

Cicero Fire Department

Standard Operating Guidelines

Version 2016.1

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Cicero Fire Department

Administration

Standard Operating Guidelines

Cicero Fire Department

Standard Operating Guideline

Daily Duties

Date 03/2016 New

Number 100

Pages 1

1.0 General

1.1 Purpose. This standard operating guideline is intended to establish a daily routine for all members to insure equipment and personnel are ready for duty.

1.2 Scope. This standard operating guideline shall apply to all members of the Cicero Fire Department

1.3 Enforcement. Enforcement of this standard operating guideline is the responsibility of the Department's officers. Any person deviating from the provisions of this guideline may be required, at the discretion of the officer in charge, to submit in writing, within five (5) calendar days, an explanation for such deviation to the requesting officer who will forward the explanation up the chain of command for further review.

2.0 Procedure

2.1. Everyone is equally accountable for the general readiness and appearance of the fire station, apparatus and equipment. Cooperation and teamwork within crews and between crews is essential and expected. Required AM duties should be completed by 12:00 hrs each day. Required PM duties should be completed by 21:00 hrs.

2.2. Required Duties.

2.2.1 Daily truck and equipment checks as described on daily check list.

2.2.2 Daily house duties as described on the daily check list.

2.2.3 Paramedics- sign daily narcotics log.

2.2.4 Paramedic- exchange narcotic keys or secure keys in lock box.

2.2.5 Daily Roll-Call Meeting @ 07:00. Review station log, review street closures and hydrant info. Review any other pertinent information.

Revision and Review

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Cicero Fire Department

Standard Operating Guideline

Member Transported to the Hospital

Date 03/2016 New

Number 101

Pages 1

1.0 General

1.1 Purpose. This standard operating guideline is intended to insure that if a member is injured at an incident, training activity or has a medical event; they will not be taken to the hospital alone.

1.2 Scope. This standard operating guideline shall apply to all members of the Cicero Fire Department.

1.3 Enforcement. Enforcement of this standard operating guideline is the responsibility of the Department's officers. Any person deviating from the provisions of this guideline may be required, at the discretion of the officer in charge, to submit in writing, within five (5) calendar days, an explanation for such deviation to the requesting officer who will forward the explanation up the chain of command for further review.

2.0 Procedure

2.1. If a member is injured or has a medical event at an emergency incident or at a training exercise and needs to be transported to the hospital by ambulance or department vehicle, a representative, a chief officer if available, will accompany the member. The Chief Officer will be responsible for notifying the Chief and/or Assistant Chief.

2.2. Crews at the station will work with the incident commander or the Fire Chief to notify family and provide transport and or childcare or any other assistance needed to get a family member to the hospital with the member.

2.3. Reports will be written by all members involved and turned in to the OIC before the end of the shift. All reports will be given to a Chief Officer or placed into the secure "Patient Care Reports" box.

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Cicero Fire Department

Standard Operating Guideline

Radio Usage

Date 03/2016 New

Number 102

Pages 2

1.0 General

1.1 Purpose. This standard operating guideline is intended to establish radio usage guidelines for all staff.

1.2 Scope. This standard operating guideline shall apply to all members of the Cicero Fire Department

1.3 Enforcement. Enforcement of this standard operating guideline is the responsibility of the Department's officers. Any person deviating from the provisions of this guideline may be required, at the discretion of the officer in charge, to submit in writing, within five (5) calendar days, an explanation for such deviation to the requesting officer who will forward the explanation up the chain of command for further review.

2.0 Purchasing Procedure

2.1 All radios either purchased by the Cicero Fire Department or an individual must be approved by the Fire Chief and The Hamilton County Radio Technical Committee.

2.2 Any member who purchases a radio for department use will make said purchase in coordination with the Cicero Fire Department.

2.3 Any radio purchased by the Cicero Fire Department or individual will be used for department activities only, (unless permission is granted by the Chief for other activities).

2.4 Any radio purchased by an individual will have all emergency channels removed upon leaving the department.

3.0 Radio Communication

3.1 All Radios being used for the purposes and activities of the Cicero Fire Department will be in accordance with the FCC rules and the following guidelines.

3.2 Non-intrinsically safe radios must not be used in flammable environments. **Note:** all Cicero Fire Department issued radios are intrinsically safe. Non-intrinsically safe radios from outside agencies may be used at normal structural fire incidents, but not at gas leaks or other hazardous material incidents unless the IC or his representative specifically authorizes it.

3.3 All radio communications should be as brief and succinct as possible using comon everyday language.

3.4 All radio communications should utilize the Cicero Fire Department unit identification numbers.

3.5 To ensure effective communications, the "Echo System" should be used. The receiver acknowledges a message by briefly repeating it back to the sender .

3.6 Control and Operations channels should be avoided for non-emergency communications.

3.7 When no other means exists for non-emergency communications, the fire department administration channel (CI FIRE) may be utilized.

3.8 Excessive use not related to fire department activities will be considered abuse and misuse.

3.9 Use of radios for unnecessary police traffic RE; abandoned vehicles, stray dogs, road kill, etc. will not be tolerated unless same is a hazard to human life.

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Knox Box Usage

Date 03/2016 New

Number 103

Pages 1

1.0 General

1.1 Purpose. The purpose of the Knox Box Guideline is to provide the Cicero Fire Department with rapid, non-destructive access to certain occupancies while providing the highest levels of service and security for property owners.

1.2 Scope. This standard operating guideline shall apply to all members of the Cicero Fire Department

1.3 Enforcement. The Fire Chief is ultimately responsible for providing security for the Knox Box keys. Any missing key shall immediately be reported verbally and followed up in writing. Maintenance of security of lock box keys is essential to maintain credibility of the program and any loss will be thoroughly investigated and appropriate action initiated.

1.4 No member will be issued a key that will unlock any Knox Box within the system. Fire Apparatus is equipped with a Master Key retention device that allows the master key to only be released from a unit via individual PIN codes. Only members who are FFI/II certified and no longer on probation will be given a PIN Code.

2.0 Procedure

2.1 Upon arrival, the Knox Box Key must be retrieved from the onboard master key retention unit. An authorized PIN code must be entered for the master key to be released for use. Control shall be notified via radio when the Master Key is released from and resecured to the onboard Master Key retention unit.

2.2 The Knox Box can be opened in order to access the building for operations at an emergency incident.

2.3 The IC will be responsible for insuring that all keys removed from a Knox Box are returned before clearing the scene. The fire report will state the time Master key is released from and resecured to the onboard master key retention unit.

2.4 Building management will be notified as soon as practical after an incident indicating the nature of the incident and that the Knox Box was accessed.

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Potential Crime Scene

Date 03/2016 New

Number 104

Pages 2

1.0 General

1.1 Purpose. This standard operating guideline is intended to direct fire department personnel how to manage a potential crime scene.

1.2 Scope. This standard operating guideline shall apply to all members of the Cicero Fire Department

1.3 Enforcement. Enforcement of this standard operating guideline is the responsibility of the Department's officers. Any person deviating from the provisions of this guideline may be required, at the discretion of the officer in charge, to submit in writing, within five (5) calendar days, an explanation for such deviation to the requesting officer who will forward the explanation up the chain of command for further review.

2.0 Procedure

- If patient injury is a result of a suspected crime, all personnel are to remain outside or away from the area, until Police have secured the area and found it appropriate for personnel to enter.
- The first duty of the fire/rescue personnel is to attempt to render any medical attention that is warranted. However, if the victim is obviously dead and questionable circumstances exist, do not move the body for any reason.
- Once it has been determined that the victim is dead, and the case may be of a homicidal nature, the personnel should leave the scene if there is no other reason for them to be there.
- If in the process of determining whether or not the victim is dead, you must move something, the original position of the item that was moved should be noted to the investigating officer.

- At the scene of a homicide or suicide, it is very important not to disturb anything.
- Report all information that you have regarding the incident to the investigating officer.
- Upon returning from these types of calls, you must complete a department ESO report documenting the call from start to finish.
Note: This should include a list of all members that responded and/or entered the crime scene.

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Damage To Department Issued Equipment

Date 03/2016

Number 105

Pages 2

1.0 General

1.1 Purpose. The intent of this policy is to establish a method to identify and deter the negligent damage or loss to department issued equipment. This policy shall also promote and identify methods to limit such damage, in an attempt to provide the individual with the highest level of protection possible at all times.

1.2 Scope. This standard operating guideline shall apply to all members of the Cicero Fire Department

1.3 Enforcement. The Fire Chief, and/or his designee shall investigate damage or loss of equipment. At the inspector's discretion, damage/loss caused by negligence shall be repaired or replaced at the individual's expense.

2.0 Procedure

It shall be the individual's responsibility to take all necessary precautions within reason to prevent damage or loss of department issued equipment.

3.0 Reporting

3.1 It shall be the members responsibility to immediately report any and all damage of department equipment to the shift supervisor and fill out an incident report.

3.2 It shall be the shift supervisors responsibility to report any and all damage to the Assistant Chief or Chief

3.3 All members who witnessed the incident will be required to fill out an incident report

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Standard Operating Guideline

Public Relations and Information Release

Date 03/2016

Number 106

Pages 2

1.0 General

1.1 Purpose. This standard operating guideline is intended to establish a procedure regarding the release of departmental information to the public and media.

1.2 Scope. This standard operating guideline shall apply to all members of the Cicero Fire Department

1.3 Enforcement. Enforcement of this standard operating guideline is the responsibility of the Department's officers. Any person deviating from the provisions of this guideline may be required, at the discretion of the officer in charge, to submit in writing, within five (5) calendar days, an explanation for such deviation to the requesting officer who will forward the explanation up the chain of command for further review.

2.0 Procedure

2.1 The Public Information Officer (PIO) shall have the initial responsibility for the release of information to the News Media or general public. However, The Chief shall reserve the right to release information at his discretion at any time.

2.2 When the department Public Information Officer is unavailable, releasing information to the News Media or general public shall be the duty of a Chief Officer. No information shall be released regarding names of patients or firefighters. The extent of injuries/illness or any other matter relating to the details of an incident or internal functions of the Department shall not be released without proper authorization. This includes, but is not limited to, written, auditory, and/or visual messages communicated via or on Department resources or via or on personal devices such as cell phones, PDAs, etc, and/or social media (Twitter, Facebook,etc). Any written, auditory, and/or visual messages communicated by a member that are relative to the Cicero Fire Department in any capacity are the sole property of the Cicero Fire Department. This includes, but is not limited to, any written, auditory, and/or visual messages communicated via or on Department resources or via or on personal devices and/or social media. Should you receive such a request, simply state you are not authorized to give out that information and refer them to the respective shift commander.

2.3 Under no circumstances is an incident report to be copied or given out to anyone without the authorization of the Fire Chief.

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Personnel Files

Date 03/2016

Number 107

Pages 1

1.0 General

1.1 Purpose. This procedure identifies the means by which Fire Department Personnel Files will be accessed. Fire Department Files are confidential and all individuals accessing them will be expected to maintain that confidentiality.

1.2 Scope. This standard operating guideline shall apply to all members of the Cicero Fire Department

1.3 Enforcement. Enforcement of this standard operating guideline is the responsibility of the Department's officers. Any person deviating from the provisions of this guideline may be required, at the discretion of the officer in charge, to submit in writing, within five (5) calendar days, an explanation for such deviation to the requesting officer who will forward the explanation up the chain of command for further review.

2.0 Procedure

2.1 The following Fire Department personnel shall have full access to the personnel files: Fire Chief, Assistant Chief, Chief of Personnel & Administrative Assistant.

2.2 Access of the files will be conducted only for official Fire Department business. Duplication or removal of document(s) from a file must verbally be authorized by the Fire Chief, Assistant Chief or Chief of Personnel.

2.3 All personnel shall have access to their own file. Arrangements must be made with the Fire Chief, Assistant Chief or Chief of Personnel to review your file .

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Standard Operating Guideline

Ride along (Observer)

Program Date 03/2016

Number 108

Pages 2

1.0 General

1.1 Purpose. This standard operating guideline is intended to establish a procedure for an appropriate level of participation for ride along civilians.

1.2 Scope. This standard operating guideline shall apply to all members of the Cicero Fire Department

1.3 Enforcement. Enforcement of this standard operating guideline is the responsibility of the Department's officers. Any person deviating from the provisions of this guideline may be required, at the discretion of the officer in charge, to submit in writing, within five (5) calendar days, an explanation for such deviation to the requesting officer who will forward the explanation up the chain of command for further review.

2.0 Procedure

2.1 A well-developed procedure for a ride along civilian is necessary to protect the safety of the ride along, Cicero Firefighters, and citizens. It must also protect the Municipality from liability. Therefore, ride along civilians shall primarily be considered observers but may be used, however, to do support-level activities at the discretion of the officer-in-charge.

2.2 Any person wishing to ride along with the Cicero Fire Department must first receive permission from the Fire Chief, complete and sign a "Liability Release" form. A new form must be completed each time an individual participates as a ride along.

2.3 Ride alongs may respond on Cicero apparatus to incidents at the discretion of the Officer in Charge (OIC).

2.4 Cicero firefighters shall receive priority for riding positions on apparatus ahead of ride alongs.

2.5 At the OIC discretion, a ride along may be permitted to wear spare personal protective equipment under exceptional circumstances.

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Cellular Phone & Camera

Date 03/2016

Number 109

Pages 2

1.0 General

1.1 Purpose. To prevent distractions in the workplace and help ensure the safety and privacy of all personnel and customers we serve.

1.2 Scope. This standard operating guideline shall apply to all members of the Cicero Fire Department.

1.3. Enforcement. Enforcement of this standard operating guideline is the responsibility of the Department's officers. Any person deviating from the provisions of this guideline may be required, at the discretion of the officer in charge, to submit in writing, within five (5) calendar days, an explanation for such deviation to the requesting officer who will forward the explanation up the chain of command for further review.

2.0 Cellular Phones

2.1 Usage: Personal cellular telephones are permitted to be carried while on duty, but should be placed on silent mode and allow voice mail to answer a call while conducting fire department business. Cellular phones may be used for personal purposes on a limited basis and must never be cause for delay in responding, and should never be used for personal purposes between the dispatch of a call and the time the call is completed.

2.2 Apparatus Operations: While operating apparatus, personnel shall not, under any circumstances, respond to or make a cellular telephone call, send text message, or check electronic mail. Cell phones or other electronic devices may be used by the officer or passenger to help navigate to the scene and to receive pertinent information while on a response.

3.0 Camera Use

3.1 Usage: Personnel are only permitted to use cameras, videos, or other picture taking devices when authorized by the Incident Commander or as allowed per medical protocol. All on-scene photography shall be for documentation purposes and conducted only at the discretion of the Incident Commander.

3.2 HIPPA: Any photographs containing individually identifiable information covered by the HIPPA Privacy Rule must be protected in the same manner as personnel and medical information.

3.3 Prohibited Images: No images taken by a member in the course and scope of their function may be used, printed, copied, scanned, e-mailed, posted, shared or distributed in any manner without the approval of the fire department. This prohibition includes posting photos on personal websites, or e-mailing images to friends, colleagues or others.

3.4 Helmet Cams: Members are only permitted to use a helmet video camera when authorized by the Incident Commander. The Cicero Fire Department is not responsible for damaged equipment, members will use personal equipment at their own risk.

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