

City of Beaufort/Town of Port Royal

Fire Department

Administrative Procedures

April 1st, 2017

(Update 10/1/2025)

*Updated/Additional SOG's are Highlighted

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Policy # 1 A Introduction	Related Policies:
<p><i>This policy is for internal use only and does not enlarge an employee's civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this policy, if proven, can only form the basis of a complaint by this department for non-judicial administrative action in accordance with the laws governing employee discipline.</i></p>	
	Applicable SC Statutes:
	OSHA:
	NFPA Standard:
Date Implemented: April 1 st , 2017	Review Date: Rev. 1 Implementing Officer: Chief Tim Ogden Reviewing Officer:

City of Beaufort / Town of Port Royal

Fire Department Standard Operating Guidelines and Procedures

SAFETY POLICY STATEMENT

It is the policy of the City of Beaufort Fire Department to provide a safe work environment. Our department will operate with the highest possible levels of safety and health for all members. The prevention and reduction of accidents and injuries are the goals of this Fire Department and will remain the primary concern at all times. This concern for safety and health applies to all members of this Fire Department. Together, we can make this a safe place to work.

Remember – Safety First

INTRODUCTION

In order for an organization to function properly and to attain the highest degree of efficiency and understanding of what is expected of each individual, a guide must be provided. Rules and Regulations provide a means for the control, administration and control of the Fire Department. These Rules and Regulations will apply to all members of the City of Beaufort Fire Department. They are not intended to be a solution to all problems that may arise, but are

expected however, to be sufficiently comprehensive to cover in a specific or general fashion the responsibilities, obligations, and duties of the members of the City of Beaufort Fire Department.

Much must be left to the conscientious discharge of duty, loyalty, and integrity of the department members, as well as to their intelligence and discretion. These qualities, along with their spirit, activity and judgment, will be determining factors in considering promotion and assignments.

In matters of general conduct, not within the scope of Department Rules and Regulations, members should be governed by the ordinary rules of behavior and guard the good name and reputation of the service with which they are connected.

This Fire Department does not recognize a distinction between a standard operating procedure and a standard operating guideline. By necessity, some degree of flexibility must be allowed in SOP's or SOG's to provide for unusual or unforeseen situations that are all too common in the fire service.

SOPs and SOGs are not intended to deter or in any way detract from the initiative of firefighters, company or chief officers. Rather they serve as a framework within which the initiative of all members should be exercised. Officers and firefighters must be free to deviate from an SOP or SOG when in their experience and training, such a deviation is warranted by the circumstances.

SOPs, SOGs, rules and regulations are for internal use only and do not enlarge an employee's civil liability in any way. SOPs, SOGs, rules and regulations should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against the department or employees. A violation of SOPs, SOGs, rules and regulations, if proven, can only form the basis of a complaint by this department for non-judicial administrative action in accordance with the laws governing employee discipline.

DISCLAIMER – IMPORTANT NOTICE

This City of Beaufort Employee Handbook contains various rules, policies, and procedures relating to employment. Many of the provisions are abstracts of federal, state, and municipal laws. Such laws change from time to time. Furthermore, the City finds it necessary or advisable to amend its rules, policies, and procedures from time to time. Therefore, the provisions of the City's manual and personnel policies are subject to change by the City at any time. Nothing in the handbook or in any of the City's personnel policies shall be deemed to constitute a contract of employment and all employees of the city are employees-at-will who may quit at any time for any reason and who may be terminated at any time for any or no reason. No one other than the City Manager may make any promises or assurances or enter into any contract, whether

oral or written, that in any way is contrary to or inconsistent with the limitations set forth in this foregoing paragraph, and any such promises, assurances, or purported contracts shall be invalid and not binding on the City unless adopted, endorsed and agreed to in writing by the City Manager.

City of Beaufort/ Town of Port Royal Fire Department

Vision, Mission, and Core Values

Our vision statement is an idealized picture of our organization. It defines who we are, and where we are going. This principle provides the mechanism through which the City of Beaufort/Town of Port Royal Fire Department carries out its vision to be the best.

Our mission statement is our commitment to provide a safe community for all citizens. Our mission is our day-to-day work. The strength and wellbeing of a community are affected by the character and effectiveness of its firefighters as well as all City employees.

Our core values are principals upon which we base our department's policies on. They define who we are and how we do business. Our core values are incorporated in everything we do. FDPRIIDE, the acronym for our core values, Family First, Dedication, Professionalism, Respect, Integrity, Discipline, and Everyone Goes Home embodies the goals we strive to achieve. Our values remind us to consider our strength of character, pride in our profession and our commitment to our community. These values guide our daily decisions and actions and anchor our policies, goals and practices.

Chief Tim Ogden

OUR VISION

Providing excellence in every task we undertake, the City of Beaufort/Town of Port Royal Fire Department is a leader in the fire service profession with quality community service as our priority. We seek out and grow partnerships to help us achieve our goals.

MISSION

The Mission of the Fire Department is to provide public safety and emergency services to the City of Beaufort and Town of Port Royal in a way that the department is intricately woven into the fabric of the community.

The Fire Department will take a customer service oriented approach every time we contact a member of our community and provide empathy, understanding, and kindness to everyone we meet.

CORE VALUES

FDPRIDE is the acronym for our core values. It embodies the goals we strive to achieve. Our values remind us to consider our strength of character, pride in our profession and our commitment to our community. These values guide our daily decisions and actions and they anchor our policies, goals and practices.

FDPRIDE stands for:

- Family First
- Dedication
- Professionalism
- Respect
- Integrity
- Discipline
- Everyone Goes Home.

As members of the Beaufort Fire Department we value:

Family First

We believe that family must come first - first our individual families and then our fire department family. We serve and protect, starting with our own.

Dedication

We are dedicated to the organization, to each other, to our families and to the citizens we serve. We strive every day to provide the highest quality of professional fire service to the community with the goal of saving lives and protecting property.

Professionalism

We are committed to proficiency, efficiency, reliability and excellence in all aspects of our conduct and performance.

Respect

We are committed to respecting the Constitutional rights, liberties, and worth of all members of the community and the Department. We respect the diversity of people in our community and serve all with equal dedication and fairness.

Integrity

We believe integrity is a cornerstone of our profession. We hold ourselves accountable for our actions and are open and honest in our dealings with each other. We have the courage to do what is right and to stand against what is wrong.

Discipline

We must have the ability to execute our plan of action regardless of the obstacles, discomfort or difficulties that we face. Discipline sets the tone and dictates the efficiency by which we excel in the performance of our duties.

Everyone Goes Home

We will strive every day to ensure “everyone goes home.” Firefighters must have the courage to accept the risks involved in saving lives and protecting their communities. A different type of courage is required to stay safe in potentially dangerous situations, avoiding needless risks and tragic consequences.

Adopted January 15th, 2016

Policy # 2 A Rules of Conduct	Related Policies: City of Beaufort Employee Handbook
<p><i>This policy is for internal use only and does not enlarge an employee's civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this policy, if proven, can only form the basis of a complaint by this department for non-judicial administrative action in accordance with the laws governing employee discipline.</i></p>	
	Applicable SC Statutes: None
	OSHA: None
	NFPA Standard: None
	Review Date: Rev. 1
Date Implemented: April 1 st , 2017	Implementing Officer: Chief Tim Ogden Reviewing Officer:

The Beaufort Fire Department's philosophy in approach to service delivery, personnel relations, and member conduct is contained in the Department's Mission and Values Statement. The specific rules and regulations contained in this policy and procedure are intended to support both the Department's and City's Mission and Values.

All members of the Fire Department can access a copy of these rules and regulations through the City's website, and it is their responsibility to be completely familiar with the contents. These Rules and Regulations will be reviewed periodically for necessary revisions. The on-line version is considered the most current at all times

These rules and regulations cannot, nor are they expected to, provide a solution to every question or problem which may arise in an organization designed and established to render emergency services. They are not designed, nor intended, to limit any member in the exercising of his/her judgment or initiative in taking the action that a reasonable person would take in extraordinary situations which are bound to arise in the fire service.

All members of the Fire Department shall be held accountable for their actions and be subject to disciplinary action ranging from counseling to dismissal, according to the nature and degree of the offense, for any violation of these rules and regulations.

Rules of Conduct

All members shall direct their efforts towards fulfilling the mission of the City of Beaufort Fire Department. The following list of directives represents the personal conduct standards required of each member to fulfill that mission.

- Article 1 Every member is expected to conduct themselves in a highly self-disciplined manner, and is responsible for regulating his/her conduct in a positive, cooperative, and mature way.
- Article 2 All members, while on-duty, shall devote their entire time and attention to the service of the Fire Department. They shall attend all emergency incidents to which they may be assigned and perform duties as required or directed.
- Article 3 Members shall participate in all Department training activities as directed, be thoroughly familiar with all equipment they may be required to use in the performance of their duties, and perform related work as required.
- Article 4 Members shall work competently in their positions to cause all Department programs to operate effectively.
- Article 5 Members shall not engage in activities that are detrimental to themselves, the Department, or the City whether on or off duty.
- Article 6 Members shall not use or be under the influence of alcoholic beverages, debilitating drugs, or substances which impair physical and/or mental capacity, while on duty.
- Article 7 Members reporting for duty under the influence of any medication, prescription or nonprescription, that may impede mental or physical reaction must report that information to their supervisor.
- Article 8 Members shall use their training and capabilities to protect the public at all times, both on and off duty.
- Article 9 Members shall be on time for work. On time for work includes being ready to begin work/emergency response at 0700.
- Article 10 Members shall be held personally responsible for all Department property issued to them. Any property which may be lost or damaged through abuse, carelessness, or neglect may be replaced at the expense of the member to whom it was issued.

- Article 11 No advertising matter, posters, for sale signs, private notices, or other disfigurements shall be posted or permitted on Departmental property or apparatus without Department approval. No article shall be displayed on Department premises for sale. Use of the Department logo, pictures of apparatus, or anything that might appear as an endorsement by this Department for private or personal business is prohibited.
- Article 12 Members shall not leave their assigned station or place of duty without permission of their supervisor and shall report back to their supervisor immediately upon return. The supervisor will initiate all actions necessary to follow accountability procedures/guidelines.
- Article 13 When any member is assigned to a fill-in position, he/she shall exercise the full authority and responsibility of that position.
- Article 14 All members will treat as confidential the official business of the Department. They shall not impart or discuss with anyone any matters concerning the Department or its members, except to officers of the Department or under process of law. Members will make every effort to protect patient privacy in accordance with state and federal laws.
- Article 15 No member shall make any purchase or incur any liability in the name of the Department without permission of the appropriate section or division head.
- Article 16 No member shall receive any fee nor solicit, demand, or suggest from any person or persons, pay for services rendered in the performance of duty, except their salary as paid by the City of Beaufort.
- Article 17 Members shall participate in all company activities.
- Article 18 All members reporting for duty and while on-duty will be clean shaven and neatly dressed in a proper and well-maintained uniform (see uniform policy).
- Article 19 All members shall insure the cleanliness of their assigned apparatus and station areas daily.
- Article 20 All members are to communicate with one another as to activities, suggestions, problems, and status of their respective units, companies, station facilities, and shifts.
- Article 21 Members shall not engage in any sexual activity while on duty.

- Article 22 All members shall keep themselves physically fit and will participate in the physical fitness program.
- Article 23 Members shall not abuse their vacation or sick leave privileges.
- Article 24 Members will not, under any circumstances, falsify Fire Department records.
- Article 25 No member shall remove, damage, or tamper with another member's personal property or the property of the City.
- Article 26 No member shall display discriminatory or abusive behavior pertaining to politics, sex, religion, age, sexual preference, diversity, or ethnicity while on duty or on Fire Department premises.
- Article 27 The carrying or possessing of a firearm or ammunition on or within Fire Department property, facilities, or equipment is prohibited. (Law enforcement officers are exempt from this procedure).
- Article 28 Seat belts will be worn by all members and their passengers when driving or riding in a Fire Department or City vehicle.
- Article 29 Cell phones, photo/electronic communication devices, music devices, etcetera, may not be used when:
- driving fire apparatus (no exceptions)
 - at public events/appearances (unless conducting department business)
 - when participating in training (unless conducting department business)
- Article 30 Members shall not neglect or refuse to pay debts which they incur.
- Article 31 Members shall not, at any time, speak disrespectfully to any superior officer of the Department.
- Article 32 Members of the Department shall address officers by their proper titles.
- Article 33 Members shall not use their affiliation with this department, their affiliation with other firefighters or fire officers and the associated trust given to our profession for personal gain.

Policy # 3 A General Rules and Regulations	Related Policies: Rules of Conduct; Lockers and Personal Property; Uniform; Tobacco Use, City of Beaufort Employee Handbook
<i>This policy is for internal use only and does not enlarge an employee's civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this policy, if proven, can only form the basis of a complaint by this department for non-judicial administrative action in accordance with the laws governing employee discipline.</i>	
	Applicable SC Statutes: SC 8-13-765
	OSHA: None
	NFPA Standard: None
	Review Date: Rev. October 1, 2025
Date Implemented: April 1 st , 2017	Implementing Officer: Chief Tim Ogden Reviewing Officer:

1. Fire Department personnel are responsible for knowing and adhering to all Fire Department Standard Operating Guidelines, Fire Department Rules and Regulations, and the City of Beaufort Employee Handbook.
2. Any employee who willingly or negligently violates any of the Fire Department Standard Operational Guidelines, Rules and Regulations, The City Handbook, or fails to follow any lawful orders as verbally communicated by proper authority will be subject to disciplinary action in accordance with Section IV of the City Handbook.
3. Personnel will adhere to all general and special orders, assignments, and information which may be communicated verbally, via email, or paper copy from the Chief of Department, Command Staff, or any Shift Officer. All members shall check the bulletin board, departmental E-mail, and Fire Department calendars when reporting for duty and several times daily.
4. All off-duty personnel are subject to recall upon orders of the Chief of Department or Officer in Charge anytime recall may be deemed necessary.
5. Shift personnel shall report ready for work at 0700.

6. If personnel do not report for duty by 0700, the senior member present will notify the Shift Supervisor. If the absence is unauthorized, the Shift supervisor will notify the Deputy Chief.
7. When an employee is sick or unable to report for duty, that employee will notify the on duty Shift Supervisor at least 60 minutes prior to the shift change. The employee shall state the reason for not reporting for duty and shall leave a telephone number where he/she can be reached. The on duty Shift Supervisor will notify the oncoming Shift Supervisor. Texting is not authorized as an appropriate method to call out sick.
8. All personnel on duty shall remain at their assigned stations, unless permission to leave is granted by the shift supervisor.
9. All personnel shall remain on duty and at their assigned station until properly relieved.
10. On Duty personnel will be up and ready for duty by 0700 on B-Day mornings and by 0615 on the off-going morning. At the discretion of the BC this may be modified due to call volume or major incidents.
11. Under no condition will employees be permitted to consume alcohol within 8 hours of reporting for duty.
12. No employee shall report for duty while under the influence of alcohol or drugs. Any employee suspected of being under the influence of drugs or alcohol shall be escorted by the Officer in Charge for a urinalysis test. (See drug and alcohol testing policy)
13. All firefighting protective clothing will be worn by every member of the department during fire suppression activities, scene management, or when engaged in any hazardous situation. Exception: The incident commander may alter PPE for non-suppression personnel during periods of warm weather.
14. Personal or department articles found at incident scenes will be turned over to the Incident Commander for safe keeping.
15. The lending of Fire Department tools or equipment to anyone is strictly prohibited, unless authorized by the Fire Chief. In the event tools or equipment are loaned, the proper document will be filled out and signed by proper authority.
16. The lending of department power equipment (weed eaters, blowers, pumps, saws, etc.) is prohibited. This is due to the extreme wear and tear this type of equipment must endure during normal operation.
17. No purchases shall be made and charged to the City of Beaufort Fire Department or the Town of Port Royal Fire Department unless approved by the Fire Chief or his designee.
18. Members shall not use official Fire Department Letterhead, envelopes, or stationary except for the transaction of the official business of the Department.

19. Loitering and loafing on the Fire Department premises shall be strictly prohibited. Unauthorized personnel on the grounds of the Fire Department or in the station will be asked to leave by the on-duty personnel. Volunteers, off-duty personnel, persons on official business with the Fire Department or persons touring the station are to be considered authorized. Visitation by invited guests is permissible but should be limited to the hours of 1200-1300 and 1700-2200. Visitation areas shall be limited to the lounge, offices, bay, and outside grounds of the station.
20. The use of Fire Department equipment by employees or volunteers for personal gain is strictly prohibited.
21. All personnel shall have a working telephone. In the event that an address or telephone number is changed, it will be the employee's responsibility to notify the department Office Manager in writing within 24 hours.
22. Personal Appearance and Grooming: All employees must maintain themselves and their uniforms in a neat and well-groomed appearance. Sideburns may not extend below the lowest part of the ears. Mustaches, when worn, must be neatly trimmed. Beards, Van Gogh's, goatees, or facial hair that contacts the SCBA mask seal are not permitted for any employee who is required to wear a respiratory protection device.
23. Employee's hair must be neatly cut and not extend over the shirt collar. Female employees having long hair must wear it up so as not to extend over the collar when in uniform or when wearing respiratory protection in IDLH environments. Hair ornaments worn to keep hair in place must be concealed as much as possible and be black, grey, or blends with the color of the employee's hair. Hair must not affect the fit or seal of respiratory protective equipment.
24. Body piercing and tattoos: Body piercing accessories may not be visible to the public while on duty. Tattoos shall be of good taste and not gaudy or offensive while in uniform.
25. Jewelry must be kept to a minimum. Employees may not wear jewelry that is gaudy, perverse, or in any way jeopardizes the wearer's safety. Uniformed employees are not permitted to wear earrings of any kind while on duty.
26. The City reserves the right to determine, in its sole discretion, whether any employee is in violation of the dress code policy.
27. Upon leaving employment of the Fire Department for any reason, personnel shall return to the Department all issued property prior to receiving any final pay. Employees may be responsible for damaged or lost equipment.

28. City Ordinance # 0-24-89 governs smoking in all public buildings. The Fire Chief is the designated representative to ensure this ordinance is adhered to in all Fire Department buildings. The Fire Department policy on tobacco use will be adhered to. Any tobacco use in the Fire Department vehicles is prohibited. All employees shall properly dispose of their tobacco by-products.
29. All personnel shall practice safety at all times. All accidents or injuries shall be reported to your Shift Supervisor immediately. Once the accident has been mitigated the Shift Supervisor will notify the Fire Chief or Deputy Chief and start the accident investigation process.
30. The Fire Chief, his designee, or the PIO shall be the only authorized personnel to release any information to the general public or news media, in regard to fires under investigation, official fire department statements, or any other information involving the department or the City of Beaufort.
31. The senior Firefighter or Officer at each fire station is responsible for the station itself, the fire apparatus and equipment at that station, the personnel, and the daily work schedule.
32. Apparatus and equipment shall be checked and maintained daily in accordance with Fire Department daily schedule and the Vehicle Inspection Report. All other station duties shall be performed in accordance with the Fire Department daily work schedule.
33. Paid personnel are allowed to participate in other emergency agencies (if approved by the Fire Chief and City Manager). However, they may be called to duty at this department at any time.
34. All paid personnel are required to attend all training drills or other training programs designated by the Fire Chief.
35. In accordance with the City's Substance Abuse Policy, personnel in "Safety Sensitive" positions shall, at random, be selected for drug and alcohol testing. The Substance Abuse Program Administrator will send each department head a list of names randomly selected by their Social Security Number. When instructed, the Fire Department employee shall precede promptly to Beaufort Memorial Express Care, 1680 Ribaut Road, Port Royal, SC 29935 or Beaufort Memorial Hospital, 955 Ribaut Road, Beaufort, SC 29902 with the forms provided and render a sample. Testing shall be completed on the same day the employee receives the forms.
36. State Law requires the use of seat belts in those vehicles where provided. Employees operating City owned vehicles must use all lap and shoulder belts prior to the vehicle moving. Failure to use seat belts will result in a disciplinary action.
37. Bunk Room and Private Common Spaces: Provision will be made by all employees to accommodate private use of bathroom facilities with in all City or Town Fire Department properties which do not have gender specific facilities. All firefighters should maintain an appropriate level of dress (minimum of shirt and shorts) at all times, while in common co-ed bunk room areas.

38. Testimonials, parties, or gatherings of any kind shall not be held in any Fire Department station nor on the grounds of any fire department property without the approval of the Fire Chief.
39. Private Vehicles of members of the Department shall be parked only in the designated areas at fire stations and no private vehicle shall be parked on the apparatus floor of any station, except when authorized by the Fire Chief. This includes personal vehicles, motorcycles, golf carts and any other privately owned motorized form of transportation.
 - a. Loading and unloading momentarily in the apparatus bay with a personal vehicle is authorized.
 - b. Under no circumstances shall fire department personnel park their personally owned vehicles in front of or behind an apparatus bay. Temporary loading and unloading is authorized.
40. The Fire Department reserves the right to examine and inspect any and all lockers, desks, cabinets, drawers, files, books, closets, trunks, luggage, bags, purses, backpacks, brief cases, personal vehicles while parked on fire department property, coolers, computers, laptop computers, electronic memory devices, PDA's, tablet computers, department issued cellular telephones, electronic books, or similar devices that belong to the fire department, or that belong to members that are brought into the workplace. Members are advised that they have no expectation of privacy in any of the items and location mentioned in this paragraph, and that any item of personal property brought into a fire station or onto fire department property may be examined, inspected or searched at any time.

Policy # 4 A Officer Additional General Rules and Regulations	Related Policies: General Rules and Regulations
<p><i>This policy is for internal use only and does not enlarge an employee's civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this policy, if proven, can only form the basis of a complaint by this department for non-judicial administrative action in accordance with the laws governing employee discipline.</i></p>	
	Applicable SC Statutes:
	OSHA:
	NFPA Standard: 1021
Date Implemented: April 1 st , 2017	Review Date: Rev. 1 Implementing Officer: Chief Tim Ogden Reviewing Officer:

SOP's and SOG's are not intended to deter or in any way detract from the initiative of officers. Rather, they serve as a framework within which the initiative of all members should be exercised. Officers must be free to deviate from an SOP or SOG when in their experience and training, such a deviation is warranted by the circumstances and can be justified.

1. It shall be the duty of every officer of the Department to assume such responsibilities relative to command, as may devolve upon said officer by reason of the absence or incapacity of a higher ranking officer, and to act thereunder in accordance with the necessities of any situation or circumstance encountered. Whenever any officer of the Department shall so assume the responsibilities of command, and without willfulness, recklessness, or negligence, shall undertake in good faith to perform any act or issue any order deemed to be required by the exigencies of the situation, said action shall be considered justified without regard to any consequence that might result therefrom.

2. Officers of the Department shall assume and exercise the prerogatives of command over personnel, working in close cooperation in the interest of efficiency, discipline and morale of the Department.

3. Officers shall be just, dignified and firm with subordinates. They shall enforce all rules and orders, and shall promptly report, by well sustained charges, every transgression of law, ordinance, rule or order.
4. Each officer of the Department, or any member thereof acting as an officer, shall at all times exercise the prerogatives of command in a manner consistent with high standards of courtesy, decency and restraint, and with due regard for the rights and sensibilities of subordinates, and shall at all times issue orders or directions in accordance with the requirements hereinafter set forth:
 - (a) Be diligent to provide for the comfort, convenience and well-being of subordinates before caring for one's own needs.
 - (b) Be alert and diligent to avoid the willful, reckless or negligent issuance of an order or direction which would unnecessarily cause any subordinate to be exposed to an imminent danger of death or injury.
 - (c) Issue only such orders or directions as have a lawful action as the objective.
 - (d) Issue no order or direction which requires any subordinate to perform any acts of personal service unless such service be expressly or by implication provided for in these Rules and Regulations.
 - (e) Be diligent to avoid being repetitious, uncertain or quarrelsome in the issuance of orders or directions.
 - (f) Avoid the use of profane, scurrilous or indecent language toward any subordinate in issuing an order or direction.
 - (g) Commit no act, nor threaten to commit any act of physical violence upon the person of a subordinate.
 - (h) Be diligent to avoid issuing orders or reprimands to any subordinate in public or in the presence of non-members of the Department, unless such action is necessary to preserve the efficiency, discipline or morale of the Department or to protect life and property.
 - (i) Be firm in a determination that when orders or directions are issued, they will be obeyed and carried out.

5. Officers at fires shall not unnecessarily jeopardize the lives and limbs of members. All officers, particularly the Incident Commander, shall, before deploying any companies, and periodically thereafter until the incident is concluded, conduct a risk analysis that incorporates the following principles:
 - (a) Activities that pose a significant risk to the safety of personnel shall be limited to those situations where there is a potential to save endangered lives.
 - (b) Activities that are employed to protect property shall be conducted in such a way as to recognize the inherent risks they pose to the safety of personnel, and steps shall be taken to reduce or avoid these risks.
 - (c) No risk to the safety of members shall be acceptable when there is no possibility to save lives or property.
6. The incident commander at an incident that attracts media attention may provide general information and a brief interview explaining what transpired. Information released shall be limited to known facts of a non-confidential nature. The identity of victims, confidential medical information, and matters under investigation by the department, the State Fire Marshal, law enforcement, or other agencies shall not be disclosed. When any other personnel receive a request from the media or the public for information about the incident, the request shall be immediately referred to the incident commander, the Fire Chief, or the public information officer when assigned.
7. Officers observing members in uniform in public shall note any actions by such members tending to bring reproach upon the Department, and shall take proper official action.
8. When being relieved from duty, officers shall inform the officers relieving them of every incident occurring in connection with their unit; of every Department order received during their tour of duty; and of any information which may affect the discipline, efficiency, operations, or safety of the unit.
9. Officers shall ensure that all members under their immediate command are prepared to assume command in the absence of said officer. This includes ensuring that subordinates have knowledge of departmental standard operating procedures, Rules and Regulations, and procedures governing emergency operations as well as a knowledge of Departmental administrative procedures.

Policy # 5 A Critical Incident Stress Debriefing	Related Policies: City of Beaufort Employee Handbook
<i>This policy is for internal use only and does not enlarge an employee's civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this policy, if proven, can only form the basis of a complaint by this department for non-judicial administrative action in accordance with the laws governing employee discipline.</i>	
	Applicable SC Statutes: 42-1-160
	OSHA:
	NFPA Standard:
	Review Date: Rev. 1
Date Implemented: April 1 st , 2017	Implementing Officer: Chief Tim Ogden Reviewing Officer:

Policy: It is the policy of this department to maintain a Critical Incident Stress Management Program.

The department is committed to maintaining a safe and healthy working environment, as it applies to both emergency conditions and non-emergency conditions.

The CISM program is in place to assist members in relieving the stress generated by incidents that could adversely affect the psychological and physical well-being of Fire Department members.

Procedure:

1. Stress can come in many forms. Officers and firefighters are charged with observing themselves, their peers, subordinates and superiors for common signs of stress related issues. Some common signs could be but are not limited to:
 - a. Agitation, irritability, hostility, hypervigilance, self-destructive behavior, social isolation
 - b. Flashback, fear, sever anxiety, mistrust
 - c. Loss of interest or pleasure in activities, guilt, or loneliness
 - d. Insomnia or nightmares
 - e. Emotional detachment or unwanted thoughts

2. If common signs are noted in yourself or another individual the first step is to start a conversation with that individual, the individuals trusted acquaintance, or the individual's supervisor, whichever is most comfortable for that particular situation.
 - a. Department employees are required to inform THEIR COMPANY OFFICER immediately if they suspect someone is having a problem with stress.
 - b. Company Officers are required to utilize the chain of command in seeking help for an individual Firefighter.
3. The City of Beaufort provides an Employee Assistance Program. Information is kept up to date on the City of Beaufort Human Resources web page or by contacting the Human Resources Department. Employees can contact the EAP on their own, or, in the case of 2nd party observations, the Fire Chief may direct that an employee participate in the EAP as a condition of employment.
4. The City of Beaufort/Town of Port Royal Fire Department will utilize a tiered system for Critical Incident Stress Management from known incidents.
 - a. The list of known incidents shall include but not be limited to:
 - Death or Serious injury of a Fire Department Member, on or off shift.
 - Death or serious injury of a Police Officer when Fire Department personnel are involved in the incident as EMS responders, rescue personnel, or while performing other firefighter duties.
 - Death or serious injury of a civilian resulting from unusual and/or extended Fire Department operation.
 - Death or serious injury by fire.
 - Death or serious injury of a newborn, infant, or child when Department personnel are involved in the incident as EMS responders, rescue personnel, or while performing other firefighter duties.
 - Traumatic death, injury, and or carnage.
 - An incident that is charged with or creates profound emotion in emergency services personnel, e.g., firefighters placed in danger to firearms, hostage situations, threats of physical harm, and/or exposed to extremely graphic violence.
 - Any situation where an individual feels they or others may benefit from a defusing and or debriefing.
 - For any reason deemed necessary by a Company or Chief Officer.

I. Tier One:

Tailboard/Station discussions with crew members discussing what they saw, felt, said, or did for any given incident. These shall occur daily as calls for service are mitigated.

- Referrals to EAP or Tier Two could occur at any time.

II. Tier Two:

Formal discussions facilitated by a chief officer to discuss the intricacies of any of the listed situations in list a.

- Referrals to EAP or Tier Three could occur at any time.

III. Tier Three:

Formal Critical Incident Stress Debriefing. This shall be considered and is recommended for ALL ITEMS on list A. The City of Beaufort/Town of Port Royal FD shall contact the members benefit director at the SC Firefighters Association for assistance in facilitating a CISD.

Firefighters, Company Officers, and Chiefs are all charged with identifying a qualifying event and directing that a CISD be conducted.

- Referrals to EAP can occur at any time for continued counseling services and can be extended beyond the provided EAP Benefit through the SC FF's Association by utilizing the Behavioral Health Benefit for First Responders in SC. Information on this benefit can be found on the SC FF's Associations web site under FAST programs.

5. Attendance by ALL MEMBERS present at the incident requiring any of the 3 Tiers of CISM is required by directive of the Fire Chief.

6. A record of CISD will be made and maintained in the Employee's personnel file. Attendance, Date of CISD, and Incident Number resulting in CISD will all be logged.

Policy # 6 A Uniform	Related Policies:
<p><i>This policy is for internal use only and does not enlarge an employee's civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this policy, if proven, can only form the basis of a complaint by this department for non-judicial administrative action in accordance with the laws governing employee discipline.</i></p>	
	Applicable SC Statutes:
	OSHA:
	NFPA Standard:
	Review Date: Rev. October 1, 2025
Date Implemented: April 1 st , 2017	Implementing Officer: Chief Tim Ogden Reviewing Officer:

Purpose: to ensure consistency in the wear and display of all Fire Department uniforms.

1. **Class A Dress:** This uniform consists of black dress pants, black double breasted dress jacket, blue long sleeve dress shirt, black tie, black duty belt, black socks and black patent leather dress shoes.

- Rank/Fire dept. pins will be displayed on the collar of the dress shirt.
- Officers rank pins will also be displayed on the collar of the dress jacket.
- Badge will be displayed on the dress jacket.
- Medals will be displayed on the dress jacket per guidelines.
- Dress cover will be worn when attending an outside event.

Example of use: Wedding, funeral, parade or memorial service.

2. **Class B Dress:** This uniform consists of black dress pants, blue long sleeve dress shirt, black tie, black duty belt, black socks and black patent leather dress shoes.

- All Rank/Fire dept. pins, ribbons, name plate and badge will be displayed on the dress shirt per guidelines.

Example of use: Town/City Council meeting, Promotional ceremonies.

3. **Class C Dress:** This uniform consists of black dress pants, blue short-sleeve dress shirt, black duty belt, black socks and black patent leather dress shoes.

- All Rank/Fire dept. pins, ribbons, name plate and badge will be displayed on the dress shirt per the guidelines.
- The grey issued T-Shirt is permitted under a blue dress shirt; Officers will wear a white t-shirt under their white dress shirt. Black job shirts/sweatshirts are not permitted with the dress uniform.

Example of use: Hiring board participation, Court appearance.

4. **Class C Duty:** This uniform consists of black duty pants, blue short-sleeve dress shirt, black duty belt, black socks and black duty boots.

- Long sleeve dress shirt may be worn in inclement weather.
- All Rank/Fire dept. pins, ribbons, name plate and badge will be displayed on the dress shirt per the guidelines.
- Officer discretion of when to wear department dress shirts and when not to wear them between May 1st and October 1st.

Example of use: Pre-plan/inspections, School Lunch, Pub-Ed. Events.

5. **Class D Station Uniform:** This uniform consists of black duty pants, a short sleeve/long sleeve duty t-shirt, black duty belt with black socks and black duty boots or black tennis shoes.

- Black Job Shirt, sweatshirt, quilted jacket, full zip jacket
- Solid Black boots or solid black footwear to include the sole of the boot or solid footwear. (No contrasting color logos are permitted; PT Style tennis shoes other than solid black are not permitted to be worn with the station uniform at any time)
- Issued/approved black Stocking Hat is permissible during cold temperatures.
- No ball caps are to be worn unless issued/approved by the fire department. At no time on duty will an advertising or sponsored ball cap be permitted.
- Battalion Chief or Acting Battalion Chief shall wear department issued polo shirt Monday – Friday 1000 – 1700. Department issued/approved ball caps and stocking hats may be worn with department issued polos.
 - Exceptions will be training, working on vehicles, washing vehicles, cleaning, etc....

Example of use: Standard Duty uniform, Staffing Medical station at special events.

6. **PT uniform:** The PT uniform will consist of the following:

- BFT/PR FD duty T-shirt
- Plain black sweat pants or shorts of a cotton or cotton-poly blend

- Tennis shoes of any color are permitted (duty boots are not permitted to be worn while in the PT uniform)
- Black job shirt or sweatshirt during cold weather
- Black stocking hat is permitted during cold weather
- FD issued/approved ball cap
- Pants of nylon or polyester materials are not permitted
- No pin striping or excessive logos are permitted
- Small nondescript manufacturer's logos are permitted
- Shorts are not authorized to be worn on calls or interactions with the public other than at the gym

Any combination of the above based on temperature is acceptable.

7. **Bunker gear** will not be worn on medical calls as a result of wearing shorts for PT. If you wear shorts, you will have a pair of black sweatpants available for immediate use and wear sweatpants on the call.
8. The PT Uniform is authorized for wear from 0700-1000 and 1700-0700 (while sleeping).

Examples of use: Physical fitness training, after hours sleeping attire

SPECIAL NOTES:

The Station Uniform is required from 1000-1700. Footwear to be worn with Station Uniform will be all black boots or tennis shoes that either zip or tie. During the hours of 1000-1700 boots will be zipped up and tennis shoes will be tied.

After business hours footwear shall be worn between the hours of 1700 – 0700. In the event of a call, citizen visit, or leaving the station footwear shall be changed to all black boots or tennis shoes. Examples of after business hours footwear are crocs, sandals, flip flops, PT shoes, hey dudes, etc.....

When in the Dress uniform all members will wear the same style dress shirt. In warm weather, all members will be in short sleeves, in cold weather all members will be in long sleeves as directed by the officer of the day.

You are required to have all portions of your uniform issue available for use on any given Duty Day. (Dress shirts, badges, etc. are not to be left at home on the premise that they would not be needed that day. Furthermore, a dress uniform will always be kept in a manner that it is prepared for immediate use while on Duty)

When attending SCFA classes while on duty a Class C Duty uniform is required. During times of practical application, the dress shirt will be removed. When two or more members are attending the same class, they will wear the same style shirt.

The black Stocking Hat or black job shirt/sweatshirt is not authorized to be worn with any Dress uniform.

When you are on the clock, i.e. Mandatory drill, you are required to be in the appropriate PT or Station Uniform as directed by the officer of the day.

Your encouraged to wear duty boots if possible while on duty.

All hats should be always worn with the bill of the hat forward.

No hats are permitted to be worn with Class A, Class B, and Class C uniforms (exception: Class A cover)

Color Guard uniforms will be under the direction of the Color Guard Officer.



The above photo displays the appropriate placement of the basic uniform hardware



Collar Rank Insignia pin and collar Department pin shall be placed at an equal length from the point of the collar, and parallel to the deck.



The Firefighters nameplate will be centered above the right breast pocket, and rest upon the top edge of the pocket flap.

If an EMT pin is displayed, it shall be placed $\frac{1}{4}$ inch above the nameplate and centered.

If an American Flag pin displayed, it shall be centered and located at the very top.

When Years of Service/Affiliation pins are displayed, they shall be placed as shown in the above photo. Pins displayed on the pocket flap shall be at least $\frac{1}{4}$ inch from the bottom edge and centered. A pin displayed above an EMT pin or Award Ribbon shall be placed $\frac{1}{4}$ inch above and centered.

No more than three Years of Service/Affiliation pins shall be displayed at any time.



If a Firefighter has received an Award Ribbon, it shall be displayed $\frac{1}{4}$ inch above the nameplate and centered.

Any pin displayed above an Award Ribbon shall be placed $\frac{1}{4}$ inch above and centered.

No more than two of any type pin or ribbon shall be displayed above the nameplate. However, if a Firefighter has multiple Award Ribbons of different awards, they may be displayed side by side.

Multiple awards of the same Award Ribbon shall be displayed by a gold star centered on the ribbon.



Officer's collar insignia shall be placed at least $\frac{1}{4}$ inch from the edge of the collar and centered. The bugle(s) shall point towards the point of the collar, with the wording of the Officer's rank parallel to the deck.



When wearing the Class A uniform, only Officers shall display rank insignia on the collar.

Award Medals shall be displayed on the right breast, parallel with the Badge.

If more than one award for the same Award Medal has been issued, it shall be signified by a gold star on the ribbon portion of the medal.

If a Firefighter has multiple Award Medals of different awards, they may be displayed side by side.

Policy # 7 A Uniform Off Duty	Related Policies: Uniform; Physical Fitness; Conduct; General Rules
<i>This policy is for internal use only and does not enlarge an employee's civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this policy, if proven, can only form the basis of a complaint by this department for non-judicial administrative action in accordance with the laws governing employee discipline.</i>	
	Applicable SC Statutes:
	OSHA:
	NFPA Standard:
	Review Date: Rev. 1
Date Implemented: April 1 st , 2017	Implementing Officer: Chief Tim Ogden Reviewing Officer:

General:

The purpose of this policy is to provide a guideline for Fire Department issued clothing items that may be worn while Off-Duty, and the manner in which they shall be displayed.

Policy:

1. Certain articles of uniform shall be authorized for wear while off-duty. Such articles of uniform shall be in good repair, clean, and displayed in the manner for which they were intended.
2. While wearing any article of clothing that displays affiliation with the Beaufort/Port Royal Fire Department, Members will conduct themselves in accordance to all articles of conduct found in the City of Beaufort Employee Handbook and the City of Beaufort Fire Department Rules and Regulations.
3. Members shall not wear an entire ensemble of uniform while Off-Duty, so as not to be confused with On-Duty personnel.
4. Articles of uniform authorized for Off-Duty wear are: Ball Caps, Watch Caps, Sweat Shirts, retired Job-Shirts, T-Shirts of a retired color (i.e. blue), and any special 1% fund

purchased Job Shirts or T-Shirts that display a theme (i.e. Cancer awareness, Station assignments or Engines).

5. Articles of uniform worn by Members for athletics, such as members of a team sporting event, shall have the permission of the Fire Chief to do so.
6. Articles of uniform may not be worn while Members are performing work for profit outside of the employment of the City of Beaufort.
7. Any Member who violates the above stated policy may have the privilege of wearing uniforms Off-Duty revoked at the discretion of the Fire Chief.

Policy # 8 A Daily Schedule	Related Policies:
<p><i>This policy is for internal use only and does not enlarge an employee's civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this policy, if proven, can only form the basis of a complaint by this department for non-judicial administrative action in accordance with the laws governing employee discipline.</i></p>	
	Applicable SC Statutes:
	OSHA:
	NFPA Standard:
Date Implemented: April 1 st , 2017	Review Date: Rev. August 1, 2023 Implementing Officer: Chief Tim Ogden Reviewing Officer:

General: This shall serve as the minimum guideline for daily schedule. Time frames for activities should take into consideration the flexible nature of emergency services but where call volume, public service, or other directives are absent, this shall serve as the minimum expectation of the Fire Chief.

Policy: All shift personnel shall be on-duty, in uniform, with gear on the apparatus, ready to respond, no later than 0700.

0700 – On Duty Ready to Respond

0700 – 0800 Apparatus Check

0800 – 0900 Physical Fitness

0900 – 1000 Shower, Don Daily Uniform, Breakfast

1000 – 1200 Shift Training

1200 – 1300 Lunch

1300 – 1700 Dailies, Inspections, and or Special Projects

1700 – Until / Dinner and Nightly Duties

0615 – 0700 Ensure All Duties are Complete and Brief On-Coming Shift

Station 1	Station 2	Station 3	Station 4
Monday North Side, Weight room, bunk room	2 nd floor living	Living quarters	Living quarters
Tuesday Company Inspections Pre-Plans	Company Inspections Pre-Plans	Company Inspections Pre-Plans	Company Inspections Pre-Plans
Wednesday Front Line heavy decon inside cab and all compartments cleaned on outside. Equipment taken out and wipe down.	Front Line and squad heavy decon inside cab and all compartments cleaned on outside. Equipment taken out and wipe down.	Front Line heavy decon inside cab and all compartments cleaned on outside. Equipment taken out and wipe down.	Front Line and squad heavy decon inside cab and all compartments cleaned on outside. Equipment taken out and wipe down.
Thursday South side, kitchen, offices, bathroom	1 st floor	Kitchen/dayroom	Kitchen/dayroom
Friday Reserve Truck heavy decon inside cab and all compartments cleaned on outside. Equipment taken out and wipe down.	Reserve truck heavy decon inside cab and all compartments cleaned on outside. Equipment taken out and wipe down.	Reserve Truck heavy decon inside cab and all compartments cleaned on outside. Equipment taken out and wipe down.	Reserve Truckheavy decon inside cab and all compartments cleaned on outside. Equipment taken out and wipe down.
Saturday Exterior Building grounds Training Truck checkoff to include fluids and washing. Complete truck checkoff sheet	Exterior Building grounds Training Truck checkoff to include fluids and washing. Complete truck checkoff sheet	Exterior Building grounds Training truck checkoff to include fluids and washing. Complete truck checkoff sheet	Exterior Building grounds Training Truck checkoff to include fluids and washing. Complete truck checkoff sheet
Sunday Bays, doors, exterior doors	Bays, doors, exterior door	Bays, doors, exterior door	Bays, doors, exterior door

Policy # 9 A Annual Leave Administration	Related Policies: City of Beaufort Employee Handbook
<p><i>This policy is for internal use only and does not enlarge an employee's civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this policy, if proven, can only form the basis of a complaint by this department for non-judicial administrative action in accordance with the laws governing employee discipline.</i></p>	
	Applicable SC Statutes:
	OSHA:
	NFPA Standard:
	Review Date: Rev. 1
Date Implemented: April 1 st , 2017	Implementing Officer: Chief Tim Ogden Reviewing Officer:

General:

This policy is meant to guide the department in fair, efficient, and reasonable administration of the annual leave of Fire Department Employees.

Policy:

1. All accrual rates, accumulation guidelines, and usage guidelines are established in the City of Beaufort Employee Handbook and this policy in no way supersedes any current or future updates. It is the FF's responsibility to be as familiar with the City of Beaufort Employee handbook as one is with the Fire Department Policy Manual.
2. Supervisors will take into consideration the following constraints when considering granting an annual leave request. All leave requests are granted at the Battalion Chief level and extenuating circumstances are handled by the Deputy Chief.
 - a. Minimum staffing as is set by the Fire Chief (while this is a generally firm number it can be adjusted in extenuating circumstances from time to time)
 - b. Sending a Fire Department member to a reasonably scheduled and sanctioned class or training opportunity generally takes precedent over an annual leave

request. (Consideration has to be given to last minute class availability or last minute needs of the department and balanced with fairness to the FF requesting leave)

- c. Rank, time in service, position or any other mitigating factor, bears no precedent for one leave request to be granted over another. The granting of the leave request is at the sole discretion of the Fire Chief. Management of this program is delegated to the Battalion Chief's and conflicts are mitigated by the Deputy Chief and or the Fire Chief. The Deputy Chief is responsible for managing the leave usage of Battalion Chief's and administrative officers.
 - d. Leave usage needs to be discussed among the shift and administered fairly by the Battalion Chief. FF's are expected to be open and up front with their supervisors about their plans and need for leave prior to making personal arrangements or financial commitments.
3. The Fire Chief reserves the right to cancel previously scheduled leave at any time.

Policy # 10 A Exchange of Duty	Related Policies:
<p><i>This policy is for internal use only and does not enlarge an employee’s civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this policy, if proven, can only form the basis of a complaint by this department for non-judicial administrative action in accordance with the laws governing employee discipline.</i></p>	
	Applicable FED Statutes: FLSA Duty Substitution 29 CFR 553.31 section & (p) (3)
	OSHA:
	NFPA Standard:
Date Implemented: April 1 st , 2017	Review Date: Rev. 1 Implementing Officer: Chief Tim Ogden Reviewing Officer:

General: FLSA allows for exchange of duty, termed substitution, as long as the substitutions are “made freely and without coercion, direct or implied. An employer may suggest that an employee substitute or “trade time” with another employee working in the same capacity during regularly scheduled hours, but each employee must be free to refuse to perform such work without sanction and without being required to explain or justify the decision. An employee's decision to substitute will be considered to have been made at his/her sole option when it has been made (i) without fear of reprisal or promise of reward by the employer, and (ii) exclusively for the employee's own convenience.”

Furthermore, “an agreement between individuals employed by a public agency to substitute for one another at their own option must be approved by the agency. This requires that the agency be aware of the arrangement prior to the work being done, i.e., the employer must know what work is being done, by whom it is being done, and where and when it is being done. Approval is manifest when the employer is aware of the substitution and indicates approval in whatever manner is customary.”

Policy:

1. An exchange of duty or “buddy shift” is when a firefighter stands in for another firefighter for a partial or entire 24 hour shift and then is “repaid” the same hours on another date.

2. An exchange of duty shall be submitted on Vector Scheduling for approval at least 72 hours in advance. Both parties shall have the exchange of duty worked and repaid within 90 days of the earliest date of the two being exchanged. Any variance from this rule needs the approval of the Deputy Chief or Fire Chief.
3. When submitting for an exchange of duty effort should be made to ensure that both firefighters are equal in experience and certifications. An exchange of duty is subject to approval from the Battalion Chief and may be denied based on the needs of the shift.
Example: A driver doing an exchange of duty with a non-driver may affect the shifts ability to staff apparatus accordingly.
4. It is the Battalion Chief's responsibility to review staffing prior to approving an exchange of duty. If the exchange of duty will adversely impact the shift the exchange of duty shall be denied.
5. Officers are permitted to exchange duty within the same rank: Battalion Chief for Battalion Chief / Captain for Captain / Lieutenant for Lieutenant.

Policy # 11 A Firefighter Training Requirements	Related Policies: Firefighter Promotion Policy
<p><i>This policy is for internal use only and does not enlarge an employee's civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this policy, if proven, can only form the basis of a complaint by this department for non-judicial administrative action in accordance with the laws governing employee discipline.</i></p>	
	Applicable SC Statutes:
	OSHA:
	NFPA Standard: 1410; 1021; 1001; 1002; 1006; 1035; 1041
Date Implemented: April 1 st , 2017	Review Date: Rev. October 1, 2025 Implementing Officer: Chief Tim Ogden Reviewing Officer:

General:

To establish the training requirements for the City of Beaufort and Town of Port Royal Firefighters at each rank.
 To assure the consistency of the level of training among members of our organization.
 To require training that is pertinent and relevant to the position in accordance to national accepted standards.

Policy:

Firefighters shall obtain the listed training classes for each rank as a pre-requisite of promotional testing for the rank being challenged. (See Firefighter Promotion Policy 12A)

NOTE:

- AEMT will become required for promotion to Firefighter III beginning January 1st, 2026
- Current firefighter III's (as of October 1, 2025) who are not AEMT will be the only exemptions, however they must obtain AEMT to promote to Lieutenant.
- All Firefighter II's promoting to Firefighter III starting with the December 2025 promotion cycle will have until January 1st, 2028, to become AEMT certified. If they do not obtain AEMT by the deadline they will be demoted back to a FFII/EMT position.
- All other ranks will fall under the new promotion schedule.

Recruit Firefighter

Newly hired employees

Firefighter 1

- SCFA 1151 Firefighter Candidate School, IFSAC Firefighter II, or equivalent
- SCFA 1136 FLAG
- SCFA 1139 Firefighter Survival/Rescuing the Rescuer
- SCFA 1140 Rescuing Our Own (RIT)
- SCFA 2727 Hazardous Materials Awareness (HMA)
- SCFA 2728 Hazardous Materials Operations
- SCFA Online Course 3309 Introduction to Technical Rescue
- SCFA Course 3330 Basic Auto Extrication
- NFA Online Course Firefighter Safety: Calling the Mayday (Q0133)
- FEMA Online Courses: I-100, I-200, I-700, I-800
- Class E Permit (done through the SCDMV)
- Minimum 1 year as a Recruit Firefighter

Firefighter 2

- SCFA Course 3310 Technical Rescue
- NFA Online Course: Principles of Building Construction (Q0751)
- SCFA 1410 Emergency Vehicle Response Awareness (scfiretraining.com)
- SCFA 1270 Emergency Vehicle Driver Training
- SCFA 1271 Driver/Operator – Pumper
- SC Class E license (driving test with Battalion Chief of Training)
- NREMT-B License (or higher)
- Minimum 1 year as a Firefighter I

Engine Firefighter 3 (Engine/Aerial Operator)

- SCFA 1275 Driver/Operator – Aerial
- SCFA 1161 Support Company Operations
- SCFA 1272 Driver/Operator – Mobile Water Supply
- SCFA 2153 I-300
- SCFA 4171 Fire Instructor I
- EMT-A License (or Higher)
- Completion of all driving hours for Engine/Aerial
- Successful completion of all testing with the Battalion Chief of Training for Engine/Aerial
- Minimum of 2 years as a Firefighter II

Lieutenant

- SCFA 2100 Fire Officer 1
- SCFA 2133 Building Construction for Company Officers
- SCFA 2154 I – 400
- SCFA 2150 Incident Safety Officer
- SCFA Course 3209 Fire Investigation for 1st Responders

Captain

- SCFA 2102 – Fire Officer II
- SCFA 2197 – Leadership in Supervision
- SCFA 2198 – Leadership in Supervision
- SCFA 2199 – Leadership in Supervision
- Command & Control for Incident Operations (SCFA 8336 or NFA R0312)
- SCFA 2144 Incident Command for High-Rise Operations
- SCFA 7174 Incident Command for Structural Collapse
- Arson Investigation – Preferred

Battalion Chief

- Fire Officer III (SCFA or Alabama Fire College)
- New Executive Chief Officer (NFA R0763) (Preferred)
- College Degree (preferred)

Policy # 12 A firefighter promotion	Related Policies: Firefighter Training
<p><i>This policy is for internal use only and does not enlarge an employee's civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this policy, if proven, can only form the basis of a complaint by this department for non-judicial administrative action in accordance with the laws governing employee discipline.</i></p>	
	Applicable SC Statutes:
	OSHA:
	NFPA Standard: 1001; 1002; 1021; 1031; 1041
	Review Date: Rev. October 1, 2025
Date Implemented: April 1 st , 2017	Implementing Officer: Chief Tim Ogden Reviewing Officer:

Policy:

1. Testing dates

The advancement examinations will be given semi-annually, in June and December, in order that your promotion will be effective July or January respectively. Minimum years of service required for advancement eligibility are calculated using each members' date of hire. Firefighters who have reached their years of service requirement should prepare for exams during the month of June or December following their anniversary date of hire. All training and education requirements can be found in Policy #11A Firefighter Training Requirements.

2. Recruit Firefighter

All new fire department employees are considered "Recruit" in terms of employment status as well as carrying the rank of "Recruit Firefighter". Employees will be designated as Recruit, regardless of training and education, for a minimum of 1 year. After 1 year, the firefighter will be eligible to test for promotion to the next rank based on achievement of the promotional criteria and performance. Testing will occur at the next available semiannual testing cycle.

3. Firefighter I Candidate

Fire Service Personnel presenting themselves as candidates for advancement must have completed all skill and knowledge requirements addressed in the National Certification Guidelines under N.F.P.A. 1001, 1002, 1021, 1031 & 1041 for the position to which they are advancing. The following will be evidence of requirement completion:

- Completion of a minimum of 12 calendar months of “time in service” status as a Recruit Firefighter.
- No record of disciplinary action in last 12 months.
- Completion of the task manual for Firefighter I.
- Completion of education and training for Firefighter I listed in the Firefighter I Training Requirements.

4. Firefighter II Candidate

Fire Service Personnel presenting themselves as candidates for advancement must have completed all skills and knowledge requirements addressed in the National Certification Guidelines under N.F.P.A. 1001, 1002, 1021, 1031 & 1041 for the position to which they are advancing. The following will be evidence of requirement completion:

- Completion of 12 months as a Firefighter II.
- No record of disciplinary action in last 12 months.
- Completion of the task manual for Firefighter II.
- Completion of education and training for Firefighter II listed in the Firefighter II Training Requirements.
- Completion of EMT section of Firefighter Task Manual.

Note: Personnel who choose to remain at the Firefighter II Rank must obtain Engine Operator designation within three years of promotion to Firefighter II. Failure to achieve this will result in disciplinary action.

5. Firefighter III Candidate

Personnel are not required to achieve the Firefighter III rank. Personnel who opt to take the Firefighter III examination and do not make a passing score may reattempt the exam in six months. Personnel who fail the Firefighter III examination on the second attempt must wait one year before retesting and every subsequent attempt.

- Minimum of 24 Months as a Firefighter II.
- Must Complete Driver / Engine / Aerial Operator Requirements
- No record of disciplinary action in last 12 months.
- Completion of the education and training for Firefighter III listed in the Firefighter Training Requirements.

Promotional Packet must include the following for Firefighter I, Firefighter II, and Firefighter III:

- Letter of intent
- Letters of recommendation (for promotional testing to Firefighter III)
- Proof of completed requisite course

6. Lieutenant Candidate

It is recommended that each Lieutenant candidate has over five years’ experience and has all required classes for Firefighter I, Firefighter II, Firefighter III, and Lieutenant. College degrees will be considered for

experience and/or equivalence.

Candidates will participate in an Assessment Process as prescribed by the Battalion Chief of Training.

- Recommendation of Battalion Chief.
- No record of disciplinary action or probation in last 12 months.

7. Captain Candidate

It is recommended that each Captain Candidate have at least 2 years of service as a Lieutenant and have all required classes for Firefighter I, Firefighter II, Firefighter III, Lieutenant, and Captain with a college degree (preferred).

8. Battalion Chief

It is recommended that each Battalion Chief Candidate has at least 10 years of service and all required classes for Firefighter I, Firefighter II, Firefighter III, Lieutenant, Captain, and Battalion Chief with a college degree (preferred).

Promotional Packet must include the following for Lieutenant, Captain, and Battalion Chief:

- Letter of intent
- Letters of recommendation from Battalion Chief, Captain, and current officer.
- Resume
- Proof of completed requisite courses, education, and training.

9. Unsuccessful Exam Attempts

Firefighter I and II positions:

Failure on behalf of the Firefighter to achieve a passing grade on the advancement examination will place him in receipt of a verbal reprimand, and he will not be allowed to take the exam until the next scheduled exam date.

The second failure by the Firefighter to successfully complete the advancement examination will result in a written reprimand and suspension or demotion and wait for the next exam date.

The third failure by the Firefighter to successfully complete the advancement examination can result in termination of employment with the City of Beaufort.

EMT B and EMT A

After completing an Emergency Medical Technician class, whether it be EMT-B or EMT-A the firefighter will be granted one year from the completion of the class, to attempt the NREMT test three times and take a refresher class, should the three attempts be unsuccessful. If the firefighter has attempted the NREMT three times and taken the refresher class within the first year of the class completion, the firefighter will be granted an additional year to attempt the NREMT three more times, for a total of six attempts. Failing to follow these procedures will result in disciplinary action.

10. Early Advancement Testing

Accelerated promotion has been established to provide an opportunity to advance deserving Firefighters

based on exceptional, noteworthy, and commendatory performance of their duties over a sustained period. The opportunity to test for advancement early is at the discretion of the Fire Chief. The performance should be of the degree which clearly merits promotion over other qualified or senior firefighters of the same rank being considered for promotion.

An accelerated promotion must be based on the Firefighter's demonstrated capability to discharge the responsibilities and duties of the higher grade in a satisfactory and exemplary manner. To include superior performance on unusual assignments that reflects favorably upon the City of Beaufort/Town of Port Royal Fire Department.

Officers recommending and/or endorsing a Firefighter for Accelerated Promotion must provide in detail and with specific written documentation on the candidate's traits that translate into satisfactory, exceptional, noteworthy, exemplary, commendatory, or superior performance.

All classes must be obtained for the position the firefighter is looking to test for early. The only exception for early advancement testing is time in service.

11. Professional Qualifications

Personnel holding mandatory certifications, i.e. EMT, AEMT, Paramedic, ICC and where an examination fee is involved shall have ONE attempt at the expense of the City. Any subsequent failures, all testing fees are at the employee's expense. Personnel must follow all retesting and time line requirements of the certifying agency. Failure to maintain required certifications will result in disciplinary action. It is the responsibility of the individual holding the certification to maintain that certification. The department must be informed of the status of certification/recertification to assist with the process.

12. Reduction in Rank

Firefighters who experience a reduction in rank due to disciplinary action will be informed in writing the extent of the probationary period and the year and month of their next promotion eligibility.
and the year and month of their next promotion eligibility.

Policy # 13 A Alcohol Policy	Related Policies: City of Beaufort Employee Handbook; FD Drug and Alcohol Testing Policy
<p><i>This policy is for internal use only and does not enlarge an employee's civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this policy, if proven, can only form the basis of a complaint by this department for non-judicial administrative action in accordance with the laws governing employee discipline.</i></p>	
	Applicable SC Statutes:
	OSHA:
	NFPA Standard:
Date Implemented: April 1 st , 2017	Review Date: Rev. 1 Implementing Officer: Chief Tim Ogden Reviewing Officer:

General: The purpose of this policy is to set forth the department's mandates with respect to alcohol use prior to and while engaged in fire department activities.

Policy: It is the policy of this Fire Department and the City of Beaufort to adopt a "zero-tolerance" standard regarding the use of alcohol by members of the department at any time when they may be called upon to act or respond as a member of the department.

I. Definitions:

Alcohol: for purposes of this policy only, the term alcohol shall include any intoxicating liquor, alcoholic beverage, beverage to which alcohol has been added, and any so-called non-alcoholic malt, harps or similar near beer or low-alcohol beer-like beverage.

Under the influence: any member who has consumed alcohol within the previous eight (8) hours, is still noticeably impaired by alcohol consumed prior to eight (8) hours, or any member having a blood alcohol level of .02% or higher irrespective of when the alcohol was consumed.

Uniform: for purposes of this policy only, the term uniform refers to station uniform consisting of station uniform pants and station uniform shirt; dress uniform consisting of dress uniform pants, shirt, jacket, and dress uniform cap; or personal

protective equipment consisting of turnout coat, turnout/bunker pants, boots and helmet.

In Uniform: for purposes of this policy only, being in uniform shall include wearing any one part of the uniform in conjunction with some other piece of clothing, which together identifies an employee as a member of this department. For example, wearing dress uniform pants along with a non-uniform fire department oriented t-shirt naming this department constitutes being in uniform for purposes of this policy. Wearing a station uniform shirt with civilian shorts constitutes being in uniform for purposes of this policy. However, a member who wears civilian attire that merely names this department shall not be considered to be in uniform.

II. Procedure:

1. No employee shall consume alcohol while on duty or while in uniform. (This includes any *ISSUED* item identifying you as a member of the City of Beaufort Fire Department, an old duty t shirt whether it is current issue or old issue is still an issued uniform item)
2. No employee shall report for duty under the influence of alcohol.
3. No employee shall participate in any fire department activity under the influence of alcohol, including but not limited to training, meetings, events, parades, assignments, details, duty shifts, work shifts, substitutions, emergency response, or emergency scene activity. (Exceptions are granted for off duty, out of uniform, department sponsored social functions where alcohol is acceptable)
4. No alcohol shall be brought onto, stored upon, or possessed by any employee on the premises of any operational portion of a fire station, including but not limited to the apparatus floor, the station living areas, lockers, equipment rooms, storage areas, bathroom and shower facilities, sitting rooms, etc. (Exception made for staff preparing for off-site department sponsored social functions)
5. No alcohol shall be permitted to be carried on, transported by, or stored upon any fire department vehicle. (Exception for Staff preparing for off-site department sponsored social functions)
6. All fire department members as well as City and Town employees are allowed incidental visits to the fire stations while in an off duty status to fill coolers with ice. It is understood that in this off duty status legally obtained, possessed, and transported alcohol may be in the possession of the member or employee. Fire department members are not allowed to store alcohol in their vehicles during their duty time while on City or Town Property.

Blood alcohol testing shall be conducted in accordance with department drug and alcohol testing policies and procedures.

Policy #14 A Drug and Alcohol Testing	Related Policies: FD Alcohol Policy; City of Beaufort Employee Handbook
<p><i>This policy is for internal use only and does not enlarge an employee's civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this policy, if proven, can only form the basis of a complaint by this department for non-judicial administrative action in accordance with the laws governing employee discipline.</i></p>	
	Applicable SC Statutes:
	OSHA:
	NFPA Standard:
	Review Date: Rev. 1
Date Implemented: April 1 st , 2017	Implementing Officer: Chief Tim Ogden Reviewing Officer:

Policy:

1. The City of Beaufort maintains a zero tolerance policy for alcohol and/or substance use. Any employee testing positive for illegal substances or alcohol will be separated from employment with the City of Beaufort immediately. Any candidate undergoing pre-employment testing whose results are positive will not move forward in their candidacy.
2. The fire department considers all officers, firefighters and emergency medical personnel to be in safety-sensitive public safety positions. It is the policy of this department to prevent accidents, mishaps, deaths and injuries associated with the misuse of alcohol and the use of drugs. It is the policy of this fire department to test employees following certain types of accidents and incidents.

DEFINITIONS

- a. **Controlled substances:** Drugs and other substances that have been determined to be controlled substances under the Controlled Substances Act, 21 U.S.C. §801.
- b. **Uniform:** For purposes of this policy only, the term uniform refers to station uniform consisting of station uniform pants and station uniform shirt, or dress uniform consisting of dress uniform pants, shirt, and jacket.

- c. **In Uniform:** For purposes of this policy only, being in uniform shall include wearing any one part of the uniform in conjunction with some other piece of clothing, which together identifies an employee as a member of this department. For example, wearing dress uniform pants along with a non-uniform fire department oriented t-shirt naming this department constitutes being in uniform for purposes of this policy. Wearing a station uniform shirt with civilian shorts constitutes being in uniform for purposes of this policy. However, a member who wears civilian attire that merely names this department shall not be considered to be in uniform.
- d. **Emergency Treatment:** Treatment which requires admission to a hospital, an extended Emergency Department visit, or Advanced Life Support in accordance with EMS criteria.

PROHIBITED CONDUCT

- 3. Personnel shall not use, sell, purchase or have in their possession at any time, any alcohol or controlled substances while on duty, while engaged in any fire department activities, or while in uniform. Personnel may possess and use legally prescribed medication provided it does not impair their ability to safely perform their duties.
- 4. Personnel shall not report for duty, nor participate in any fire department activity, after having used alcohol in violation of the Alcohol Policy, nor after having used a controlled substance, nor shall personnel have in their body levels of drugs or controlled substances in excess of the levels established by the United States Department of Transportation, Federal Highway Administration (49 CFR Part 40).
- 5. Personnel shall not refuse to submit to drug or alcohol testing when instructed to do so.
- 6. Personnel who refuse to submit to drug and alcohol testing will be subject to disciplinary action up to and including termination.
- 7. Personnel who fail to report immediately to the designated facility for testing, and personnel who fail to follow the instructions given to them by testing facility personnel, will be deemed to have refused to submit to testing, and will be subject to disciplinary action up to and including termination.
- 8. Officers shall not permit personnel to operate vehicles, including fire department apparatus, who are suspected of being impaired by alcohol or drugs.

Types of Testing

This substance abuse testing policy covers all personnel employed by the City, whether full-time, part-time, or temporary, for the purpose of testing under the following conditions:

- Pre-employment testing
- Post-accident testing
- Reasonable suspicion testing
- Return-to-duty testing
- Follow-up testing

9. Testing shall be conducted as follows:

- a.** Transportation to and from the testing facility will be by a department vehicle.
- b.** Any employee who tests positive will not be allowed to drive from the testing facility. After the disposition of any immediately necessary business relating to the positive test result, the employee involved will be driven home (or to another appropriate destination) by department personnel. At the employee's option and expense, they may have a responsible second party (spouse, friend, taxi, etc.) provide such transportation. It is the responsibility of selected individuals and their respective chain of command to ensure that these steps are accomplished.
- c.** Drug and alcohol testing is conducted at two locations for City of Beaufort employees.
 - Doctors Care, 1510 Ribaut Rd: Monday – Friday 8 am to 8 pm / Saturday and Sunday 9 am to 5 pm.
 - Beaufort Memorial Hospital, 955 Ribaut Rd. is to be used when Doctors Care is closed. An employer authorization form must be filled out and presented at the time of admittance.

10. Post-Accident/Critical Incident Procedures

- a.** Officers shall take any necessary action to address the immediate concerns of the accident or incident, such as delivering emergency medical care, calling for additional assistance, removing apparatus from service, etc.
- b.** Officers shall utilize the chain of command to notify the appropriate chief officer in order to initiate the appropriate documentation.
- c.** The officer in charge shall notify the following:
 - The shift Battalion Chief or Captain (Shift Supervisor of the day)

- The Battalion Chief or Acting Battalion Chief shall notify The Deputy Chief of Operations.
 - The Deputy Chief of Operations will notify the Fire Chief as needed.
- d.** Transportation for testing shall be by department vehicle. Under no circumstances shall an employee who was involved in a motor vehicle accident as the operator, be allowed to drive to the test facility. The involved member shall be escorted by a department officer or designee.
- e.** Any unusual circumstances which prevent compliance with this policy shall be documented and forwarded to the Fire Chief.

Policy # 15 A Tobacco and E Cigarette Use	Related Policies: City of Beaufort Employee Handbook
<p><i>This policy is for internal use only and does not enlarge an employee's civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this policy, if proven, can only form the basis of a complaint by this department for non-judicial administrative action in accordance with the laws governing employee discipline.</i></p>	
	Applicable SC Statutes: City of Beaufort Ordinance 0-24-89
	OSHA:
	NFPA Standard:
Date Implemented: April 1 st , 2017	Review Date: Rev. 1 Implementing Officer: Chief Tim Ogden Reviewing Officer:

General:

This policy has been established in compliance with The City of Beaufort smoking ordinance in order to provide a safe, smoke-free environment for all members and visitors. The City of Beaufort Smoking Ordinance #0-24-89.

Policy:

Definition

Tobacco products include cigarettes, cigars, snuff, chewing tobacco, electronic cigarettes, and any similar plant or illegal substance material.

1. Fire Department Buildings and Vehicles

All City of Beaufort Fire Department buildings and vehicles will be off limits to tobacco products to include e cigarettes.

All individuals must leave the building to use tobacco products and must use tobacco/e cigarette products in the designated areas.

- At CHQ the designated area is behind the station at least twenty (20) feet from any entrance to the building and a minimum of fifty (50) feet from the gas pumps. No

smoking is allowed under the awning of the shed or in proximity to the hazardous materials locker.

- At Station 2, 3, & 4 the designated area is behind the station at least twenty (20) feet from any entrance to the building.

2. Emergency Scenes and Training

There is no use of tobacco or e cigarette devices allowed on an emergency scene or on the training ground.

3. Public Education Events

There is no use of tobacco or e cigarette devices allowed while on duty, at public education events.

4. In uniform

There is no use of tobacco or e cigarette devices while in public in uniform (only allowed out of site of the public at the station) If you are out of site but a member of the public seeks you out, you will immediately extinguish a cigarette or cease use of any tobacco or e cigarette and address the needs of the member of the public.

5. Enforcement

The Fire Chief, Deputy Chief, Battalion Chief's and Company Officers are responsible for the enforcement of this policy. Violators are subject to the disciplinary action given in the City of Beaufort Fire Department Disciplinary Policy.

Special Note:

No time in the daily schedule is set aside for work breaks for use of tobacco or e cigarette devices. To part of this policy expressed, or implied, provides for such special breaks. Members are advised that use of the mentioned products in this policy shall not interfere with the good order and discipline of the department nor will it create a lapse in efficiency or work schedule.

Policy # 16 A Facilities	Related Policies: None
<p><i>This policy is for internal use only and does not enlarge an employee's civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this policy, if proven, can only form the basis of a complaint by this department for non-judicial administrative action in accordance with the laws governing employee discipline.</i></p>	
	Applicable SC Statutes:
	OSHA:
	NFPA Standard:
	Review Date: Rev. 1
Date Implemented: April 1 st , 2017	Implementing Officer: Chief Tim Ogden Reviewing Officer:

General: This is not an all-inclusive look at what it takes to maintain a fire station in an acceptable state. This is a base guideline. Firefighters and officers are encouraged and expected to exceed this list at all times.

Policy:

1. Station Orderliness – Newspapers, magazines, and furniture need to be arranged to keep the station appearance looking neat and clean. Burned out light bulbs are to be replaced immediately. If something needs cleaning, regardless of the assigned day to clean that area, clean it. Remember, the station is everyone's responsibility.
2. Trash – Station trash cans should be emptied daily and washed out when needed to keep down odors.
3. Mops – Mops should be cleaned before and after each use and put on storage racks to dry. All cleaning supplies should be stored properly.
4. Bathrooms – Bathrooms could be health hazards if not kept clean. All toilets, urinals, and sinks should be cleaned and disinfected weekly or more often as necessary . This includes kitchen sinks. Medical equipment should not be washed in kitchen sinks or bathroom sinks.

5. Garden Hoses – Garden hoses should be wound neatly on their storage racks after each use. In the event of freezing weather, all outside faucets should be allowed to drip to prevent freezing.
6. Station Lighting – Outside security and bay lighting should be monitored for proper operation and should not be left on during daylight hours. Interior station lighting should be shut off when not in use. Burned out bulbs should be replaced as soon as possible.
7. Television – The viewing of television during shift duty hours is at the discretion of the station supervisor. The station supervisor shall insure recreational television viewing does not interfere with station duties, training sessions, or in any way hampers the mission of City of Beaufort Fire Department. The following guidelines are to be used in determining if television viewing is acceptable:
 - From 1200-1300 and after 1700 hours' television viewing is acceptable. News or weather may be viewed anytime.
 - The television should not be on during class time, training sessions, incident critiques, etc.
 - It is not appropriate for a crew to watch television when regular duties are not complete. This includes not only assigned daily duties, but all reoccurring situations as well. For example, equipment or apparatus that needs to be cleaned, trash or storm debris in the yard, minor repairs, maintenance of equipment, etc.
 - It is not appropriate for one person or part of a crew to watch television while the remaining members are working.
 - If a visitor comes in while the TV is on, the sound should be turned off and full attention given to the needs of the visitor.
 - The sound on the TV should not be at a level that interferes with hearing the station speakers. When the tones sound, the TV should be muted to insure all personnel are able to hear the station speakers.
 - Sexually explicit material shall not be viewed on any television.
 - The TV should be turned off prior to leaving the station.
 - The Battalion Chief and Company Officers have full discretion on whether or not TV viewing is appropriate during the entire forty-eight (48) hour shift. Therefore, the Company Officers have full responsibility to ensure that recreational TV viewing does not hamper crew performance or accomplishing assigned or unassigned tasks that need to be completed.

8. Training – There should be no unnecessary interruptions during training. Personnel should refrain from using abusive or offensive language. Respect should be given to all students, instructors, and the public.
9. Special Projects – When working on special projects clean all areas used before the end of the day. If a project extends beyond 1700 hours or to another shift, make every effort to clean the area and equipment to prevent accidents.
10. Operational Readiness – Station supervisors are to ensure that crews and equipment remain in a state of operational readiness at all times or are returned to a state of operational readiness as soon as possible after an emergency response. Daily activities are to be accomplished from an operationally ready position. The station officer is to ensure that all daily duties, scheduled activities, training, etc., are accomplished during the forty-eight (48) hour shift whenever possible. This may require the assignment of activities after 1700 hours in some situations. When all assigned duties and or special projects are complete the station supervisors may allow stand-down time.
11. Station Security – All stations shall be secured at all times. When workers are present or there is active work taking place in the bays such as maintenance, projects, training or check outs, it is acceptable to have the bay doors open. However, when there are no people present the bay doors shall be secured as well.
12. Personal Security – Keep any items of value and money secured at all times. Ensure your vehicle is parked in a well-lit area and the doors are locked.
13. Telephone – When answering the telephone state: Beaufort / Port Royal Fire Department firefighter _____ (your last name). Always be polite and courteous. Take a message for anyone not available. Never give out anyone's personal phone numbers. In the case of an emergency make every effort to contact the individual being requested: 1. Phone 2. Radio 3. Tone Pager (through dispatch)
14. Apparatus Bay Heaters – The bay heaters will be set no higher 60 degrees Fahrenheit. If the bay doors are going to be open for an extended period of time the heaters shall be turned off.
15. Grounds Maintenance – Station grounds are to be kept clean and well maintained. Weekly grounds maintenance is being conducted by a contractor and will include: mowing, trimming, edging, and blowing during the growing season and blowing and leaf removal during the winter. Fire Department personnel will ensure the roof and gutters are cleaned monthly. Any trash or debris shall be removed from the grounds as soon as possible.
16. Station Accidents – The first priority is to render aid to the injured person. The second priority is to notify the Shift Officer and Fire Chief. The Chief must be notified in all cases of injury to a civilian, regardless of how minor the injury is. For fire department personnel, an accident investigation form should be filled out and statements generated from all

witnesses or involved persons. For civilians, document their name, age, address, telephone number, and a brief description of what happened, in their words, along with their signature if they are able. The shift officer should also gather statements with a description of what happened, what was witnessed by fire department personnel, and any statements made by the victim. An incident report will also be generated for a civilian injury.

17. Station Repairs – Minor repairs should be made by shift personnel if possible. If this is not possible, send a repair request via email to the Battalion Chief. The Battalion Chief will then notify the appropriate individual. The request should have the name of the person making the request and a detailed explanation of what needs to be repaired.
18. Pest Control – The fire department has a contract for quarterly pest control treatments at each station. If you notice a problem with bugs or other pests notify the Office Manager via email and describe the problem.
19. Run Log – There is a single run log for all stations located at Central Headquarters. Every call whether an emergency or a service call shall be entered in the log book in the order in which it was received.
20. Station Tours – It is the responsibility of the Senior Member to ensure the station is prepared for a tour. The tour should be educational and conducted in a way that presents a positive image of our department and provides good public relations. All tours should be conducted during normal business hours unless special arrangements are made in advance. All requests for tours should be directed to the Training and Education Officer.

Policy #17 A Pranks, Hazing, and Bullying	Related Policies: City of Beaufort Employee Handbook; Harassment
<i>This policy is for internal use only and does not enlarge an employee's civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this policy, if proven, can only form the basis of a complaint by this department for non-judicial administrative action in accordance with the laws governing employee discipline.</i>	
	Applicable SC Statutes: S.C. § 1-13 et seq.
	OSHA:
	NFPA Standard:
	Review Date: Rev. 1
Date Implemented: April 1 st , 2017	Implementing Officer: Chief Tim Ogden Reviewing Officer:

General: The purpose of this policy is to prohibit workplace and work related hazing and bullying. Workplace and work related hazing and bullying may cause the loss of trained and talented employees, reduce productivity and morale, and create unnecessary legal risks for the department. This policy also prohibits pranks that violate a law or department rule, regulation or policy.

Policy: The fire department has a zero tolerance policy toward workplace and work related hazing or bullying. Hazing or bullying of members is unacceptable and will not be tolerated for any reason. All personnel should be able to work in an environment free of hazing and bullying. The department further does not tolerate work related pranks that violate a law or department rule, regulation or policy.

I. Definitions

Bullying – repetitive acts of aggressive behavior that intentionally threaten, humiliate, intimidate, degrade, or hurt, physically or mentally, another person. Bullying usually involves repeated acts committed by a person or group who has, or is perceived as having, more power than the victim/target of the bullying.

Hazing – ritualized harassment, abuse or humiliation used as a way of initiating a person into a group.

Prank - A mischievous trick or practical joke

II. Procedure

1. Fire department personnel shall not engage in hazing and bullying other members of the department at any time regardless of the members' willingness to participate or submit to the conduct.
2. Fire department personnel shall not engage in the hazing and bullying of any other person while on duty, while in uniform, while on fire department property, while in or on fire department apparatus, or while representing the fire department, regardless of the person's willingness to participate or submit to the conduct.
3. Fire department personnel shall not participate in any prank that violates a law or violates any department rule, regulation or policy. Specifically, fire department personnel shall not engage in any activity, whether intended as a prank or otherwise, that:
 - a. interferes with or delays response or readiness for response
 - b. places any member or civilian at risk of injury or harm
 - c. risks or causes any property damage to department or privately owned property
 - d. disables any apparatus, equipment, safety equipment, or PPE, if even momentarily.
4. Officers shall ensure that personnel are not bullied or hazed, and that personnel do not engage in bullying, hazing, or pranks that violate a law or violate a department regulation. Officers have an affirmative obligation to intervene and stop any bullying, hazing, or pranks that violate a law or department rule, regulation or policy when observed. Officers who fail to intervene will be subject to being disciplined at least as harshly as those responsible for the conduct.

III. Acts Constituting Bullying

The following acts are examples of the kind of behavior that if repeated and committed under circumstances of a power imbalance, constitutes bullying:

- Physical violence, hitting, striking, punching, slapping, shoving, tripping, and other acts that hurt people physically, or otherwise result in inappropriately touching
- Spreading rumors intended to humiliate, embarrass, degrade, or intimidate another
- Teasing, taunting, harassing, isolating, or excluding another
- Name calling, verbal abuse, threats, or coercion
- Encouraging others to engage in similar activities intended to humiliate, embarrass, degrade, or intimidate another

- Engaging in any of the above using telephones, cellphones, emails, text messages, instant messages, online, electronically, or using cyber technology. This can include:
 - Sending offensive or threatening text, email, or instant messages
 - Posting offensive, humiliating pictures or messages about others in blogs or on Web sites
 - Using someone else's user name to spread rumors or lies about someone

IV. What To Do

1. Members who believe they are being bullied or hazed should immediately ask the member or members to stop.
2. If after being asked to stop hazing or bullying, a member resists stopping in any manner other than offering an apology and stating that it will not happen again, the target of the hazing or bullying should promptly inform his or her immediate supervisor. If the immediate supervisor is involved in the allegation or the member is uncomfortable with making a report to their immediate supervisor, the member may by-pass the chain of command in order to report the harassment or discrimination to any ranking officer, up to and including the Fire Chief.

All reports of workplace bullying will be treated seriously and investigated promptly and impartially.

This policy in no way supersedes the City of Beaufort Policy on Harassment and serves to underscore the necessity for a harassment free workplace.

Policy # 18 A Privacy in Lockers and Personal Property Brought into the workplace.	Related Policies: General Rules and Regs
<i>This policy is for internal use only and does not enlarge an employee's civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this policy, if proven, can only form the basis of a complaint by this department for non-judicial administrative action in accordance with the laws governing employee discipline.</i>	
	Applicable SC Statutes:
	OSHA:
	NFPA Standard:
	Review Date: Rev. 1: 2/1/2017
Date Implemented: April 1 st , 2017	Implementing Officer: Chief Tim Ogden Reviewing Officer:

General:

The purpose of this policy is to establish the department's right to conduct searches of lockers and personal property brought into the workplace. The department is responsible for safety and well-being of all personnel in the workplace, and the safety and well-being of the public. In the discharge of those responsibilities, the department may, from time to time, need to investigate the presence of illegal or improper items in the workplace, including those that pose a hazard to the safety and good order of the department.

Policy:

The department reserves the right to conduct searches of fire station lockers as well as any personal property brought into the workplace.

Definitions:

"Prohibited items" includes illegal drugs; alcoholic beverages; prescription drugs or medications not used or possessed in compliance with a current valid prescription; weapons of any kind; explosive devices; fireworks; hazardous materials; items of an obscene, harassing, demeaning, threatening or violent nature; and any other item the possession of which violates the law and/or department policy.

Procedure:

1. Members are prohibited from bringing prohibited items into the workplace.
2. Lockers assigned to members of the department are the property of the department. At no time does the department relinquish its exclusive control of its lockers. The department assigns lockers to members for the member's convenience and temporary use. Members are to use lockers exclusively to store work-related clothing, supplies and personal items such as outer garments, footwear, grooming aids, spare clothing, or perishable food.
3. The fire department reserves the right to examine and inspect any and all lockers, desks, cabinets, drawers, files, books, closets, trunks, luggage, bags, purses, backpacks, brief cases, personal vehicles while parked on fire department property, computers, laptop computers, electronic memory devices, PDAs, department issued cellular telephones, electronic books, or similar devices that belong to the fire department, or that belong to members that are brought into the workplace. Members are advised that they have ***no expectation of privacy*** in any of the items and locations mentioned in this paragraph, and that any item of personal property brought into a fire station or onto fire department property may be examined, inspected or searched at any time. The failure of the department to exercise its rights under this section, shall not constitute a waiver of these rights.

Policy # 19 A Physical Fitness Training and Evaluation	Related Policies: Daily Schedule; Uniform Policy, Off Duty Uniform Policy
<i>This policy is for internal use only and does not enlarge an employee's civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this policy, if proven, can only form the basis of a complaint by this department for non-judicial administrative action in accordance with the laws governing employee discipline.</i>	
	Applicable SC Statutes:
	OSHA:
	NFPA Standard:
	Review Date: Rev. 1
Date Implemented: April 1 st , 2017	Implementing Officer: Tim Ogden Reviewing Officer:

General:

This policy is established to provide adequate facilities and allocate time for physical fitness (PT), to assist in providing a safe working environment for all employees, and to reduce the possibility of injury or death as a result of fire department operations. This standard operating guideline serves to meet the intent of NFPA 1583 Standard on Health-Related Fitness Programs for Fire Departments. This policy also allows for the standardized evaluation of physical fitness for this department.

PT Policy:

Personnel are allotted one (1) hour for PT every morning beginning at 0800 and ending at 0900. Personnel are to be secured at the station and in uniform by 1000.

1. Head Quarters

Beginning at 0800 Head Quarters personnel may attend a Health and Fitness facility for morning PT. While on Duty you must be in the standard PT uniform. This program is also available to Fire Department Members (your membership is not transferrable to family) while off Duty. The off duty uniform policy is also to be followed when conducting PT.

2. Other Stations

Beginning at 0800 other stations may attend the YMCA in Port Royal or Planet Fitness for morning PT. Personnel must be in BFTFD T-shirt and on duty. Personnel must also sign in and out at the front desk. At the discretion of the Battalion Chief either Station II or Station III may join CHQ for PT. **Use of the gymnasium and the pool at the YMCA is not authorized for PT.**

3. Full Shift PT

At the discretion of the Battalion Chief PT can occur as a whole group, or shift. This can be at a central location but must be cardio vascular (Running, stair climbing, sprinting, callisthenic, etc.) or job specific such as training for the approved ability test.

Participation in sporting events is not authorized for physical training.

4. Staff PT

Staff officers are authorized to conduct PT from 0800-0900 Monday, Wednesday and Friday. Due to varying schedules and responsibilities this is a guideline and it is understood that the PT schedule can be flexed to accommodate varying circumstances. Staff officers are encouraged to PT in the community if possible. Running, Biking, and exercising in the City and the Town as well as utilizing the Spanish Moss Trail is encouraged.

PT shall be conducted Monday through Friday. It is understood that emergency response, community education, or other events can pre-empt PT. However, Battalion Chief's and Company Officers (and acting officers) shall attempt to fit PT into the schedule every weekday.

Officers are also encouraged to conduct PT sessions at the stations that will challenge personnel and their physical fitness. Air consumption drills, ability test drills, fire attack drills, all can be conducted with the effort that is exerted on the fire ground to ensure firefighters are physically prepared for the rigors of firefighting.

Saturday PT can be scheduled for Full Shift PT or Station PT at the discretion of the Battalion Chief. If facilities are open for PT on Saturday, it is also permissible to utilize the Omni or the YMCA

All apparatus and personnel are to be secured in the station and in work uniform, prepared for the normal work/training day to start by 1000.

Physical Ability Test Policy:

All members of the City of Beaufort/Town of Port Royal Fire Department are required to pass the Physical Ability Test as a function of Pre-Employment and on a as needed basis there-after as prescribed by the Fire Chief.

All suppression and staff personnel (career and reserve) are required to maintain an annual proficiency by passing the ability test as prescribed below.

Reserve personnel wishing to be exempt from the ability test post appointment will be allowed to do so but will have their fire ground activities restricted on a case by case basis. This shall be maintained in writing in the individual reservist's personnel folder by the reserve coordinator.

Ability Test Procedure:

General Rules:

1. The physical ability test is graded on a pass/fail basis. **The firefighter must successfully complete the successive task test in 7 minutes (7:00.00).** Any time exceeding 7 minutes will constitute a failure. Two time keeping devices will be used and the lower time recorded.
2. **No stopping is allowed between stations.** This is for the firefighter's safety. Stopping between stations will constitute a failure and will result in disqualification. (Pre-employment there is no running allowed. During Bi-Annual post-employment testing the firefighter is allowed to move through the course as quickly as possible and can run if warranted and conditions are safe.)
3. **Any unsafe act by the firefighter, will result in disqualification.** Equipment, tools and appliances shall be handled with care and any deliberate destructive behavior on the firefighter's part will result in disqualification.
4. Test proctors may stop the task test at any time if they feel an unsafe condition exists.
5. If, while the firefighter is performing their task test, a situation occurs which impedes the firefighter's testing, due to equipment malfunction, unsafe conditions (not caused by the firefighter) or other conditions which are beyond control, the firefighter will be given the opportunity to re-test on the same day, at any time during the task testing, whenever the firefighter feels that they are rested and ready.

6. The firefighter shall remain in their issued protective clothing and equipment until told otherwise by a test proctor. Issued protective clothing shall consist of **bunker coat, helmet, gloves and air pack.**
7. **The firefighter must successfully complete the Aerial Ladder Climb and pass the Successive Task Test.**

Ability Test Description:

The tasks that have been selected below directly measure actual observable job behaviors. These tasks will be performed as continuous events. This continuity mirrors the actual job of a firefighter, because the physically demanding tasks performed by firefighters happen as a spontaneous stream of activities rather than as isolated events. This continuous event system links these job simulations with the physical and emotional endurance required to perform the job of a firefighter. During their Task Test, the firefighter shall wear issued protective clothing and equipment consisting of Bunker Jacket, Helmet, Gloves and Airpack.

1. **85' Aerial Ladder Climb or Simulation Skill Climb**

Related Fire Ground Task Performance: In a situation where multiple occupants require rescue from multiple floors, the aerial ladder is one of the more expedient tools. This tool is also used to place firefighters and their equipment in elevated locations which may not be reachable by stairs or ground ladders.

Tested Abilities: Manual Dexterity, Hand/ Eye coordination and Flexibility

Muscles Involved: Forearms, Shoulders, legs and back.

Safety Equipment: Pre-Employment testing shall include rappelling seat and belay system as well as ladder belt and ladder will be set at **75 degrees**. Post-Employment testing will require ladder belt only and ladder will be set at **65 degrees**.

Successive Task Test*

1. **Coupling Fire Hose**

Couple 1, 1 ¾" line. 1, 2 ½" line. 1, 5" line. Setup shall include two sections of each. Candidates shall complete the coupling procedure so that threads are hand tight. Couplings shall be serviceable and free from burrs but no additional lubrication is allowed.

Related Fire Ground Task Performance: Making hose to hose connections, attaching firehose to apparatus and other appliances.

Tested Abilities: Manual Dexterity, Hand/ Coordination, Flexibility

Muscles Involved: Forearms, Shoulders

2. Hydrant Charge

Hydrant wrench shall be in place on the top of the hydrant and the hydrant in the closed position. Candidate shall fully open the hydrant valve.

Related Fire Ground Task Performance: Effecting water supply to various fire service appliances and tools via pressurized water source.

Tested Abilities: Manual Dexterity, Upper Body Strength, Flexibility

Muscles Involved: Upper arms, Shoulders

3. 1-3/4" Charged Hose Line Advance

100' of 1 3/4" hose shall be attached to the hydrant and stretched out. The nozzle at the end shall be secured in the closed position. **The hose shall be charged and bled off before the testing evolutions start so that all air is removed from the hose.** The FF will advance the hose line back toward the hydrant to a predesignated point of completion. The task will be completed when the middle coupling breaks the plane of the hydrant in the opposite direction. The nozzle and firefighter will be approximately 50 feet beyond the hydrant.

Related Fire Ground Task Performance: Placing into service a medium size charged hose line for fire-ground operations.

Tested Abilities: Lower body strength, Endurance

Muscles Involved: Legs, Lower back

4. Ground Ladder Fly Extension

1 24' extension ladder shall be placed against the single-story wall with the halyard in the loose, untied position. The candidate shall extend the ladder so that 4 rungs clear the top of the wall, and return the fly to the ground. The dogs do not have to be locked when the candidate returns the fly to the ground but the candidate cannot release the halyard until the fly is resting on the heel of the ladder.

Related Fire Ground Task Performance: Effecting fire service ground ladder deployment for personnel placement and firefighting or rescue tasks.

Tested Abilities: Upper body strength, Manual dexterity, Hand/Eye Coordination

Muscles Involved: Upper Arms, Shoulders, Upper back

5. Equipment Delivery

Two five-gallon foam pails shall be utilized. If the pails have a steel handle the handle shall be laid to the side and down, if there are plastic handles the handles shall be laid flat. There will be no pre-staging of the handles in the upright position.

Related Fire Ground Task Performance: Tools, equipment and appliances must be physically delivered or moved from their stored location to their place of use on the fire ground.

Tested Abilities: Grip strength, Lower body strength, Balance

Muscles Involved: Forearms, Lower back, Legs

6. Forcible Entry/ Ventilation

1 Kaiser sled shall be used. The tray of the sled shall be clean and can be lubricated. The kaiser weight must be struck with the hammer, no hooking of the hammer to pull the sled is allowed. The evolution is complete when the rear of the sled weight reaches the rear edge of the tray.

Related Fire Ground Task Performance: In order to obtain entry into certain occupancies and to ventilate roofs of various construction features, manual force must be applied utilizing heavy hand tools.

Tested Abilities: Grip strength, Upper body strength, Endurance, Flexibility, Hand/ Eye coordination

Muscles Involved: Upper back, Shoulders, Forearms, Abdominals

7. Victim Rescue

The standard rescue randy dummy shall be used and be clothed in firefighter turnout gear. The dummy may be picked up and carried in a bear hug rear carry or pre-placed webbing may be utilized to drag the dummy. The dummy shall be staged in the full supine position. No prestaging in the sitting up position is allowed. The dummy will be pre-positioned at one end of the bay and dragged or carried 50 feet to the point of completion.

Related Fire Ground Task Performance: Victims exposed to fire products must be moved to safety expediently and in a manner which does not cause further harm to the victim. This must often be accomplished by only one rescuer.

Tested Abilities: Upper & Lower body strength, Endurance, Balance, Flexibility

Muscles Involved: Legs, Lower back, Upper arms, Forearms

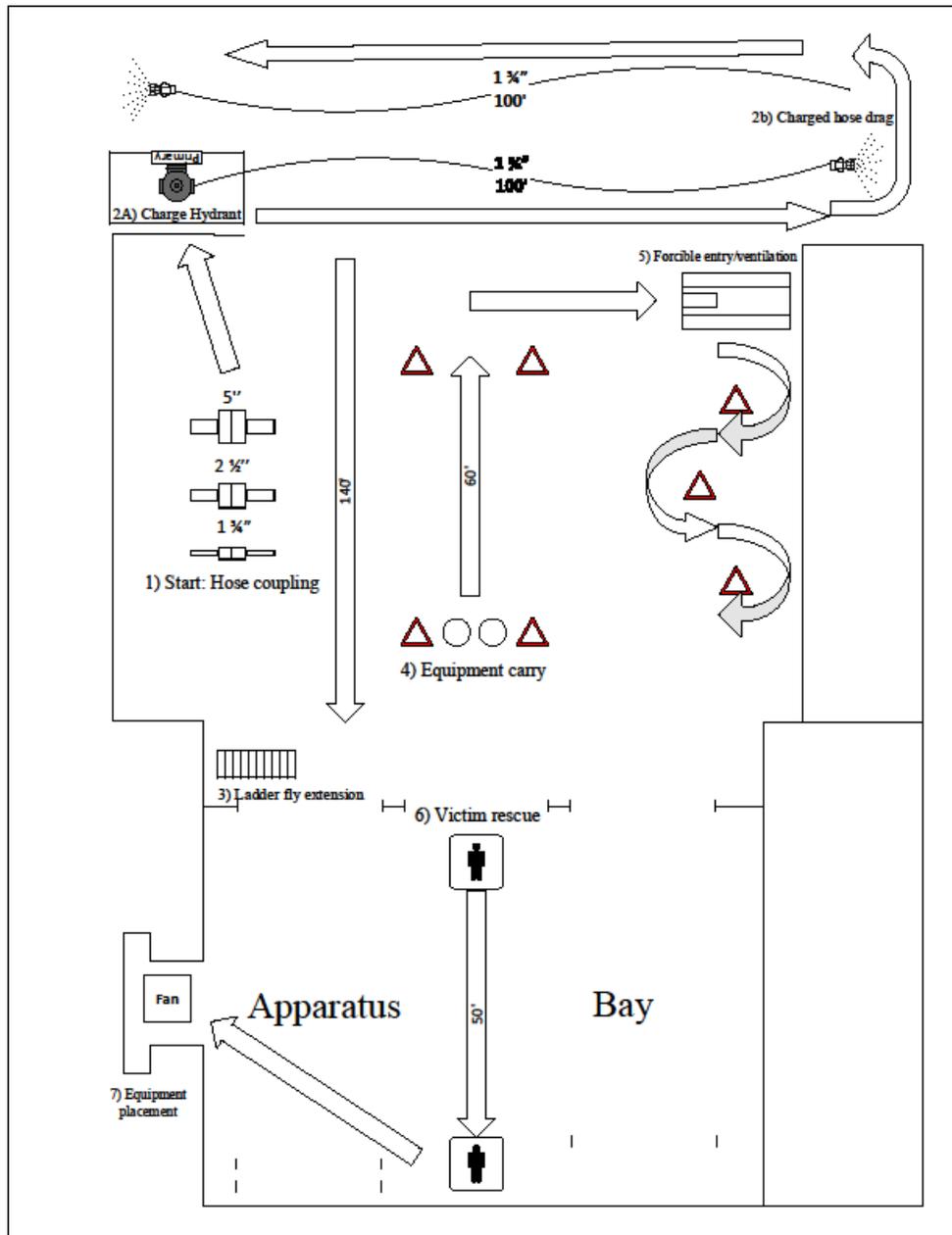
8. Equipment Placement

A negative pressure exhaust fan with door bar and hooks shall be used.

Related Fire Ground Task Performance: Equipment which supports the fire ground operations must sometimes be positioned in doorways, windows and rooftops. Firefighter will lift a negative pressure exhaust fan and hang it on a pre-staged door bar 60" above grade.

Tested Abilities: Upper body strength, Flexibility, Balance

Muscles Involved: Lower back, Shoulders, Upper arms, Forearms.



Policy # 20 A Photography and Digital Imagery Policy	Related Policies: City of Beaufort Employee Handbook, Social Networking; Computer, Electronic Communications, and Internet Usage
<p><i>This policy is for internal use only and does not enlarge an employee's civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this policy, if proven, can only form the basis of a complaint by this department for non-judicial administrative action in accordance with the laws governing employee discipline.</i></p>	
	Applicable SC Statutes: 16-17-470; 301-10 et seq. 30-4-10 et seq.
	OSHA:
	NFPA Standard: 1500, 1561
Date Implemented: April 1 st , 2017	Review Date: Rev. 1: Implementing Officer: Chief Tim Ogden Reviewing Officer:

General:

The purpose of this policy is to manage photographs and electronic images taken by fire department personnel in accordance with state law, in such a way that the privacy rights of department personnel, patients, fire victims, and the public are preserved; that evidentiary concerns related to such images are protected; and the professional image of the department is maintained.

Policy:

It is the policy for the fire department to respect of privacy interests of department personnel, patients, fire victims, and the public, and to comply with the state's Freedom of Information Act.

Definitions

Images – photographs, digital photographs, digital images, video recordings, or electronic files containing a graphic image or series of images, as well as any digital reproductions or copies of such photographs, digital photographs, digital images, video recordings, or files. This definition shall extend to derivations of the term images, including image, imagery and imaging.

Digital imaging device – any device capable of producing a digital image, including but not limited to a digital camera or digital camcorder.

On Duty – Members of this department are considered “on duty” for the purposes of photo-taking any time they are participating in any activity as a result of their membership in this department, regardless if they are paid on shift or not. Examples are but not limited to; Call response, training, seminar, when they are readily identifiable as a member of this department (wearing uniform items) etc...

Procedure

A. On-Duty Photography

1. Fire department personnel are prohibited from using a non-department owned camera, video recorder, audio recorder, or the camera/video/audio function of a non-department owned cellular phone, PDA, or any other digital imaging device while on-duty.

Exception 1: Members are allowed to utilize personally owned “smart phones” to capture digital photographs or digital video, of a nature that the general public would normally be exposed to. Example but not limited to, vehicle accident on roadway, structure on fire from an area the public would normally be, or department events/training in public spaces that the public normally would be. If the member has exclusive access to an area as a function of their official position photography is not allowed on a personal device.

Exception 2: A member may be designated as “department photographer” at the discretion of the fire chief. This member will be informed as such through a written memo from the fire chief. This member will be granted access to emergency scenes not normally given to the public. This member, when expressly assigned as a department photographer is authorized to utilize personally owned photography equipment on behalf of the department.

All images gathered under the above two exceptions are the sole property of the department and must be handled in accordance with this policy and the laws of this state.

A basic condition of any employee or member using a non-department owned camera, video recorder, audio recorder, or the camera/video/audio function of a non-department owned cellular phone, PDA, or any other digital imaging device while on-duty is that the Fire Chief or his/her designee may inspect the device at any time. In addition, the member must comply with all other aspects of this policy as if the image was taken with a department-owned device.

2. Except as provided in Paragraph 1 above, all images taken by department personnel while on-duty shall be taken using department-owned equipment.
3. Only personnel who have been trained on compliance with this policy and who have been approved by the Fire Chief shall be permitted to take images pursuant to this policy.
4. On-duty personnel shall only take images that are of business-related matters and events for purposes of incident documentation, evidence, training, investigation, and/or public relations.
5. All images taken shall be preserved and shall not be deleted without the written permission of the fire chief or his/her designee, except as permitted by the record retention policy.
6. All images taken by on-duty personnel are the sole property of the department, and are under the control of the Fire Chief or his/her designee. This specifically includes any images taken inadvertently by an on-duty member with a non-department owned camera, cell phone camera, or any other digital imaging device. Any member who inadvertently takes such an image shall report the fact immediately through the chain of command. Members shall not be disciplined for inadvertent violations that are duly and immediately reported.
7. Personnel are expressly prohibited from taking any images of another person in any location where a person has a reasonable expectation of privacy, including a bathroom, bedroom, sleeping quarters, locker room, changing area, or any other location where a reasonable person would believe that he or she could disrobe in privacy, without being concerned that his or her undressing was being photographed, filmed, or videotaped by another; or a place where one would reasonably expect to be safe from hostile intrusion or surveillance.

B. Responding to, operating at, and returning from, incident scenes

1. Except as provided in section A1 above, fire department personnel are prohibited from using a non-department owned cameras, video recorder, audio recorder, or the camera/video/audio function of a non-department owned cellular phone, PDA, or any other digital imaging device while responding to, operating at, or returning from, any incident. Any member who inadvertently takes such an image or recording at an

incident scene shall report the fact immediately through the chain of command to the incident commander at the earliest possible opportunity. Members shall not be disciplined for inadvertent violations that are duly and immediately reported.

2. On-scene photography/video taken by on-duty personnel shall be for incident documentation, evidentiary, training, investigation, and/or public relations purposes only, and taken by or with the approval of the incident commander in charge of the scene, using approved department equipment, or as approved by the fire chief.
3. The taking of imagery shall not interfere with nor delay operational activities, except to the extent that imagery of a fire's cause and origin may require overhaul to be momentarily delayed.
4. All photographs and video containing individually identifiable patient information shall be presumed to be covered by HIPAA and state privacy laws and shall be protected in the same manner as patient care reports and medical documentation.

C. Handling and Preservation of Images

1. Fire department owned images shall not be used, printed, copied, scanned, e-mailed, texted, forwarded, posted, uploaded, shared, reproduced or distributed in any manner, except as provided herein. This prohibition specifically includes the posting of any images on personal Web sites such as, but not limited to: Face Book, Instagram, Snapchat, or YouTube; posting to public safety Websites; or e-mailing to friends, relatives, colleagues, or other third parties.
2. All fire department digital images as described in this policy shall be downloaded from the digital imaging device as soon as possible after they are taken, and will be cataloged and stored in a secure database with controlled access. After being downloaded and verifying that the downloading is successful, the images on the digital imaging device's memory card shall be erased.
3. All images will be stored for archive on the secure city of Beaufort Server assigned to the Fire Department in the folder labeled "pictures and video". Access is controlled through the employee login feature of the city network. No member or employee is authorized to remove/delete photos from this location. Staff officers are authorized to maintain secure folders on their assigned profiles for photos concerning administrative or criminal investigations.

4. Imagery that has evidentiary value, including vehicular accidents involving department vehicles, fire scenes showing evidence of cause and origin, incident scenes showing the locations of victims, fire code violations, etc., require that a Chain of Custody form be initiated by the photographer and forwarded with the imagery.
5. Images in the secured database shall not be accessed by any party, or altered via any software product or utility such as Photoshop, unless express permission is granted in writing by the Fire Chief or his/her designee. If permission to alter a photo is granted, the original photo shall not be altered in any way, and any copies that are altered shall be appropriately identified and documented as to being an altered copy. The details of the alteration including what was done (cropped, lightened, darkened, etc.), the name and rank of the member performing the alteration, and the time and date of the alteration, shall be noted and preserved.
6. The use of fire department images shall be subject to approval of the Fire Chief or his/her designee. Prior to the release of any image, the image shall be evaluated by the Fire Chief or his/her designee to ensure that the release will not result in a breach of patient confidentiality or breach of privacy, and that the release will, in all other respects, be lawful.

Any member desiring to use a department owned image shall submit a written request to the fire chief (or deputy fire chief) identifying the image or images requested.

Members shall not post, disseminate, distribute, or release any department owned image in such a way that the releasing member may be viewed as by the media or members of the public as being a spokesperson for the department, except when duly authorized to do so.

7. The use of unauthorized helmet cams and dash cams is strictly prohibited, and shall be considered a serious disciplinary breach for the employee involved and any officer who permits such use.
8. Use of department cameras to take images for personal purposes is strictly prohibited.
9. Violation of this policy or failure to permit inspection of any device covered in this policy may result in disciplinary action.
10. Off-duty personnel who respond to incidents to which this department responds, who are: in uniform; are identifiable as members of this department by virtue of the clothing

they are wearing; or who utilize their credentials or identity as a member of this department to access areas of the incident scene that are not open to the public, shall be required to comply with all of the requirements of this policy for any images they may take.

11. Personal photo exception

This policy shall not apply to photos taken by on-duty personnel with a personally owned device for purely personal and non-business purposes, including photos of friends and family members during a fire station visit, and co-workers posing for a group photo.

- a. This exception shall not apply to imagery taken at emergency scenes, training events, or during other official activities of the department, nor shall any such photo be taken if it may have any training, operational, documentation, or evidentiary value.
- b. Imagery taken pursuant to this exception shall not contain profanity, nudity or partial nudity, horseplay, hazing, harassment, be offensive, or depict vulgar or sexually suggestive images.
- c. Imagery taken pursuant to this exception shall not be used or sold for profit.
- d. Any photo taken pursuant to this exception that captures business related matters of the department that make it subject to the public records law, shall be considered to be a department owned photo and must comply with the procedures required for department owned photos, including the need to archive and the need to request formal permission to use.

D. Social Media

1. This department utilizes two forms of social media for public relations. There is an official Facebook account (<https://www.facebook.com/beaufortfiredepartment/>) and two Twitter accounts (<https://twitter.com/ChiefBFTPRFD> ; [https://twitter.com/BFT PR FD](https://twitter.com/BFT_PR_FD)). Routinely, photo's and digital imagery are released through these three means. Once a photo has been posted by the fire chief or his designee on these sites, it is considered "released" and members can utilize these released photos on their personal social media as would normally be allowed to the general public.

Policy # 21 A Records, Reports, Email Retention, General Records Retention	Related Policies: City of Beaufort Employee Handbook
<i>This policy is for internal use only and does not enlarge an employee's civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this policy, if proven, can only form the basis of a complaint by this department for non-judicial administrative action in accordance with the laws governing employee discipline.</i>	
	Applicable SC Statutes: 26-6-10 et seq; 30-1-10 et seq; 30-4-10, et seq.
	OSHA:
	NFPA Standard:
Date Implemented: April 1 st , 2017	Review Date: Rev. 1 Implementing Officer: Chief Tim Ogden Reviewing Officer:

Policy:

It is the policy of this department to maintain appropriate, efficient, and purposeful records and retain them in accordance with South Carolina Law.

Daily Records:

1. All personnel are required to ensure their paperwork and reports are complete before leaving the station at shift change. Personnel are not entitled to overtime pay for completing incident reports after shift change if there was ample time to complete them before shift change.
2. The Battalion Chief is responsible for ensuring all reports are complete prior to shift change or before leaving the station after shift change. Reports must be accurate and complete. They should be reviewed for grammar, punctuation, and spelling.
3. Reports that must be reviewed:
 - Emergency Reporting Incident Reports
 - Emergency Reporting Activity Reports

- The Incident Log Book
- The Daily Roll Call Report
- Apparatus Check-off Sheets
- Any other official documentation or paperwork generated during the shift.

Email Retention

1. The purpose of this policy is to establish an email retention policy within the fire department that complies with the state public records act, laws pertaining to records retention, and guidelines established by the Archives and Records Management Division of the State Archives. It is further the purpose of the policy to establish a litigation hold procedure applicable to emails.
2. Email correspondence that is “prepared, owned, used, in the possession of, or retained by” the fire department is considered to be a public record and is subject to the record retention requirements of state law. In addition, email may need to be preserved and maintained when it is relevant to a legal proceeding. Because fire department emails are created and received by individual members of the department it is necessary that all personnel understand and comply with this policy. South Carolina Code 30-1-30 makes the unlawful destruction of public record a criminal offense.
3. This policy applies to all work-related emails sent or received by fire department personnel in the performance of their duties.

Definitions:

- **Litigation hold** – an order issued by the Fire Chief directing that certain documents, materials, photographs, electronic information, electronic files, emails, data, or evidence relevant to a legal proceeding be preserved.
- **Personal email** – an email message that has no relationship with any work-related matter. Personal emails are limited to non-business related personal matters. Any email to another employee, or that mentions another employee is to be considered a work-related email.
- **Spam** - vendor solicitations, promotional materials, commercial advertising, chain letters, and unsolicited non-work related messages that are sent to large numbers of email accounts, or forwarded individually for social networking purposes.

- **Transitory email messages** – email messages that involve unofficial employee activities (notices of holidays, charity appeals, retirement parties, etc.); informal office notes (“Mr. Smith returned your phone call”, notices about meetings, course offerings, informal questions such as “Is the meeting still on?”, etc.), duplicate copies of messages; and spam, none of which constitute a public record.
 - **Work related email** – an email message, together with any and all attachments, headers, coding and meta-data, that is created or received by a member of the fire department in the course of their employment. Any email to another employee, or that mentions another employee is to be considered a work-related email.
4. All emails sent or received over the fire department email system shall be retained and archived by the Information Technology Department (IT), and shall be preserved for the duration of the longest applicable retention period, subject to the retention period being extended as necessary in the event of a litigation hold.
 5. All work-related emails shall be retained by the employee who sends or receives such email for a minimum period of one (1) year, unless subject to a litigation hold which requires that the retention be for a longer period of time.
 6. Personal emails and transitory email messages may be deleted at any time unless subject to a litigation hold.
 7. Appendix A lists the general retention guidelines for records retention in the state of South Carolina as set forth by the Archives and Records Management Division of the State Archives. Personnel must remember that the applicable retention period to a given public record is based on the content of the record, not the physical form of the record. Thus, there is no specific retention period for emails. The retention period is based upon the content of the email, and the legal, fiscal, administrative, or historical value of the information contained in the email. Therefore, the length of the retention period for a given email will vary based upon the content of the email.

Litigation Holds

1. When the potential for litigation involving the fire department or its personnel is recognized, the law imposes a duty to preserve all relevant documents, records, and evidence. The responsibility for meeting this duty falls on all members whether a formal litigation hold has been issued or not.

2. Any member who becomes aware of the potential for litigation involving the fire department or its personnel, shall immediately report this fact to the fire chief or his designee (Senior Most Staff officer available at the time a litigation hold is necessary. The Chief will be made aware as soon as reasonably possible) through the chain of command.
3. When the fire chief becomes aware of the potential for litigation involving the fire department or its personnel, he shall conduct or cause to be conducted an investigation to determine any and all relevant documents, records and evidence that need to be secured. This investigation shall specifically include any and all electronically stored information and emails.
4. Upon identifying relevant emails that need to be secured, the fire chief shall issue a litigation hold directive to the custodians of those emails and to Information Technology (IT).
5. A litigation hold directive overrides any other policy that would permit an email to be deleted.
6. Email accounts of personnel who have been separated from employment shall be placed on litigation hold status until the hold is released by the fire chief.
7. No employee may alter or delete an email or electronic record that falls within the scope of a litigation hold directive until instructed to do so in writing by the fire chief. Employees are responsible to preserve all messages, records, and information that fall within the scope of the litigation hold, including any copies that they have downloaded, saved, stored locally, or moved to some other storage account or device.
8. The Fire Chief shall be the only person authorized to release a litigation hold, and shall only do so after consultation with legal counsel. The release of a litigation hold shall be issued in writing.

General Records Retention Guidelines: Appendix A

1. Each officer and firefighter who is assigned a billet that generates official Fire Department records aside from General Daily records shall follow the retention guidelines below for the type of records listed that their position generates (i.e., training, maintenance, fire marshal, codes, etc.....)
2. The office manager shall assist with creating and maintaining digital and hard copy records. Each member of the department is responsible for ensuring records are retained in accordance with this schedule.

Minimum Record Retention Requirements

Archives and Records Management Division of the State Archives

12-601.13. General business correspondence - 5 years 12-

601.7. Contracts - 3 years after expiration of contract 12-601.6.

Grant Files – 3 years after completion of grant project 12-606.2.

Incident Related – 10 years

12-606.5. Equipment related - Until the equipment is sold or disposed of. 12-

606.6. Training - 3 years from the date on which training occurred 12-606.8.

Fire Inspection - 3 years

12-607.2. Personnel – 5 years after termination 12-

607.6. Grievances – 5 years after termination of case

12-607.13. Time Cards and 12-607.14. Time Sheets – 3 years 12-

607.16. Sick and Annual Leave Records – 3 years

Policy # 22 A Telephones and Mobile Phones	Related Policies: City of Beaufort Employee Handbook; City of Beaufort Cell Phone Policy Statement
<i>This policy is for internal use only and does not enlarge an employee's civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this policy, if proven, can only form the basis of a complaint by this department for non-judicial administrative action in accordance with the laws governing employee discipline.</i>	
	Applicable SC Statutes: Section 30-1-10, et seq.
	OSHA:
	NFPA Standard:
Date Implemented: April 1 st , 2017	Review Date: Rev. 1 Implementing Officer: Chief Tim Ogden Reviewing Officer:

Policy:

1. When answering a department telephone your tone of voice and what you say reflects not only on you, but on the department as well.

The correct method of answering an incoming call on a Fire Department telephone is to state the organization and give your name. An example would be:

“Beaufort / Port Royal Fire Department Firefighter _____ (your last name), how may I help you?”

2. Be careful not to be distracted when answering the telephone. It is important to give the caller your undivided attention. Do not allow background noise or conversations to interfere with the call.
3. All personnel will be polite and professional when answering department telephone calls. If you are asked a question and do not know the answer, place the caller on hold, and find someone who can answer it. If the answer lies with another department or agency give them the telephone number to that agency. Telling a caller, I don't know, is not an option.
4. Department telephones should not to be used for personal, nonessential conversations during the following times: 0800 – 1200 and 1300 – 1700. Department telephones are not

to be used for any personal business ventures while on duty. No charges shall be incurred when using a department telephone for personal use.

5. Personnel may make or receive emergency phone calls at any time.
6. The red box telephones on the front of the apparatus bay at each station are a “warm” phone. This means they do not have to be dialed. When the receiver is picked up the phone automatically dials a predetermined number. These phones have been installed to give the public direct access to the on duty Shift Supervisor via the department Duty Officer mobile phone.
7. The Shift Supervisor must keep the Duty Officer mobile phone with them at all times and answer it promptly. The exception would be if the Duty Officer is actively involved in an emergency incident and unable to answer. If for some other reason the Duty Officer will not be available to answer the phone it should temporarily be passed to the next most senior person available.

Personal Mobile Telephones

8. The use of personal telephones shall not interfere with the Mission of the City of Beaufort Fire Department. Shift Officers and Station Supervisors have the authority to determine if personal telephone use is excessive or hinders department operations.
9. Personnel will use discretion when using personal mobile telephones. Personal phones should be on silent or vibrate when on duty. One exception is at night when the phone will be used as an alarm clock.
10. Personnel may not use a department or personal mobile phone while driving fire apparatus. No exceptions.
11. In some cases personnel driving administrative vehicles may need to use a mobile phone while driving. This is acceptable as long as the driver uses due regard. Texting or emailing while driving is prohibited in all situations.
12. On duty personnel shall not utilize a mobile phone while standing in public unless directly related to an emergency incident. In the absence of an emergency situation, personnel shall be discreet in their use of a mobile phone.
13. Personnel are prohibited from contacting the family of a firefighter killed or injured in the line of duty via any means to inform them of the casualty. The purpose of this requirement

is to permit the department to make an appropriate face-to-face notification and arrange for the emergency transportation of family members as may be necessary. The incident commander may authorize a deviation from this regulation as circumstances warrant.

14. Members are advised that use of their personal mobile phones for fire department related business purposes, whether for voice calling, text messaging, or other electronic communications purposes may trigger a public records obligation on the part of the member to retain and maintain documentation of the communication pursuant to the records retention policy
15. The department will not reimburse an employee for damage to or destruction of a personal mobile phone. The use or possession of a personal mobile phone by an on-duty employee is totally and completely at the employee's risk of loss or damage. Members who are concerned about the loss of or damage to a personal mobile phone should refrain from using or possessing the phone while on duty. Any expense incurred by the member for an on-duty usage of a personal mobile phone, whether air time charges, service charges, usage fees, text messaging fees, roaming fees, long distance fees, or any other charge or fee, shall be the sole responsibility of the employee even when used for departmental business.
16. Personnel are permitted to carry their personal mobile phone with them while on duty provided that right has not been limited or revoked by their company officer, or a chief officer, and such use is in compliance with this policy.
17. Company officers and chief officers shall have the discretion to limit personal mobile phone usage by personnel under their command when appropriate, including when such usage is not in accordance with these procedures.
18. This policy is also applicable to other devices including but not limited to, Ipad, Kindles, Android tablets, smart watches, etc.

Policy # 23 A City Take Home Vehicles	Related Policies: City of Beaufort Employee Handbook
<p><i>This policy is for internal use only and does not enlarge an employee's civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this policy, if proven, can only form the basis of a complaint by this department for non-judicial administrative action in accordance with the laws governing employee discipline.</i></p>	
	Applicable SC Statutes: SC Code of Laws Title 56
	OSHA:
	NFPA Standard:
Date Implemented: April 1 st , 2017	Review Date: Rev. 1 Implementing Officer: Chief Tim Ogden Reviewing Officer:

General:

This SOP applies to all employees that have been assigned a take home city vehicle on a permanent or temporary basis.

Policy:

1. The Fire Chief will decide who is assigned a take home vehicle based on the needs of the Fire Department. Personnel assigned a take home vehicle must reside within a reasonable distance from the City of Beaufort/Town of Port Royal.
2. Take home vehicles are assigned to personnel who are expected to respond at all hours to emergency events or specific fire prevention activities. The purpose of a take home vehicle is to facilitate emergency response to emergency events.
3. No person shall be allowed to operate or drive a city vehicle unless they are employed by the City of Beaufort. Passengers in city vehicles are limited to the employee's immediate family, other Federal, State and Local government employees as well as out-of-town guests in Beaufort/Port Royal on official business. Exceptions to this provision must be approved by the Fire Chief. Specific exemptions are as follows.

- a. If in the performance of official duty it is necessary to transport a citizen (individual not already mentioned in this policy) in the city owned vehicle, the following procedure will be utilized.

Radio dispatch and inform the dispatcher that you have a rider to include demographics of the rider; Juvenile vs Adult and Sex of rider or riders. Include on mileage and then when you drop the rider off contact dispatch and provide the off mileage and that the riders are clear from your vehicle.

4. In the event that an employee's driving privileges are restricted, suspended or revoked, the employee must not operate any city vehicle. This change in driving privileges must be reported to the employee's supervisor or the Deputy Chief within 12 hours, along with all the pertinent facts and circumstances.
5. City take-home vehicles are to be used for city business purposes. Limited incidental personal stops along the way to and from home are authorized. Examples of these include tasks such as picking up and dropping off the employee's children from day care or stopping at a grocery store for food. It is understood that as Staff officers of the fire department you have the potential for 24/7 response. However, excessive use of the City Vehicle under the guise of those requirements will not be tolerated. Employees shall not use city vehicles for private business ventures or other personal gain.
6. Employees may take city vehicles outside of City of Beaufort/Town of Port Royal area for official city business only. Exceptions to this rule must be approved in advance by the Fire Chief.
7. Employees assigned a take home vehicle are responsible for the security and safe-keeping of the vehicle at all times while in their possession. All Federal, State and Local Laws and ordinances related to the safe operation of vehicles shall be adhered to at all times. Drivers shall insure that all passengers wear seat belts while the vehicle is in motion and young passengers are provided with appropriate and approved car seats.
8. Employees receiving a citation from a peace officer related to the operation of city vehicles are personally responsible for fines related to such offences. Employees shall not use their position as a City of Beaufort employee to try and avoid traffic tickets.

9. All employees assigned a take home vehicle must acknowledge receipt of this policy and agree to abide by the terms above. Employees who are found to have violated this policy will be charged with insubordination and violation of work rules and will be subject to progressive discipline. A signed copy of this policy will be included in the employee's personnel file.

Date: _____

Vehicle # _____

Vin # _____

Date Assigned# _____

Condition _____

Millage when Issued _____

Name: _____

Signature: _____

Chief Signature: _____

Policy # 24 A Daniels Law Abandoned Babies	Related Policies:
<i>This policy is for internal use only and does not enlarge an employee’s civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this policy, if proven, can only form the basis of a complaint by this department for non-judicial administrative action in accordance with the laws governing employee discipline.</i>	
	Applicable SC Statutes: SC 63-7-40
	OSHA:
	NFPA Standard:
	Review Date: Rev. 1
Date Implemented: April 1 st , 2017	Implementing Officer: Chief Tim Ogden Reviewing Officer:

General:

The purpose of this Standard Operating Guideline (SOG) is to establish guidelines so that personnel shall have a clear understanding of their responsibilities if an infant is abandoned at the fire station while staffed.

Policy:

The Safe Haven for Abandon Babies Act or “Daniel’s Law” was enacted to allow for parents of an infant child to voluntarily abandon a newborn without the worry of being prosecuted. There are several specific items in the law that needs to be understood by fire responders and by the parent or guardian abandoning the child. They are:

1. The baby must be 30 days old or younger.
2. The baby must not be harmed in any way.
3. The person leaving the child DOES NOT have to reveal their identity.

The baby must be left at a “Safe Haven” as specified in the law. These include:

1. Hospitals or hospital outpatient facilities
2. Staffed Law Enforcement agencies
3. Staffed Fire Stations
4. Staffed EMS Stations

5. House of Worships or synagogues during the time they are staffed.

Procedure:

1. Notify Beaufort County Dispatch as soon as possible that you have received an infant under the Safe Haven for Abandoned Babies Act. Ask them to send an EMS unit and police officer to your location so they can:
 - a. Assess the child's medical condition.
 - b. Provide the appropriate medical care.
 - c. Transport the infant to the hospital.
2. If one of the parents/guardian are available:
 - a. Thank him/her for bringing the infant to a safe place.
 - b. Ask him/her if they would be willing to provide any information that would assist in planning for the future care of the child. Every effort should be made to solicit the following information from the parent of the infant:
 - The name of the infant.
 - The name and address of the parent placing the infant.
 - The birthplace location of the infant.
 - Information on the infant's medical history
 - His/her biological family's medical history, if available
 - Any other information that might assist with determining the best interest of the child, including whether the parent or guardian plans on returning to seek future custody of the child.
3. Ask if they have a safe place for themselves and/or a way to get home and offer assistance if needed and available.

Policy # 25 A Special Events	Related Policies: City of Beaufort Special Events
<p><i>This policy is for internal use only and does not enlarge an employee's civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this policy, if proven, can only form the basis of a complaint by this department for non-judicial administrative action in accordance with the laws governing employee discipline.</i></p>	
	Applicable SC Statutes:
	OSHA:
	NFPA Standard:
	Review Date: Rev. 1
Date Implemented: April 1 st , 2017	Implementing Officer: Chief Tim Ogden Reviewing Officer:

Applicability:

This SOP applies to Special Event requests for Beaufort Water Front Park.

Policy and Procedures:

All special event requests will be handled by the City Event Coordinator. Once a request is made the following guide will be used to determine the level of service provided.

1. Number of people attending event:
 - Events **over 1,000** people shall provide first aid station and crowd managers as follows:
 - A contract for first aid shall be generated with the City of Beaufort/Town of Port Royal Fire Department or Beaufort County EMS only. A Minimum of 2 personnel for 4 hours is required. A signed contract must be completed 2 weeks prior to event.
 - Crowd managers must be provided by the event staff. The ratio for crowd managers is 1 per 250 people.
 - Crowd managers shall be trained on safety features of the event as approved by the fire marshal.
 - Unique events such as boat races or athletic events may require additional resources.

- If First Aid is requested through the Fire Department a signed contract must be provided. The contract must be received two weeks before the event. Once received a memo will be issued to Battalion Chief's for the available overtime positions.
2. If fencing or gates are installed during the event:
 - A site plan is required for the fence layout. The site plan shall include the number of gates and their opening dimensions.
 - Gates cannot be locked during the event.
 - Crowd managers are required at each gate.
 - An announcement each day should inform the attendees of where the exits are located and the location of Fire/Police/EMS staff.
 3. If there will be cooking at the event, an inspection will be conducted for all food vendors prior to the event starting.
 - Fire extinguishers are required for all mobile food vendor operations. All fire extinguishers shall be maintained and inspected on an annual basis. A fire extinguisher (minimum size of 2A 40 BC) will be required in addition to any class K extinguisher that is required. If deep fat fryers are used operators shall have and maintain a Class K portable fire extinguisher. IFC 904.11.5
 - Ensure all electrical cords and general electrical hazards are secure.
 - Open flames, smoking and cooking is NOT permitted underneath a tent or membrane structure unless the tent is labeled as fire retarded. All such activity must be kept at a distance no less than 20 feet IFC 3104.7. Hay, Straw, and shavings are not located inside any tent or membrane structure.
 - Protective coverings shall be installed over grass areas where grease is used. Flat surface material shall be installed under deep fryers for stabilization.
 - Waste/Hazardous materials or liquids shall be disposed of in the proper manner. They shall not be released into any sewer, storm drain, ditch, drainage canal, creek, stream, river, lake or tidal water or on the ground, sidewalk, street, and highway or into the atmosphere.
 4. Other requirements:
 - Fire safety plan is required for event.
 - A fire department representative shall attend safety meetings prior, to event.
 - All tents, membrane structures, screens, lighting should be securely mounted to resist high winds.
 - Ensure Charles street extension is kept clear for emergency vehicles to readily access the park.

- Firework displays must be permitted through the SC State Fire Marshal's Office and will be inspected by the City of Beaufort/Town of Port Royal Fire Marshal's office or the State Fire Marshal, prior to the show.

Policy # 26 A Reserve Firefighter Program	<u>Related Policies:</u> Reserve FF and Off Duty Response; Reserve FF Overnight, Firefighter Training Schedule, Promotion Schedule
<i>This policy is for internal use only and does not enlarge an employee's civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this policy, if proven, can only form the basis of a complaint by this department for non-judicial administrative action in accordance with the laws governing employee discipline.</i>	
	Applicable SC Statutes:.
	OSHA:
	NFPA Standard:
	Review Date: Rev. 1
Date Implemented: April 1 st , 2017	Implementing Officer: Chief Tim Ogden Reviewing Officer:

Recruitment

1. Reserve recruitment drives will be held twice per year in January and July. Recruitment drives are conducted by placing the 4'x 8' signs in front of CHQ and Station III for a period of one month. The number on the sign (470-3515) is an automated recording that details how and where the candidate can pick-up an application. During the recruitment drive reserve candidates may pick-up an application from any Beaufort or Port Royal fire station.
2. The applications contain time sensitive information so it is imperative that old applications be discarded and new applications printed for each drive. Reserve applications detail when and where orientation is, how to fill out the application, and requirements of being a reserve firefighter.
3. The candidate must be at least 18 years of age and will be required to provide a copy of a high school diploma or GED and a valid driver's license.
4. All applications will be sent to the South Carolina Law Enforcement Division for criminal background checks. Criminal activity of any kind will not be accepted.

Orientation

1. The applications are to be completed by the candidate and returned to Beaufort or Port Royal fire station before the deadline on the application. The Reserve program accepts on an as need basis.
2. All applications should have their completed application along with a copy of their high school diploma or GED, valid driver's license, and any related training certificates.
3. Topics covered during orientation are the requirements of being a reserve firefighter, the ability test and interview process, departments operations, and some department history. Candidates are given a calendar detailing when and where each step in the orientation process will take place.
4. Candidates wishing to become a reserve firefighter will be required to take and pass the ability test.
5. Upon completion of the ability test candidates will be interviewed by a panel of reserve and career firefighters. This interview process is an opportunity for a one on one conversation with the candidate and find out his or her expectations of our Reserve program.
6. Reserve candidates will then attend safety and operations training where they will learn call types, procedures for responding to calls, station time, training, accountability, safety procedures and general department operations. They will also learn about the tax deduction, the points system, station locations, and contact information.
7. Candidates who successfully complete the entire orientation process and have no discrepancies on their background check are considered members of the department and are issued bunker gear and associated uniforms and equipment. They are now authorized to do station time and respond to calls. In many cases new reserves have no certifications or training. They must be carefully observed and only used in a support role.
8. New reserves are placed on probation for their first six months of membership with the department. The probationary period begins after the successful completion of the orientation process.

Training

1. Training is held every Tuesday evening from 6:00 P.M. to 09:00 P.M.
2. Reserves must attend a minimum of two Tuesday night trainings per month. They can make-up missed reserve training by attending shift training.
3. In order to be interior certified reserves must successfully complete Basic Firefighter (1153), Hazmat Ops, First Aid, CPR, FLAG, and Firefighter I (1153). All reserves are encouraged to complete Auto Extrication and Firefighter II (1154).
4. Interior firefighter 1 class is held in house and taught by our own instructors.
5. Once a new reserve has completed the probationary period they may enroll in SCFA resident courses if approved by the training division.

Station Time

1. Station time requirements are a minimum of 12 hours per month.
2. All station time must be done at CHQ for the first year of service unless directed otherwise by the Battalion Chief or Acting Battalion Chief.
3. When doing station time reserves will participate in the daily duties and operations of the shift.

Response in POV

1. The use of audible or visual warning devices on personally owned vehicles is prohibited. Under no circumstance will speeding or any other unlawful act be tolerated.
2. Off duty reserves should not respond to single station or minor calls for service unless they are in the immediate area and have the proper PPE.

Promotions

1. Reserve firefighters must complete the same certification levels and requirements as a career firefighter to advance in rank. (see SOG for required classes and rank advancement)

Policy # 27 A Reserve Firefighter Overnight Stay	Related Policies: Fire Department General Rules and Regulations
<i>This policy is for internal use only and does not enlarge an employee's civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this policy, if proven, can only form the basis of a complaint by this department for non-judicial administrative action in accordance with the laws governing employee discipline.</i>	
	Applicable SC Statutes:
	OSHA:
	NFPA Standard:
Date Implemented: April 1 st , 2017	Review Date: Rev. 1 Implementing Officer: Chief Tim Ogden Reviewing Officer:

General:

The purpose of this policy is to provide the Beaufort/Port Royal Reserve Firefighters with guidelines for authorization for overnight service, requirements for bed linens, and expectations of personal hygiene.

Policy:

1. Reserve Firefighters must be IFSAC FF I or above and be authorized by the Reserve FF Coordinator to conduct overnight service. In some cases, personnel without IFSAC FF I may be authorized for overnight service. This discretion will be based on the reserve firefighters training, certification level and type, and ability to provide scene support. When approved, overnight service may also be used to supplement training.
2. Reserve firefighters may only conduct two overnight service periods per week. The week will begin each Friday at 0700.
3. Once authorized and when reporting for overnight service the reserve firefighter must report to the Headquarters Fire Station and contact the Battalion Chief or Acting Battalion Chief for station and apparatus assignment.

4. Reserve firefighters will bring in their choice of bed linen on their first overnight stay. Once bed linen is at the station it will remain at the station permanently. Linens may be taken from one station to another, but must be laundered immediately upon entering each station, every time. The reserve firefighter will place the bed linen in the provided plastic bin with a lid for storage when not in use.
5. When reporting for duty personnel are required to be hygienic and in a neat and clean uniform. Members must be clean shaven.
6. Our sleeping facilities require multiple people to sleep in the same room and share beds between shifts. Therefore, personnel must shower and be in clean clothing prior to sleeping.

Policy # 28 A Fit Testing	Related Policies: SCBA
<p><i>This policy is for internal use only and does not enlarge an employee's civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this policy, if proven, can only form the basis of a complaint by this department for non-judicial administrative action in accordance with the laws governing employee discipline.</i></p>	
	Applicable SC Statutes:.
	OSHA:
	NFPA Standard:
	Review Date: Rev. 1
Date Implemented: April 1 st , 2017	Implementing Officer: Chief Tim Ogden Reviewing Officer:

Policy:

1. All personnel using SCBA shall be fit tested before being permitted to engage in emergency activities; on an annual basis thereafter; and whenever a new type of SCBA or a new face piece is issued. The fit test shall be a quantitative fit test as prescribed by NFPA 1500 and NIOSH.
2. Only personnel with a properly fitting face piece that successfully passes the quantitative fit test shall be permitted to use SCBA.
3. All personnel required to use a half-mask with removable/replaceable filtration system shall be fit tested prior to use and on an annual basis thereafter. The fit test shall be a qualitative fit test.
4. The fit testing records shall capture and track the following information:
 - a. Name
 - b. Size
 - c. Pass/fail results of the tests

Policy # 29 A Professional Standards and Administrative Investigations	Related Policies: General Rules and Regulations; City of Beaufort Employee Handbook
<i>This policy is for internal use only and does not enlarge an employee's civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this policy, if proven, can only form the basis of a complaint by this department for non-judicial administrative action in accordance with the laws governing employee discipline.</i>	
	Applicable SC Statutes: S.C. §8-17-110 et seq.
	OSHA:
	NFPA Standard:
Date Implemented: April 1 st , 2017	Review Date: Rev. 1 Implementing Officer: Chief Tim Ogden Reviewing Officer:

General: This policy provides the procedures for the acceptance of complaints, the initiation of the administrative investigative process, and the process for conducting a fair and reasonable investigation. Fire Department employees are reminded that all employees in the Department are “at will” employees and can be dismissed by the City for any reason (that is, without having to establish “just cause” for termination), and without warning. This policy in no way supersedes “at will” employment nor implies an “employment agreement”, “contract” or other binding terms exist between the City of Beaufort and its employees. This is a guide to provide a uniform framework under which external and internal complaints can be filed and investigated within the Fire Department.

Policy: Complaints are an opportunity for the Fire Department to improve our operations and/or understand and correct public misunderstandings about the services we provide. The Fire Department will accept and document all complaints alleging employee misconduct or dissatisfaction with a Fire Department policy, practice or service in order to:

- A. Ensure that complaints alleging employee or department misconduct are accepted and investigated in a consistent and reasonable manner to uncover the truth of the allegations,
- B. Identify areas of misunderstanding by the complaining person,

- C. Identify personnel whose attitude, behavior and/or performance is in need of correction and supervisory intervention,
- D. Protect personnel and the Fire Department from false or erroneous complaints, and
- E. Identify Fire Department policies, training and/or practices in need of reevaluation, clarification and/or improvement.

I. Introduction

It is important for the Fire Department to be responsive to external concerns. Members of the public should have a reasonable avenue to complain about the service provided by the Fire Department and the conduct of Fire Department employees. Such complaints offer the Fire Department the opportunity to improve our operations, understand and respond to misunderstandings that the public may have about the services we offer, and defend against false or erroneous claims. In addition, matters that may become a major problem for the department if ignored, can be identified early provided we have the courage to objectively consider and evaluate concerns that are brought to our attention.

II. Definitions:

Complaint: Any complaint about employee misconduct or dissatisfaction complaint.

Complaint about employee misconduct: An allegation from any source of an act or omission by an employee, which if proven true, would be considered misconduct or a violation of department policies, rules or regulations.

Dissatisfaction complaint: A complaint from an external source indicating dissatisfaction with a fire department policy, practice, or service.

III. Procedure:

A. Sources of complaints: A complaint can originate from any of the following sources:

1. Individual aggrieved person
2. Third party
3. Anonymous party
4. Fire Department employee (co-worker)
5. Fire Department chain of command
6. News media

7. Governmental agency
8. Civil claim or suit

B. Complaints can be made by members of the public:

1. In person
2. By telephone
3. By letter
4. Email

C. Informational public brochure: The Department has developed an informational public brochure to inform members of the community how to provide the Department with commendations, suggestions, dissatisfaction with the department, or a complaint alleging employee misconduct. These brochures will be maintained in all fire department facilities and may be downloaded from the department's web site.

D. Firefighter responsibilities: Whenever a non-officer employee becomes aware of a citizen's complaint meeting the above complaint definition or becomes aware of the misconduct of another employee, he/she shall:

1. Immediately notify his/her on-duty officer and ensure that follow-up to the complaining person will not be delayed. For personnel assigned to fire and EMS companies, the on-duty officer shall be the company officer or acting officer. If that officer is not immediately available another officer within the chain of command shall be notified, up to and including the on-duty Battalion Chief.
2. If an on-duty officer is not available or the party making the complaint refuses to wait for an officer, the employee will gather all available information regarding the complaint, including at a minimum a name and contact number for the complainant. The employee shall request that the complaining party complete a Public Service Report form, and to the extent the complaining party allows, assist them with the completion of the report. If the complainant requests a copy of the Public Service Report to take with them to complete, the employee shall honor that request and encourage the person to return the form at their earliest possible opportunity.
3. The Firefighter shall ensure that any information provided by the complainant is given to an officer as soon as possible during the employee's duty shift.

4. Failure to follow these acceptance provisions will result in disciplinary action against the involved firefighter.

- E. **Officer's responsibilities:** Whenever a company officer or chief officer becomes aware of a person requesting to make a complaint, or of an incident which will likely result in a complaint or an administrative investigation, the officer shall immediately inform the on-duty Battalion Chief. If the on-duty Battalion Chief is not available, the officer shall request that the complaining party complete a **Public Service Report form**, and to the extent the complaining party allows, assist them with the completion of the report. If the party making the complaint refuses to wait for or contact the on-duty shift commander, the officer will gather all available information regarding the complaint, including at a minimum a name and contact number for the complainant, and prepare a Public Service Report detailing what information is available.

Upon becoming aware of a complaint, the on-duty Battalion Chief shall take the following steps:

1. Contact the Deputy Chief or Fire Chief who will assign an investigating officer.
 2. Where the Deputy Chief or Fire Chief is not immediately available (such after normal working hours), the on-duty shift Battalion Chief or Acting Battalion Chief shall initiate an immediate preliminary investigation taking care not to impugn the complaint or create bias in an ensuing investigation.
 3. The Fire Chief and or Deputy Chief are responsible for determining the level to which an administrative investigation will ensue and are responsible for assigning a neutral investigating officer.
- F. The preliminary investigation shall include the following steps as appropriate based upon the circumstances and allegations:
1. Conduct an interview with the complaining person attempting to ascertain each and every allegation of misconduct alleged. Should the allegations not amount to a complaint as per the department definition of a complaint, the investigator/shift commander will advise the complainant that his/her dissatisfaction will be recorded and forwarded for department review. **Regardless of the issue at hand, THANK THE COMPLAINANT FOR THEIR WILLINGNESS TO PARTICIPATE IN THE PROCESS OF COMPLAINT INVESTIGATION!**

2. Where appropriate, the investigator/Battalion Chief or Acting Battalion Chief conducting the preliminary investigation shall respond to the scene of the encounter/incident and:
 - (a) Determine the identity of persons involved, witnesses, other departmental personnel and employees involved,
 - (b) Ensure that proper evidence is collected and/or documented,
 - (c) Ensure that all reasonable documentation and physical evidence is maintained. This includes fire/EMS reports, police reports, communications/dispatch information, MDT transmissions, medical documentation, and video recording of any portion of the incident,
 - (d) Ensure that all necessary medical treatment is provided and documentation is preserved.
 - (e) Keep a written log from the time the complaint is received (to be handed off to the investigative officer) and the Investigative officer will keep a written chronological narrative of all actions and findings to become part of the complaint investigation record.

3. As a general rule, the investigator/Battalion Chief should not interview the accused employee as part of the preliminary investigation. In particular, any time an employee's conduct **may possibly involve** criminal conduct, the employee should not be interviewed as part of the preliminary investigation.

- G. The complaint initiation process is not incumbent on cooperation of the complaining person. In the event that the complaining person refuses to cooperate with the investigation or there is no identifiable complainant and the information known to the officer satisfies the department's definition of a complaint, the complainant will be listed as the Department.

- H. All documentation of complaints, including Public Service Reports or Preliminary Investigation documentation, shall be forwarded through proper channels to the Fire Chief.

- I. Processing the complaint: It is the responsibility of the receiving officer or chief officer to process the complaint for investigation as follows:
 1. Assign the complaint the appropriate control number (ADMIN INVEST FF LAST NAME FULL DATE; ADMIN INVEST FF BEAUFORT 3.16.2017)

2. Assign the investigation to the appropriate department employee/investigator for investigation. With the permission of the Fire Chief, certain investigations may be referred to the following under appropriate circumstances:
 - a. Line officers
 - b. Safety officer
 - c. Fire marshal
 - d. Human Resources
 - e. Outside agency such as police, department of health, ethics commission, etc.
 - f. Outside investigator, such a private investigator, attorney, etc.

Regardless of whether the complaint is assigned internally or externally, the Fire Chief the Executive Professional shall be responsible to track the investigation and maintain/file any and all documentation related to the case.

3. The assigned investigator should ensure that the complainant receives a letter notifying them that their complaint has been received and has been assigned for investigation. The letter should also introduce the investigator, provide appropriate contact information, and inform the complainant that they will be contacted for an interview.
4. Where an employee has been identified as an accused employee, the assigned investigator should ensure that a letter is sent informing the accused employee of the existence of the complaint, the identity of the complainant, the nature of the complaint including the date, time and location the event underlying the complaint occurred (when available), the name of the investigator, and that they will be contacted for an interview at a later date. This step may be omitted or delayed under circumstances where the firefighter will be placed under surveillance until such time as the surveillance has been completed. This letter will come from the Fire Chief only and the Fire Chief will determine status of employment as it relates to any individual administrative investigation. (i.e. Leave with or without pay, suspension with or without pay, etc..)
5. Assign the investigation a due date for completion within 30 days. Extensions of this due date must be requested in writing for approval by the person in charge of the Professional Standards process and made part of the final investigative report.

J. Investigative procedures:

- 1.** The investigator assigned to conduct the administrative investigation shall:
 - a.** Evaluate the allegations contained in the Public Service Report, listen to the tape recording of the complainant, if available, and consult with the person who accepted the complaint/heard the allegations
 - b.** Obtain all reports, communications/dispatch records, MDT transmissions, video recordings, and other evidence/documents
 - c.** Determine the specific allegations of the complainant and identify any other possible department violations, whether alleged by the complainant or not
 - d.** Conduct interviews in the following general sequence:
 - (i) Complaining person
 - (ii) Other public witnesses
 - (iii) Department employee - witnesses
 - (iv) Accused employees
- 2.** Accused employees shall be given notice of any intended interview regarding the allegations and the interview shall be conducted within reason after this written notice is received by the accused employee. Employees will be placed in an “on duty status” if required to report for interviews or any part of an administrative investigation.
- 3.** The interview shall be conducted at a reasonable hour, at a time when the accused employee is on duty, unless an imminent threat to the safety of the public requires otherwise.
- 4.** The accused employee shall be informed prior to start of the interview of the name, rank, and assignment of the officer or other person in charge of the investigation, the officer conducting the interview, and all other persons present during the interview.

M. Disposition

1. The investigator will prepare an investigative report and submit it through the chain of command for adjudication and disposition. The investigator's role is only to gather evidence. The investigator is not expected to make factual findings, recommended factual findings, recommendations for disciplinary charges, and/or recommendations for disciplinary punishment.
2. A panel of Chief officers will review administrative investigations and provide counsel to the Fire Chief.
3. The final authority for the disposition of the charge(s) is the Fire Chief or his/her designee. The Fire Chief is responsible to ensure that the investigation and the final recommendation are consistent with the investigation and the practice of the Department.
4. When allegations are sustained, the specific charges and processing will be conducted according to the personnel practices of the Department.

N. Role of the Fire Chief

1. The Fire Chief or designee shall prepare the letter to the complainant following the conclusion of the investigation and the disposition of the complaint advising the person that the matter has been resolved.
2. The Fire Chief is responsible for the quality control of the complaint and administrative investigation process and shall:
 - a. Review all final complaint investigations to ensure that they are consistent with the practices of the Department
 - b. Maintain records of the process
 - c. Maintain the completed investigative and adjudication files in a secure, confidential manner
 - d. Conduct an annual audit of the process
3. When criminal allegations involving a member of the department are identified the Fire Chief shall be notified immediately. The Fire Chief will:
 - a. Develop and maintain liaison with the involved law enforcement agency and

- b. Conduct the administrative investigation in such a way as to not interfere or compromise any criminal investigation.

Policy # 30 A Internal Communications Check	Related Policies:
<p><i>This policy is for internal use only and does not enlarge an employee's civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this policy, if proven, can only form the basis of a complaint by this department for non-judicial administrative action in accordance with the laws governing employee discipline.</i></p>	
	Applicable SC Statutes:
	OSHA:
	NFPA Standard:
Date Implemented: April 1 st , 2017	Review Date: Rev. 1 Implementing Officer: Chief Tim Ogden Reviewing Officer:

General: The functionality of portable and mobile radios is critical to the ability of firefighters to communicate during emergency response and while operating on emergency scenes.

Policy: All fire mobile and portable radios shall be checked once a week on Sunday to ensure proper operation.

Procedure:

1. The Battalion Chief or designee shall utilize the admin radio channel and call out every assigned mobile, portable, or personally assigned portable radio and a response from that individual radio shall be heard and noted.
2. Any discrepancies in radio function shall be noted and forwarded to the Deputy Chief.
3. Daily roll call shall also be conducted every day at 0700 via radio communication.

Policy # 31 A Duty to Act	Related Policies: Medical Protocol
<p><i>This policy is for internal use only and does not enlarge an employee's civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this policy, if proven, can only form the basis of a complaint by this department for non-judicial administrative action in accordance with the laws governing employee discipline.</i></p>	
	Applicable SC Statutes: SC DHEC Regulation 61-7
	OSHA: None
	NFPA Standard:
	Review Date: Rev. 1
Date Implemented: May 30, 2019	Implementing Officer: Chief Tim Ogden Reviewing Officer:

General:

This policy describes duty to act for on-duty and off-duty fire department responders as related to patient care. The purpose of this policy is to ensure that all fire department employees understand their legal duty to act.

Abstract:

On-Duty first responders have: a duty to act, a duty to respond, a duty to perform a thorough assessment, a duty to appropriately treat the findings of that assessment, and a duty to transport where necessary and authorized. Off duty responders have no duty to act. Duty to act is independent of wardrobe. While not a criminal act, lack of action when duty to act does not exist can lead to negative public perception and damage to reputation.

Definitions:

- Duty to act - defined as a legal duty requiring a party to take necessary action to prevent harm. Duty to act is a basic principle of tort law which defines liability of actions or omissions.
- Abandonment – Discontinuation of patient care without the patient’s consent or without providing for the further administration of care by an equal or higher medical authority.

- Patient - The State of South Carolina Bureau of EMS defines a patient as one who:
 1. Receives basic or advanced medical or trauma treatment.
 2. Is physically examined.
 3. Has visible signs of injury or illness or has a medical complaint
 4. Requires EMS specific assistance to change locations and/or position
 5. Is identified by any party as a possible patient because of some known, or reasonably suspected illness or injury.
 6. Has a personal medical device evaluated or manipulated by EMS
 7. Requests EMS assistance with the administration of personal medications or treatments
- Patient contact – Direct face-to-face interaction between a healthcare professional and a patient.
- Fundamentals of Tort Law - Tort law requires four elements for a plaintiff to hold a defendant legally responsible for a personal injury. These elements include:
 1. A legal duty to act
 2. A breach of that duty
 3. Proximate cause (i.e., the defendant’s breach of duty was the legal cause of the plaintiff’s harm)
 4. Damages (i.e., losses or harm that merits financial compensation), unless an EMS provider has a legal duty to the patient; they cannot be held liable in tort law

Policy:

1. On-Duty - Duty to Act

On-duty responders have a duty to act in accordance with departmental response policy. Duty to act for first responders to incidents of a medical nature is interpreted as the responder being responsible to: respond in an expeditious but safe manner; perform a thorough assessment of both the patient and the situation; provide treatment or take action within the responders training, scope of practice, and authorized agency protocol. First Responder duties may include transporting to an appropriate receiving facility when transport is warranted or authorized for the agency.

Department policies may define response areas, response types, and specific training or certification required of responders by incident type to further refine the duty to act. On-duty responders may triage patients and incidents in order to treat the most severe but savable patient first. On-duty responders enroute to an emergency may divert to another emergency of greater perceived need by reassigning themselves and requesting additional resources to manage other concurrent emergencies. The act of reassignment does not equate to abandonment due to the concept of “do the most good”, and the definition of “patient.” An individual does not become a patient until care has been initiated, therefore cannot be abandoned prior to patient contact.

Safe and reasonable emergency vehicle operation is an absolute duty. South Carolina State Law Title 56, Chapter 5, Section 2360 (Section 56-5-2360) paragraph (b) states that “This section shall not operate to relieve the driver of an authorized

emergency vehicle from the duty to drive with due regard for the safety of all persons using the highway.”

2. Off-Duty – Duty to Act

Off-duty employee in civilian clothes have no duty to act. They may act, if they choose to act. Their actions are covered by SC 15-1-310 which states “(A) Any person, who in good faith gratuitously renders emergency care at the scene of an accident or emergency to the victim thereof, shall not be liable for any civil damages for any personal injury as a result of any act or omission by such person in rendering the emergency care or as a result of any act or failure to act to provide or arrange for further medical treatment or care for the injured person, except acts or omissions amounting to gross negligence or willful or wanton misconduct.”

A first responder who is off duty but is in uniform or operating a marked or unmarked department vehicle has no duty to act. Duty to act is independent of wardrobe, conveyance, or perception.

3. Hidden Duty – Duty to Act

Duty to act may extend to those who are not expressly defined as patients. Responders may find, for example, an elderly person who has no expressed medical need but does have a recognizable need of a caregiver or other social services. It is an implied duty for the first responder to identify those needs and refer to others or contact agencies on behalf of the individual.

Although not necessarily codified, case law has created an implicit duty to mitigate substandard performance or outright incompetence of fellow providers. Simply put, the emerging legal trend is to hold all providers accountable for the failings of one.

Policy # 32 A Social Media	Related Policies: City of Beaufort Social Networks, Personal Websites and Blogs ; 2 A COB-TPR FD Rules of Conduct, Mission Statement and Oath of office; 20 A Photography and digital imagery
<i>This policy is for internal use only and does not enlarge an employee's civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this policy, if proven, can only form the basis of a complaint by this department for non-judicial administrative action in accordance with the laws governing employee discipline.</i>	
	Applicable SC Statutes:
	OSHA:
	NFPA Standard:
	Review Date: Rev. 1
Date Implemented: May/6/2020	Implementing Officer: Chief Tim Ogden Reviewing Officer:

PURPOSE

The purpose of this policy is to provide guidance and direction to members of the department with respect to the use of the Internet, the World Wide Web, and social media as a medium of communication that impacts the efficiency and morale of the department. This guidance is intended to help clarify the boundaries between appropriate and inappropriate use of social media by fire department personnel in a way that helps to **protect members' careers while preserving the public's confidence in the department. Nothing in this policy is intended to unlawfully restrict a member's right to discuss as a private citizen, matters of public concern to the extent protected by the First Amendment.**

This policy is an additional layer of guidance on social media along with the City of Beaufort Employee Handbook, The City of Beaufort-Town of Port Royal Fire Department Rules of Conduct (2A), the Mission Statement of the department, the firefighter and officer oath, and the department policy on Photography and Digital Imagery and does not supersede or amend any of the listed policies but rather works in concert with them.

POLICY

The proper functioning of any fire and emergency service organization depends upon the public's confidence and trust in the individual firefighters, officers, and department as a whole to carry out our mission. Any matter which brings discredit to individual firefighters, officers, or the department has the corresponding effect of reducing public confidence and trust in our organization, thus impeding our ability to work with and serve the public. Professionalism is a significant factor in high level performance which in turn builds the public's confidence and trust.

In addition, when citizens call upon us for help, they have a right to expect that we will keep the details of their private lives and affairs confidential, and not release that information except as permitted by law.

It is the policy of this department to respect the Constitutional and Statutory rights of all members and the public. Each member has sworn an oath to such. While all members have the right to use personal social networking pages or sites, **members are public servants occupying a position of public trust who are held to a higher standard than the general public with regard to standards of conduct and ethics**. Members have an affirmative obligation while using social media to ensure they do not become viewed as spokespersons for the department except when duly authorized.

It is the policy of this department that all personnel will maintain a level of professionalism in both on-duty and off-duty conduct that is consistent with the honorable mission of our department, and in a way that will not cause actual harm or disruption to the mission and functions of the department.

SCOPE

This policy applies to all members of the City of Beaufort – Town of Port Royal Fire Department without regard to whether their social networking activity is conducted in or outside the workplace, while on or off-duty, or anonymously or through the use of pseudonyms.

DEFINITIONS

Department owned images or audio recordings - Photographs, digital photographs, digital images, video recordings, audio recordings or electronic files containing a graphic image or series of images, as well as any digital reproductions or copies of such photographs, digital photographs, digital images, video recordings, audio recordings, or files, owned by the fire department by virtue of the fact that they were taken and/or created in the course of the fire department's business.

Harassment - is the systematic and/or continued unwelcome actions of one party or group intended to demean, threaten, intimidate, or alarm another party or group.

Hate speech: is speech that attacks a person or group on the basis of attributes including but not limited to race, ethnic origin, national origin, skin color, gender (including status as pregnant or nursing), religion, disability, age, or sexual orientation, indicating a level of intolerance or hostility that is incompatible with a commitment to serve all members of the community. Included is speech that threatens violence or harm directed toward any person or group; encourages others to commit violence or harm directed toward any person or group; or threatens to or encourages others to withhold public safety services from any person or group.

Social media - web based technology tools that enable people to communicate electronically via the Internet and the World Wide Web to share information and resources. Social media can include the sharing and exchange of information in the form of electronic data, text, audio, video, images, podcasts, web casts, and other multimedia electronic communications

Social networking - the act of connecting to others through the use of social media

Speech: Expression or communication of thoughts or opinions in spoken words, in writing, by expressive conduct, symbolism, photographs, videotape, or related forms of communication.

Spokesperson for the department – a member of the department who makes a statement:

- On behalf of the department;
- In his/her capacity as an employee or member of the department; or
- In such a way that it may reasonably be attributed to the department

INTRODUCTION

Fire department members are cautioned that while acting as a spokesperson for the fire department, including when engaged in social networking in such a way that their speech may reasonably be attributed to the department, their speech is not entitled to First Amendment protection. This may involve speech that occurs both on-duty and off-duty.

PROCEDURE

While engaged in social networking activities:

1. No member shall post, disseminate, or in any other way broadcast as a **private citizen** on a **matter of public concern** in such a way as to cause actual harm or disruption to the mission and functions of the department. Examples of conduct that may cause actual harm or disruption to the mission and functions of the department include posts that:
 - impair harmony among co-workers, neighboring departments, and operational partners,
 - has a detrimental impact on close working relationships among coworkers,
 - has a detrimental impact on the relations between the department and the community we protect,
 - are contrary to the department's regulations and harmful to the proper functioning of the department.
2. Members may post, disseminate or broadcast on a **matter of public concern** as a **spokesperson** for the department only with permission through chain of command. Members shall at all times exercise diligence to avoid holding themselves out as spokespersons for the department except when duly authorized. The use of departmental titles, fire department logos, fire department owned images, or identification as a member of the department in such a way as to create the impression that the member is acting as a spokesperson for the department, or that the posting is attributable to the department, is prohibited unless duly authorized.

Use of the following in screennames or email addresses shall be considered to cause a posting or email to **reasonably be attributed to the department**:

Examples but not limited to:

Screenname: COB-TPR_Lieutenant_Eng_4; email addresses/screennames that include COB-TPR FD, City of Beaufort, Beaufort, Town of Port Royal, Port Royal, Fire Department etc.; signature lines in private emails that include rank, title, and affiliation with the department.

Use of photos in uniform, ranks and titles, department patch, etc. work affiliation ie: worked at; are allowed to be used by individual members both personally and professionally on social media. However, as noted above, this expressly affiliates the

member with the department and creates an even higher standard of conduct on those associated sites.

3. Members are ***prohibited*** from posting, disseminating, or broadcasting fire department matters that are ***not of a public concern***.

4. Members shall not post, disseminate or broadcast information that is known to be ***false, deceptive, libelous, slanderous, misleading or causes harm*** to others, including speech that constitutes ***hate speech*** or ***harassment***; nor shall members discuss protected or confidential matters of the department, including:
 - matters that are under investigation;
 - patient and employee information protected by HIPAA and/or medical confidentiality laws; or
 - personnel matters that are protected from disclosure by law.
 - legal proceedings

5. Members shall not post, disseminate, or broadcast department owned images or audio recordings unless authorized to do so, or unless such images or audio are available to the public pursuant to the public records law. If such images or audio have been released as public records members shall ensure they release such information as private citizens, and not in such a way that they may be viewed by the media or the public as spokespersons for the department, unless authorized to act as a spokesperson.

6. Members shall maintain an appropriate level of professionalism and conduct so as not to post, disseminate, or broadcast in a manner that causes actual harm or disruption to the mission and functions of this department. This provision is not intended to restrict the content of a posting that is protected by the First Amendment, but rather is intended to apply to the use of vulgar, obscene, or indecent terms; the posting of materials of a pornographic nature; the use of threatening, harassing, or intimidating language; the use of speech that threatens or incites attacks on the basis of age, race, religion, sex, sexual orientation, gender identity or expressions, genetic information, disability, national origin, ethnicity, citizenship, marital status, or any other legally recognized protected basis under federal, state or local laws, regulations or ordinances; or engaging in illegal activities.

7. Members shall not use a social networking to post content of a sexually graphic nature, violate copyright laws, or engage in illegal activities.
8. Harassment, bullying, intimidation, threats of violence/harm, discrimination, or retaliation against a co-worker that would not be permissible in the workplace is not permissible between co-workers online, even if it is done off-duty, from home and on personal computers or devices.
9. Members are prohibited from engaging in social networking activities while on duty; while on fire department property; while in fire department facilities; while on or in fire department apparatus or vehicles; or while in uniform or otherwise identifiable as a member of this department.
10. Because social media is an emerging form of communication, the department permits employees to engage in limited social media activity in the workplace and/or while on duty, similar to receiving a personal text message or a telephone call of limited duration. Employees choosing to do so, however, are expected and required to use proper judgment and discretion, recognizing that even very brief periods of social media activity can collectively amount to significant periods of time. Supervisors are authorized to restrict or prohibit workplace/ on-duty social media activity, as appropriate.
11. Members are prohibited from recording or transmitting live feeds while in a department vehicle, in a department apparatus, on an incident scene of this or any other duly organized and authorized emergency services organization, or on the training ground and classroom environment when representing this department. If the officer in charge or instructor on the training ground provides for this activity during breaks or as part of the environment that is acceptable. Members can professionally engage in these activities during authorized downtimes around the fire stations in accordance with the policies of the City of Beaufort and this department. Supervisors are authorized to curtail this activity at their discretion if it is deemed to be disruptive or excessive. The Deputy Chief of Operations shall be notified of any such action.

12. Members are further advised that social media activities that involve the posting or discussion of incidents or work-related matters online may make the communications subject to the state's public record laws creating legal obligations for them and the department. To the extent such postings and discussions trigger the public records laws members are required to comply with the department's record retention policy.

13. This policy shall not apply to personal communications between a member and members of his/her immediate family that involve Facetime, Skype, or similar platforms.

Policy # 33 A Residency Requirement	Related Policies: City of Beaufort Employee Handbook; Residency Requirements
<p><i>This policy is for internal use only and does not enlarge an employee's civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this policy, if proven, can only form the basis of a complaint by this department for non-judicial administrative action in accordance with the laws governing employee discipline.</i></p>	
	Applicable SC Statutes:
	OSHA:
	NFPA Standard:
	Review Date: Rev. 1
Date Implemented: August 1 st , 2019	Implementing Officer: Chief Tim Ogden Reviewing Officer:

Full Time Paid Firefighters and Officers:

All fulltime sworn fire personnel are required to abide by the following residency requirement.

Adherence to this policy is a condition of employment with the City of Beaufort per the City of Beaufort Employee Handbook policy on “Residency Requirement”

Within the boundaries of Beaufort County, excluding anything east of the Bluffton side of the Karl. S. Bowers Bridge (Hilton Head Bridges) on Highway 278. Hilton Head Island is not within the bounds of this policy.

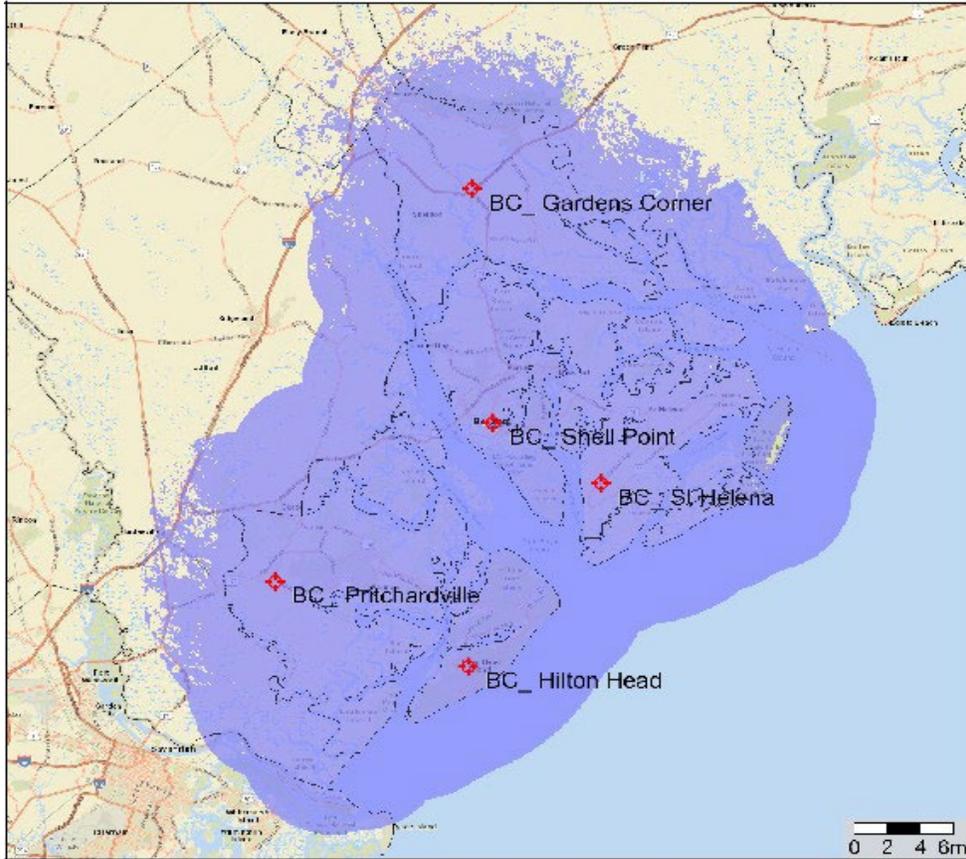
-Or-

Within 25 road miles of a full-time manned fire station of this department and within the working boundaries of the Beaufort County Consolidated Communications system. (This requirement will be tested and verified by the Deputy Chief of Operations)

Note All changes of residency need to be pre-approved by the Deputy Chief of Operations. Personnel contemplating a change are encouraged to bring it to the attention of their chain of command prior to starting the process.



APX6000 Portable on Street Coverage



Tiles © ArcGIS

Legend

 95% APX6000 Portable on Street Coverage

Portable on hip using 1/2 wave Flex whip antenna and Belttop

Solution: Beaufort County, SC
Job ID: 4535530370.1.Design 5

Project: Simulcast Cell
System version: 20190705, N/A, 2.6.2

Design: Design 5 Printed:
7/11/2019

Part-time, Part-time as needed, and reserve personnel:

Same as fulltime personnel:

1. Request for exceptions for part-time, part-time as needed and reserve personnel may be approved if submitted via the Deputy Chief of Operations for approval by the Fire Chief and will generally be accepted.

Policy # 34 A UTV Operations	Related Policies:
<p><i>This policy is for internal use only and does not enlarge an employee's civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this policy, if proven, can only form the basis of a complaint by this department for non-judicial administrative action in accordance with the laws governing employee discipline.</i></p>	
	Applicable SC Statutes:
	OSHA:
	NFPA Standard:
	Review Date: Rev. 1
Date Implemented: July 1 st , 2022	Implementing Officer: Chief Tim Ogden Reviewing Officer:

Purpose:

To ensure safe operation of the Beaufort/Port Royal Utility Terrain Vehicle to any drill, incident, or function. Due to its unique design and handling characteristics, extreme caution must always be exercised while operation this vehicle.

Policy:

All members will use due regard when operating the Beaufort/Port Royal FD UTV to prevent injuries and/or vehicle damage.

Prior to using vehicle

Verify fuel level, oil level, and tire pressure.

Vehicle Usage

1. Drivers will utilize due regard operating on or off-road.
2. Drivers will maintain an appropriate safe speed.
3. Seatbelts MUST be worn when vehicle is in motion.
4. When the UTV is not in motion, the parking brake will be engaged, and the shifter put in park.
5. Only a driver and a passenger are allowed on the vehicle while it is in motion. A secured patient on the rear of the UTV is acceptable but should only be used in rare occasions and when necessary. In the rare instance that a patient is transported on the rear of the UTV in a stokes basket, the patient must be transported and secured using the available straps, ropes, etc. Extreme care and low speed will be used whenever it is necessary to transport a patient in the UTV.
6. Personnel that utilize the UTV are expected to inspect, clean, prepare and fuel the vehicle after each use. Unleaded fuel only with fuel key assigned to QRV-1.

Minimum Staffing

Two firefighters (minimum) are needed for medical first aid special events with one being an Advanced EMT (AEMT) or Paramedic.

Equipment

Polaris

Medical Special Events Bag with AED and Oxygen

Patient Contact Sheets

Patient Refusal Forms

Portable Radio

Reflective Vest

Fire Extinguisher

Water cooler with cups

Code 3 Response

1. Drivers will utilize due regard when responding with a code 3 response.
2. Drivers will always maintain an appropriate speed throughout response.
3. The maximum speed on any road is to be limited to the posted speed limits or a safe speed according to conditions. Excess or unreasonable speeds with the UTV are not permitted at any time.
4. Doors or other containment devices should be in a closed position when in motion.
5. Approach all obstacles slowly and at right angles when possible.
6. Never attempt sharp turns with the UTV while traveling over 5 MPH.

Policy # 35 A Hurricane SOG	Related Policies: City of Beaufort Employee Handbook
<p><i>This policy is for internal use only and does not enlarge an employee's civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this policy, if proven, can only form the basis of a complaint by this department for non-judicial administrative action in accordance with the laws governing employee discipline.</i></p>	
	Applicable SC Statutes: None
	OSHA: None
	NFPA Standard: None
	Review Date: Rev. 1
Date Implemented: September 1 st , 2022	Implementing Officer: Chief Tim Ogden Reviewing Officer:

Purpose

Establish procedures and objectives to achieve a level of readiness in the event of a hurricane or severe weather to maximize service to the community.

Definitions

Emergency Operations Center (EOC)- Central Location for emergency operations that is coordinated for Beaufort County.

OpCon -Operation Condition Codes (Levels 3-1)

OpCon 3: Normal Daily Operations.

OpCon2: Enhanced Awareness. A disaster or emergency is likely.

OpCon 1: Full Alert. A disaster or emergency is imminent.

ICS- 214 Form: FEMA Activity Log (ICS 214) records details of notable activities at any ICS level, including single resources, equipment, Task Forces, etc. These logs provide basic incident activity documentation, and a reference for any after action report.

Preparation Stage

When this stage is activated, personnel are to begin servicing and inventorying equipment and supplies.

- Family evacuation preparations (lodging, destinations, planning, private home preparations considered and ready to deploy if weather changes).
- Fuel Pumps will be evaluated such as condition of pump handles, hoses, and fuel levels.
- All small engines such as saws, power packs, generators are to be checked thoroughly for fluids, oil changed if needed, extra chains, blades etc. Ensure bar oil is in stock along with all tools for blade change outs are accounted for.
- Storm boards and window boards will be inventoried, pulled out of stock and ready for quick deployment and application if needed.
- Reserve Coordinator(s) will contact Reserves and establish a list of Reserves that are not evacuating.
- Bottled water will be inventoried at all stations and list sent to DC of Operations.
- Trailer lists will be checked off and inventoried along with appropriate hitches located for each trailer
- Ensure PA systems on all apparatus are working properly.
- Recall procedures will be reviewed by Chief Officers.
- Each firefighter will have personal supplies to include the minimum of:
 1. Seven sets of uniforms (t-shirts, pants, socks, under garments)
 2. Extra pair of duty boots/shoes/water boots
 3. Seven days of nonperishable meals. Snacks, drinks etc.
 4. Seven days or more of medications needed
 5. Water
 6. Hygiene necessities (razors, soap, shampoo, towels etc.)

Evacuation Stage

This stage will be activated upon the Municipal/County EOC notification or by the State of South Carolina.

- Families are strongly recommended to leave the area before evacuations are issued. Fire personnel are subject to recall and may not be able to assist families at this point.
- In the event of Evacuation Order, assistance of evacuating skilled nursing facilities, hospitals, and elderly homes if needed will be assigned by a DC of Operations.
- Evacuation message will be said over the PA system through all neighborhoods by Engine/Ladder companies.

- *“Beaufort County is under a Mandatory Evacuation. South Carolina Governor has issued a Mandatory Evacuation for Beaufort County. Please Evacuate.”*
- Meal Cards will be picked up by DC of Ops and distributed by BC for their assigned shifts, if applicable.
- All leave will be evaluated for cancellation.
- Fire Personnel are subject to recall and shall be prepared to report to their assigned Stations.
- Evacuation Refusal Forms will be completed when tasked by the Chief Officer.
- Firefighter(s) may be assigned to work with the EOC for a short or entire duration of the storm. Notification will be given by the individuals’ Officer.

Recall Stage

This stage will be activated by the Fire Chief or designated Chief Officer.

Recall Stage is split into 3 levels.

Level 1- Recall to full staffing on each shift. (16 with both Squads in service)

Level 2- Recall 1 shift to double staffing. Staff storm mode command.

Level 3- Full Recall. All personnel on duty. Shift personnel to 12 hour rotations. BC to 8 hour rotations.

Firefighters will report to their assigned station (unless directed otherwise) with personal supplies (uniforms, food, hygiene necessities, etc.,).

1. Extra equipment/radios will be distributed to all the stations. Personnel will inventory and track all extra equipment, batteries, chargers, etc. for accountability.
2. Storm Mode will be announced on FD Dispatch and all radio traffic for City of Beaufort/Town of Port Royal Fire Department calls will be dispatched on Beaufort Admin Channel (Channel 3). Using Beaufort Ops channels for scene radio traffic.
 - Burton operates on Burton Ops channels (Zone N)
 - Lady’s Island Fire Department operates on LISH Ops (Zone P)
3. Battalion Chiefs will start 8-hour rotations at Central Head Quarters.
4. Firefighters may be selected to assist Battalion Chiefs in storm command at CHQ.
5. Stations will start 12-hour rotations.
 - First shift will staff Frontline apparatus for 12 hours.
 - Second shift will staff Reserve apparatus and will respond to confirmed structure fires on second alarm.
 - When 12-hour rotation is over, firefighters will come off the frontline and staff the Reserve apparatus as needed while on rest time.
6. Firefighters on “Reserve” staffing this will be time to rest and sleep.

7. Firefighters on “Frontline” staffing firefighter(s) will be on radio watch. A firefighter at each station will stay awake and monitor radio transmissions and calls. These shifts are to be broken up equally amongst the crew to ensure proper rest and to ensure no radio traffic is missed.
8. Public Works employees may be assigned to Stations, important to show Public Works the station, bathrooms, sleeping areas, and explain general station policies.

Evacuation of Fire Personnel

1. At the announcement of an Emergency Service Evacuation, all staff and equipment will be evacuated to Aiken County.
2. Firefighters will be assigned apparatus, vehicles trailers/equipment to haul to designated staging area.
3. Reserve Engines will be left at Station 2 & 4 for response when personnel are able to return.
4. Once conditions allow for apparatus to return to Beaufort County, apparatus will be assigned accordingly to work on opening the roadways back into City of Beaufort/Town of Port Royal to access damage and conduct operations.

Demobilization

1. Demobilization stage will be announced by the Fire Chief or designated Chief Officer.
2. This is the process of finishing all documentation, checkoffs completed, and release of resources.
3. Staffing will be reduced in a strategic manner in phases. Firefighters are required to return issued equipment:
 1. Radios/batteries/chargers/lapels
 2. Meal Cards
 3. iPads
 4. Documentation/ ICS 214 Forms

Firefighters will be expected to take down hurricane window covers and stored appropriately. Cleaning the stations, kitchens, apparatus bays, reserve apparatus, equipment, and tools before release.

FEMA Documentation

At the end of every 12-hour shift rotation, whether on Frontline or Reserve apparatus. FEMA Activity Log (ICS 214) needs to be completed entirely. (All periods need to be documented)

- Forms need as much specific detail as possible
- Location and addresses need to be fully written out no abbreviations
 - Example Ribaut Road – Correct. Ribaut Rd. - Not correct

- Crew members
- Call types
- Operation Period (12 hours)
- Non-Operation Periods

Policy # A 36 Report Writing and Electronic Health Record Documentation	Related Policies:
<p><i>This policy is for internal use only and does not enlarge an employee's civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this policy, if proven, can only form the basis of a complaint by this department for non-judicial administrative action in accordance with the laws governing employee discipline.</i></p>	
	Applicable SC Statutes: SCDHEC 61-7. Sec 701
	OSHA:
	NFPA Standard:
	Review Date: Rev. October 1, 2025
Date August 1, 2024	Implementing Officer: Chief Tim Ogden Reviewing Officer:

Policy:

Purpose:

EHR is an electronic charting system used by Health Care Workers to document Patient Medical Emergency, Demographics, Treatment Provided, etc.

Scope:

1. This applies to all Firefighters who respond to an Emergency Medical Call for service.
2. The lead provider of the patient **shall** create an EHR on ESO and fully complete the chart. Which includes all relevant tabs and create a detailed narrative of the medical emergency call.
 - a. The lead provider **shall** be equal or higher certification of the level of skill that was performed on the patient by the crew.
3. The supervisor of the Lead provider **shall** review the EHR checking that the appropriate fields have been completed and the accuracy of the narrative, prior to the report being locked.
4. The shift supervisor **shall** ensure that all EHRs for the shift has been created and

locked prior to end of shift.

5. The shift supervisor **shall** ensure that all EHRs needing corrections **shall** be completed prior to end of the following shift from when it was sent back for corrections.
6. The following emergency medical calls for service **shall** have an EHR completed:
 - a. Where our crew is lead and transfers the patient to EMS.
 - b. When assisting EMS and performing an invasive procedure.

Procedure:

Report Writing

1. The EHR **shall** be completed by the Lead provider.
2. The EHR **shall** be completed within the day of the call.
 - a. A day call is to be completed by the end of A day.
 - b. B day call is to be completed by the end of B day.
3. Every EHR **shall** have a lead provider and a signature from the lead provider.
4. Before any EHR is locked the Supervisor of the station **shall** review the report to have any problems corrected and review of the narrative for accuracy of the call.
 - a. In the case a Lieutenant was lead, another crew member, who is at least an EMTB, on the call **shall** review the report.
 - b. Once the Supervisor determines the report is accurate, the lead provider **shall** then lock the report.
5. The shift supervisor **shall** ensure all reports are completed.
6. The medical officer will then review the report.
 - a. If no discrepancies are found the report will then be marked approved.
 - b. If there are discrepancies:
 - i. The medical Officer **shall** send a message to the lead provider, their supervisor, the Battalion Chief, and Captain of what needs to be fixed.
 - ii. The crew member will then have until the end of the following shift from when the report was returned for corrections to correct the discrepancies and lock it.
 1. If the lead provider is off duty, they **shall** have it corrected by the end of the next shift they are on duty.
7. Failure to complete the EHR within the day of the completion of the call or fix any discrepancies within the time frame provided, **shall** result in disciplinary actions.

Included on the report:

To properly document all Emergency Medical Calls that the City of Beaufort/Town of Port Royal Fire Department responds to.

- a. Incident:
 - i. Response:
 - 1. All fields:
 - a. Unit's capability: ALS equipped only when a medic is on the truck.
 - b. Unit's level of care: Highest certified (EMTB, AEMT, Paramedic) firefighter on the truck.
 - i. Reserve engines can only go as high as AEMT.
 - ii. Scene:
 - 1. Jurisdiction for city such as Beaufort or Port Royal.
 - iii. Personnel:
 - 1. Roles:
 - a. There **shall** be a lead provider.
 - 2. PPE used
 - iv. Disposition
 - 1. All Fields:
 - a. Level of service is the level of care our crew provided.
 - v. Times:
 - 1. Including At Patient time.
 - 2. Delays minus Transport and Turnaround .
 - b. Patient Information:
 - i. All obtained information:
 - 1. Make every effort to obtain:
 - a. Name
 - b. Address
 - c. Phone Number
 - ii. History
 - iii. Allergies
 - iv. Medications
 - c. Vitals:
 - i. All vitals obtained.
 - ii. GCS score **shall** be recorded at least once.
 - d. Flow Chart:
 - i. Any procedures performed.
 - ii. Minimum of either BLS or ALS assessment.
 - e. Assessment:
 - i. All fields that were assessed filled out.
 - ii. Minimum of Mental Status filled out.
 - f. Narrative:
 - i. Clinical Impression:
 - 1. All relevant fields.
 - ii. Supporting Signs/Symptoms:
 - 1. At least 1 primary.

- iii. Patient complaint:
 - 1. All relevant fields.
- iv. Injuries:
 - 1. All relevant fields if there was an injury.
- v. Factors Affecting Care:
 - 1. All fields.
- vi. Narrative
 - 1. Chief Complaint
 - 2. History
 - 3. Assessment
 - 4. Treatment
 - 5. Transfer
 - a. Name and title of Medical Professional you transferred the Patient to.
 - 6. Pertinent Negative and Pertinent Positives.
 - 7. Why a procedure was not performed when conditions warranted it.
 - 8. Any findings notated prior in the report, such as vitals or notes, do not need to go into the narrative.
 - 9. Any improvements to patient condition needs to be documented.
- g. Forms:
 - i. If a stroke assessment was performed.
- h. Signature:
 - i. Lead provider name and signature.
 - i. Refusal forms **shall** be completed for all patients who we have lead on that refuses transport and/or treatment.
 - i. All refusal forms **shall** be attached to the EHR.

Fire Incident

An incident report should be completed for all calls to include calls you completed an EHR on.

- A. Any structure fire, car fires, and extrication should be completed by the highest-ranking personnel from the first due arriving unit.
- B. All fires that damage property should have an investigation completed. If no one on scene can perform an investigation the Deputy Chief of Operations should be notified to conduct an investigation.
- C. Any exposures in a related fire incident must have an exposure attached to the report. This is done by clicking in the top left drag down box on the Fire Incident page. Click add exposure and proceed to complete.

Included on the report:

To properly document all Fire Incident calls that the City of Beaufort/Town of Port Royal Fire Department responds to.

A. Incident

1. Incident Number (County Number)
2. Incident Date
3. Incident Type
4. Initial Dispatch Code
5. Station
6. Shift
7. District
8. Injury
9. Actions Taken

B. Aid

1. Aid received or given. (if so, document agency received or given)

C. Location

1. Location type
2. Address
3. Property Use

D. PSAP Times

1. Received (Time Dispatch received the call)
2. Dispatched Notified (Dispatch received information)
3. Alarm (Time we as a department were notified)
4. At Patient Time (Must go at patient via radio)
5. Last Unit Cleared
6. Water on Fire (For structure fires)

E. Counts

1. Apparatus and suppression personnel

F. Loss

1. Structure fire property loss and value

G. Owner

1. Owner information and vehicle information (in vehicle involved)

H. Authorization

1. Member making report to include assignment of apparatus

2. Officer-in-charge

I. Narrative

1. Should include a detailed description of the scene and actions taken

Unit Reports

A. Unit Reports

1. All units regardless of cancelled or not need to be recorded to include mutual aid request.
All Mutual Aid should be accounted for the personnel they send.

Fire

A. Site Info

1. Alarms
2. Acres Burned (if needed)
3. number residents/ units in building
4. number of buildings involved (to include damage to exposures)

Ignition

Ignition

1. Area of origin
2. Heat source
3. Item first ignited
4. Cause of ignition
5. Factors Contributing to ignition
6. Human factors to ignition

Equipment

1. All fields to be completed

Mobile

1. All Fields to be completed

Structure

1. Structure type
2. Buildings above grade
3. Buildings below grade
4. Building status
5. Building square feet
6. Story of origin

Protective Systems

1. Presence of detectors
2. Detector type
3. Sprinkler building (if so, was it activated)

Casualty or Injuries

1. All fields to be completed

Investigations (Should only be completed by a state certified investigator)

1. All fields in the boxes need to be completed to the best of the investigator's ability with resources on scene.
2. Any outside request for investigation assistances should be well documented to include his/her name and resources provided.

NIFIRS Code for use in red with explanation:

- 321 EMS call non MVA
- 322 MVA with injuries
- 324 MVA with No Injuries (Document Check for injuries in actions taken)
- 111 Structure Fire (regardless of size of fire or contained inside an item or object)
- 611 Medical Alarm cancelled enroute
- 745 Medical alarm contacted patient and false alarm
- 544 Lift assist no treatment needed and no signs of injuries (Document very well. When in doubt get a refusal and complete an EHR)
- 321 Lift assist with signs of injuries or pain refusing care. (This becomes a EHR with patient refused care and PT refusal must be done)

Policy # 37 A Staffing Recall	Related Policies: Standard of Cover
<i>This policy is for internal use only and does not enlarge an employee's civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this policy, if proven, can only form the basis of a complaint by this department for non-judicial administrative action in accordance with the laws governing employee discipline.</i>	
	Applicable SC Statutes:
	OSHA:

	NFPA Standard: 1001; 1002; 1021; 1031; 1041
	Review Date: Rev. 1
Date Implemented: April 1 st , 2024	Implementing Officer: Chief Tim Ogden Reviewing Officer:

Purpose

It is the purpose of this policy to provide a fair means of applying additional necessary work hours to any shift employee to ensure the minimum staffing required by City of Beaufort/ Port Royal Fire Department. The policy is for emergency absences (illness, injury, and family emergencies) and not to cover scheduled time off. This policy will provide the department standard for means of disciplinary action for any employee or supervisor who fails to abide by it. This includes all ranks of the department on a shift level.

Policy:

1. Prior to the enforcement of this policy, all reasonable means to cover the empty position shall be used in advance to prevent unnecessary inconveniences to any employee. All employees are subject to mandatory overtime till 7 am each day.
 - A) Use of the Recall policy must be exhausted before the mandatory recall policy may be utilized.

2. The rotation list will be used to select the person who will be mandated to work for the minimal staffing needs of the department. This list will NOT be used for mandatory call-ins involving:
 - A) A department all call
 - B) Current or ongoing state of emergency
 - C) Disaster Preparedness
 - D) Required Training
 - E) Special Events under 6 hours
 - F) Off-Duty Response For standby/scene support
 - G) Standby for another dept
 - H) Firefighter Mobilization

Procedure:

All steps will be exhausted prior to resorting to the recall list. This includes attempting to get staffing from a higher rank than needed. There will be two lists for recall. Firefighters and Officers will be used. Drivers will be placed under the Firefighter list. The employees will be told what time they will be required to report for duty unless they receive a call relieving them of that responsibility by the supervisor. Off-duty crew must provide coverage till staffing arrives to relieve them.

- A) Staffing needed more than 72 hours of shift
 - 1) Page sent out for coverage starting with exact rank needed.
 - 2) Page sent out for next rank and again exact rank needed.
 - 3) All Page sent out to the entire department.
 - 4) 24 hours before shift number 1 is notified by Vector and called, informing you that you are scheduled to work.

- B) Staffing needed falls under the 48-hour window, but before shift day
 - 1) Page sent out for coverage starting with exact rank.
 - 2) Page sent out for coverage for the entire dept.
 - 3) 12 hours before shift number 1 is notified by Vector and called, notifying you that you are scheduled to work.

- C) Emergency coverage within 12 hours of shift
 - 1) Page sent out for coverage to all the department.
 - 2) Number 1 is called and paged to report to work.

- D) Emergency in the middle of shift
 - 1) Page sent out to all the department.

When you are the number one spot it is your responsibility to know where you are on the recall list. Drivers must pay attention to the order of drivers. A driver may be third on the list but first for drivers. If you are the mandatory employee forced to do so, you are responsible for covering the shift. To be removed from the top of the list, you must work a minimum of six hours. You can find coverage on your own. However, you must fill the spot if no coverage is found. It is up to the employee to find coverage, NOT the shift officer. The employee accepting the recall must notify the shift officer for accepting the recall. The shift officer holds the discretion for the time allowed to find coverage.

The employee may be unable to fill the recall position for some reason. The City of Beaufort will accept the following reasons below:

- 1) Education Leave
- 2) FMLA (Family Medical Leave Act)
- 3) Scheduled SK leave
- 4) Become sick (Need Doctor Note)
- 5) Death of Family

Consequences of Action:

- 1) Any employee who fails to report for duty after being notified of a mandatory shift will be considered a no-call no-show. If the employee does not meet the “good reasons” listed in this policy and/or does not contact the supervisor in a reasonable period of time concerning their excuse, the employee **will** be disciplined. The City of Beaufort Policy and Procedure manual shall be referred to based on no-call no-show and/or insubordination. Relevant actions will apply.

- 2) Any supervisor who fails to follow this policy will be disciplined. Any supervisor who does not make a reasonable attempt to cover the empty shift with voluntary coverage will also be disciplined. The City of Beaufort Policy and Procedure manual shall be referred to on the basis of failure to follow policy/insubordination. Relevant actions will apply.

<p>Policy # 38 A Patient Confidentiality and Disclosure</p>	<p>Related Policies: 36 A</p>
<p><i>This policy is for internal use only and does not enlarge an employee's civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this policy, if proven, can only form the basis of a complaint by this department for non-judicial administrative action in accordance with the laws governing employee discipline.</i></p>	
	<p>Applicable Health Insurance Portability and Accountability Act SC Statutes: S.C. Code Ann. § 44-115.30</p>



	OSHA:
	NFPA Standard:
	Review Date:
Date October 1, 2025	Implementing Officer: Chief Tim Ogden Reviewing Officer:

Definitions:

Confidentiality - state of keeping or being kept secret or private.

Disclosure – Act of making new or private information known.

Electronic Health Record (EHR) - a digital collection of a patient's medical information that is stored, retrieved, and shared electronically across different healthcare settings.

Health Insurance Portability and Accountability Act (HIPAA) - Is a 1996 U.S. federal law that establishes national standards to protect sensitive patient health information.

Purpose:

To establish expectations of all City of Beaufort/Town of Port Royal Firefighters on maintaining patient information confidential.

Policy:

All patient information is considered confidential, in accordance with federal and state legislation. This includes, but not limited to, patient demographics, condition, treatment,

identifying characteristics, paperwork, refusals, EHR, etc. Firefighters have a legal and ethical responsibility to protect all confidential patient information.

Procedure:

- Firefighters **shall** not disclose any confidential information to any person or entity in any form.
 - Except as required for direct medical care, transferring to EMS personnel who will be transporting the patient, legal requirements, quality assurance activities, parent or legal guardian of a minor patient who is not an emancipated minor, patient's caregiver, or medical power of attorney.
- No confidential information **shall** be inputted into NIFRS section of the report.
- All refusals obtained from patients **shall** be scanned and attached to the EHR, then placed in the appropriate lock box at the station.
 - The refusal **shall** then be brought to the medical officer's box to be filed.
- All demographics given to firefighters from medical centers, nursing homes, etc. shall be placed in the security bin to be properly shredded after firefighters have completed the EHR.
 - At no time will patient demographics be left out in view of anyone who did not have direct patient care of that patient.
- Any person or entity requesting EHRs **shall** be directed to the department's office manager or deputy chief.
 - The office manager will verify that the person or entity requesting the EHR has the legal right to the information.
 - Approved persons or entities:
 - The patient.
 - Parent or legal guardian of minor child
 - Patient's Medical Power of Attorney with appropriate documentation.
 - Patient's legal representation.
 - Attorney with a subpoena or warrant.
 - The appropriate **Patient Care Release Form shall** then be completed for the release of the EHR.
 - A copy of identification and/or legal documentation from the requester.
 - EHRs are not subject to the Freedom of Information Act (FOIA).
 - The verified patient, legal guardian of a minor, or Medical Power of Attorney may authorize the release of their patient health information to other persons or entities by signing the HIPAA Privacy Release Form.
- Any unauthorized disclosure of patient confidential information **shall** be subject to disciplinary actions.



Patient Care Report release form

Patient care reports may be released to "the patient" only when identification is reasonably verified by way of State or Federal Photo ID, driver's License, or other. Patient Care Reports may be released to other persons or agencies only when accompanied by Beaufort/Port Royal Fire Department HIPPA Release form.

DATE: _____

INCIDENT/PCR REPORT NUMBER: _____

INCIDENT REPORT ADDRESS: _____

REQUESTORS NAME: (printed) _____

RECEIVERS NAME (PRINTED): _____

SIGNATURE: _____

SIGNATURE OF FIRE DEPARTMENT MEMBER RELEASING REPORT:



Beaufort/Port Royal Fire Department - HIPAA privacy release form

I, _____ (Printed Name),

authorize, the Beaufort/Port Royal Fire Department to disclose the protected health information described below to _____ (Agency or person printed name/title).

A. This authorization for release of protected healthcare information and all other protected information contained in the Beaufort/Port Royal Fire Department Patient Care Report for event which took place on _____ (date), at _____ (address), between the hours of _____ (start time) _____ (end time).

B. I authorize disclosure of protected health care information and other protected information contained in the Beaufort/Port Royal Fire Department Patient Care Report from:
_____ (Beginning Date) to _____ (End Date).

I understand that I have the right to revoke this authorization at any time, except to the extent that information has been released in reliance upon this authorization.

I understand that information released in response to this authorization may be re-disclosed to other authorized parties.

Signature of Patient or Legally Authorized Representative

Date

Print Name of Patient or Legally Authorized Representative

Witness Signature

Date