COSMETICS AND LIPSTICK
Members are permitted to wear cosmetics and lipstick of conservative color and amount.
1020.2.8  FINGERNAILS
Fingernails shall be trimmed so that no point of the nail extends beyond the tip of the finger. If worn, nail polish shall be of conservative color.

1020.2.9  JEWELRY AND ACCESSORIES
No jewelry or personal ornaments shall be worn by members on-duty on any part of the uniform or equipment, except those authorized within this manual. Members should be mindful of wearing jewelry that can become snagged or caught during performance of fire suppression duties.

A single necklace may be worn but shall be covered at all times
(a) A single band ring may be worn on each hand and be of the type that will not snag or interfere with duties.
   1. Ring height shall not exceed ¼” at any point in the band
(b) The District shall not reimburse for any loss or damage
(c) Wrist watches and/or medical alert necklaces and/or bracelets may also be worn

1020.3  TATTOOS
(a) Members shall make every reasonable effort to conceal tattoos and other body art whenever in the public view.
   1. Exceptions to this rule may be necessary when it may compromise the health and safety of the affected member. Exceptions to this policy may include; hot weather, personnel rehabilitation and equipment rehab during emergency incidents and training, when deemed appropriate by the duty chief or immediate supervisor.
   2. Employees hired after July 1, 2014 are prohibited from having tattoos on the head, face, neck and hands while employed by the District.
   3. Employees hired before July 1, 2014 with existing tattoos on their head, face, neck and hands are not required to cover those existing tattoos but are prohibited from obtaining new tattoos on their head, face, neck and hands while employed with the District.
(b) Tattoos, brands or mutilations deemed inappropriate at the discretion of the Fire Chief, shall be covered at all times. Inappropriate may include, but is not limited to, marks that exhibit or advocate discrimination against sex, race, religion, ethnicity, national origin, sexual orientation, age (40 and over), physical or mental disability or medical condition, religion, marital status or that promote or express gang, supremacist or extremist group affiliation, drug use, sexually explicit acts or other obscene material.

1020.4  BODY PIERCING OR ALTERATION
No body piercing shall be visible while on-duty or while representing the District in any official capacity.

Alteration to any area of the body that is visible in any authorized uniform or attire, that is a deviation from normal anatomical features and is not medically required is prohibited. Such body alteration includes, but is not limited to:
Personal Appearance Standards

(a) Tongue splitting or piercing.
(b) The complete or trans-dermal implantation of any material other than hair replacement.
(c) Abnormal shaping of the ears, eyes, nose or teeth.
(d) Branding or scarification.
Uniforms

1021.1 PURPOSE AND SCOPE
The purpose of this policy is to establish uniform regulations for members in order to enhance the district's overall professional and positive image.

1021.2 POLICY
It is the policy of the Menlo Park Fire Protection District that members shall wear the proper uniform at all times when on-duty or engaged in district-related activities off-duty. Members shall maintain an adequate supply of uniforms to meet the needs of their assignment and maintain the uniforms in an acceptable condition. This policy does not supersede district regulations regarding the use of any personal protective equipment (PPE).

All officers are required to maintain a Class "A" Dress Uniform.

1021.3 UNIFORM DESCRIPTIONS
A comprehensive guide to uniform specifications can be found on the intranet.

Refer to: District Uniform Guide

1021.3.1 DRESS UNIFORMS
(a) All officers are required to maintain a Class “A” Dress Uniform.
(b) District personnel may wear the Dress Uniform when deemed appropriate and necessary by a Chief Officer.
(c) The Formal Dress Uniform consists of the following:
   1. Class A uniform cap with medallion (white for captains and chief officers, blue for engineers and firefighters)
   2. Class A Dress Coat with collar ornaments denoting rank
   3. White long or short sleeve dress shirt with district issued patches, nameplate and collar ornaments denoting rank (if a single badge is worn, badge to be worn on outermost garment)
   4. Black tie
   5. Navy blue wool trousers (optional skirt for women with neutral stockings)
   6. District-issued badge to be worn on outermost garment
   7. Standard smooth belt with approved buckle
   8. Polished dress shoes with black dress socks

1021.3.2 SEMI-DRESS UNIFORMS
(a) Captains, drivers and firefighters shall wear the semi-dress uniform anytime they are involved in activities that place them in public view. Fire Prevention, public education,
demonstrations, shopping and at other times deemed appropriate by the Captain or the Chief Officer.

(b) Uniform tee-shirts (long or short sleeves) may be worn with the wool pants while in the station and not in public view.

(c) Members of Fire Prevention shall wear the semi-dress uniform with a blue semi-dress shirt when deemed appropriate by the Fire Marshall. Approved sweaters with District logo may be worn with the uniform shirt.

(d) The uniform cap and tie may be worn with the semi-dress uniform. The uniform cap may be worn for funerals and/or special events.

(e) In lieu of the uniform cap, a Menlo Park Fire District baseball cap may be worn with the semi-dress providing it is not worn at funerals and/or special events.

(f) The helmet may also be worn with the semi-dress uniform during fire inspections/pre-fire planning. The fire helmet will provide identification as firefighters and may be required in construction areas. Helmets shall be clean and presentable.

(g) Bargaining Group members may elect to wear the Duty Jacket only.

(h) Semi-dress uniforms for line fire suppression and fire prevention personnel shall consist of:

1. Navy blue short or long-sleeve uniform shirt with district-issued badge, nametag and if appropriate, collar ornaments denoting rank
2. Navy blue wool trousers
3. Uniform T-shirt
4. Standard smooth belt with buckle
5. District-issued black polished safety boots (exposed socks shall be black or white)

1021.3.3 DUTY UNIFORMS

(a) Duty uniforms are optional and are intended to be worn out of the public view.

(b) The duty uniform may be worn conducting hydrant testing/inspections, other inspections where the semi-dress uniform may be damaged or soiled) when approved by Company Officer.

(c) Captains, Engineers and Firefighters may wear a duty uniform during many of the daily routine functions/duties and training exercises.

(d) It is not intended to be worn during Fire Prevention, public education, demonstrations, and other events/functions that require members to be in public view.

(e) Menlo Park Fire District baseball caps may be worn with the duty uniform. A polyester or Poly Blend uniform item may not be worn under wildland or turnout gear.

(f) The duty uniform consists of:

1. Uniform T-shirt
2. Navy blue wool trousers or black work pants
3. Standard smooth belt with buckle
Uniforms

4. District provided safety footwear

1021.3.4 Physical Fitness Uniform
(a) Physical fitness clothing may be worn during the time prescribed for that activity and the following times:
   1. Weekdays, from 1700 hours through 0800 hours the following day.
   2. Weekends and holidays from 0800 hours through 0800 hours the following day.
(b) Approved synthetic workout shirts with District logo may be worn during Physical Fitness activities, and shall be restricted to department physical fitness areas ONLY.

1021.3.5 Warm Weather Uniform
(a) Events automatically rating warm weather attire are:
   1. The Connoisseurs Market
   2. The Sunset Magazine Festival
(b) Permission to wear warm weather attire, for special events and other than those listed above, shall be granted by the Duty Chief.

1021.3.6 Modified Uniform
(a) 0600 – 0800 the uniform requirement will be adjusted to include an optional configuration to include an approved blue Menlo Park Fire District T-shirt, clean trousers or shorts and serviceable shoes. (Good judgment in use of civilian clothes. Emergency responses when in this modified configuration will require full protective clothing).

1021.3.7 Jump Suit Uniform
(a) In the initial stages of a fire investigation the safety equipment necessary will be decided by the Incident Commander (turnouts or wildland gear); however, coveralls may be worn during prolonged Fire Investigation (after IC passes command to Fire Investigators).
(b) Fire Inspectors/Prevention Specialist may wear coveralls when an inspection may soil the Semi-Dress Uniform.

1021.3.8 US&R Work Uniform
(a) The US&R work uniform may be worn while attending US&R related drills and events ONLY.

1021.3.9 Light Duty Uniform
(a) Employees assigned to light duty will normally wear either the work or semi-dress uniform. Only the Fire Chief will make exceptions to this policy. If civilian clothes are worn then they shall be acceptable business attire: no shorts, jeans, T-shirts or sandals

1021.4 Additional Guidelines
(a) Funeral Guidelines
Uniforms

1. While attending a funeral service, District Personnel are encouraged to wear either the dress or long sleeve semi-dress with uniform cap and tie.

2. Mourning band may be worn over badge, when deemed appropriate by the Fire Chief, crossing from upper left to bottom right of badge.

(b) Additional Guidelines

1. Employees attending seminars/conferences on duty shall wear the semi-dress uniform. When off duty, civilian clothes are appropriate.

2. The District approved navy blue sweatshirts or navy blue job-shirts may be worn by personnel while at the station and under the following conditions:
   (a) They may be worn over the T-Shirt.
   (b) They may be worn while on hydrant testing/inspections.
   (c) They may be worn during physical fitness.

3. Only fire resistive material such as nomex or natural materials such as cotton or wool may be worn under turnout clothing.

4. Approved Navy blue uniform T-shirts may be worn under the semi-dress uniform, and with physical fitness clothing. Long sleeve duty T-shirt may only be worn with long sleeve semi-dress navy blue uniform shirt.
   (a) T-shirts must be tucked into trousers

5. Approved watch caps may be worn at night and during inclement weather when the outside temperature is less than 60°F. Watch caps are intended to provide warmth. Watch caps shall not be worn inside stations or public areas except during emergency responses. Watch caps shall not be worn with the semi-dress uniform.

6. All District approved headwear shall be worn with the logo facing front.

1021.5 UNIFORM PURCHASE AND MAINTENANCE

1021.5.1 DISTRICT RESPONSIBILITIES

(a) The Fire District will provide all academy uniforms.

(b) Upon appointment, the District will provide the following:

   (a) 2 – pair of trousers, LAPD Navy blue surge, 100% wool, 16 oz. (Flying Cross # SFFD-TRS or equivalent)

   (b) 1 – short sleeve shirt, LAPD navy blue uniform shirt, two pockets, with badge holder. Poly-Rayon, 65% Dacron-Polyester - 35% Rayon (Man = Flying Cross # 98R6686 or equivalent) (Woman = Flying Cross # 254R6686 or equivalent) or 100% Wool (Man=Flying Cross # 78R9586 or equivalent) (Woman = Flying Cross # 120W9586).

   (c) 1 – Long sleeve shirt, LAPD navy blue uniform shirt, two pockets, with badge holder. Poly-Rayon, 65% Dacron-Polyester - 35% Rayon (Man = Flying Cross # 48W6686 or equivalent) (Woman = Flying Cross # 204W6686 or equivalent) or 100% Wool (Man=Flying Cross # 20W9586 or equivalent) (Woman = Flying Cross # 120W9586).
Uniforms

(d) 1 – pair District approved safety boots

(c) If an employee damages his / her uniform clothing items while on duty the District will repair or replace such damaged items, Fire Chief has final approval in such matters.

(d) All safety footwear shall be provided by the Fire District through the PPE Program.

1021.5.2 EMPLOYEE RESPONSIBILITIES

(a) Uniform allowances are provided to District Employees to repair and replace individual uniform clothing as required.

(b) Care shall be taken that uniforms fit well, is neat, clean, pressed and that all leather and metal goods are polished.

(c) District employees must replace or repair uniform items when necessary.

(d) Uniform items such as T-shirts, sweatshirts, workout apparel, hats and jackets will be purchased through the MPFFA. Only those items purchased through the MPFFA will be considered “Approved” for on duty wear.
Badges

1022.1 PURPOSE AND SCOPE
The name of the Menlo Park Fire Protection District and the district badge is the property of the District. This policy establishes the rules associated with Menlo Park Fire Protection District badges and any likeness of the badge.

1022.2 POLICY
The Menlo Park Fire Protection District may issue members of the District a curved uniform badge for use or display in compliance with this policy.

Only authorized badges issued or formally authorized by this district shall be displayed, carried or worn by members while on-duty or otherwise acting in an official or authorized capacity.

1022.3 BADGE TYPES

1022.3.1 SWORN MEMBER FLAT BADGES
Sworn members may purchase a flat badge or curved badge at their own expense with approval of the Fire Chief.

Sworn members may sell, exchange or transfer a badge only to another sworn member of the Menlo Park Fire Protection District with approval of the Fire Chief.

1022.3.2 MISCELLANEOUS MEMBER BADGES
Uniform badges issued to non-sworn personnel shall be clearly marked to reflect the position of the assigned member (e.g., Board of Director, Fleet Services).

• Non-sworn personnel shall not display district badge except as a part of an approved uniform and while on-duty, or otherwise acting in an official and authorized capacity.

• Non-sworn personnel shall not display district badge or represent themselves, on or off-duty, in such a manner which would cause a reasonable person to believe they are a sworn member of the District.

• Non-sworn personnel may not purchase, carry or display a flat badge.

1022.3.3 RETIREE BADGES
Upon honorable retirement, a member may receive his/her assigned curved uniform badge encased in acrylic for memorabilia purposes. Other uses of the badge may be unlawful. Badges will remain property of the Menlo Park Fire Protection District and may be revoked in the event of misuse or abuse.

An honorably retired sworn member of the District may keep their flat badge upon retirement.
1022.3.4 MOURNING BADGE
Uniformed members shall wear a black mourning band across the uniform badge when one of the following conditions exist:

(a) Death of a firefighter of this district.
(b) Death of a firefighter from this or an adjacent county.
(c) While attending the funeral of an out-of-region firefighter.
(d) As directed by the Fire Chief.

1022.4 LOSS OF BADGE
Any member who loses any badge must immediately report the loss to their supervisor. A badge should be considered lost whenever it is not in the direct control of a member.

1022.5 UNAUTHORIZED USE OF BADGES
No badge shall be issued to anyone other than a current or honorably retired member of the District. District badges are for official use only.

The district badge, uniform patch or any likeness thereof shall not be used for personal or private reasons including, but not limited to, letters, memoranda or electronic communications, such as e-mail, websites or web pages.

Members may not use the district badge, uniform patch or district name in any material (printed matter, products or other items) without approval of the Fire Chief.

Members shall not loan their district badge to others and shall not permit the badge to be reproduced or duplicated.

1022.6 PERMITTED BADGE USE BY MEMBER GROUPS
The likeness of the district badge shall not be used by any member group without express prior authorization of the Fire Chief and shall be subject to the following: Member associations may use the likeness of the district badge for merchandise and official association business provided the merchandise is used in a clear representation of the association and not Menlo Park Fire Protection District.

(a) The following modifications shall be included:

1. Any text referring to the Menlo Park Fire Protection District shall be replaced with name of member association
2. Badge number portion of image shall display name or acronym of member association
Identification Cards

1023.1 PURPOSE AND SCOPE
The purpose of this policy is to establish guidelines for issuing and possessing Menlo Park Fire Protection District identification cards. Any image or likeness of the identification card and the name of the Menlo Park Fire Protection District are property of the District and their use shall be restricted as specified in this policy.

1023.2 POLICY
It is the policy of the Menlo Park Fire Protection District that identification cards shall be issued to all district members. All members should be in possession of their district-issued identification card at all times while on-duty or otherwise acting in an official or authorized capacity. Use and display of district identification cards shall be in compliance with this policy.

1023.3 IDENTIFICATION CARD CONTENT
District-issued identification cards shall include the following information:

(a) District name
(b) District logo
(c) Color photo of member
(d) Full name of the member
(e) Rank of the member
(f) Employee identification number
(g) CICCS Qualifications
(h) Expiration date

1023.4 RETIREE IDENTIFICATION CARD
Upon honorable retirement members may be issued a retiree identification card. The card shall clearly indicate that the holder is a “Retired” member of the District.

1023.5 UNAUTHORIZED USE
District identification cards may not be displayed for any purpose other than official use.

Members may not use an image or likeness of the district identification card in any material (printed matter, products or other items) without prior approval from the Fire Chief.

Members shall not loan district identification cards to others and shall not permit the identification card to be reproduced or duplicated.
Identification Cards

1023.6 LOSS OF DISTRICT IDENTIFICATION CARD
The loss of a district identification card must be immediately reported to the District. An identification card should be considered lost whenever it is not in direct control of the member.

1023.7 REPLACING IDENTIFICATION CARDS
Identification cards shall be replaced whenever they inaccurately depict a member’s rank or image or become:

(a) Damaged
(b) Faded
(c) Difficult to read
(d) Expired
On-Duty Injuries

1024.1 PURPOSE AND SCOPE
The purpose of this policy is to assist the Menlo Park Fire Protection District in accurately reporting work-related illnesses and injuries and managing workers' compensation costs. The policy also provides district members with information concerning California state-mandated workers' compensation benefits and assistance to members who are either injured or develop a work-related illness as a result of their employment (8 CCR 9880).

Nothing in this policy is intended to confer any rights greater than those provided by state workers' compensation laws.

1024.1.1 DEFINITIONS
Definitions related to this policy include:

**Permanent and stationary** - The status of an injured member whose medical condition has reached maximum medical improvement.

**Permanent disability** - The status of an injured member who is permanently disabled.

**Temporary disability** - The status of an injured member who is unable to return to work because the member has not yet achieved a permanent and stationary status.

**Work-related injury** - Any injury or disease arising out of employment or occurring in the course of employment duties (Labor Code § 3208); includes the contraction of a communicable disease (Labor Code § 5500.5).

1024.2 POLICY
It is the policy of the Menlo Park Fire Protection District to provide workers' compensation benefits and assistance to all members who incur a work-related illness or injury. The District shall display a notice to employees regarding access to benefits and provide new members with a written notice concerning their rights, benefits and obligations under workers' compensation laws (8 CCR 9880 and 8 CCR 9881).

1024.3 PROCEDURE
Work-related injuries or illnesses incurred by members may be covered by workers' compensation through the Menlo Park Fire Protection District. To be considered work-related, the injury or illness must arise from and occur in the course of employment. When authorized by a physician, medical expenses related to the treatment of a work-related injury or illness may include doctor, hospital, surgical, physical therapy, prescription medication or medical equipment. Workers' compensation may pay for wages lost as a result of an injury or illness, provided that absence from work is related to a work injury or illness and is authorized by a physician.
On-Duty Injuries

1024.3.1 MEMBER RESPONSIBILITIES
A member who is injured on the job must immediately report their injury to a supervisor or the Department of Human Resources. Any member who is involved in any accident while on-duty shall report such injury, illness or accident as soon as practicable to their supervisor.

An injured member or member who has suffered a work-related illness shall report as soon as practicable to their immediate supervisor the medical findings concerning the injury, extent of any work restrictions and the anticipated duration, if known. In addition, such members are required to promptly submit all medical releases, whether partial or full releases, to a supervisor.

Members should contact the person designated by the District for more information concerning workers' compensation benefits and payment of wages while off-duty due to a work-related injury or illness.

A member may be treated for an on-duty injury or illness by a personal physician that the member pre-designates in writing, prior to the injury or illness. The member may use the optional DWC Form 9783 Pre-designation of Personal Physician for this purpose (8 CCR 9780.1).

Members shall report any near-miss incident to their supervisor as soon as practicable. A near-miss incident is one where a mishap occurs but the member avoids serious injury or illness (e.g., slipping on an uneven surface but not falling).

1024.3.2 SUPERVISOR RESPONSIBILITIES
If injury is life-threatening, Emergency Medical Services (EMS) should begin or be summoned immediately.

If the injury is of a less emergent nature, the supervisor should ensure the member contacts the district-designated occupational medical provider. If the member has a pre-designated personal physician on file, the member may be treated by that physician.

If the injury does not require medical attention, the supervisor shall report the injury. The duty chief shall sign the report and indicate that the member desired no medical attention at the time of the report.

Within 24 hours of notification of an injury, the supervisor shall give the member a DWC-1 Employee's Claim for Workers' Compensation Benefits Form. The supervisor should have the injured member complete the member's portion of the form. If the member is unable to complete the DWC-1, the form may either be sent to the member's home or completed by the supervisor. The supervisor should complete the employer's portion as well.

Human Resources shall ensure that an Employer's Report of Occupational Illness/Injury (Form 5020) is filed with the Department of Industrial Relations within five days of the notice of injury (8 CCR 14004).

Supervisors receiving a report of a near-miss incident should prepare a detailed description of the incident and any recommendations or efforts to mitigate any identified hazards. Supervisors should forward the report to Human Resources.
1024.3.3 DEPARTMENT OF HUMAN RESOURCES RESPONSIBILITY
The Department of Human Resources should evaluate the request to return to work and any necessary medical verification and make a determination whether:

(a) The member may return to work based on the medical documentation provided by the member.

(b) It is necessary to engage in an interactive process to determine a reasonable accommodation.

(c) It is necessary and appropriate to send the member to a fitness-for-duty evaluation.

Human Resources, in consultation with the appropriate Division Chief, will make a recommendation to the Fire Chief or designee whether the members should be returned to full-duty or modified-duty and will communicate the decision to the member regarding their return to work.

1024.3.4 RETURN TO WORK FOLLOWING INJURY OR ILLNESS
It is the member's responsibility to keep the District informed regarding their absence and to immediately advise the person designated by the District when the member believes that they will be released to return to work, with or without limitations. If practicable, the member shall provide advance notice of their potential return to work. If requested, it is the member's responsibility to provide medical verification.

A summary of steps for returning to work following an injury or illness can be located in the Return to Work Policy.

1024.3.5 PHYSICAL THERAPY WHILE ON DUTY
(a) Off-duty injury
   1. Any physical therapy that is required after a member returns to full duty, following an off-duty injury, will be conducted on the individual's own time, without exception.

(b) On-duty injury
   1. Any physical therapy that is required after a member returns to full duty following an on-duty injury, will be conducted on the individual's own time. Exceptions may be allowed by the Fire Chief in cases where therapy cannot be conducted off-duty because the therapist's schedule is such that no off-duty time is available, or therapy is required over a period of consecutive days.

1024.3.6 TEMPORARY MODIFIED-DUTY ASSIGNMENT
A temporary modified-duty assignment may be available for a member with temporary limitations on their ability to perform normal job duties. See Temporary Modified Duty Assignments Policy for additional information.
1025.1 PURPOSE AND SCOPE
The purpose of this policy is to describe the procedure for assigning employees to temporary modified duty when injuries sustained on or off-duty result in physical limitations as diagnosed by a qualified health care professional.

1025.2 POLICY
It is the policy of the Menlo Park Fire Protection District to assist injured employees in returning to work as soon as they are medically able to perform work for the District. In some instances, the return to work may result in a temporary modified-duty assignment.

1025.3 PROCEDURE
Temporary modified-duty assignments are intended to provide employees who have sustained a work-related occupational or non-occupational injury that temporarily limits their ability to perform their regularly assigned duties with an opportunity to return to work. The ability of the District to offer an employee a temporary modified-duty assignment will be based on the limitations of the employee and the needs of the District and will generally not exceed six months. The process for evaluating an employee for a modified-duty assignment after being medically cleared with restrictions from an injury occurring on or off-duty, or an illness as a result of an exposure, shall be as follows:

(a) The employee's treating health care professional must have provided the employee with written clearance stating that the employee is able to work modified duty with identified work restrictions.

(b) The employee must provide the clearance document to the Department of Human Resources as soon as practicable.

(c) The Department of Human Resources should contact the respective Division Chief or designee to determine the availability of a temporary modified-duty assignment that is commensurate with the employee's work restrictions. There may be instances when a temporary modified-duty position within the employee's work restrictions is not available.

(d) If a temporary modified-duty assignment is available, the employee may be required to schedule an appointment with the district's occupational medical provider for final medical clearance before reporting for duty.

(e) Temporary modified-duty assignments shall not exceed six months without approval from the Fire Chief or designee. Extensions will be based on the employee's need for continued temporary modified duty and the district's need for continued work in the task assigned. Extensions are not guaranteed. Extensions in a temporary modified-duty assignment will be granted on a case-by-case basis and at the sole discretion of management. An authorized
extension will not expand any temporary modified duty into a permanent assignment and will not be considered as precedent for any other extensions.

(f) With the exception of employees who are disabled, as defined by the Americans With Disabilities Act (ADA) or the California Fair Employment and Housing Act (Government Code § 12940 et seq.), temporary modified-duty assignments normally will end at the point when the injured employee’s condition is declared permanent and stationary. To the extent that an injured employee is deemed permanent and stationary and cannot perform the essential functions of their position, such employee shall be offered a disability retirement, an industrial disability retirement or service retirement as appropriate.
Return to Work

1026.1 PURPOSE AND SCOPE
The purpose of this policy is to establish the process through which an employee, who has been off work for an extended period of time due to an injury or illness, may return to work.

1026.1.1 DEFINITIONS
Definitions to the policy include:

Interactive Process - An informal meeting between employer and employee, designed to identify the precise limitations in performing the essential functions of a position resulting from a disability (as defined under the Americans with Disabilities Act and in accordance with the California Department of Fair Employment and Housing) and any potential reasonable accommodations that could overcome those limitations to allow the employee to return to work in their usual and customary position.

1026.2 POLICY
It is the policy of the Menlo Park Fire Protection District to assist injured employees, to the extent reasonably practicable, in returning to work as soon as they are medically able to perform meaningful work for the District, and such work is available and needed by the district.

1026.3 EMPLOYEE RESPONSIBILITIES
It is the employee's responsibility to inform the District of their absence and to immediately advise the District when the employee believes that they will be medically released to return to work, with or without restrictions. If practicable, the employee shall provide advance notice of their potential return to work and shall provide written medical verification of the clearance and any restrictions.

If an employee has restrictions prescribed by a qualified health care professional, it is the responsibility of the employee to ensure they are not performing work that violates any restriction. If the employee believes they have been requested or directed to perform work that violates the restrictions, the employee should make a promptly notify Human Resources.

1026.4 DISTRICT RESPONSIBILITIES
The District will evaluate the employee's request to return to work and the written medical verification, and will consult with Human Resources in order to make a determination whether the employee:

(a) Should return to full duty based on the medical verification provided by the employee.

(b) May return to work to a temporary modified-duty assignment and whether the District has a need that fits with the employee’s restrictions.

(c) Should have a fitness-for-duty evaluation.
Return to Work

(d) Has reached a permanent and stationary rating and it is necessary to engage in an interactive process to determine a reasonable accommodation.

Human Resources, in consultation with the district representative, should make a recommendation to the Fire Chief or designee regarding the status of the employee. Human Resources should communicate with the employee returning to work, after consulting with the Fire Chief or designee.
1027  PURPOSE AND SCOPE
The purpose of this policy is to provide the necessary guidelines and protocols for deaths of active, retired and associated Fire District members.

1027.2  POLICY
It is the policy of the Menlo Park Fire Protection District to assist and support the family members and coworkers of fallen members.

Refer to the Menlo Park Fire Protection District: Funeral Policy and Honor Guard Protocols
Nepotism and Conflicting Relationships

1028.1 PURPOSE AND SCOPE
The purpose of this policy is to ensure equal opportunity and effective employment practices by avoiding actual or perceived favoritism, discrimination or actual or potential conflicts of interest by or between members of this district (Government Code § 12940). These employment practices include: recruiting, testing, hiring, compensation, assignment, promotion, use of facilities, access to training opportunities, supervision, performance appraisal, discipline and workplace safety and security.

1028.1.1 DEFINITIONS
Definitions related to this policy include:

**Business relationship** - Serving as an employee, independent contractor, compensated consultant, owner, board member, shareholder or investor in an outside business, company, partnership, corporation, venture or other transaction, where the employee's annual interest, compensation, investment or obligation is greater than $250.

**Conflict of interest** - Any actual, perceived or potential conflict of interest in which it reasonably appears that an employee's action, inaction or decisions are or may be influenced by the employee's personal or business relationship.

**Nepotism** - The practice of showing favoritism to relatives over others in appointment, employment, promotion or advancement by any public official in a position to influence these personnel decisions.

**Personal relationship** - Includes marriage, cohabitation, dating or any other intimate relationship beyond mere friendship.

**Public official** - A supervisor, officer or employee vested with authority by law, rule or regulation or to whom authority has been delegated.


**Subordinate** - An employee who is subject to the temporary or ongoing direct or indirect authority of a supervisor.

**Supervisor** - An employee who has temporary or ongoing direct or indirect authority over the actions, decisions, evaluation and/or performance of a subordinate employee.

1028.2 POLICY
The Menlo Park Fire Protection District is committed to fair and equitable treatment of all members and to creating a work atmosphere that is free of both actual and apparent conflicts of interest that could compromise this principle.
1028.3 RESTRICTED DUTIES AND ASSIGNMENTS
In order to avoid nepotism or other inappropriate conflicts, the following reasonable restrictions shall apply to personal or business relationships between employees:

- Employees are prohibited from directly supervising, occupying a position in the line of supervision or being directly supervised by any other employee who is a relative or with whom they are involved in a personal relationship except on a temporary basis. Employees who are relatives or who have a personal relationship shall be prohibited from bidding the same station on the same shift. The District understands that in certain circumstances (i.e. overtime) immediate family members may work on the same shift, however, at no time should a shift trade be approved that places an employee who is an immediate family member under the supervision of another family member, nor should any trade or overtime be approved that has immediate family members working at the same station at the same time.

- Employees are prohibited from participating in, contributing to or recommending promotions, assignments, performance evaluations, transfers or other personnel decisions affecting an employee who is a relative or with whom they are involved in a personal relationship.

- Whenever possible, trainers should not be assigned to train relatives. Trainers are prohibited from entering into or maintaining personal or business relationships with any member they are assigned to train until such time as the training has been successfully completed and, if an employee, off probation.

- To avoid actual or perceived conflicts of interest, members of this district should refrain from developing or maintaining personal or financial relationships with victims, witnesses or other individuals during the course of or as a direct result of any official contact.

- Except as required in the performance of official duties or, in the case of immediate relatives, employees should not develop or maintain personal or financial relationships with any individual they know or reasonably should know is under criminal investigation, is a convicted felon, parolee, fugitive or registered sex or arson offender or who engages in serious violations of state or federal laws.

1028.3.1 EMPLOYEE RESPONSIBILITY
Prior to entering into any personal relationship or other circumstance which the employee knows or reasonably should know could create a conflict of interest or other violation of this policy, the employee shall promptly notify his/her uninvolved, immediate supervisor.

Whenever any employee is placed in circumstances that would require the employee to take enforcement action or provide official information or services to any relative or individual with whom the employee is involved in a personal or business relationship, the employee shall promptly notify their uninvolved, immediate supervisor.
1028.3.2 SUPERVISOR'S RESPONSIBILITY
Upon becoming aware of any circumstance that could result in or constitute an actual or potential violation of this policy, a supervisor shall take all reasonable steps to promptly mitigate or avoid such violations whenever possible.
Member Speech, Expression and Social Networking

1029.1 PURPOSE AND SCOPE
This policy is intended to address issues associated with member use of social networking sites and to provide guidelines for the regulation and balancing of member speech and expression with the needs of the District.

Nothing in this policy is intended to prohibit or infringe upon any communication, speech or expression that is protected or privileged under law. This includes speech and expression protected under state or federal constitutions as well as labor or other applicable laws. For example, this policy does not limit an employee from speaking as a private citizen, including acting as an authorized member of a recognized bargaining unit, about matters of public concern, such as misconduct or corruption.

Members are encouraged to consult with their supervisor regarding any questions arising from the application or potential application of this policy.

1029.1.1 APPLICABILITY
This policy applies to all forms of communication including, but not limited to, film, video, print media, public or private speech, use of all Internet services, including the World Wide Web, e-mail, file transfer, remote computer access, news services, social networking, social media, instant messaging, blogs, forums, video and other file-sharing sites.

1029.2 POLICY
Public employees occupy a trusted position in the community, and thus, their statements have the potential to contravene the policies and performance of this district. Due to the nature of the work and influence associated with the fire profession, it is necessary that members of this district be subject to certain reasonable limitations on their speech and expression. To achieve its mission and efficiently provide service to the public, the Menlo Park Fire Protection District will carefully balance the individual member's rights against the district's needs and interests when exercising a reasonable degree of control over its members' speech and expression.

1029.3 SAFETY
Members should consider carefully the implications of their speech or any other form of expression when using the Internet. Speech and expression that may negatively affect the safety of the Menlo Park Fire Protection District members, such as posting personal information in a public forum, can result in compromising a member's home address or family ties. Members should therefore not disseminate or post any information on any forum or medium that could reasonably be anticipated to compromise the safety of any member, a member's family or associates. Examples of the type of information that could reasonably be expected to compromise safety include:

• Disclosing the address of a fellow firefighter.

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• Otherwise disclosing where another firefighter can be located off-duty.

1029.4 PROHIBITED SPEECH, EXPRESSION AND CONDUCT
To meet the district’s safety, performance and public-trust needs, the following is prohibited unless the speech is otherwise protected (for example, an employee speaking as a private citizen, including acting as an authorized member of a recognized bargaining unit, on a matter of public concern):

(a) Speech or expression made pursuant to an official duty that tends to compromise or damage the mission, function, reputation or professionalism of the Menlo Park Fire Protection District or its members.

(b) Speech or expression that, while not made pursuant to an official duty, is significantly linked to, or related to, the Menlo Park Fire Protection District and tends to compromise or damage the mission, function, reputation or professionalism of the Menlo Park Fire Protection District or its members. Examples may include:
   1. Statements that indicate disregard for the law of the state or U.S. Constitution.
   2. Expression that demonstrates support for criminal activity.
   3. Participating in sexually explicit photographs or videos for compensation or distribution.

(c) Speech or expression that could reasonably be foreseen as having a negative impact on the credibility of the member as a witness. For example, posting statements or expressions to a website that glorify or endorse dishonesty, unlawful discrimination or illegal behavior.

(d) Speech or expression of any form that could reasonably be foreseen as having a negative impact on the safety of the members of the District.

(e) Speech or expression that is contrary to the canons of the Firefighters’ Code of Ethics as adopted by the Menlo Park Fire Protection District.

(f) Use or disclosure, through whatever means, of any information, photograph, video or other recording obtained or accessible as a result of employment with the District for financial or personal gain, or any disclosure of such materials without the express authorization of the Fire Chief or the authorized designee.

(g) Posting, transmitting or disseminating any photographs, video or audio recordings, likenesses or images of district logos, emblems, uniforms, badges, patches, marked vehicles, equipment or other material that specifically identifies the Menlo Park Fire Protection District on any personal or social networking or other website or web page, without the express authorization of the Fire Chief.

(h) Accessing websites for non-authorized purposes, or use of any personal communication device, game device or media device, whether personally or district owned, for personal purposes while on-duty, except in the following circumstances:
1. When brief personal communication may be warranted by the circumstances (e.g., inform family of extended hours).

2. During authorized breaks; however, such usage should be limited as much as practicable to areas out of sight and sound of the public and shall not be disruptive to the work environment.

Members must take reasonable and prompt action to remove any content, including content posted by others, that is in violation of this policy from any web page or website maintained by the member (e.g., social or personal website).

1029.4.1 UNAUTHORIZED ENDORSEMENTS AND ADVERTISEMENTS
While members are not restricted from engaging in the following activities as private citizens or as authorized members of a recognized bargaining unit, members may not represent the Menlo Park Fire Protection District or identify themselves in any way that could be reasonably perceived as representing the Menlo Park Fire Protection District in order to do any of the following, unless specifically authorized by the Fire Chief (Government Code § 3206; Government Code § 3252):

(a) Endorse, support, oppose or contradict any political campaign or initiative.
(b) Endorse, support, oppose or contradict any social issue, cause or religion.
(c) Endorse, support or oppose any product, service, company or other commercial entity.
(d) Appear in any commercial, social or nonprofit publication or any motion picture, film, video, public broadcast or on any website.

Additionally, when it can reasonably be construed that a member, acting in his/her individual capacity or through an outside group or organization (e.g., bargaining group), is affiliated with this district, the member shall give a specific disclaiming statement that any such speech or expression is not representative of the Menlo Park Fire Protection District.

Members retain their right to vote as they choose, to support candidates of their choice and to express their opinions as private citizens, including as authorized members of a recognized bargaining unit, on political subjects and candidates at all times while off-duty. However, members may not use their official authority or influence to interfere with or affect the result of an election or a nomination for office. Members are also prohibited from directly or indirectly using their official authority to coerce, command or advise another member to pay, lend or contribute anything of value to a party, committee, organization, agency or person for political purposes (5 USC § 1502).

1029.4.2 POLITICAL ACTIVITY
The following rights are retained by firefighters by statute and are extended to all other members by the Menlo Park Fire Protection District (Government Code § 3252).

(a) No member shall be prohibited from engaging in political activity, unless otherwise prohibited by law, in violation of district policy or any time a member is on-duty or in uniform.
(b) Members shall not be coerced or required to engage in political activity.
(c) A member can seek election to, or serve as a member of, the governing board of a school district or any local agency where he/she is not employed, including, but not limited to, any city, county, special district or political subdivision.

1029.5 PRIVACY EXPECTATION
Members forfeit any expectation of privacy with regard to anything published or maintained through file-sharing software or any Internet site open to public view (e.g., Facebook, Myspace).

The District also reserves the right to access, audit and disclose for whatever reason all messages, including attachments, and any information transmitted over any technology that is issued or maintained by the District, including the district e-mail system, computer network or any information placed into storage on any district system or device.

All messages, pictures and attachments transmitted, accessed or received over district networks are considered district records and, therefore, are the property of the District. The District reserves the right to access, audit and disclose for whatever reason all messages, including attachments, that have been transmitted, accessed or received through any district system or device, or any such information placed into any district storage area or device. This includes records of all key strokes 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 user name or password will not create an expectation of privacy if it is accessed through district computers or networks.

1029.6 TRAINING
Subject to available resources, the District should provide training regarding member speech and the use of social networking to firefighters and supervisors.
Anti-Retaliation

1030.1 PURPOSE AND SCOPE
This policy prohibits retaliation against members who identify workplace issues, such as fraud, waste, abuse of authority, gross mismanagement or any inappropriate conduct or practices, including violations that may pose a threat to the health, safety or well-being of members.

This policy does not prohibit actions taken for nondiscriminatory or non-retaliatory reasons, such as discipline for cause.

These guidelines are intended to supplement and not limit members’ access to other applicable remedies. Nothing in this policy shall diminish the rights or remedies of a member pursuant to any applicable federal law, provision of the U.S. Constitution, law, ordinance or collective bargaining agreement.

1030.2 POLICY
The Menlo Park Fire Protection District has a zero tolerance for retaliation and is committed to taking reasonable steps to protect from retaliation members who, in good faith, engage in permitted behavior or who report or participate in the reporting or investigation of workplace issues. All complaints of retaliation will be taken seriously and will be promptly and appropriately investigated.

1030.3 RETALIATION PROHIBITED
No member may retaliate against any person for engaging in lawful or otherwise permitted behavior; for opposing a practice believed to be unlawful, unethical, discriminatory or retaliatory; for reporting or making a complaint under this policy; or for participating in any investigation related to a complaint under this or any other policy.

Retaliation includes any adverse action or conduct, including, but not limited to:

- Refusing to hire or denying a promotion.
- Extending the probationary period.
- Unjustified reassignment of duties or change of work schedule.
- Real or implied threats or other forms of intimidation to dissuade the reporting of wrongdoing or filing of a complaint, or as a consequence of having reported or participated in protected activity.
- Taking unwarranted disciplinary action.
- Spreading rumors about the person filing the complaint or about the alleged wrongdoing.
- Shunning or unreasonably avoiding a person because he/she has engaged in protected activity.
1030.4 COMPLAINTS OF RETALIATION
Any member who feels he/she has been retaliated against in violation of this policy should promptly report the matter to any supervisor, a command staff member, the Fire Chief or the District Director of Human Resources.

Members shall act in good faith, not engage in unwarranted reporting of trivial or minor deviations or transgressions, and make reasonable efforts to verify facts before making any complaint in order to avoid baseless allegations. Members shall not report or state an intention to report information or an allegation knowing it to be false or with willful or reckless disregard for the truth or falsity of the information, or otherwise act in bad faith.

Investigations are generally more effective when the identity of the reporting member is known, thereby allowing investigators to obtain additional information from the reporting member. However, complaints may be made anonymously. All reasonable efforts shall be made to protect the reporting member’s identity. However, confidential information may be disclosed to the extent required by law or to the degree necessary to conduct an adequate investigation and make a determination regarding a complaint. In some situations, the investigative process may not be complete unless the source of the information and a statement by the member is part of the investigative process.

1030.5 SUPERVISOR RESPONSIBILITIES
Supervisors are expected to remain familiar with this policy and ensure that members under their command are aware of its provisions.

The responsibilities of supervisors include, but are not limited to:

(a) Ensuring complaints of retaliation are investigated as provided in the Personnel Complaints Policy.
(b) Receiving all complaints in a fair and impartial manner.
(c) Documenting the complaint and any steps taken to resolve the problem.
(d) Acknowledging receipt of the complaint, notifying the Fire Chief via the chain of command and explaining to the member how the complaint will be handled.
(e) Taking appropriate and reasonable steps to mitigate any further violations of this policy.
(f) Monitoring the work environment to ensure that any member making a complaint is not subjected to further retaliation.
(g) Periodic follow-up with the complainant to ensure that retaliation is not continuing.
(h) Not interfering with or denying the right of a member to make any complaint.
(i) Taking reasonable steps to accommodate requests for assignment or schedule changes made by a member who may be the target of retaliation if it would likely mitigate the potential for further violations of this policy.
1030.6 COMMAND STAFF RESPONSIBILITIES
The Fire Chief should communicate to all supervisors the prohibition against retaliation.

Command staff shall treat all complaints as serious matters and shall ensure that prompt actions take place, including, but not limited to:

(a) Communicating to all members the prohibition against retaliation.
(b) The timely review of complaint investigations.
(c) Remediation of any inappropriate conduct or condition and instituting measures to eliminate or minimize the likelihood of recurrence.
(d) The timely communication of the outcome to the complainant.

1030.7 WHISTLE-BLOWING
California law protects members who (Labor Code § 1102.5; Government Code § 53296 et seq.):

(a) Report a violation of a state or federal statute or regulation to a government or law enforcement agency, including the member’s supervisor or any other member with the authority to investigate the reported violation.
(b) Provide information or testify before a public body if the member has reasonable cause to believe a violation of law occurred.
(c) Refuse to participate in an activity that would result in a violation of a state or federal statute or regulation.
(d) File a complaint with a local agency about gross mismanagement or a significant waste of funds, an abuse of authority or a substantial and specific danger to public health or safety. Members shall exhaust all available administrative remedies prior to filing a formal complaint.

Members are encouraged to report any legal violations through the chain of command (Labor Code § 1102.5).

Members who believe they have been the subject of retaliation for engaging in such protected behaviors should promptly report it to a supervisor. Supervisors should refer the complaint to the Fire Chief or authorized designee through the appropriate supervisory chain of command for investigation pursuant to the Personnel Complaints Policy.

1030.7.1 DISPLAY OF WHISTLE-BLOWER LAWS
The District shall display a notice to members regarding their rights and responsibilities under the whistle-blower laws, including the whistle-blower hotline maintained by the Office of the Attorney General (Labor Code § 1102.8).

1030.8 RECORDS RETENTION AND RELEASE
The Custodian of Records shall ensure that documentation of investigations is maintained in accordance with the established records retention schedules.

1030.9 TRAINING
This policy should be reviewed with each new member.
Anti-Retaliation

All members should receive periodic refresher training on the requirements of this policy.
Chapter 11 - Facility
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 Menlo Park Fire Protection District to provide physical security measures for all facilities under district control.

1100.3 PROCEDURE
Members are responsible for ensuring that all district facilities remain secured from unauthorized access at all times. Any unauthorized access, security breach or suspicious activity involving a district facility should be reported, through the chain of command, to the appropriate level. Any criminal activity should be immediately reported to law enforcement and then through the chain of command.

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.

Visitors should be accompanied at all times while inside the controlled areas of the facility and monitored throughout the visit.

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 or meetings. The facility should be secured against unauthorized entry when closed or when sufficient district personnel are not available to monitor visitor access.

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 designated public access areas. These areas should be kept free of confidential records, reports or other protected materials.
Facility Security

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 quarters or 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 without the consent of the Company Officer.

All exterior fire station 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.

1100.3.3   BREACH OF SECURITY
All members are responsible for assisting in maintaining the security of district facilities. Members should adhere to the following guidelines regarding any breach in security at any district facility:

Any breach in security should be reported as soon as practicable, through the chain of command, to the Duty Chief. If the breach of security is criminal in nature, the appropriate law enforcement agency should be notified and the incident reported as soon as practicable.

Any criminal activity that occurs and posed or poses a threat to district members should immediately be reported, through the chain of command, to the Fire Chief. 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
(a) 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 Duty Chief. 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:

1. Anyone loitering in the vicinity of the facility for an extended period of time.
2. Unknown individuals photographing or taking images of the facility, of members of the district assigned to the facility or of district vehicles or apparatus.
3. Unknown individuals who appear to be monitoring the activities taking place at the facility.
4. Anyone attempting to gain access or requesting access to district facilities without proper authorization.
5. Any abandoned packages or other items left on district grounds or adjacent to district facilities.
6. Any unknown or abandoned vehicles left on district grounds or adjacent to the district facility.
Visitors at Stations

1101.1 PURPOSE AND SCOPE
The purpose of this policy is to establish guidelines for members with visitors at fire stations.

1101.2 POLICY
(a) Visitors are not permitted on station property after 2100 hours without specific permission of the Duty Chief.
(b) Visitors are restricted to common areas of the fire station.
(c) Intoxicated or otherwise undesirable persons are not allowed to be in or about quarters at any time.
(d) Children are not permitted to remain in quarters unless accompanied by an adult.
(e) Children are not permitted to play in the fire station.
Emergency Power

1102.1 PURPOSE AND SCOPE
The purpose of this policy is to establish a process for identifying emergency power needs or relocation plans for critical facilities and/or equipment. The district provides critical emergency services to the community and must be able to respond to incidents with fully functioning equipment, regardless of commercial power failures.

1102.2 POLICY
It is the policy of the Menlo Park Fire Protection District to provide emergency power sources at its facilities where necessary.

1102.3 RESPONSIBILITIES
The Fire Chief or the authorized designee shall develop a plan to:
(a) Identify critical resources and the equipment necessary for the district's mission and determine the district's needs for emergency power.
(b) Equip facilities and/or equipment identified as crucial to the mission of the district with electrical generators, Uninterruptible Power Sources or other means of sustaining critical business components in the event of a loss of commercial power.
   1. All emergency power sources selected shall be in compliance with all building code, environmental and California Division of Occupational Safety and Health (Cal/OSHA) rules and regulations governing the use of such equipment.
(c) In the event that an alternative source of power for critical equipment cannot be found, relocate to reduce the risk of having inoperative equipment.

1102.4 PROCEDURE
The following aspects of maintaining and operating emergency power sources for fire stations and other facilities should be identified in the plan:
(a) Specific apparatus, equipment, computers or systems that should be served by the emergency power at each facility
(b) Permit requirements associated with the type of equipment proposed in the plan
(c) Monthly testing and maintenance by the station crew.
(d) Fueling procedure for any generator fuel tanks in the proposed system
(e) Details of any fuel service contracts
(f) Identification of the person responsible for ensuring the tanks are full at all times and for refilling the tanks in the event of a protracted event
Emergency Power

(g) Identification of the person responsible for annually procuring a maintenance contract for the proposed equipment

(h) Identification of the vendor and how the vendor is contacted, during and after hours

(i) Details of the record-keeping system for testing and maintenance of the proposed equipment

(j) Contingency plans for a failure of the back-up system

(k) In the event of no power contingency plan for the back-up system, identification of alternatives to the critical equipment or apparatus needed to accomplish the mission
Private Vehicle Parking

1103.1 PURPOSE AND SCOPE
To provide guidelines for parking private vehicles at District Facilities.

1103.2 POLICY

(a) All private automobiles will be parked in designated parking areas.

(b) If sufficient parking space is not available at change of shift, automobiles belonging to off-going personnel shall be moved to accommodate parking for on-coming personnel.

(c) No private automobiles will be parked inside stations or other fire department buildings.

(d) Motorcycles will be permitted in the shop or apparatus room floor after working hours subject to approval of Company Officer.

(e) Vehicle storage may be permitted on fire station grounds for short durations (approximately one week) subject to approval of Duty Chief.

(f) Members selling private automobiles shall not park vehicles on or near the front ramp of the fire station or on District property.

(g) No political signage shall be displayed on District property.
Waste Water Discharge

1104.1 PURPOSE AND SCOPE
The practices detailed in this policy are intended to minimize run-off releases associated with firefighting, fire training, emergency scene spills and discharges, trauma scene waste management and fire facility maintenance activities.

1104.2 POLICY
It is the policy of the Menlo Park Fire Protection District to adhere to the regulations established by the state Regional Water Quality Board for this region.

1104.3 NON-EMERGENCY ACTIVITIES

1104.3.1 DISCHARGES ASSOCIATED WITH FIRE TRAINING ACTIVITIES
Training activities should be performed in a manner that reduces or prevents discharges to the storm water systems. When discharge into the storm water system is unavoidable (i.e. equipment failures), the following measures should be implemented to minimize the impact to water quality:

(a) Fire training should be conducted, where feasible, in facilities where run-off controls that protect the storm drain system have been engineered and built into the facility.

(b) Direct water flows to landscape or greenbelt areas whenever possible.

(c) When flowing water cannot be contained in the landscape areas, survey the area prior to the training exercise to ensure that debris will not enter the storm water system as a result of water flow generated during the drill.

(d) When practicable and necessary, divert flows to the sewer, with the permission of the local sewer agency.

(e) Use fog streams for short durations.

(f) Use lower gallon per minute nozzle settings.

(g) Prevent discharge of foam to the storm drain system.

1104.3.2 VEHICLE AND EQUIPMENT WASHING AND CLEANING
The following should be considered in order to prevent or reduce the discharge of pollutants to the storm drain system from vehicle and equipment washing and cleaning:

(a) Use cleaning methods that employ the minimal use of water, such as a wet chamois or non-water rinse, when applicable.

(b) Limit the use of all cleaning agents and when feasible, use only water.

(c) Remove debris from any area or facility that is used for washing and/or cleaning vehicles.
Waste Water Discharge

(d) Direct water flows to landscape or green areas or contain the water on-site and allow it to evaporate and infiltrate whenever it is safe to do so without causing damage or erosion.

(e) When available use designated wash areas (preferably covered and bermed) to contain and/or divert the wash water to the sewer, either through the use of a wet-vac or a plumbed sanitary sewer connection.

(f) Use self-contained water recycling systems.

(g) Use off-site commercial washing and steam-cleaning facilities. Prohibit all steam cleaning discharge from entering the storm drain. Direct all steam-cleaning discharge to the sanitary sewer.

1104.3.3 VEHICLE FUELING
The following measures should be taken to reduce the impact to storm water:

(a) The fueling area should be protected from storm water by installing a canopy.

(b) Pave fueling area surfaces with Portland cement concrete (or other equivalent smooth impervious surface) with a 2 percent to 4 percent slope to prevent puddles.

(c) Keep perimeter drains clear of debris at all times.

(d) If a perimeter drain is not installed, install a berm or graded area to prevent run-off of storm water and spilled liquids.

(e) Use a dead-end sump to collect spills or install an oil-water separator.

(f) Utilize vapor recovery nozzles to help control drips as well as air pollution.

(g) Maintain a spill control kit at the refueling site.

(h) When fueling fire vehicles, members should take the following measures to prevent fuel spills and leaks:

1. Avoid fueling during rain conditions in fuel areas that do not have a canopy.

2. When necessary to refuel during rain conditions in fueling areas that do not have a canopy, the person refueling shall not leave the fueling area while fuel is flowing from the pump.

3. Avoid topping-off fuel tanks.

4. Use absorbent material on small spills and for general cleaning rather than hosing down an area. Remove the absorbent material promptly and dispose as hazardous waste.

5. Avoid mobile fueling during non-emergency events if the vehicles and/or equipment can be brought to the refueling facility.

6. Fueling of vehicles and apparatus must always be attended.
Waste Water Discharge

1104.3.4 VEHICLE AND EQUIPMENT MAINTENANCE AND REPAIR
A “dry shop” can help prevent or reduce the discharge of pollutants from vehicle and equipment maintenance as follows:

(a) Conduct vehicle and equipment maintenance in areas where precautions have been taken to prevent spills from entering the storm drain system.

(b) Use dry cleaning methods in maintenance and repair areas unless adequate precautions have been taken to prevent the discharge of wash water to the storm drain.

1104.3.5 HOSE WASHING AND CLEANING
The discharge of pollutants from washing and cleaning fire hoses and equipment may be prevented or reduced by using the following safeguards, as appropriate:

(a) Design new areas or facilities that will be used for washing and/or cleaning fire hoses in a way that prevents wash water or other debris from entering the storm drain or from receiving water that has not been adequately treated.

(b) Direct water flows to landscaped or green areas, or contain the water on-site and allow it to percolate through plant material or the landscape, or to evaporate completely whenever it is safe to do so without causing damage or erosion.

(c) Use designated wash areas (preferably covered and bermed) to contain and/or divert the wash water to the sewer either through the use of a wet-vac or a plumbed sanitary sewer connection.

(d) When cleaning the wash area, use wet mop cleaning methods in small areas, when feasible.

(e) Use methods of cleaning fire hoses that employ the minimal use of water, such as high-pressure spray washers, when applicable.

(f) Consider the use of biodegradable cleaning agents.

1104.3.6 FACILITY MAINTENANCE
Facility maintenance should be conducted as follows:

(a) Use dry cleaning methods (e.g., sweeping) to clean impervious hardscape areas, such as apparatus floors, driveways, patios and walkways. Place debris in receptacles for solid waste disposal.

(b) Maintain landscape areas as required to limit introduction of leaves and other landscape waste into the storm water system.

(c) Monitor and maintain irrigation systems as required to minimize off-site discharge of irrigation run-off.

(d) Provide spill kits at the work site and use them for cleaning when appropriate. Dispose of spilled material in accordance with applicable regulations. See applicable regulations listed by the California Environmental Protection Agency (Cal/EPA).
Waste Water Discharge

(e) Maintain and repair structures using methods that do not result in the release of water, soil or waste into the storm drain system.

1104.3.7 SOLID WASTE AND HAZARDOUS MATERIALS STORAGE AREAS
Solid waste and hazardous materials storage areas should be maintained as follows:

(a) There should be a canopy or roof over solid waste and hazardous materials storage areas.

(b) There should be secondary containment (e.g., a metal or plastic pan with a raised edge) for hazardous materials storage areas.

(c) All trash and solid waste receptacles should have lids. Keep lids closed to prevent contact with rainfall and to ensure containment of waste within the storage area.

1104.4 EMERGENCY ACTIVITIES
It is not always possible to prevent discharge that occurs during emergency firefighting activities (e.g., flows necessary for the protection of life and property). However, when practicable, the following should be considered.

1104.4.1 TRAUMA SCENE CLEANUP
Trauma scene wastes (e.g., blood and human tissue) may be generated at various types of crime, collision or accident scenes. This type of waste can pose a health risk to those responsible for overseeing and conducting the cleanup. The following procedures should be used when practicable to protect members and prevent any unnecessary discharge of material into the storm drain.

1104.4.2 CLEANUP OF TRAUMA SCENE WASTE ON PUBLIC PROPERTY
The Incident Commander should determine whether there are sufficient resources for the cleanup of trauma scene waste on public property (e.g., personnel trained to deal with bloodborne pathogens).

When a scene requires decontamination and cleanup beyond the capability of on-scene emergency responders, a registered Trauma Scene Waste Management Practitioner (TSWMP) is necessary. These practitioners are registered with the District of Public Health (DPH) and will conduct cleanup operations in accordance with the Medical Waste Management Act (Health and Safety Code § 118321 et seq.). A list of practitioners can be obtained from the DPH website.

(a) Before proceeding with site cleanup, emergency responders must have the proper personal protective equipment (PPE), adequate supplies of bleach and sufficient water to properly complete the operation. Universal precautions must be utilized during any cleanup operation. Additional information and guidance for cleanup policies and procedures for bodily fluids may be obtained 24 hours a day by contacting the county health department.

(b) Personnel shall wear gloves when washing or handling contaminated equipment, clothing or other materials. Additional PPE may be necessary if there is the potential for splashing.
Waste Water Discharge

(c) The Coroner should remove any human tissue or body parts at the scene of a fatality, following its own policies and procedures. The Coroner will generally not respond to a non-fatal incident for the purpose of human tissue removal.

(d) Human tissue, body parts or blood/body fluids in a solid state should not be allowed to enter a storm drain. Tissue found in the storm drain system should be removed to the maximum extent practicable.

(e) Sharps waste shall be disposed of in a rigid sharps container. The sealed container shall be disposed of in an appropriate manner in compliance with the Medical Waste Management Act.

(f) The county health department may be contacted, if needed, for consultation or assistance in trauma scene management or questions regarding legal disposition of medical waste.

(g) For incidents on freeways, coordination should occur with the California Highway Patrol regarding the potential use of California Department of Transportation (CALTRANS) for cleanup of trauma scene waste.

(h) When a TSWMP is called to a scene, Menlo Park Fire Protection District members are responsible for staying on-scene until the TSWMP arrives. Only in highly unusual life-threatening emergency situations shall a trauma cleanup scene be abandoned by members prior to the arrival of the TSWMP.

(i) Reasonable efforts should be made to protect the storm drain system when conducting cleanup of a trauma scene. Notifications regarding significant potential impacts to the storm drain system and additional information and guidance may be obtained 24 hours a day by contacting the county.

1104.4.3 SPECIFIC CLEANUP PROCEDURES FOR SMALL SPILLS

(a) Menlo Park Fire Protection District members may decontaminate and then wash down small amounts of human blood/body fluids that are still in a liquid state. A small spill is defined as a spill that can be thoroughly and completely disinfected with one gallon of 10 percent chlorine disinfectant. This determination should be made with the understanding that multiple applications may be necessary to accomplish full disinfection.

1. Members shall wear PPEs to protect skin, mucus membranes, lungs and clothing from chlorine or trauma scene waste.
2. Members shall apply disinfectant to the liquid bio-waste (foam may develop) and let it sit for a minimum of 10 minutes.
3. After 10 minutes, members shall wash down the area using a fire hose or pressurized water extinguisher.
4. In non-emergency situations and when circumstances permit, members should also:
5. Attempt to move trash or miscellaneous debris from the path of the run-off so no additional or unnecessary material is discharged or carried into the storm drain.
Waste Water Discharge

6. If there is a choice between directing the run-off down a storm drain or a sewer, use the sewer.

7. Porous surfaces, such as asphalt, may require multiple repetitions to completely disinfect and thoroughly clean the area.

(b) If the material requiring cleanup meets any of the following criteria, emergency responders shall call a TSWMP:

1. The amount of liquid waste at the incident reasonably exceeds the ability to thoroughly disinfect it with one gallon of 10 percent chlorine disinfectant.

2. The material requiring cleanup is human tissue or a body part and Coroner personnel will not be responding to the scene to remove the material because the incident did not involve a fatality.

3. A TSWMP may be requested through dispatch when needed.

4. When a TSWMP is called to a scene, Menlo Park Fire Protection District members are responsible for staying on-scene until the TSWMP or other responsible agency (e.g., law enforcement, public works) arrives.

5. In no case shall the scene be abandoned prior to the arrival of the TSWMP.

1104.4.4 CLEANUP OF TRAUMA SCENE WASTE ON PRIVATE PROPERTY
Menlo Park Fire Protection District personnel should not clean up trauma scene waste on private property.

1104.4.5 DISCHARGES ASSOCIATED WITH EMERGENCY FIREFIGHTING ACTIVITIES
To the extent allowed by the circumstances at the scene and without compromising the health and safety of members or the public, emergency firefighting activities should be performed in a manner that avoids or minimizes discharges to the storm water system, including the following:

(a) If possible, avoid directing firefighting flows directly on erodible surfaces if run-off will enter receiving waters or storm drains.

(b) If possible, apply firefighting flows so run-off will flow over vegetated areas prior to entering receiving waters or storm drains.

1104.4.6 DISCHARGES ASSOCIATED WITH HAZARDOUS MATERIAL SPILLS
The county is the Certified Unified Program Agency (CUPA) with countywide responsibility for coordinating a response to hazardous material spills. The Menlo Park Fire Protection District is a participating agency with specified responsibilities within the jurisdiction. The Menlo Park Fire Protection District operates under a Hazardous Materials Area Plan that describes procedures for the allocation of resources and assigns tasks during a hazardous materials release emergency. Fire district and law enforcement members shall respond to hazardous material releases according to response protocols established by each district under oversight of CUPA.
1104.4.7 NOTIFICATION OF SPILLS, RELEASES AND DISCHARGES
Spills, releases and discharges of pollutants shall be reported by the Incident Commander as required by all applicable state and federal laws. In addition, any such spills, releases and illegal discharges with the potential to endanger health, safety or the environment shall be reported by the Incident Commander to the county within 24 hours after discovery. If it is safe to do so, necessary actions shall be taken to contain and minimize the spill, release or discharge.
District-Owned Fuel Storage Tanks

1105.1 PURPOSE AND SCOPE
The purpose of this policy is to ensure that all above-ground (ASTs) and underground fuel storage tanks (USTs) located on Menlo Park Fire Protection District property are maintained and operated in a manner consistent with the safety of district members and the environment and in compliance with all applicable regulations and laws (40 CFR 112; 23 CCR Div. 3 Ch. 16).

1105.2 DESIGNATED OPERATOR
The Fire Chief has designated the Facilities Chief to be responsible for:

(a) Maintaining any required certifications (23 CCR 2715).
(b) Conducting monthly visual inspections of UST facilities as provided in 23 CCR 2715.
(c) Ensuring daily inspections of fueling areas, ASTs and USTs.
(d) Providing basic annual training in the operation and maintenance of USTs to personnel who operate or maintain the UST system (23 CCR 2715).
(e) Ensuring records of annual training are maintained by the District.
(f) Receiving reports of spills and notifying appropriate authorities.
(g) Maintaining records of inspections, repairs and fuel deliveries.
(h) Preparing and maintaining Spill Prevention Control and Countermeasure Plans if required (40 CFR Part 112).
(i) Preparing and maintaining monitoring plans and response plans for USTs (23 CCR 2632).
(j) Submitting any required documentation to regulatory agencies.

1105.3 INSPECTION
Fueling areas and ASTs shall be inspected regularly. Visual inspections shall be conducted of the tank and containment area to check for pooling of liquids or other signs of leaks and cracks or damage to concrete. Any damage or visible liquid in the containment area shall be reported immediately to the designated operator.

Fuel dispensing areas shall be inspected to ensure that dispensing apparatus is properly maintained and the area is free of litter and debris. The inspection shall confirm that absorbent or other appropriate cleanup materials are available in the fueling area as well as one or more portable fire extinguishers.

All inspections shall be documented and any problems noted.
1105.4 SPILL CLEANUP
Any spill of fuel or other vehicle fluids in the fueling areas shall be absorbed, picked up and properly containerized to prevent the risk of fire or release to the environment. If a spill cannot be absorbed using the materials available on-site or if the spill has migrated off district property, the designated operator shall be notified immediately.

1105.5 RECORD-KEEPING
District sites where the cumulative capacity of the ASTs exceeds 1,320 gallons shall maintain a copy of the Spill Prevention Control and Countermeasure Plan for the facility.

1105.6 POLICY
It is the policy of the Menlo Park Fire Protection District to adhere to local, state and federal regulations established to enhance safety and minimize the adverse impacts to the environment from district-owned fuel tank operations.
Flag Display

1106.1 PURPOSE AND SCOPE
The purpose of this policy is to provide guidance to members of the Menlo Park Fire Protection District regarding the proper purchase and display of the flags of both the United States and the State of California.

1106.2 DISPLAYING THE FLAG OF THE UNITED STATES
Federal law providing for the use and the display of the U.S. flag is contained in Title 4 Chapter 1 of the United States Code, commonly referred to as “The Flag Code.” Members of this district will display the flag of the United States in accordance with the provisions of 4 USC § 1 through 4 USC § 10.

1106.2.1 DISPLAY OF THE U.S. FLAG IN DAILY OPERATIONS
District members should consult the Flag Code for guidance whenever the flag of the United States is to be displayed in any manner. This is to ensure that the display is presented in accordance with the Flag Code and as follows:

(a) The United States flag should be conspicuously posted on all district facilities during hours of operation (Government Code § 431).

(b) It is the universal custom to display the flag only from sunrise to sunset on buildings and on a stationary flagstaff in the open. However, the flag may be displayed 24 hours a day if it is properly illuminated during the hours of darkness (4 USC § 6).

(c) The flag should not be displayed on days when the weather is inclement, except when an all-weather flag is displayed (4 USC § 6).

(d) The U.S. flag may only be flown at half-staff by Presidential or Gubernatorial decree, and on Memorial Day until noon (4 USC § 7).

Whenever the U.S. flag is displayed in conjunction with other flags or symbols it should occupy the “Place of Honor” (4 USC § 7).

1106.3 DISPLAY OF THE CALIFORNIA STATE FLAG
State law provides for the use and the display of the flag of the State of California. Members of the Menlo Park Fire Protection District will display it in accordance with these provisions (Government Code § 430 et seq.).

1106.3.1 DISPLAY OF THE CALIFORNIA FLAG IN DAILY OPERATIONS
District members should consult the Adjutant General’s rules for guidance whenever the California flag is to be displayed in any manner, to ensure that the display is presented appropriately. Displays of the California flag should be as provided by the Adjutant General’s rules and as follows:

(a) The California flag should be conspicuously posted on all district facilities during hours of operation (Government Code § 431).
Flag Display

(b) Generally, the California flag should be displayed only from sunrise to sunset on buildings and on a stationary flagstaff in the open. However, the flag may be displayed 24 hours a day if it is properly illuminated during the hours of darkness.

(c) The California flag should not be displayed on days when the weather is inclement, except when an all-weather flag is displayed.

(d) The California flag shall be flown at half-staff whenever the flag of the United States is flown at half-staff, and may only be flown at half-staff at other times by order of the Governor of California.

(e) Whenever the California flag is displayed in conjunction with the United States flag, the United States flag shall occupy the position of first honor (Government Code § 436). When the California flag is displayed in conjunction with other flags or symbols, it should occupy the position of honor.

For flag display protocol subsequent to a line-of-duty death, see the Line-of-Duty Deaths Policy.

1106.4 SPECIAL CIRCUMSTANCES - FLAGS AT HALF STAFF
Local Government Officials have been pre-approved by the Governor of California to lower their flags for up to 72 hours per person if a local soldier, safety personnel or local elected official has died. Permission to fly the flag at half-staff, for days other than those recognized as half-staff days, shall come from a Chief Officer after confirmation from Fire Chief. At that time, the flag shall be flown for not longer than 72 hours total at half-staff, unless directed to do so by the Fire Chief. In order to maintain controls regarding the lowering of flags and respect for those who feel that flags should not be lowered.

Examples listed below are the types of occurrences where lowering flags may be permitted by the Fire Chief:

(a) Line of duty death where Menlo Park Fire personnel were/are assigned to the incident
(b) Line of duty death of former MPFD employee
(c) Line of duty death in the 9 Bay Area County’s
(d) Significant National Fire Service event

1106.5 PURCHASE OF US AND CALIFORNIA FLAGS
All flags purchased on behalf of the District shall be “Made in the U.S.A.”.

1106.6 POLICY
It is the policy of the Menlo Park Fire Protection District to display flags at district facilities in compliance with California and federal laws.
Pets on District Property

1107.1 PURPOSE AND SCOPE
The purpose of this policy is to establish guidelines for personal pets on District property.

1107.2 POLICY
(a) It is the policy of the Menlo Park Fire Protection District that pets are not allowed to stay on fire district property with the following exceptions:
   1. Dogs sponsored by the Fire District and/or USAR.
   2. Under extenuating circumstances, the Duty Chief may grant permission.
(b) Pets must remain outside structures.
(c) Pets must be secured, kenneled or caged at all times.
(d) Pets shall be kept away from public view and away from working areas.
(e) Constant control of the pet must be maintained at all times. (approved training is allowed for sponsored dogs)
(f) Responsibility for the pet and cleanup of the pet is the sole responsibility of the pet owner/handler.
Company Day Books

1108.1 PURPOSE AND SCOPE  
The purpose of this policy is to provide guidelines for appropriate content and format.

1108.2 POLICY  
It is the policy of the Menlo Park Fire Protection District that members adhere to a standard format for entries.

1108.3 PROCEDURE  
(a) Day-Books shall reflect an accurate and complete written log of daily activities and operations for each fire company. Entries shall be written legibly and include information pertaining to emergency operations, training, fire prevention, personnel and other important details.

(b) Emergency Calls for service shall be entered in red ink. Entries will be on the bottom half of the page with the corresponding date of event, and will include:
   1. time of event
   2. Call number
   3. Address
   4. Type of event

(c) Non-emergency calls for service shall be entered in black ink. Entries will be on the bottom of the page with the corresponding date of event and will include:
   1. Time of event
   2. Call number
   3. Address
   4. Type of event

(d) The company officer will write the names of each member coming on-duty and when going off-duty. On-duty employees will be in the upper left hand corner of the day-book and off-duty employees will be in the upper right hand corner.

(e) For members who come on-duty or go off-duty at other than 0800 hours, the correct time of their arrival or departure shall follow their name.

(f) Entries in the center portion of each page shall be written in black ink and indicate routine occurrences such as daily routine, training, inspections, officer conferences, pre-fire plans, etc.
Fire Station Beds

1109.1 PURPOSE AND SCOPE
The purpose of this policy is to provide guidelines for occupying beds in the fire station.

1109.2 POLICY
(a) Beds shall not be occupied between 0700 and 2000 hours.
(b) Exception may be made with approval of the Station Captain.
(c) Upon arising, beds will be made to look neat and orderly.
(d) Periodically, all Captains, prior to going off shift, shall inspect all beds for neatness in appearance.
Fire Station Maintenance and Inspections

1110.1 PURPOSE AND SCOPE
The purpose of this policy is to provide for the health of all members and visitors by establishing guidelines for fire station cleanliness, maintenance and inspections to ensure that stations and equipment are properly maintained, and that clean and sanitary conditions exist in the living spaces.

1110.2 POLICY
It is the policy of the Menlo Park Fire Protection District that routine care, maintenance and cleaning shall be conducted daily at each station by members on all shifts.

1110.3 PROCEDURE
Each company shall ensure all duties are completed during the course of a shift.

All fire stations and equipment should be inspected annually by a Battalion Chief. The focus of the inspections shall be the proper maintenance and overall cleanliness of the station and equipment.

All members should keep desks, apparatus, beds and lockers in a neat and clean condition. Supervisors are responsible for monitoring member's housekeeping and hygiene, and immediately addressing any issue that disrupts the good working order of the station or detracts from a professional image.

The station and equipment shall be maintained in a clean, orderly and sanitary condition. Tasks include, but not limited to:

- Vacuuming
- Sweeping and mopping floors
- Dusting
- Polishing
- Cleaning restrooms
- Cleaning apparatus bays
- Washing windows
- Yard work
- Graffiti removal
- Grounds cleanliness

Additional station and equipment maintenance and cleaning should be conducted regularly or on an as-needed basis. Sporadic tasks shall be divided between shifts so there is a shared responsibility for the overall condition of the station and the equipment.
Safety considerations regarding cleaning and maintenance may include, but are not limited to, the following:

- Cleaning and repairing the source of water leaks quickly to avoid mold growth.
- Avoiding the use of compressed air to blow dust and debris from clothing while the clothing is being worn.
- Maintaining cooking appliances and eating utensils in good working order.
- Cleaning kitchen hoods and vents at least monthly.
- Ensure smoke detectors are installed and functioning correctly.
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