

ATTACHMENT III

SECTION 2
ITEM NO. 3

RULES AND REGULATIONS

NEGOTIABLE

**SUBJECT: PROCEDURE/DISCIPLINE FOR A GROSS MISDEMEANOR or DUI
ARREST/CONVICTION**

DATE: Date of Approval

- 1. The purpose of this rule and regulation is to provide a procedure to report an employee's gross misdemeanor or DUI arrest to the department, to establish the leave status of an employee while the charges are being adjudicated, and to establish the discipline that may result from a gross misdemeanor or DUI conviction.**
- 2. Any employee of the department arrested for or convicted of a gross misdemeanor or DUI offense can be disciplined by the Fire Chief upon review of the charges. Any employee arrested for a gross misdemeanor or DUI cannot be terminated until the charges have been adjudicated or resolved.**
- 3. Notification of a gross misdemeanor arrest or a DUI.**
 - a. The employee has the responsibility to contact the Fire Chief or their designee and advise that they have been arrested on a gross misdemeanor charge or a DUI. This shall be done within forty-eight (48) hours of arrest or before reporting back to duty, whichever is soonest.**
 - b. The Fire Chief or their designee shall notify the Union President as soon as possible, at maximum within two (2) working days of their knowledge. If the Union President is not available, contact shall be made to the Vice President, Secretary/Treasurer, and this line of communication will continue until a Union official has been notified.**
- 4. Role of Incident Information Advisory Team (IIAT)**
 - a. An Incident Information Advisory Team (IIAT) shall be put together with the following representation: a representative appointed by the Fire Chief, a representative appointed by the Union President, and an advisory representative from the Human Resources Department.**
 - b. This team is tasked with gathering the arrest information and reporting back to the Fire Chief to provide information for the Fire Chief's decision on this incident. The information is to go to the Fire Chief; and, if they are not available the information shall go to their designee.**
- 5. Fire Chief Responsibility: The Fire Chief or designee shall make a decision on what to do with the affected employee. If the employee has been charged but has not plead**

guilty or been convicted of a gross misdemeanor or DUI, the Fire Chief's latitude for decision is as follows:

- a. Upon notification from the employee of the gross misdemeanor or DUI arrest, the affected employee shall be placed on paid administrative leave with the decision coming forth from the Fire Chief within ten (10) working days concerning this employee's status.
- b. Once the Fire Chief has information from the IIAT, the Fire Chief has the option of one (1) of the following:
 - i. Return the employee to regular work status.
 - ii. Continue the employee on paid administrative leave.
 - iii. Place the employee on administrative leave without pay pending final adjudication of the gross misdemeanor charges.
 - iv. Assign the affected employee to an 8-hour or 10-hour assignment. If they work these positions, they shall be in plain clothes. If a 24-hour shift employee is the affected employee and is reassigned to 8-hour or 10-hour shift, the employee's base wage shall remain the same but all accrued benefits shall be converted to the appropriate assignment.

6. Employee's Responsibilities

- a. The employee shall advise the Fire Chief or their designee of the gross misdemeanor or DUI arrest within forty-eight (48) hours or before reporting to duty, whichever is soonest. Failure to do so shall result in a suspension without pay for a minimum of five (5) shifts for 56-hour employees and eighty (80) hours for those employees designated as 40-hour employees.
- b. The employee shall advise the Fire Chief when they have been released and available for work.
- c. The employee shall bring documentation of release along with the date of release of incarceration.
- d. Arrest in foreign countries shall be treated with the same provisions of this agreement; however, employees arrested in a foreign country must report the arrest to the Fire Chief or their designee within eighty (80) hours of the arrest.
- e. For gross misdemeanor arrests, the affected employee may be asked to surrender their shield(s), Airport ID, and department identification until such time as a final resolution to the incident has resulted.

7. If the affected employee is found guilty or pleads guilty to a gross misdemeanor or DUI, the affected employee shall be subject to disciplinary action, up to and including a Last Chance Agreement (LCA).

RULES AND REGULATIONS
NEGOTIABLE

**SUBJECT: ABSENCE FROM DUTY WITHOUT PROPER AUTHORIZATION
ABSENCE FROM DUTY WITHOUT AVAILABLE PROPER LEAVE**

DATE: ~~FEBRUARY 1, 2011~~ TBD

1. No employee shall be absent from duty without available ~~proper~~ leave, or ~~shall be absent from duty without~~ authorization. Authorization to be absent from assigned duties with or without pay, other than annual leave, sick leave, injury leave or authorized union leave as defined in Article 7 of the Union Contract, shall be approved by the ~~Chief of the Department~~ Head or authorized ~~their~~ designee. Only the ~~Chief of the Department~~ Head or authorized ~~their~~ designee can extend or modify such leave as approved.
2. All employees are required to remain in work status during their shift, or be in approved leave status. ~~In the event that an employee does not have available leave, prior~~ Prior to falling into leave without pay status, the employee shall obtain permission from the ~~Fire Chief~~ Department Head or designee to be placed in leave without pay status. Failure to obtain prior approval shall subject the employee to the following disciplinary action.
- 3 — a. For a first offense, (within a twelve month period) an employee falling into an unauthorized leave without pay status shall be interviewed by ~~his/her~~ their Captain or appropriate supervisor, who shall administer a written reprimand to the employee. ~~and~~ The interview and written reprimand shall be documented with an Employee Interview Sheet, which will shall become a permanent part of the employee's personnel file and subject to the provisions of Rule and Regulation 2.23 Disciplinary Process Policy.
- 4 — b. For a second offense, (within a twelve month period) an employee falling into an unauthorized leave without pay status shall be interviewed by ~~his/her~~ their Battalion Chief or appropriate supervisor, who shall suspend the employee for ~~not less than one~~ (1) shift. The interview and suspension shall be documented with an Employee Interview Sheet, which shall become a permanent record in the employee's personnel file.
- 5 — c. For a third offense, (within a twelve month period) an employee falling into an unauthorized leave without pay status shall be interviewed by ~~his/her Battalion Chief or appropriate supervisor~~ the Department Head or their designee, who shall suspend the employee for ~~not less than three (3) shifts~~. The interview and suspension shall be documented with an Employee Interview Sheet, which shall become a permanent record in the employee's personnel file.
- 6 — d. For a fourth offense, (within a twelve month period) an employee falling into an unauthorized leave without pay status shall be terminated. ~~The Fire Chief or his/her designee reserves the right to consider mitigating circumstances, and reduce the termination to a lesser punishment for the fourth or more offense.~~

73. Any employee absent without proper authorization for ~~three~~ **four** (3 **4**) consecutive shifts (fire suppression), **or** four (4) consecutive days (10-hour personnel), or five (5) consecutive days (8-hour personnel) shall be automatically terminated.
4. **A no-call, no-show shall be defined as any employee who fails to notify their immediate supervisor prior to the start of their shift. Employees failing to notify the department shall be placed in LWOP status until reporting to their assignment and follow progressive discipline beginning with Section 2b (1 shift suspension).**
5. **The Fire Chief or their designee may consider mitigating circumstances, and reduce the termination to a lower level of discipline.**

RULES AND REGULATIONS
NEGOTIABLE

SUBJECT: ACTING OFFICERS

DATE: ~~FEBRUARY 20, 2007~~ TBD

1. All ~~A~~acting ~~O~~officers shall:
 - a. Have the authority of the position in which they are acting, ~~and shall~~
 - b. Be charged with the knowledge and responsibilities of the position, ~~and~~
 - c. Be held accountable for the proper execution of the duties of the rank in which they are acting.
2. All ~~A~~acting ~~O~~officers shall be accorded all privileges pertaining to the position in which they are acting and shall be obeyed and respected accordingly.
3. No ~~A~~acting ~~O~~officer shall alter or annul the permanent orders of the regular officer without specific authority of a superior officer.
4. A regular appointed officer of equal rank will take precedence in command over ~~A~~acting ~~O~~officers.
5. ~~Acting Officers shall address all regular officers by their proper titles and not by their surnames.~~

RULES AND REGULATIONS
NEGOTIABLE

SUBJECT: CURRENT ELIGIBILITY LIST
DATE: FEBRUARY 20, 2007 TBD

~~1.~~ The ~~Clark County Fire~~ Department shall promote for vacancies of tested positions. Those vacancies shall be filled ~~off~~ **from** the current eligibility list as provided in Article 33 of the agreement between Clark County and the Union.

~~2~~**1.** Procedure for filling existing vacant positions:

- a. All vacancies shall be filled from the current eligibility list established at the time the vacancy was created. If ~~no~~ **a** list **does not** exists or if the current list has **been** exhausted at the time ~~a~~ **the** vacancy is created, that vacancy shall be held until a new list is established. If the filling of a vacancy creates other vacancies, the date of the first vacancy shall determine the eligibility list used to fill all other vacancies.

Example: If a Battalion Chief vacancy becomes available, the date of the Battalion Chief vacancy shall determine the list used to fill the Captain vacancy created by this promotion. If the filling of the Captain vacancy creates an Engineer vacancy, the date of the Battalion Chief vacancy shall determine the list used to fill the Engineer vacancy.

~~3~~**2.** Procedure for filling new positions:

- a. When the Board of County Commissioners ~~creates~~ **approve** a new position, that date shall determine the eligibility list used to fill the new position, regardless of when the position is actually filled. If ~~no~~ **a** list **does not** exists or if the current list has been exhausted at the time a new position is approved, that position shall be held until a new list is established.

Example: When the Board of County Commissioners approves manpower for a new Fire Station, the date of approval shall determine the eligibility lists used to fill the new positions.

~~4.~~ **3.** When utilizing Section ~~2~~**1** and/or ~~3~~**2** above to fill vacancies, employees shall not receive any back-pay and their seniority date shall reflect the date of the actual promotion.

4. **The Fire Chief may designate a specific number of employees in permanent position types as NRS exempt. These employees shall meet the minimum requirements for the position.**

RULES AND REGULATIONS
NEGOTIABLE

SUBJECT: GENERAL CONDUCT
DATE: ~~FEBRUARY 1, 2011~~ TBD

Anytime an employee wears the current uniform outlined in the Clark County Fire Department (CCFD) dress code ~~or the Department of Building and Fire Prevention (B&FP) dress code~~, the following Rules and Regulations shall apply. In addition, this Rule and Regulation shall apply to employees out of uniform only when they self-identify as a CCFD or B&FP employee, or ~~are identifiable as a Clark County Fire Department employee~~ while wearing shirts and/or hats with the ~~Clark County Fire Department~~ CCFD or B&FP insignia. However, when an employee is out of uniform and is not identifiable as a ~~Clark County Fire Department~~ employee the following Rules and Regulations shall not apply.

1. While on duty, employees of the department shall: ~~be courteous, patient and respectful in dealing with the public. Employees shall avoid answering questions in a short and abrupt manner and shall not use harsh, coarse, violent, profane, insolent, indecent, suggestive, sarcastic, or insulting language. Employees shall maintain an even temper regardless of the provocation, remaining cool and collected at all times.~~
 - a. Be honest and truthful.
2. ~~b. While on duty, employees shall~~ Be courteous, patient, and respectful in dealing with the public. Employees shall not use harsh, coarse, violent, profane, insolent, indecent, suggestive, sarcastic, or insulting language. Employees shall maintain an even temper regardless of provocation.
 - c. Perform their duties promptly and efficiently.
3. ~~d. While on duty, employees shall~~ Be just and honorable in all their relations with each other and shall not act in a manner calculated to create a disturbance or dissension within the department.
4. ~~e. While on duty, employees shall~~ Refrain from altercations, disorderly conduct, and the use of profane, abusive or improper language.
5. ~~f. While on duty, employees shall~~ Wear the regulation uniform defined in the CCFD/B&FP dress code, and shall keep themselves clean and well-kept.
6. ~~g. While on duty, at no time shall any Fire Department employee~~ Not take photos or video of any patient or at any emergency scene without the prior approval of the Fire Chief Department Head ~~or his/her~~ their designee.
 - h. Prevent damage and loss of Clark County property to the best of their ability.

- ~~72~~. Except as provided for in the Nevada Revised Statutes, Chapter 288, employees are forbidden to solicit petitions, influence, or intervene for any person outside the Department for purposes of personal preferment, advantage, transfer, advancement, promotion, or change of duty, for themselves or for any other member.
- ~~83~~. Visitors shall not be permitted in station quarters or on station grounds after 2100 hours without the permission of the ~~e~~Captain or appropriate supervisor.
- ~~94~~. Beds shall not be used between the hours of 0700 to 1900 hours without the permission of the ~~e~~Captain or appropriate supervisor.
- ~~405~~. Employees shall not be permitted to receive telephone calls on the station phones after 2100 hours without the permission of the ~~e~~Captain or appropriate supervisor.

RULES AND REGULATIONS
NEGOTIABLE

SUBJECT: HEARING PROTECTORS

DATE: ~~JULY 5, 2016~~ TBD

1. Hearing protectors have been distributed for all ~~suppression~~ personnel **as outlined in Article 12 of the Collective Bargaining Agreement.**
2. The wearing of hearing protectors is mandatory for all personnel when riding a unit and while operating power equipment.
3. **All employees shall comply with the Department Workplace Safety Manual.**

RULES AND REGULATIONS
NEGOTIABLE

SUBJECT: LATE FOR DUTY

DATE: ~~FEBRUARY 20, 2007~~ TBD

1. Punctuality is required of all employees. In case an employee is prevented from reaching his/her their duty assignment on time, he/she they shall immediately notify his/her their immediate supervisor or if unavailable, a Battalion Chief or appropriate supervisor. ~~Failure to report for duty~~ Employees who are late for duty to their place of assignment at times specified shall be subject to ~~considered grounds for disciplinary action.~~
2. For a first offense, an employee reporting for duty after the start of the assigned workday shall be interviewed by his/her their immediate supervisor or Captain, ~~and~~ The interview shall be documented as a written reprimand with an Employee Interview Sheet, which shall become a permanent record in the employee's personnel file.
3. For a second offense, an employee reporting for duty after the start of the assigned work day, shall be relieved of duty and told to report to his/her their immediate supervisor or Battalion Chief, who shall interview and ~~recommend suspension of~~ the employee for ~~not less than~~ one (1) shift. The interview and suspension shall be documented with an Employee Interview Sheet, which shall become a permanent record in the employee's personnel file after the Fire Chief or their designee makes a final determination.
4. For a third offense, an employee reporting for duty after the start of the assigned work day, shall be relieved of duty and told to report to his/her their immediate supervisor or Battalion Chief, who shall interview and ~~recommend suspension of~~ the employee for ~~not less than~~ three (3) shifts. The interview and suspension shall be documented with an Employee Interview Sheet, which shall become a permanent record in the employee's personnel file after the Fire Chief or their designee makes a final determination.
5. For a fourth offense, an employee reporting for duty after the start of the assigned workday may be terminated. The time period involved in this regulation is limited to any twelve (12) month period.
6. ~~Recognizing that unusual circumstances may occur, the Fire Chief or his/her designated representative reserves the right to alter, by decreasing or increasing the punishments pursuant to this regulation.~~ The Fire Chief or their designee may consider mitigating circumstances, and reduce the termination to a lower level of discipline.
7. Any employee not physically at his/her their place of assignment at the start of the assigned workday shall be considered late unless he/she they have ~~has an authorized standby~~ stand-in authorized by their immediate supervisor.

RULES AND REGULATIONS
NEGOTIABLE

SUBJECT: EMPLOYEE CONTACT INFORMATION (TELEPHONES & ADDRESSES)

DATE: ~~FEBRUARY 20, 2007~~ TBD

1. All employees of the Department are subject to recall in cases of emergency and shall maintain a telephone at their place of residence an active telephone number to be recalled while off duty.
2. Any change of address or telephone number must be reported to the Fire Department on the first business workday by the end of your first shift following said change. Employees shall notify their immediate supervisor and Battalion Chief or appropriate Supervisor in writing via ~~Email~~ email.
3. ~~Battalion Chiefs shall notify their appropriate supervisor of the change on his/her first shift after change.~~
4. ~~24-hour employees shall notify their immediate supervisor and Battalion chief of the change on his/her first shift after change.~~
5. ~~40-hour employees shall notify their appropriate supervisor of the change on his/her first scheduled day after change.~~
6. ~~3.~~ Failure of any employee to follow this Rule and Regulation shall result in progressive disciplinary action, beginning with a documented Verbal Warning counseling session.

RULES AND REGULATIONS
NEGOTIABLE

SUBJECT: OFFICIAL COMMUNICATIONS

DATE: ~~FEBRUARY 20, 2007~~ TBD

1. All official communications shall be made through the proper channels **chain of command** which are defined to be in the following order: Company Commander Captain, Battalion Chief, Assistant Chief, Deputy Chief, and then the Fire Chief.
2. All official communications from a superior to a subordinate shall pass in reverse order. No intervening officer shall suppress any communications. All official communications to the County Commissioners and/or the County Administrator shall be made via the Fire Chief **Department Head or their designee.**
3. Copies of the Fire Department roster containing **any and all personal information** names, addresses and telephone numbers shall not be given to any business, company or individual who has the intention of using it for a mailing list.
4. ~~These rosters are produced as an aid to the Fire Department officers and members and for the efficiency of the Department and are not to be made available to the general public.~~ **Rosters shall not be available to the general public.**
5. No member **employee** shall give out official information unless authorized by the Fire Chief **Department Head or their designee.**

RULES AND REGULATIONS
NEGOTIABLE

SUBJECT: SAFETY EQUIPMENT – PROTECTIVE CLOTHING

DATE: FEBRUARY 1, 2011 TBD

1. All employees defined under NRS 286.042 and covered under early retirement shall have the Clark County Fire Department provide the following safety equipment that meets or exceeds the appropriate NFPA standards: **as outlined in Article 12 of the Collective Bargaining Agreement and any other equipment that is mandated by state or federal law or regulation including, but not limited to, those to protect against the spread of infectious diseases.**
 - a) ~~Turnout Coat with liner~~
 - b) ~~Turnout Pants with liner~~
 - c) ~~Helmet, chin strap, shroud and face shield~~
 - d) ~~Nomex Hood~~
 - e) ~~Gloves~~
 - f) ~~Leather Structural or Rubber Boots~~
 - g) ~~Suspenders~~
 - h) ~~Hearing Protector~~
 - i) ~~Safety Glasses~~
 - j) ~~Steel toe work or composite toe boots~~
 - k) ~~Flashlight~~
 - l) ~~SCBA Facemask~~
 - m) ~~Multi-Purpose Half Mask Respirator (NIOSH approved to the P100 filter class)~~
 - n) ~~Safety Goggles~~
 - o) ~~Any other equipment that is mandated by state or federal law or regulation including, but not limited to, those to protect against the spread of infectious diseases.~~
2. It shall be the responsibility of the Battalion Chief, Captain ~~or~~ **and/or** appropriate supervisor to insure that all employees under his/her **their** direction shall wear all appropriate safety gear and/or equipment.
3. All employees are required to maintain the integrity of their ~~turnout coat and/or pants~~ **protective clothing and safety equipment ensemble**. Integrity in this instance means that there shall be no removal of the inner lining or any separation of the material. No modifications of any kind shall be permitted without direct approval from the Fire Chief **Department Head or their designee.**

4. Self-contained breathing apparatus shall be utilized any time any employee of the Clark County Fire Department is working in a hazardous or potentially hazardous environment.
5. If an employee is found in violation of ~~fire fighting~~ **firefighting** without the proper safety gear and/or equipment, ~~he/she~~ **they** shall ~~may~~ be suspended for one shift for the first offense **based on the severity of the infraction**. Any further violations shall result in more severe discipline.

COLORS OF HELMETS AND TURNOUT PANTS/COATS:

<u>Rank</u>	<u>Helmets</u>	<u>Turnout Coats/Pants</u>
Chief Officers, Battalion Chiefs and Acting Chief Officers	White	Tan, Brown Or Khaki
Captains) Acting Captains)	Red	Tan, Brown Or Khaki
Engineers) Acting Engineers)	Yellow	Tan, Brown Or Khaki
Fire Fighters (non-probationary)	Yellow	Tan, Brown Or Khaki
Probationary Firefighters	Yellow with Blue Markings	Tan, Brown Or Khaki
Fire Investigation	Black	Tan, Brown Or Khaki
EMS Coordinator	Orange	Tan, Brown Or Khaki
EMS Supervisor	Orange	Tan, Brown Or Khaki
Fire Logistics Officer	Orange	Tan, Brown Or Khaki
Fire Volunteer Coordinator	Red	Tan, Brown Or Khaki
Public Education Officer	N/A	N/A

6. All employees not defined under NRS 286.042 or covered under early retirement shall not receive turnouts or coats/pants.

CARE AND HANDLING OF PROTECTIVE EQUIPMENT:

- 7.** It shall be the responsibility of each employee to place ~~his/her~~ **their** protective equipment on the apparatus at the beginning of the shift and remove it at the end of the shift.
- B.** ~~Lost or damaged personal protective equipment shall be reported to the employee's appropriate supervisor immediately and, if it is determined that the loss or damage was caused by the employee's negligence, the employee shall pay for the cost of replacement.~~

- ~~C. All safety equipment shall be kept clean and inspected at the start of each shift. If equipment is in need of repair/cleaning, the employee shall follow the department's SOP on repair/cleaning or the most current NFPA 1851 standard.~~
- ~~D. All suppression and airport employees shall follow the most current NFPA 1851 standard. The county shall hire a certified professional cleaning company who shall, in compliance with NFPA 1851 standard, clean and inspect each employee's personal protective equipment semi-annually.~~
8. ~~E. When PPE is being cleaned, the color of the spare PPE gear shall be yellow. In accordance with the most current NFPA 1851 standard if the PPE gear has White Bands on the coat and pants, it shall not be used in fires. This PPE gear can be used for training purposes only.~~

RULES AND REGULATIONS
NEGOTIABLE

SUBJECT: VEHICULAR ACCIDENT (POST-ACCIDENT TESTING)

DATE: ~~FEBRUARY 20, 2007~~ TBD

- 1.** This procedure is to standardize the actions of all ~~Clark County Fire Department~~ employees when they are involved in an accident.
 - a. **A vehicle accident is an incident in which a County vehicle is involved (whether in motion, stopped, or parked) which results in injury, fatality, and/or property damage.**
 - b. **Immediately contact the appropriate supervisor.**
 - c. **Suppression shall contact FAO to notify law enforcement and Clark County's insurance adjuster.**
 - d. **Do not admit fault or sign any statement except as requested by law enforcement and/or the County's adjuster.**
 - e. **Complete all forms in a Clark County Emergency Accident packet and insure delivery of the packet to immediate supervisor or on-duty Battalion Chief.**
 - f. **The immediate supervisor or the on-duty Battalion Chief or their designee shall submit completed packet to the Accident Review Committee within one business day.**
- 2.** An employee shall submit to a drug and alcohol test under the following circumstances and conditions:
 - ~~1.~~ **a.** Any time a fatality occurs as a result of a vehicle accident.
 - ~~2.~~ **b.** Any time a citation is issued to ~~an~~ **a** fire department employee for a moving violation as a result of a vehicle accident.
 - ~~3.~~ **c.** For any other type of accident, other than ~~number 1 or 2~~ **a or b** above, the Battalion Chief or appropriate Supervisor shall complete the CCFD Substance Abuse Observation form, and follow **Follow** the provisions of Article 42 Substance Abuse Policy if testing is considered.
 - ~~4.~~ **d.** If an employee is not tested within **24 hours of the incident** the 24-hour timeframe specified above, no test shall be administered for this incident.
 - ~~5.~~ If any employee is required to be tested, the employee shall be transported to a drug testing specimen collection site for alcohol and drug screening. Once the test sample is collected, arrangements shall be made to have the employee transported home. The

~~sample shall be tested and confirmed, and chain of custody maintained by the Substance Abuse Mental Health Administration (SAMHSA) certified laboratory facility.~~

- ~~6. The result(s) of the test(s) shall be delivered by e-mail, or carrier, to the Fire Department Administrative Services Manager (FASM), who shall then immediately notify and make a copy of the report available to the employee. The Fire Chief shall be notified whether the results are positive or negative.~~
- ~~7. A drug test shall be considered positive if the confirmation cutoff levels established by SAMHSA are exceeded. An alcohol test shall be considered positive only if the blood alcohol content is .05 or greater. If an employee tests positive the Fire Department shall follow Article 42 Substance Abuse Policy.~~
- ~~8. h. Any employee required to be tested as specified in this Rule & Regulation shall be off-duty with pay until such time the results are returned.~~
- ~~9. e. The Fire appropriate Department shall be responsible for all costs associated with post-accident testing.~~
10. f. If an employee who is properly required to submit to a drug and alcohol test leaves the scene of an accident before a test is administered other than for a period of time necessary to report the accident, obtain assistance in responding to the accident, or to obtain necessary medical care, the employee shall be deemed as having refused to submit to the test and shall fall under the provisions of the Article 42 Substance Abuse Policy, Section 4, I.

RULES AND REGULATIONS
NEGOTIABLE

SUBJECT: TRADING WORK DAYS

DATE: JULY 5, 2016 TBD

All employees eligible to exercise the privilege of trading full or partial workdays or shifts shall observe the following policies:

1. No employee shall be allowed workday trading privileges until they ~~have become a permanent employee of the Department and~~ have completed one (1) year of employment with the Department.
2. The employee desiring to be relieved must furnish a workday trade employee who meets the required rank, qualification and certification of the position station to be filled at the time the trade was requested. This shall not be interpreted to be an exact match of rank, qualification and certification of both employees.
3. ~~Any time a workday trade is utilized, the employee that initiated the trade must have approval from their immediate supervisor. If an employee's immediate supervisor is not available, they shall follow the chain of command to obtain the required authorization. Any workday trade that does not have this prescribed authorization shall not be considered valid and the employee who initiated the trade shall be considered absent.~~
4. ~~Any employee who absents themselves from work through a workday trade or standby without informing their immediate supervisor shall lose one (1) shift/day of pay plus trading privileges for twelve (12) consecutive months following date of infraction.~~
5. The employee shall enter the trade information into the TeleStaff staffing system and, but the employee working shall request the Battalion Chief or appropriate supervisor to must approve the trade into the TeleStaff staffing system . Telestaff shall make automatic notification to both employees once the trade is approved.
6. Pay back time shall be made "on demand" with a minimum of seven (7) days notice unless agreed by both employees and within one (1) year. Failure to repay "on demand" shall result in forfeiture of workday trading privileges for twelve (12) consecutive months following the date of infraction.
7. A Union Officer or members of the Union shall not be allowed the use of union leave at any time during a shift for which the officer or member is scheduled for a workday trade.
8. If the workday trade employee absents themselves from the agreed upon shift trade, the employee normally scheduled to work shall be given the opportunity to return to work and to complete their normally scheduled shift. If the employee is unable to return to work the employee shall be given the option to utilize their emergency vacation in Article 25 or be charged sick time for the appropriate number of hours and not be counted as an unexcused absence per Article 16.

9. There shall be NO shift trading of work days on the following dates:
 - a. January 1, 2
 - b. December 22, 23, 24, 25, 26
 - c. December 29, 30, 31

RULES AND REGULATIONS
NEGOTIABLE

SUBJECT: UNSAFE CONDITION REPORT - SAFETY COMMITTEE

DATE: ~~JULY 5, 2016~~ TBD

1. The health and safety of the employees of the Department is of the utmost importance. The purpose of this Rules and Regulations is to minimize the personal, property, and financial loss, by employees reporting any and all unsafe conditions to their appropriate supervisor. The Department in accordance with Article 12 of the Collective Bargaining Agreement shall establish and maintain a Health and Safety Committee.
2. Any bargaining unit employee, who is aware of a health or safety hazard, shall complete the "Potential Unsafe or Unhealthy Condition or Situation Report Form" and promptly submit the report to their immediate supervisor.
3. The supervisor shall take the following action:
 - a. If ABLE to take corrective action, the supervisor shall implement the corrective action and shall submit the completed form to the Health and Safety Notification group and their immediate supervisor within three (3) days.
 - b. If UNABLE to take corrective action, the form shall be submitted to the Health and Safety Notification group and their immediate supervisor with a recommended solution within 24-hours.
4. Within three (3) working days of receipt of the report, the supervisor notified in Section 3b shall complete the second Supervisor Response section and send the original to the Deputy or Assistant Fire Chief in charge of Health and Safety. A copy shall be sent back to the reporting employee. This shall be done whether or not the hazard is resolved.
5. Within three (3) working days of receipt of the report, the Deputy or Assistant Fire Chief in charge of Health and Safety shall review the report; make comments in the Department Head Response section, and forward the report to the Department's Health and Safety Committee. A copy shall be sent back to the employee.
6. The Health and Safety Committee consists of bargaining unit members as outlined in the Local 1908 Collective Bargaining Agreement, and any other Clark County employees that are agreed upon by both the Fire Chief and the Local 1908 President. This Committee shall meet at least once a month to discuss Health and Safety issues that affect all bargaining unit employees as outlined in the Collective Bargaining Agreement.
7. The Clark County Health and Safety Committee shall review all Health and Safety Hazard reports. The Committee shall work at mitigating all unresolved hazards as

outlined in Local 1908's Collective Bargaining Agreement. A report shall be sent to the ~~Fire Chief~~ **Department Head or their designee** and Local 1908 President quarterly, with the hazard and the recommended corrective action. The original report shall be forwarded to Risk Management.

NOTE: All required forms shall be available at each work site, department administrative office, and the Fire Training web page.

RULES AND REGULATIONS
NEGOTIABLE

SUBJECT: HAZING/SEXUAL HARASSMENT

DATE: FEBRUARY 20, 2007 TBD

This Rule and Regulation is in addition to the Clark County Equal Opportunity, Non-Discrimination, and Anti-Harassment Policy.

1. Hazing and/or ~~S~~sexual ~~H~~harassment are unacceptable behaviors in the workplace. These behaviors only serve to discredit the professional image this department has worked hard to maintain, and cause embarrassment and shame to the Clark County Fire Department and all Fire Service employees.
2. ~~Hazing and/or Sexual Harassment~~ and shall not be tolerated in this department and, ~~d~~Depending upon the severity, shall subject the offending employee shall be subject to the progressive disciplinary action process, ~~not excluding termination.~~
3. 2. Hazing and ~~S~~sexual ~~H~~harassment definitions
 - Hazing is defined as includes, but is not limited to, “any activities or attitudes that breach reasonable standards of mutual respect and which willfully or recklessly endanger the physical or mental health of any employee, and is are likely to: cause bodily harm or danger, or cause disturbing pain, or compromise the person's dignity; cause embarrassment or shame in public; cause the person to be the object of malicious amusement or ridicule; cause psychological harm or substantial emotional strain; and impair job performance.”
 - cause bodily harm or danger
 - cause disturbing pain, or compromise the person's dignity
 - cause embarrassment or shame in public
 - cause the person to be the object of malicious amusement or ridicule
 - cause psychological harm or substantial emotional strain; and impair job performance.
 - Sexual Harassment is defined as includes, but is not limited to: “any unwelcome sexual advances by supervisors or co-workers, sexual joking, off-color jokes, verbal abuse, demeaning sexual inquiries, vulgarity, obscene

gestures, lewd comments, and the displaying of sexually oriented posters, magazines, or other graphic materials. Retaliation against an employee for filing a complaint of sexual harassment will also be considered harassment."

- any unwelcome sexual advances by supervisors or co-workers
- sexual joking
- off-color jokes
- verbal abuse
- demeaning sexual inquiries
- vulgarity
- obscene gestures
- lewd comments
- displaying of sexually oriented posters, magazines, or other graphic materials
- Retaliation against an employee for filing a complaint of sexual harassment will also be considered harassment

4. ~~3.~~ **Actions for Hazing:** If you suspect hazing, become aware of any form of hazing being committed or have been a victim of hazing, immediately report this to your appropriate supervisor. **If an employee has been hazed or is aware of hazing:**

- a. **Ask the person to stop the behavior considered to be hazing; and/or,**
- b. **Notify an appropriate supervisor.**

5. ~~4.~~ If you are **an employee is** a victim of ~~S~~sexual ~~H~~harassment, **available steps are:**

- a. Ask the person to stop the harassing behavior. This strengthens the position of the employee, if the employee reports the incident later.
- b. If the harassment persists, ~~f~~**File** a formal complaint with your **an** appropriate supervisor and/or the Clark County Office of Diversity (OOD).
- c. Document the complaint by keeping a diary or log that details each of the incidents. Write down what happened, what was said, who was there and who witnessed the incident.
- d. The employee also has the option to file a complaint with the Equal Employment Opportunity Commission (EEOC).

RULES AND REGULATIONS
NEGOTIABLE

SUBJECT: CATASTROPHIC LEAVE PROGRAM

DATE: JULY 5, 2016 TBD

I. PURPOSE

The purpose of this Rule and Regulation is to set forth procedures for the administration and use of catastrophic leave.

II. PROGRAM ELIGIBILITY

All employees covered by the IAFF Collective Bargaining Agreement.

III. PROCEDURE

A. LEAVE DONATION

1. All employees covered by the IAFF Collective Bargaining Agreement may donate leave into the IAFF/Clark County Catastrophic Leave Bank, or into the County's general Catastrophic Leave Program fund, by completing a Catastrophic Leave Donation form (see attached form) and submitting it to ~~Human Resources or Risk Management~~. The County shall match any leave time donated up to a total of 3000 hours. Once the maximum County contribution of 3000 hours is achieved, as hours are used, the County shall continue to match hour-for-hour donations to maintain the County's 3000 hour maximum contribution level. Leave donations may be in a lump sum or on a periodic leave deduction basis. Donations may be made from an employee's vacation, sick, bonus and/or compensatory time leave balances. The minimum donation is one (1) hour. Employees must have a vacation leave balance of at least 40 hours and a sick leave balance of 120 hours after the donation. Leave must be donated to a specific employee that is identified by the donor. If leave donated to an employee exceeds the amount requested or the maximum authorized by this Rules and Regulations, the excessive leave shall be returned to the appropriate leave bank account of the donating employee in the reverse order it was received. (Example: donated hours shall be time stamped by ~~Human Resources or Risk Management~~ in the order they were received. Therefore, when hours donated are not used nor needed, they shall be returned to the employees whose donations were received last).
2. Donated time shall be converted to dollars at the hourly rate of the donor. When a recipient is identified and approved, an appropriate dollar amount shall be converted to sick leave at the hourly rate of the recipient. An eligible recipient may use a total of no more than 2080 hours of Catastrophic Leave for 8-hour or 10-hour employees, or 2912 hours of Catastrophic Leave for 24-hour employees

from the date of the employee's leave request for any one (1) incident. An 8-hour or 10-hour employee may use 80 hours. A 24-hour employee may use 120 hours of catastrophic leave to care for a family member who meets the definition of catastrophic illness/injury as defined in section B.2. below.

B. ELIGIBILITY FOR EMPLOYEE OR FAMILY CATASTROPHIC LEAVE

1. Employees who have been employed by the ~~County Fire~~ Department for a continuous period of six (6) months., in a position covered by the IAFF Collective Bargaining Agreement.
2. An employee or a member of their immediate family, defined as a spouse, child, parent, sibling, foster child, stepchild (past or present), grandchild, grandparent, mother/father-in-law, son/daughter-in-law, and domestic partner in accordance with Nevada Revised Statute (NRS) must meet the following definition of catastrophic illness/injury. "Catastrophic illness/injury is an illness or injury that requires inpatient care at a medical facility or that renders an employee or immediate family member bedridden at home. "Bedridden" is defined as limiting an individual's ambulatory status to home, ~~hospitalized~~, allowing attention to an in-home personal care needs, and attend physician appointments **and receive necessary medical treatment related to their catastrophic illness.** The illness or injury cannot be a result of an illegal act, nor can it be self-inflicted".
3. An employee absent due to an approved service connected disability is not eligible to participate in the Catastrophic Leave Program.

- C. Once an eligible employee has exhausted all accrued leave as a result of the catastrophic illness or injury to the employee or immediate family member, the employee must file a Request for Catastrophic Leave form (see attached form) with ~~the Fire Chief or their designee who shall then forward a copy of the form and its attachments to the Human Resources Director or Risk Management~~ for approval. The request **form** must specify the length of time the employee ~~wishes~~ **requests** to be covered by Catastrophic Leave and must be accompanied by a medical statement from the attending state licensed health care provider explaining the nature of the illness or injury, and an ~~estimated~~ **the** amount of time the employee or immediate family member shall be receiving inpatient care or will be bedridden at home. **The notification form shall be signed by the Department Head prior to submittal to Risk Management.**

- D. ~~Human Resources or Risk Management~~ shall review the request and verify the employee's eligibility for Catastrophic Leave. If determined eligible, ~~Human Resources or Risk Management~~ shall grant to the employee an appropriate amount of Catastrophic Leave donated on their behalf on an as needed basis. Catastrophic Leave shall be added to the employee's sick leave balance. If sufficient leave is not donated to cover an employee's approved request, the employee shall only be granted the leave that is available. If additional leave is donated while the employee is on approved catastrophic leave, the employee shall be granted additional time to cover the request up to the maximum Catastrophic Leave of:

1. 2080 hours for 8 or 10 hour employees
2. 2912 hours for 24 hour employees
3. 80 hours for 8 or 10 hour employee's defined family member

4. 120 hours for 24 hour employee's defined family member
-
- E. All sick leave hours donated to the catastrophic leave account shall not be charged as sick leave usage as it pertains to the donating employee's eligibility for bonus shift leave and annual sick leave cash out.
 - F. Once the ~~Human Resources Director or~~ Risk Management approves the Catastrophic Leave Request form received from the employee ~~Clark County Fire Department~~, a copy shall be forwarded to the Clark County Comptrollers/Records Division for processing. All donation forms received by the Human Resources Director or Risk Management shall be forwarded to the Clark County Comptroller/Records Division for processing. Clark County Comptrollers/Records Division shall add the County match and create the employee's catastrophic leave bank, making the hours available for payroll. All approved/unapproved Request and Donation forms shall be forwarded to fire payroll and the affected employee(s).

REQUESTS FOR IAFF/CLARK COUNTY CATASTROPHIC LEAVE

Employee Name: _____ Department: _____

Please answer each of the following questions with a 'yes' or 'no'.

All answers shall be verified before leave is approved.

_____ Employee has been employed by the Clark County Fire Department for 6 months.

_____ Illness or injury required inpatient care at a Medical facility or renders you or your immediate family member bedridden at home for the time you are requesting?

_____ The illness or injury is the result of an illegal act?

_____ The illness or injury was self-inflicted?

_____ You are absent due to an approved service connected disability?

_____ You have exhausted all accrued leave as a result of catastrophic illness or injury?

I am requesting catastrophic leave from _____ to _____

The amount of catastrophic leave I am requesting is _____ hours.

The following leave is available for any one (1) incident:

1. 2080 hours for 8 or 10 hour employees
2. 2912 hours for 24 hour employees
3. 80 hours for 8 or 10 hour employee's defined family member
4. 120 hours for 24 hour employee's defined family member

Attach a medical statement from the attending state licensed health care provider explaining the nature of the illness/injury, and an estimated amount of time you or your immediate family member shall be receiving inpatient care or bedridden at home.

Employee Signature

Date

~~FIRE CHIEF~~ DEPARTMENT HEAD RECEIPT

This request for the time off from work specified above is:

_____ received

_____ forwarded

~~Fire Chief's~~ **Department Head's** Signature

Date

~~HUMAN RESOURCES OR~~ RISK MANAGEMENT APPROVAL

The request for catastrophic leave is:

_____ approved

_____ not approved

~~Human Resources or~~ Risk Management

Date

RULES AND REGULATIONS
NEGOTIABLE

SUBJECT: DISCIPLINARY PROCESS POLICY

DATE: ~~JULY 5, 2016~~ TBD

1. The goal behind discipline is to safeguard the “public trust” that the Department must preserve to ensure accomplishment of the Department’s mission. Improper behavior/performance, besides damaging public trust, can contribute to poor productivity, unhealthy work habits and attitudes, poor morale, work disruption, and unnecessary costs. Appropriate disciplinary action and, more importantly, having and maintaining the desired behavior, performance, and/or conduct is an integral part of maintaining an effective, efficient, and publicly accepted fire department.
2. When a supervisor determines or is made aware that an employee is not performing their job duties, or that the employee failed to comply with the department’s Rules and Regulations or Standard Operating Procedures, the supervisor shall be required to use a disciplinary action in order to correct the employees performance, behavior, and/or conduct.
3. Because circumstances vary in each case involving possible disciplinary action, the severity of each case and its accompanying level of discipline shall be handled appropriately on an individual basis. However, all discipline shall be administered fairly and equitably, and in proportion to the seriousness of the violation. Discipline shall be administered by the employee’s supervisor privately, confidentially, and in a timely manner.
4. Supervisors or Fire Department management employees shall be required to provide a union representative any time there is reason to believe that a disciplinary action equal to or greater than an oral reprimand shall result from any meeting between an employee and their supervisor or Fire Department management employee. Any time an employee believes they are going to receive a disciplinary action, as outlined in Article 23 Paragraph 2 of the Grievance and Arbitration Procedures, as a result of a meeting with their supervisor or Fire Department management employee, the employee may request to have a union representative present. The meeting shall be postponed for a time period not to exceed twenty-four (24) hours to provide for a union representative.
5. In order to insure that the disciplinary process is understood and implemented in a consistent manner, training for all supervisors and employees on this process shall be conducted jointly by Fire Department management employees and the Union. Training shall include teaching supervisors what to do prior to taking disciplinary action. Supervisors shall be instructed to review the rule infraction, conduct, or performance by considering the following:

- a) Does the supervisor have accurate facts?
 - b) Can the employee's guilt be proven by direct, objective evidence, or is the evidence circumstantial or hearsay?
 - c) What is the employee's explanation for the infraction of the rule, conduct, or performance?
 - d) What is the employee's record of past disciplinary actions?
 - e) What is the employee's length of service with the department?
 - f) Is the employee receiving the same treatment others have received for similar infractions of the rules, conduct, or performance?
 - g) Does the proposed discipline fit the rule infraction, conduct, or performance?
 - h) Has the supervisor reviewed the facts with a Fire Department management employee before following through with disciplinary action?
6. Depending on the employee's conduct or performance there are five (5) types of disciplinary actions that may be taken. ~~They are oral reprimand, written reprimand, suspension, demotion, and termination.~~

- a) **Oral reprimand**
- b) **Written reprimand**
- c) **Suspension**
- d) **Demotion**
- e) **Termination**

When considering the appropriate level of discipline, the factors that shall be considered are: ~~1) seriousness of offense or conduct, 2) employment record, and 3) action taken against other employees with similar conduct or performance.~~

- a) **Seriousness of the offense or conduct**
- b) **Employment record**
- c) **Action taken against other employees with similar conduct or performance**

7. Supervisors shall ensure that all employees under their direction are tutored, trained, and/or prepared for each task by training and/or coaching each employee. Supervisors shall use training and coaching to define Department standards and help employees achieve the required level of competence. Coaching should be documented in Department training records (F15) ~~and/or a supervisor's personnel log~~. Any documentation as a result of a coaching session shall not be considered as an oral or written reprimand(s).
8. Supervisors shall use appropriate corrective disciplinary actions, as the situation warrants, when they believe an employee's behavior, performance, or conduct is not up to Department standards and the infraction does not rise to the level of receiving a punitive disciplinary action. Corrective discipline shall be defined as counseling, an oral reprimand, and a written reprimand. Each corrective action shall be separate and distinct unto themselves and are identified as:
- a. Counseling
Counseling shall be defined as giving advice or guidance to reach a decision or a deliberate plan of action. Supervisors shall use counseling, as the situation warrants, when employees are not performing to previously defined standards or

expectations. Supervisors shall document the plan of action by utilizing the County's email system and forwarding the document to the employee. Any counseling documentation shall not be considered as an oral or written reprimand(s).

b. Oral Reprimand

- i. An oral reprimand shall be used when coaching and/or counseling sessions have proven to be ineffective in modifying behavior and/or performance, or when the severity of the infraction warrants.
- ii. In this stage of discipline, the supervisor meets with the employee to discuss problems with following the rules, conduct, and/or performance. The supervisor delivers the message through an oral reprimand. The supervisor shall tell the employee what possible further discipline shall take place if the rule infraction, conduct, or performance persists. Notation of this reprimand shall be documented utilizing the Fire Department Employee Interview Sheet (EIS), and acknowledged with a signature by both the supervisor and the employee.
- iii. An oral reprimand is made part of the employee's departmental personnel file and shall be removed and returned to the employee after twelve (12) months, unless another incident occurs during that twelve (12) month time frame. Employees are responsible for requesting, through the Fire Chief or their designee, that the reprimand be removed. The Fire Chief or their designee shall then remove and return the document(s) to the employee providing that the request meets the requirements of this section.
- iv. When supervisors use an oral reprimand, they shall be used in accordance with Article 23 Section 8(l) of the IAFF/ Clark County Collective Bargaining Agreement (CBA).

c. Written Reprimand

- i. A written reprimand shall be used when coaching, counseling, and/or an oral reprimand have proven to be ineffective in modifying behavior and/or performance, or when the severity of the infraction warrants.
- ii. If the rule infraction, conduct or performance persists, or if the incident or performance warrants more than an oral reprimand, the supervisor shall investigate the incident, and review the recommendation of a written reprimand with their supervisor before proceeding with the action.
- iii. Once the written reprimand is authorized, the supervisor, at a meeting with the employee, shall review the written reprimand with the employee. The reprimand shall include the facts of the rule infraction, conduct, or performance, and the steps the employee must follow to correct their actions. Notation of this reprimand shall be documented utilizing the Fire Department EIS, and acknowledgement with a signature by both the supervisor and the employee. The reprimand shall include any prior disciplinary actions related to this offense that occurred in the last twelve (12) months.

- iv. Written reprimands are made part of the employee's official personnel file and shall be removed and returned to the employee after twelve (12) months, unless another incident occurs during that twelve (12) month time frame. If that occurs, the written reprimands shall be removed and returned to the employee twelve (12) months after the most recent written reprimand was issued. Employees are responsible for requesting, through the Human Resources Director, that the reprimand(s) be removed. Human Resources shall then remove and return the document(s) to the employee provided that the request meets the requirements of this section. Written reprimands that have been purged from the file may not be used in future disciplinary actions.
 - v. When supervisors use a written reprimand, they shall be used in accordance with Article 23 Section 8(l) of the CBA.
- 9. When corrective disciplinary actions have proven to be ineffective in modifying an employee's behavior and/or performance or when the severity of the infraction warrants, punitive discipline shall be utilized. Punitive discipline shall be defined as an employee's suspension, demotion or termination from Department service.
 - a. Suspension

Imposing a suspension is an extremely serious form of discipline. An employee shall be suspended with or without pay pending the outcome of an investigation, or if possible be temporarily reassigned to a position that does not interfere with the investigation. The determination of what status an employee is to be placed in during an investigation shall be made by the supervisor in conjunction with a Fire Department management employee. The investigation shall be thorough but timely, so that action may be taken in a reasonable time frame. The investigation allows Fire Department management to carefully verify any allegations and allows the employee to be interviewed to learn their explanation. Once it is decided to suspend an employee, the provisions in Article 23 of the CBA shall be followed.
 - b. Demotion

Imposing a demotion is an extremely serious form of discipline. An employee may not be demoted until such time as a thorough and timely investigation is conducted. However, an employee may be temporarily assigned to a position that does not interfere with the investigation. A supervisor's recommendation to demote an employee must be made in conjunction with a Fire Department management employee. Like an investigation for a suspension, management must carefully assess all the facts before imposing this discipline. Once a decision to demote an employee has been made, the provisions in Article 23 of the CBA shall be followed.
 - c. Termination

Termination is the most serious form of discipline. An employee may be recommended for termination only after a thorough investigation, which may be conducted by the supervisor and/or a Fire Department management employee. However, the decision to terminate an employee is solely that of the Fire Chief. Like suspensions, the employee may be suspended with or without pay during the investigative stage of the process. The investigation used prior to issuing this

type of discipline is vital. It allows Fire Department management to carefully verify any allegation, and to make a sound employment decision before recommending termination to the Fire Chief. Once the Chief has decided to terminate an employee, the provisions in Article 23 of the CBA shall be followed.

RULES AND REGULATIONS
NEGOTIABLE

**SUBJECT: GUIDELINES FOR INTERNAL PANELS
WRITTEN REPRIMAND DISCIPLINARY HEARING**

DATE: ~~FEBRUARY 20, 2007~~ TBD

In accordance with Article 23 Section 7(H) of the IAFF/Clark County Collective Bargaining Agreement written reprimands may only be appealed by an employee to an internal panel. This appeal shall determine whether the employee was properly disciplined. The Internal Panel shall determine if the employee should have received the reprimand, and if it was appropriate based on the employee's actions. The panel may uphold, overturn, or modify the written reprimand.

The process for reviewing written reprimands shall be as follows:

1. The employee may request a written reprimand review in accordance with the time frames established in Article 23 Section ~~8(J)~~ 7H of the CBA.
2. The hearing shall be conducted during the disciplined employee's regularly scheduled shift.
3. The employee shall present ~~his/her~~ their basis for appealing the reprimand. The supervisor giving the discipline shall present ~~his/her~~ their basis for the reprimand.
4. The hearing shall be recorded.
5. Only the panel members, the supervisor, the employee, and a union representative may be present during the hearing.

RULES AND REGULATIONS
NEGOTIABLE

**SUBJECT: VEHICLE OPERATION- BACKING GUIDELINE AND VERTICAL
CLEARANCE**

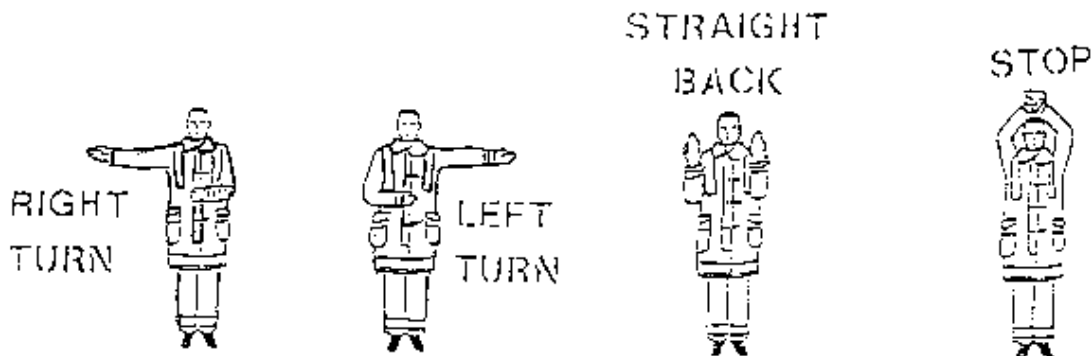
DATE: ~~FEBRUARY 20, 2007~~ TBD

1. All employees are responsible to use or support the use of the approved safe backing guidelines.
2. ~~Captains and drivers~~ **Drivers** of fire apparatus are responsible to assign backup guides.
3. Drivers have primary responsibility for safe backing as they functionally control the vehicle.
4. Drivers have primary responsibility for overhead clearance as they functionally control the vehicle.
5. Backing Guides are responsible for identifying obstacles and advising drivers.
6. Before entering/exiting the Station bay, the driver shall confirm the bay door is fully opened and stopped. The driver shall have control of the door remote at all times.
7. Backing guides shall be positioned prior to reverse operation (backing) of apparatus.
Exceptions:
 - a) At emergencies when guides are not available, it then becomes incumbent on the operator to assume the guides duties of insuring vehicle movement within obstacle free pathways.
 - b) **Single driver vehicles where there is no possibility to have a backer.**
8. Drivers shall not park vehicles so as to require backing unless necessary.
9. When using backing guides, drivers shall not proceed to back up unless they have audio and or visual contact with guides.
10. All backing accidents are considered preventable; therefore, all backing accidents shall be submitted to the accident review committee.

BACK-UP GUIDELINES:

- a. **1.** Prior to backing, one backing guide shall position him/herself in full mirror view of the operator approximately 10 feet behind and immediately aside apparatus on the non-traffic side of the vehicle.

- b. 2. Through hand signals included in this guideline, direction of apparatus movement is provided by the guide.
- c. 3. Apparatus is to be operated very slowly as the guide has many concerns, i.e., left/right side clearance, vertical clearance of vehicle, proper bay door operation, and the making of his/her own safe pathway behind and ahead of the moving {backing} vehicle. Once a guide is in position, movement shall commence only at the guide's direction. Visual contact between driver and guide must be maintained while vehicle is in motion. If visual contact between driver and guide is lost, the driver shall stop the vehicle immediately and proceed only after visual contact is re- established.
- d. 4. The guide is involved with the identification of overlooked obstacles. It remains the driver's responsibility to select an obstacle free path of operation and respond to the direction of guides.
- e. 5. Other Fire Department vehicles shall take steps, as necessary, to insure a safe backing route. The driver is responsible to ensure that the path is clear. In cases in which the entire path is not visible from the driver's position, the driver shall perform a walk around inspection of the route prior to backing operations.
- f. 6. The following shall be the accepted hand signals to use between vehicle operator and guide:



RULES AND REGULATIONS
NEGOTIABLE

SUBJECT: DRIVER'S LICENSE INSPECTION

DATE: ~~FEBRUARY 20, 2007~~ TBD

Under no circumstances shall any employee of the ~~d~~Department ~~drive~~ operate any piece of Clark County apparatus/vehicle ~~Fire Department equipment~~ without being properly licensed as a driver. All supervisors shall take the following steps to ensure that all employees possess a valid, unexpired driver's license:

- A. Conduct a quarterly review of each driver's license.
- B. Input the license information utilizing the expiration chart for each driver's license and check to ensure each license is renewed prior to expiration.
- C. All employees shall notify their appropriate supervisor on their first workday in writing via E-mail, when their driver's license is no longer valid. Failure to do so shall result in progressive discipline.
- D. If any employee is found driving a County vehicle without the proper driving credentials, that employee shall be relieved from duty immediately by the appropriate supervisor, and be suspended for not less than ten (10) working shifts or days.
- E. It shall be the responsibility of the Battalion Chief or appropriate supervisor to ensure that all inspections are completed quarterly and that all personnel, assigned and unassigned, have the proper credentials.**

Example of Driver Licenses Expiration Form

Name _____ Class _____ Expiration _____ Date _____ Restrictions _____

<u>LAST</u> <u>NAME</u>	<u>FIRST</u> <u>NAME</u>	<u>ISSUE</u> <u>DATE</u>	<u>EXPIRATION</u> <u>DATE</u>	<u>STATE</u>	<u>CLASS</u>	<u>ENDORSEMENTS</u>	<u>RESTRICTIONS</u>
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RULES AND REGULATIONS
NEGOTIABLE

**SUBJECT: TECHNICAL RESCUE TEAM TRAINING (TRT)/EQUIPMENT
GUIDELINES**

DATE: ~~_____ FEBRUARY 20, 2007~~ TBD

1. The Technical Rescue Committee shall consist of a minimum of four (4) Technical Rescue Instructors, (one of whom shall represent the Technical Rescue stations located in Laughlin) and the Fire Chief or designee. The Technical Rescue Committee shall utilize the most current **NFPA** Standards and techniques to develop minimum training standards. ~~The Nevada State Fire Marshal's Office shall issue a certificate after recommendations from the Technical Rescue Committee are received.~~
2. The Technical Rescue Committee shall ensure the level of training for the TRT members meets or exceeds the standards as set forth in NFPA 1670₇ and 1006, ~~2000 edition or the most current edition.~~ The Technical Rescue Committee shall ensure that all training is in compliance with OSHA safety regulations. The Technical Rescue Committee shall provide a current list of trained and certified personnel to the Fire Chief for the purpose of staffing TRT units.
3. The Technical Rescue Committee shall meet at least quarterly.
4. The Technical Rescue Committee shall also review and approve technical rescue related equipment prior to purchase and dissemination to TRT personnel. This would include, but not be limited to: extrication equipment, ropes, harnesses, helmets, ~~dive equipment,~~ specialized shoring equipment etc.
5. Certified members of Technical Rescue stations shall each be issued a minimum one complete set of extrication gloves, rope handling gloves, **and** a minimum class three rope harness with accessories to facilitate operations.
6. ~~LEVELS OF EXPERTISE:~~ **Levels of Expertise**
 - a. Technical Rescue Technician:

All TRT members shall be trained to the Technician level of expertise in all ~~six (6)~~ disciplines of Technical Rescue as **defined in the Collective Bargaining Agreement** **and** described in NFPA 1670 and NFPA 1006. ~~Upon completion of training and recommendation from the Technical Rescue Committee, they shall be issued certification by the Nevada State Fire Marshals Office. All members of the TRT shall be able to develop complex rescue strategies and direct awareness and operations trained personnel in their implementation.~~

b. Technical Rescue Instructor:

TRT members who are certified by the State Fire Marshal's Office as a ~~Level~~ **Fire Instructor II** ~~Instructor~~ and a ~~Company~~ **Fire Officer I** are eligible as Instructors. The Technical Rescue Training Committee approves instructors after being monitored by approved lead instructors.

7. ~~CONTINUING EDUCATION:~~ **Continuing Education**

- a. Monthly training shall be coordinated by the Technical Rescue Committee ~~and~~ **with the assistance of** the Training Division, **as needed.**
- b. TRT members shall be required to hold a current Technicians level certification issued by the State Fire Marshal in addition to a minimum of 20 hours training in each discipline per year. This shall include one confined space entry per OSHA requirements, **excluding Laughlin.**

Training shall be evaluated every two years (2) by the Technical Rescue Committee to determine re-certification, and additional training requirements.