



Sleeper/Stoutland Volunteer Fire Departments

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Standard Operating Guidelines

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I. Authority and Scope

1. These Standard Operating Guidelines are issued by the Board of Directors of the Sleeper/Stoutland Volunteer Fire Departments. The authority is to enforce these guidelines.
2. The following Standard Operating Guidelines (SOGs) are an effort to create a knowledge that to be a member of the Sleeper/Stoutland Volunteer Fire Departments team means devotion to a standard of professionalism, unselfishness, and team effort in the protection of life and property of persons within our assigned territory.
3. Furthermore, it is an effort to assure each firefighter that they will be treated with respect and consideration by other members of the team, interpret these SOGs, and attempt to ensure that each member is afforded equal potential of advancement and equal treatment by those in authority.
4. These guidelines are not expected to provide a solution to every question or problem which may arise in an organization established to render emergency services. It is expected, however, that they will be sufficiently comprehensive to cover either in a specific or general way, the obligation and duties of the members of the departments.
5. The guidelines are not designed or intended to limit any member in the exercise of his judgment or initiative in taking the action a reasonable person would take in extraordinary situations. Much, by necessity, must be left to the loyalty, integrity, and discretion of members. To the degree which the individual member demonstrates possession of these qualities in the application of a conscientious discharge of his duty and to that degree alone, will the department be able to perform its functions effectively and efficiently.
6. Let these SOGs resolve and announce to all concerned that we consider the job of firefighting to be a bigger and more important issue than our individual needs.
7. The violation of any of the provisions of these guidelines, or orders of officers of the departments, or neglect or evasion of the duties prescribed shall be cause for disciplinary action.

Ia. Organization Command and Flow Chart

Guidelines

1. The Sleeper/Stoutland Volunteer Fire Departments follows the stated Organizational Command as designed by the departments.
2. This Organizational Command Structure allows for the Chain of Command to be followed by all personnel thus increasing the cohesiveness and communication of department members and Command and Support Staff.
3. In smaller organizations a single individual may hold both a line position with its authority and responsibility within the command structure, and a staff position with additional staff reporting to those persons.

Guidance:

Command Staff

1. Have line or command authority over others in the Chain of Command below their position or under their charge.
2. Fall in a direct line of authority from top to their position.
3. Command Staff report to the next higher authority.
4. Command Staff positions are: Chief, Deputy Chief, Safety Officer, Assistant Chief, Captain, Lieutenant, Engineer, and Firefighter.

Support Staff

1. Are advisory positions, and supporting role positions, they report to a Command Staff position (usually the Chief).
2. A staff position of leadership appointed by the Board may have additional staff reporting to them and may exercise a line relationship to those subordinates.
3. A staff position does not have any line authority outside their sphere of control.
4. A staff position will carry out its advisory or administrative function with no line command power.
5. Those in a staff position are not required to live within the fire departments.
6. Staff positions may include, but are not limited to: Public Information Officer, Liaison Officer, Admin, Maintenance, Equipment, Radio, and S.C.B.A.

II. Mission and Purpose of the Fire Departments

1. The primary mission of the Sleeper/Stoutland Volunteer Fire Departments is to prevent and minimize the loss from destructive fire by containing and extinguishing fire in the building of origin and to minimize the loss from other disasters to the greatest degree possible by performing firefighting and rescue work.
2. The purpose of the Fire and Rescue Department is to provide to the Sleeper/Stoutland Volunteer Fire Departments:

Sleeper/Stoutland Volunteer Fire Departments

2023

- a. Firefighting Manpower
- b. Emergency Rescue
- c. Fire Prevention Programs
- d. Preplanning
- e. Maintenance of Fire Equipment and Fire Apparatus
- f. Maintenance of Fire Stations
- g. All Necessary Training Activities

III. Criteria for Volunteer Membership

Guideline:

1. Becoming a member of the fire department's team requires careful selection. Applicants for the position of volunteer firefighter should be 18 years or older and in good physical and mental health and have no felony convictions. Background checks will be conducted.
2. Drug screenings may also be required. Refusal to comply will result in automatic termination from the departments.
3. The applicant must possess a Missouri State driver's license, have a good driving record, either own or have access to a dependable vehicle and verify auto liability insurance coverage. Failure to provide adequate information will be just cause for rejecting your application of membership.
4. General availability to respond to emergency calls is important, however, the department understands individual availability.
5. A member's attendance is required at training sessions during recruit and probationary period. The selection process is designed to help the department recruit men and women who will become the safest and most effective firefighters on the emergency scene.
6. Any member convicted of a felony will be dismissed from the department and must turn in all gear.
7. All documentation must be submitted to the department's office for permanent record in department's personnel files.
8. In compliance with Federal and State regulations, under no circumstance will race, age, creed, or sex be a basis for non-acceptance to membership.

Guidance:

1. New firefighters will be accepted into the organization by the following method: All prospective volunteers must appear for an interview with the Hiring Committee. The Hiring Committee will then vote in closed session to accept or deny the application. If the Hiring Committee accepts, then the applicant will appear in front of the Fire Chief. If the applicant is denied, the Fire Chief will give the reason for the denial to the applicant. If the applicant is accepted, the applicant will be placed on a ninety (90) day probationary period.
2. The new firefighter probationary period will be administered as follows: During the probationary period, new volunteers will not be allowed to drive department apparatus, use blue lights or sirens, or respond direct. New firefighters will be required to make at least 50% of all training classes (unless your work schedule will not allow it) and as many calls as possible. New firefighters are required to take the Introduction to Fire Service class and CPR/AED within one (1) year of joining. EMR (Emergency Medical Responder) is highly recommended but not required. You will need the EMR class if you want to run medical calls. Wildland level 1 is also

highly recommended. New volunteers will have six (6) months to complete the following FEMA Independent Study courses: 100, 200, 700, and 800. In order to take the FEMA IS courses, you will need to register with FEMA for a Student Identification Number at <https://cdp.dhs.gov/FEMASID>

3. All applicants must meet the following:
 - a. Provide a copy of their valid Missouri Driver's License if operating equipment.
 - b. Provide a copy of proof of current liability auto insurance for personal vehicle.
 - c. Have no criminal felony record.
 - d. Undergo a background check, conducted in confidence.
 - e. Be in good physical and mental health.
4. Structural Firefighting Gear issued by the department: Protective gear will consist of a full body envelope that is to be worn as a complete unit. Gear issued by the department will be: Jacket, gloves, helmet, pants, boots, hood. Jackets and pants will include liners for structural firefighting. Helmets issued by the department will be as follows: Chief Officers-White, Captains/Lieutenants-Red, Firefighters-Black. (Helmets that are owned by the firefighter must be NFPA compliant and black in color.)

IV. Duties of all Members

Guideline:

1. There will also be in-house Duty Crew and training classes twice monthly (times and dates will be posted to the Calendar page: <https://ssvfd.org/calendar/>) at one of our stations or at another department's station. Generally, training classes will be on the first and third Saturdays of each month starting at 8 am. The first training class will be medical and the other will be fire. It is highly recommended that you make every effort to attend these training sessions. The in-house classes will be taught by volunteers of this department or an outside instructor will be brought in. All probationary firefighters are required to attend these sessions unless excused by an officer. Veteran firefighters are encouraged to attend these classes as well as a refresher or to help with teaching.
2. It is the desire of the Board of Directors that all members receive as much training as is feasible for the Board to provide in order for all firefighters to become as proficient as possible and to help them learn how to prevent injury to themselves as well as others.
3. It is the duty of each firefighter to be at their best when performing their designated job on any scene.
4. It is the duty of each firefighter to work the safest scene possible for themselves and others.
5. No firefighter will be required to enter any unsecured scene until that scene has been declared safe and secured by the police agency on scene.
6. Any active firefighter may be duly elected or appointed to a position on the Board of Directors without having their tenure on the department interrupted; however an active Board Member CANNOT serve as an active firefighter and vice versa. This is to protect both the firefighters and the Board members physically, as well as to protect them from conflicts of interest.

Guidance:

1. Unscheduled training requests from department members must be approved by an officer prior to training. All paperwork must be in order to demonstrate total cost for training and turned in at the time of training approval.
2. If they are a commissioned peace officer, they may not serve as a firefighter at the same time; they must designate which service they are representing. Furthermore:
 - a. No weapons are to be carried while responding to any call nor while in or operating apparatus belonging to the Sleeper/Stoutland Volunteer Fire Departments.
 - b. No weapons are to be carried while working any scene.
3. All personnel responding to any incident which may be indicated as a potential threat to safety are to stage at a location NOT in close proximity to the scene until notification from law enforcement is received that the scene is safe to be entered.
4. It is the duty of all members to comply with the policies and guidelines outlined in this manual, to assure their safety, the safety of other members, and the safety of the general public.

V. Job Description Responsibilities

Guideline:

Failure to comply with the policies and Guidelines outlined in this manual will result in disciplinary action. Guidelines as outlined in Section #2, Article VII of this manual.



1. **The Fire Chief shall be responsible for:**
 - a. The management of the departments.

- b. Ensuring proper training for all officers and firefighters.
- c. Ensuring that all reports, training records, equipment maintenance records, etc. are kept up to date and complete.
- d. Ensuring that all firefighters, including officers, wear full protective clothing at all emergency situations where danger exists, and at drills. This protective equipment must be in suitable condition.
- e. Ensuring all activities necessary to provide life safety, fire control, and property conservation.
- f. Determining the need for scene incident command, transferring, and coordinating incident command guidelines utilizing the accepted National Incident Management System.

2. The Deputy or Assistant Chief shall be responsible for:

- a. Extinguishment of fires, fire protection, and fire prevention as delegated by the Chief.
- b. Ensuring the proper training for members of the departments as delegated by the Chief.
- c. Ensuring that all necessary reports, departments' records, and training records are routed to the departments' offices for proper documentation.
- d. Ensuring that all firefighters and officers wear full protective clothing, equipment, and uniforms at all emergency situations where danger exists.
- e. Conducting additional duties as delegated by the Chain of Command.
- f. Ensuring all activities necessary to provide life safety, fire control, and property conservation.
- g. Determining the need for scene incident command, transferring, and coordinating incident command guidelines utilizing the accepted National Incident Management System.

3. Incident Commander shall be responsible for:

- a. Command of the incident scene.
- b. Safety of firefighters on scene.
- c. Ensuring that all firefighters and officers wear full protective clothing, equipment, and uniforms at all emergency situations where danger exists.
- d. Completion of reports associated with the scene.
- e. Compliance with policies and guidelines of the departments.
- f. All activities necessary to ensure life safety, fire control, and property conservation.
- g. Determining the need for scene incident command, transferring, and coordinating incident command guidelines utilizing the accepted National Incident Management System.

4. Safety Officer shall be responsible for:

- a. Having the authority and responsibility to oversee the operation and, if necessary, to stop any unsafe operation on the fire ground.
- b. Having the authority and responsibility to oversee and, if necessary, to stop any unsafe operation during training drills.
- c. Having the authority and power to issue any necessary action in order to enforce safety.
- d. Ensuring that all firefighters and officers wear full protective clothing, equipment, and uniforms at all emergency situations where danger exists.
- e. Conducting additional duties as delegated by the Chain of Command.

- f. Reporting to the Chief any incident requiring the above-cited authority.
- g. This is a staff position.

5. Public Information Officer shall be responsible for:

- a. Setting up and maintaining an area for the media/public to make inquiries on the scene if needed. Said area shall be a safe distance from the scene as dictated by Incident Command.
- b. Releasing timely updates to the public in regards to safe operations/travel/entry/exit/etc. from the affected scene.
- c. Assisting with crowd control/traffic control as needed by Incident Command.
- d. This position is a staff position.

6. Liaison Officer shall be responsible for:

- a. Interagency relations up to and including negotiating with others, developing and fostering relationships, getting people to understand others' points of view, and understanding their parent business and how it impacts its stakeholders.
- b. Representation of the Sleeper/Stoutland Volunteer Fire Departments in the Camden County, MO Emergency Operations Center.

7. Captains shall be responsible for:

- a. Reporting directly to their commanding officers.
- b. Serving as fire ground officers.
- c. Learning the duties of the Assistant Chief to facilitate the assumption of those duties when an Assistant Chief is unavailable.
- d. Conducting additional duties as delegated by the Chain of Command.
- e. Ensuring that all necessary reports, departments' records, and training records are routed to the departments' offices for proper documentation in a timely manner.
- f. Ensuring that all firefighters and officers wear full protective clothing, equipment, and uniforms at all emergency situations where danger exists.
- g. Ensuring all activities necessary to provide life safety, fire control, and property conservation.
- h. Determining the need for scene incident command, transferring, and coordinating incident command guidelines utilizing the accepted National Incident Management System.
- i. First officer or ranking firefighter shall be in charge until relieved by a senior officer.

8. Lieutenant shall be responsible for:

- a. Reporting directly to their commanding officers.
- b. Serving as fire ground officers.
- c. Learning the duties of the Captain to facilitate the assumption of those duties when a Captain is unavailable.
- d. Conducting additional duties as delegated by the Chain of Command.
- e. Ensuring that all necessary fire reports, departments records, and training records are routed to the departments' offices for proper documentation in a timely manner.

- f. Ensuring that all firefighters and officers wear full protective clothing, equipment, and uniforms at all emergency situations where danger exists.
- g. Ensuring all activities necessary to provide life safety, fire control, and property conservation.

9. Engineers shall be responsible for:

- a. Managing their apparatus on the fire ground.
- b. Aiding in the training for firefighters on all apparatus operations and safety.
- c. Carrying out additional duties as delegated by the Chain of Command.
- d. Ensuring that all firefighters and officers wear full protective clothing, equipment, and uniforms at all emergency situations where danger exists.

10. Volunteer Firefighters shall be responsible for:

- a. Attending scheduled training sessions and duty crews in order to remain current in firefighting techniques and maintain equipment and stations.
- b. Following directions from the Chain of Command.
- c. Adhering to all safety precautions.
- d. Ensuring that all firefighters and officers wear full protective clothing, equipment, and uniforms at all emergency situations where danger exists.
- e. Conducting additional duties as delegated by the Chain of Command.
- f. Ensuring all activities necessary to provide life safety, fire control, and property conservation.

11. Maintenance Coordinator shall be responsible for:

- a. The coordination of maintenance and repair on department apparatuses and equipment.
- b. The scheduling of any outside maintenance and repairs to be performed on the departments' apparatuses, equipment, or buildings.
- c. Ensuring that all records of maintenance and repair of apparatuses and equipment are up to date and submitted to the departments' offices in a timely manner.
- d. Completing all required repairs on the departments' apparatuses, equipment, or buildings in a timely manner.
- e. This position is a staff position.

Guidance:

1. Fire Chief:

- a. Shall conduct activities in a responsible and competent manner as to project professionalism both within and outside the departments.
- b. Shall, within thirty (30) days of confirmation as Chief, be required to have posted in all departments the appointed officers, their rank, and duties.
- c. Shall keep accurate training records pertaining to the level of firefighter knowledge, the ability of each firefighter, and make an earnest attempt to know the capabilities of officers and firefighters.
- d. Will demonstrate through actions, words, and attitude that they concur with department guidelines.

- e. Shall place into effect the rules, regulations, practices, and guidelines necessary for the efficient operation of the departments and will bring to the attention of the Boards of Directors any amendments or deletions in writing they feel necessary.
- f. Will investigate and rectify any noted or reported unsafe action at emergency scenes, duty crews, or training drills.
- g. Shall take appropriate action in the event a piece of equipment or apparatus fails to ensure the continued and adequate fire protection of the residents.

2. Deputy/Assistant Chief:

- a. Will demonstrate through actions, words, and attitude that they concur with the department guidelines.
- b. Will investigate and rectify any noted or reported unsafe action at emergency scenes, duty crews, or training drills.
- c. Will conduct their activities in a responsible and competent manner as dictated by the needs of the departments.
- d. Shall report directly to the Chief.
- e. Will advise the Chief of apparatus and equipment needs in writing.
- f. Will report to the Chief any member who fails to adhere to department guidelines or guidance.
- g. Will oversee the training for department personnel.

3. Incident Commander:

- a. Will be responsible for the completion of incident reports, dispatch reports (including the logging of personnel), medical reports, and any other reports associated with their scene of charge and will submit said documentation to the departments' office in a timely manner.
- b. Will be responsible for ensuring the safety of firefighters working their scenes.
- c. Will be responsible for the compliance with the guidelines in this manual for their incident scene.

4. Safety Officer:

- a. Shall be knowledgeable in the safety requirements of equipment including, but not limited to, appliances, apparatuses, the stations, and their requirements as set up by O.S.H.A. and N.F.P.A.
- b. Shall aid in the training of firefighters.
- c. Shall learn all the various forms and reports used within the department, learn the proper completion of those forms, and shall submit completed forms to the departments' offices in a timely manner.

5. Public Information Officer:

- a. Will be responsible for all information presented to the public on behalf of all fire stations and the SSVFD Board for the departments.
- b. Will maintain all social media platforms (Facebook @ssvfd2023, Twitter, and/or any other social media platforms) utilized by the departments and the SSVFD official website: ssvfds.org.
- c. Will engage with media outlets (newspaper, radio, television, etc.) utilizing press releases available on the departments' official website.

- d. Will answer (to the best of their knowledge and ability and allowed by law) any questions posed to the departments regarding departments activities, response, etc.
- e. Will provide updates to the public regarding training and events in which the departments and their volunteer firefighters partake.
- f. Will bring to the attention of the Command Staff any issues of direct and immediate impact to the departments, their firefighters, and the community as soon as they are made aware of such issues.

6. Liaison Officer:

- a. Maintain thorough knowledge of the business, as well as an understanding of how that impacts the other entities of contact
- b. Monitor, coordinate, and communicate the strategic objectives of the business
- c. Collaborate and communicate successfully with other entities outside of the business
- d. Work with other staff members to develop a greater understanding of the business and any issues that arise
- e. Develop and foster relationships with the community, stakeholders, and other entities
- f. Collect, analyze, and utilize data and feedback to identify opportunities to improve the relationship between the business and the other entity
- g. Compile reports about particular incidents, events, or updates about an important issue for the business
- h. Proactively solve conflicts and address issues that could occur between the business and the other entity
- i. Promptly respond to incidents and other events as necessary
- j. Act as a positive representation of the business to the community

7. Captain:

- a. Will demonstrate through actions, words, and attitude that they concur with the department guidelines.
- b. Shall aid in the training of firefighters.
- c. Shall complete additional duties as delegated by Chief Officers.
- d. Shall learn all the various forms and reports used within the department, learn the proper completion of those forms, and shall submit completed forms to the departments' offices in a timely manner.
- e. Will advise the Assistant Chief of apparatus and equipment needs in writing.
- f. Will report to the Assistant Chief any member who fails to adhere to department guidelines or guidance.
- g. Will conduct their activities in a responsible and competent manner as dictated by the needs of the department.
- h. Shall report directly to the Deputy Chief or Assistant Chief of the department.

8. Lieutenants:

- a. Will demonstrate through actions, words, and attitude that they concur with the department guidelines.
- b. Shall aid in the training of firefighters.
- c. Shall complete additional duties as delegated by Chief Officers.

- d. Shall learn all the various forms and reports used within the department, learn the proper completion of those forms, and shall submit completed forms to the departments' offices in a timely manner.
- e. Will advise the Captain of apparatus and equipment needs in writing.
- f. Will report to the Captain any member who fails to adhere to department guidelines or guidance.
- g. Will conduct their activities in a responsible and competent manner as dictated by the needs of the department.
- h. Shall report directly to the Captain of the department.

9. Engineers:

- a. Firefighters designated as engineers shall gain a thorough knowledge of pumps, hoses, hose lays, tankers, water flows, water supply, pressures, safe driving of apparatus, etc.
- b. Shall learn all the various forms and reports used within the department, learn the proper completion of those forms, and shall submit completed forms to the departments' offices in a timely manner.

10. Volunteer Firefighters:

- a. Will attend in-house duty crew and training classes twice monthly (times and dates will be posted to the Calendar page: <https://ssvfds.org/calendar/>) at one of our stations or at another department's station. Generally, training classes will be on the first and third Saturdays of each month starting at 8 am. The first training class will be medical and the other will be fire. It is highly recommended that you make every effort to attend these training sessions. The in-house classes will be taught by volunteers of this department or an outside instructor will be brought in. All probationary firefighters are required to attend these sessions unless excused by an officer. Veteran firefighters are encouraged to attend these classes as well as a refresher or to help with teaching.
- b. Shall learn all the various forms and reports used within the department, learn the proper completion of those forms, and shall submit completed forms to the departments' offices in a timely manner.
- c. Shall make every effort to work beside and in conjunction with other firefighters (including other departments) in a cohesive team manner.

11. Maintenance Coordinator:

- a. All maintenance will be performed with the manufacturer's recommendations used as a guideline and will be performed in a timely manner.
- b. All repair costs will be approved based on their dollar amount by the proper authority.
- c. All documentation of purchases will follow accepted accounting guidelines as set forth in the administration and accounting section of this manual and be submitted to the departments' offices in a timely manner.
- d. Hose and pump test scheduling and record keeping will be done once a year and submitted to the departments' offices in a timely manner.
- e. All permanent records are to be kept in the departments' offices. Copies may be kept in the maintenance office.

VI. Criteria for Hiring and Promotion

Guideline:

- A. Officers will be appointed with the following items taken into account:
 - a. Training
 - b. Experience
 - c. Ability to communicate
 - d. Acceptability to firefighters and Chief Officers
 - e. Test results
 - f. Loyalty
 - g. Attendance
 - h. Should be a high school graduate or have a GED equivalent

Guidance:

- A. **Fire Chief**
 - a. Appointed by the Boards of Directors and serves at the pleasure of the Boards.
 - b. The Fire Chief is the executive officer of the department. He/she shall have the authority to administer the statutes of the State of Missouri. The Fire Chief shall have control and be responsible for all activities of the Fire Department, including extinguishment of fires, fire protection, and fire prevention.
- B. **Deputy or Assistant Chief**
 - a. Appointed by the Chief.
 - b. Applicants for this position must undergo an interview process.
- C. **Captain**
 - a. Appointed by the Fire Chief with the advice of other officers.
 - b. Applicants for this position must undergo an interview process.
- D. **Lieutenant**
 - a. Appointed by the Fire Chief with the advice of other officers.
 - b. Applicants for this position must undergo an interview process.
- E. **Engineers**
 - a. Appointed by the Fire Chief with the advice of other officers.
 - b. Applicants for this position must undergo an interview process.
 - c. Demonstrate proficiency with engines, tankers, rescue, and brush trucks.
- F. **Safety Officer**
 - a. Appointed by the Fire Chief with the advice of other officers.
 - b. Applicants for this position must undergo an interview process.
- G. **Volunteer Firefighters**
 - a. Accepted per Article III, Section 1 of this manual.

- b. Applicants for this position must undergo background check, oral interview, and six (6) month probationary period. They must also have a medical release form.

H. Public Information Officer

- a. Appointed by the Fire Chief
- b. Applicants for this position must undergo an interview process.
- c. Must undergo or show certified PIO training.

I. Liaison Officer:

- a. Appointed by the Fire Chief
- b. Applicants for this position must undergo an interview process.
- c. Must undergo or show certified Liaison Officer training.

VII. Disciplinary Plan

Guideline:

1. Day to day infractions of guideline or normal operating guidelines should be handled by the immediate supervisor of the individual committing the infraction. This may include a verbal reprimand and/or warning that the next infraction will be a written complaint.
2. More serious infractions that may jeopardize the safety or well being of another firefighter or bystander will require a written complaint and the handling of the complaint under the grievance system as per this manual.
3. Direct violations of operating Guideline and/or guidance, insubordination, violence on departments property, are examples of incidents that will require the attention of the Captain(s) and Lieutenant(s).
4. If necessary, the Assistant and Deputy Chief will be consulted. If more drastic measures are needed, the Chief will be consulted.
5. Serious incidents will be brought to the attention of the Boards of Directors by the Chief or (in the Chief's absence) the Deputy/Assistant Chief.
6. The Boards of Directors and/or the Chief may deem that infractions of policies or guidelines are serious enough to result in, but not limited to, dismissal of the individual committing the infraction from the department.

Guidance:

If an infraction is determined to have occurred, the Chief or his appointed designees shall take and/or recommend to the Boards of Directors prompt and effective remedial action against the offender. The action will be commensurate with the severity of the offense, up to and including termination from membership/employment. Copies of the final report, including disciplinary action taken, will be placed in the offenders personnel file in a sealed envelope.

VIIa. Grievance Committee

Guideline:

1. The Grievance Committee shall be elected from the volunteer firefighter membership during one of the regular March training meetings.
2. The committee shall consist of three members - 2 volunteer firefighters, 1 officer, and an alternate; their term of office shall be from April 1st to March 31st.
3. Committee members shall be nominated and elected by a quorum of 51% or more of the active members present.
4. Any member who is also a member of the Board of Directors shall not be eligible to be a member of the grievance committee.
5. In the event a member of the committee is involved in the incident, he/she shall not be eligible to take part in the decision-making regarding that incident.
6. If two or more members of the committee are involved in the incident, the case must be sent to the Board of Directors for disposition.
7. Any member may file a written complaint of misconduct, insubordination, hazardous behavior, etc., against any other member of the Fire Department.
8. The written complaint must be turned over to the Grievance Committee for investigation.
9. The Grievance Committee must have a written answer within ten (10) working days.

Guidance:

1. The written complaint may be either typed or handwritten, but must include the following:
 - a. Date, time, place
 - b. Names of all parties
 - c. Witnesses
 - d. Complete details
 - e. Complainant signature
2. The Grievance Committee, after receiving the complaint, shall furnish a written report within seven (7) days.
 - a. If both parties are satisfied with the Grievance Committee's determination, no further action is required.
 - b. If no action is taken by the Grievance Committee, the complaint may be submitted directly to the Fire Chief.
3. The Grievance shall formulate appropriate action for each situation of insubordination or misconduct, and submit these actions in writing to the Fire Chief.
4. If approved by the Fire Chief, the committee shall furnish a copy to the firefighter involved in the incident and also place a copy in the firefighter's personnel file.
5. Each committee member shall also furnish a signed statement to substantiate his/her vote.
6. A case of misconduct or insubordination may consist of, but not be limited to, the following:
 - a. Failure to comply with a reasonable request of a superior officer.
 - b. Fighting with another member of the Fire Department.
 - c. Exhibiting the influence of alcohol or drugs and failing to comply with an officer's request to depart from further activity at the scene of fire, training meeting, or other Department event.
 - d. Intentionally creating a disturbance at an emergency scene.

- e. Failure to attend 50% of training/duty crews per year and/or missing four (4) consecutive training/duty crews without a reasonably sound excuse approved by an officer.

VIII. Discriminatory Workplace Harassment

Guideline:

The purpose of this guideline is to clearly establish the Sleeper/Stoutland Volunteer Fire Department's commitment to provide a work environment free from harassment, to define discriminatory harassment, and to set forth the guideline for investigating and resolving internal complaints of harassment. Because of the tremendous importance of a workplace free from any form of harassment, each department, division, or station officer shall review this guideline with his/her personnel on a semi-annual basis. Additionally, during each employee's annual performance evaluation, this guideline shall be fully discussed with each employee to ensure that its contents are known by the employee.

All jobs with emergency service organizations - whether volunteer or paid - are extremely important to the public safety of our community. It is critical that all emergency service personnel treat all other emergency personnel with dignity and respect. Because of the unique circumstances present in many emergency service jobs, it is the responsibility of each and every emergency service organization employee, volunteer and career, to make sure there is not inappropriate behavior occurring in the workplace. Inappropriate behavior, which impacts the workplace or has the potential to impact the workplace, will not be tolerated.

This guideline applied to all terms and conditions of volunteer membership and employment, including but not limited to hiring, placement, promotion, disciplinary action, layoff, reinstatement, transfer, leave of absence, compensation, and training.

Guidance:

Harassment of an applicant, client, contractor, business invitee, customer, volunteer, or employee (a "worker") by a distinct supervisor, management employee, co-worker, or co-volunteer on the basis of race, religion, color, national origin, ancestry, disability, medical condition, marital status, pregnancy, sexual orientation, gender, or age is explicitly in violation of state and/or federal law and will **not** be tolerated by the Sleeper/Stoutland Volunteer Fire Departments.

Volunteers or employees found to be participating in any form of job-based harassment or retaliating against any worker shall be subject to disciplinary action up to and including termination from employment or membership.

Issues or violations that occur while working under mutual aid conditions will be referred to the individual officer of the department of the offending personnel.

Responsibilities:

Management:

It is the responsibility of management to develop this guideline, keep it up to date, and to ensure that any violation of this guideline brought to their attention is dealt with fairly, quickly, and impartially. All officers are required to set the proper example at all times.

Supervision:

It is the responsibility of departments officers to enforce the guideline, to make a semi-annual review with each employee to ensure they know the guideline and to regularly check the workplace and environs to ensure the guideline is being followed. When a deviation from this guideline is noted or reported, departments' officers shall bring this information to management immediately. Additionally, departments' officers are required to set the proper example at all times.

Workers:

It is the responsibility of each and every volunteer and employee to know the guideline and to follow the guideline. It is imperative that every volunteer and employee treats every worker with dignity and respect so as to facilitate a sound professional work environment.

Definitions: For purposes of clarification, harassment includes but is not limited to, the following behaviors:

- 1. Verbal Harassment** - Epithets, derogatory comments, slurs, propositioning, or otherwise offensive words or comments on the basis of race, religious creed, color, national origin, ancestry, disability, medical condition, marital status, pregnancy, sexual orientation, gender, or age, whether made in general, directed to an individual, or to a group of people regardless of whether the behavior was intended to harass. This includes, but is not limited to, inappropriate sexual oriented comments on appearance, including dress or physical features, sexual rumors, code words, race oriented stories, or jokes concerning the protected basis set forth under the guidelines.
- 2. Physical Harassment** - Assault, impeding or blocking movement, leering, or the physical interference with normal work, privacy, or movement when directed at an individual on the basis of race, religious creed, color, national origin, ancestry, disability, medical condition, marital status, pregnancy, sexual orientation, gender, or age. This includes pinching, patting, grabbing, inappropriate behavior in or near bathrooms, sleeping facilities, and eating areas, or making explicit or implied threats or promises in return for submission of physical acts.
- 3. Visual Forms of Harassment** - Derogatory, prejudicial, stereotypical, or otherwise offensive posters, photographers, cartoons, notes, bulletins, drawings, or pictures on the basis of race, religious creed, color, national origin, ancestry, disability, medical condition, marital status, pregnancy, sexual orientation, gender, or age. This applies to both posted material or material maintained in or on Sleeper/Stoutland Volunteer Fire Departments equipment or personal property in the workplace.
- 4. Sexual Harassment** - Any act which is sexual in nature and is made explicitly or implicitly a term or condition of volunteer membership or employment, is used as the basis of a

membership/employment decision, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile, or offensive work environment.

Complaint Guideline:

Confrontation: If any person feels they are the victim of any form of harassment, they are encouraged to inform the person(s) participating in this behavior that he/she finds it offensive. This one-on-one confrontation has been demonstrated to be an effective way to end harassing behaviors. If the inappropriate behaviors do not stop, the offended volunteer/employee can initiate either an informal or formal complaint as described below. Because confrontation is difficult for some people and because of the complex nature of harassment, volunteers/employees are not required to confront an offending party prior to initiating this complaint Guideline.

Informal Complaint: Any volunteer/employee, client, contractor, customer, or membership/job applicant who believes he/she is a victim of discriminatory workplace harassment should make a complaint (orally or in writing) with any of the following:

1. Immediate supervisor, unless such person is the perpetrator of the offending behavior.
2. Any departments' officer within or outside of their department.
3. Any division officer.
4. The Fire Chief or his/her designee.

Any departments or division officer who observes inappropriate behavior or receives a harassment complaint shall notify the Grievance Committee or the appropriate management or administrative person in writing of such complaint or observation.

Formal Complaint

Preliminary Complaint

Filing of a Preliminary Complaint

Any volunteer/employee, client, customer, contractor, or applicant who alleges to be a victim of discriminatory workplace harassment should, within the 30 calendar days of the alleged incident, contact his/her supervisor OR contact the Grievance Committee. This preliminary complaint can be verbal or written.

Time Extension: The party in charge of investigating the complaint may extend the time requirements set forth in this Guideline when he/she determines it is in the best interest of fairness and justice to the parties involved.

Review of Preliminary Complaint: Upon notification of a harassment complaint, the supervisor and/or the Fire Chief's designee shall conduct an initial investigation to make a preliminary determination as to whether there is any merit to the complaint. If merit is not found, the Grievance Committee may still meet with the parties involved to attempt to conciliate the complaint or conflict between the parties.

Formal Complaint: If after an initial investigation is conducted, there is no resolution and/or no conciliation of the preliminary complaint, the Grievance Committee will promptly issue a written notice of the right to file a formal written complaint via hand delivery or certified mail. The complaint shall be signed and shall describe in detail the facts asserted to constitute harassment. The complaint shall be

filed with the Grievance Committee within ten (10) calendar days after being notified of the right to file a formal complaint.

Upon receipt of the formal written complaint, the Grievance Committee will contact the alleged harasser(s) who will be informed of the basis of the complaint, will be given a copy of the same, and will be provided an opportunity to respond. The responses shall be in writing, addressed to and received by the Grievance Committee or his/her appointed designee within ten (10) calendar days after being notified of the complaint. Concurrently, a formal investigation of the complaint may be commenced.

Review of Response and Findings: Upon receipt of the response, the Grievance Committee may further investigate the formal complaint. Such investigation may include an interview with the complainant, the accused harasser(s), and any other persons determined by the Grievance Committee or his/her designee to possibly have relevant knowledge concerning the complaint. This may include victims of similar conduct. Factual information gathered through the investigation will be reviewed to determine whether the alleged conduct constitutes harassment, given consideration to all factual information, the totality of the circumstances (including the nature of the verbal, physical, visual, or sexual conduct and the context in which the alleged incident(s) occurred). The results of the investigation and the determination as to whether harassment occurred shall be final and binding and will be reported to appropriate persons, including the complainant, the alleged harasser(s), and the Grievance Committee within twenty (20) calendar days from the receipt of the response.

Disciplinary Action: If harassment is determined to have occurred, the Grievance Committee shall take and/or recommend to the appointing authority prompt and effective remedial action against the harasser. The action will be commensurate with the severity of the offense, up to and including termination from membership/employment. Copies of the final report, including disciplinary action taken, will be distributed to both parties.

Retaliation: Retaliation in any manner against a person for filing a harassment charge or initiating a harassment complaint, testifying in an investigation, providing information, or assisting in an investigation is expressly prohibited and subject to disciplinary action up to and including termination from membership/employment. The Fire Chief and his/her appointed designee will take reasonable steps to protect the victim from any retaliation as a result of communicating the complaint.

Confidentiality: Confidentiality will be maintained to the fullest extent possible in accordance with applicable federal, state, and local law.

False Complaints: Any complaint made by a volunteer/employee regarding job-based harassment, which is conclusively proven false, shall result in discipline. This discipline may include dismissal from membership/employment. This section is not intended to discourage volunteers/employees from making complaints regarding job-based harassment. However, false complaints adversely impact the workplace and the career of the accused, even when disproved, and will not be tolerated.

Limitations: The use of this Guideline is limited to complaints related to discriminatory workplace harassment on the basis of race, religion, color, national origin, ancestry, disability, medical condition, marital status, pregnancy, sexual orientation, gender, or age. All other complaints shall be handled through the department grievance Guideline as established by the department Guideline manual.

Distribution: This Guideline shall be disseminated to all volunteers/employees, supervisors, and managers of the Sleeper/Stoutland Volunteer Fire Departments. Any questions, concerns, or comments

related to this Guideline should be directed to the Fire Chief of the Sleeper/Stoutland Volunteer Fire Departments or his/her designee.

IX. Volunteer Member, Leave of Absence

Guideline:

A leave of absence may be granted for six (6) months by a line officer to any volunteer member wishing for personal or professional reasons, upon submission of a written or verbal request and the turning in of all department-issued gear. Leave requests for longer than six (6) months may be granted with the approval of the Fire Chief.

Guidance:

1. A leave of absence request must be verbal or in writing and contain the following information:
 - a. Expected time period.
 - b. Reason for the leave of absence.
2. All department-issued gear, radio, keys, and other equipment must be returned to the department prior to leave being granted.
3. Upon returning to the department, the person will be introduced to the firefighters and shall, at the next meeting falling on the first week of a month, be accepted on a probationary period. Disregard this rule if the leave of absence was due to military leave.
4. The firefighter probationary period will be administered the same as a new member probationary period.

X. Infection Control

The Sleeper/Stoutland Volunteer Fire Departments intends for this Guideline statement to provide a comprehensive infection control plan which will maximize your protection against all communicable diseases and blood borne pathogens. The Sleeper/Stoutland Volunteer Fire Departments recognizes that these exposures are an occupational health hazard and is adopting this statement to provide you with the knowledge and understanding that will be required of you while participating on the department.

Guideline:

1. All policies are in addition to any policies stated in the Medical Protocols Guideline section of this document.
2. All blood, body fluids, and tissue of all patients are considered potentially infectious and Universal Precautions/Body Substance Isolation Guidelines will be used for all patients.
3. Members are responsible to select personal protective clothing and equipment that is appropriate for the incident and its potential for spill, splash, or exposure to body fluids. Members are ultimately responsible for their own safety and health.

4. No standard Guideline, personal protective ensemble nor equipment can cover all situations. Common sense must prevail. When in doubt, select maximal rather than minimal personal protective clothing, gear, and equipment.
5. The department will provide the necessary personal protective equipment including disposable gloves, face masks, and/or face shields, CPR masks, gowns, gear, or other appropriate clothing covering. These items will be available on Medical Units.
6. Disposable gloves will NOT be re-used or washed and disinfected for re-use.
7. Structural firefighting gloves with disposable gloves underneath will be worn in situations when sharp or rough edges are likely to be encountered.
8. Face shields on structure firefighting helmets WILL NOT be used for infection control purposes.
9. The department will provide appropriate barrier protection against hazardous exposure. The decision to use barrier protection to protect clothing and the type of barrier protection used will be left to the firefighter's discretion.
10. Structural firefighting gear will always be worn for fire suppression and extrication activities.
11. Structural firefighting gear (impervious boots, helmets) may be used for barrier protection.
12. The Sleeper/Stoutland Volunteer Fire Departments will provide annual training in Infection Control.
13. The department will provide the necessary materials for cleaning equipment which requires decontamination.
14. The Sleeper/Stoutland Volunteer Fire Departments will provide for medical testing and/or treatment following the exposure of any personnel on an incident. The medical information will be kept confidential. If a firefighter is potentially exposed to Hepatitis B, they may request the departments to pay for the Hepatitis B shot. They may alternatively sign the waiver in this document if they choose NOT to have the Departments pay for the shot after potential exposure.
15. All appropriate paperwork regarding the incident report and first responder reports will be completed in detail and the exposure will be noted in the appropriate area and submitted to the Administrative Assistant.
16. Any personnel with a suspected exposure is to immediately notify Incident Command, the Fire Chief, and Medical Coordinator so that an investigation may be conducted, appropriate paperwork completed and submitted to the Administrative Assistant.
17. Appropriate paperwork including an Exposure Report Form will be submitted to the department's office no later than 12 hours after the incident has occurred for the appropriate insurance and medical notification.
18. All patient information regarding personnel of any kind is to be held in strictest of confidence in the department's office personnel file under lock and key.

Guidance:

1. Disposable latex gloves will be worn during any patient contact when the potential exists for contact with blood, body fluids, non-intact skin, or other infectious materials.
2. Disposable gloves are available on each apparatus.
3. Disposable gloves will be replaced as soon as possible when soiled, torn, or punctured.
4. Wash hands after glove removal.
5. Where possible, gloves should be changed between patients in multiple casualty situations.
6. Heavy-duty utility gloves may be used for the handling, cleaning, decontamination, or disinfection of potentially contaminated patient care equipment.
7. Facial protection will be used in any situation where splash contact with the face is possible.

8. Facial protection may take the form of both a face mask and eye protection or by using a full face shield.
9. When treating a patient with a known airborne transmissible disease, face masks, or particulate respirators may be used. The first choice is to mask patients and personnel; if this is not feasible, the caregiver should be masked.
10. Use of a bag-valve mask or one-way valve CPR mask will be used in situations of resuscitation of a patient. Disposable pocket masks are available. Mouth to mouth resuscitation is not a recommended practice by the Sleeper/Stoutland Volunteer Fire Departments.
11. Fluid resistance gowns are designated to protect clothing from splashes. Structural firefighting gear also protects clothing from splashes and is preferable in fire, rescue, or vehicle extrication activities. Gowns may interfere with, or present a hazard to, the firefighter in these situations.
12. Under certain circumstances, head covers and/or shoe covers will be required to protect these areas from potential contamination.
13. All contaminated linens or other items, infectious waste and/or biohazards will be placed in an appropriate container(s), sealed and taken to Mercy Ambulance Service for proper disposition.
14. Upon returning to the station, all involved personnel will evaluate their gear and person for possible exposures. Any personnel finding such possible exposure will place their affected clothing or gear in an appropriate container, shower themselves, notify the Fire Chief (Incident Commander, Medical Coordinator, or department's office) for appropriate instructions for decontamination of clothing and gear. The member will also complete an Exposure Report Form following the instructions above.
15. Hand washing is the most important infection control practice. It is required after each bathroom use, after handling a patient, after cleaning equipment, before food preparation and eating.
16. Hand washing is required after the removal of gloves when handling, cleaning, decontaminating any piece of equipment or any item associated with a patient.
17. All durable equipment used in the care and treatment of a patient will be cleaned with soapy water, rinsed with clean water, and disinfected with an approved disinfectant spray and then allowed to air dry.
18. Delicate equipment such as radios, AED's, pulse oximeters will be wiped down with soapy water, wiped with clean water, wiped down with a disinfectant and allowed to air dry.
19. All work surfaces will be decontaminated upon completion of these tasks by washing with soapy water, rinsing, and spraying with a disinfectant and allowed to air dry.

Exposure Guideline:

1. Any member exposed to a potentially infectious material will immediately wash the exposed area. If in the eyes, a saline eyewash should be used.
2. All clothing, gear, and equipment associated with the possible exposure will be properly dispositioned and cleaned or replaced according to the directive of the Fire Chief or Incident Command. All equipment, gear, or other items needing replaced must meet the approval of a Chief Officer.
3. Any personnel with possible body exposure will shower themselves thoroughly.
4. Any personnel with a possible exposure will notify the Fire Chief, a Chief Officer, or Incident Command immediately.
5. Any Chief Officer, Incident Command, or Medical Coordinator receiving such information will be responsible for investigating and assisting the firefighter in completing the Exposure Report Form.

6. Any personnel with a possible exposure will complete an Exposure Report Form and submit to the department's office within 12 hours of the incident. Any personnel unable to complete the form will request a Chief Officer to complete the form in order for appropriate action to be taken on their behalf.
7. The department's office will complete all insurance forms, schedule appointments with the Departments Medical Director and follow up on all claims to the closing of the claim.
8. Any and all personnel information is to be kept in the strictest confidence in the department's office Personnel File under lock and key.
9. Any delay in these Guidelines may result in the delay of claim payment and/or inability of the department to care for and manage the claim.

Vaccine Administration Record for Adults

Before administering any vaccines, give the patient copies of all pertinent Vaccine Information Statements (VISs) and make sure he/she understands the risks and benefits of the vaccine(s). Always provide or update the patient's personal record card.

Patient name _____

Birthdate _____ Chart number _____

PRACTICE NAME AND ADDRESS

Vaccine	Type of Vaccine ¹	Date vaccine given (mo/day/yr)	Funding Source (F,S,P) ²	Route ³ and Site ³	Vaccine		Vaccine Information Statement (VIS)		Vaccinator ⁵ (signature or initials and title)
					Lot #	Mfr.	Date on VIS ⁴	Date given ⁴	
Tetanus, Diphtheria, Pertussis (e.g., Tdap, Td) Give IM. ³									
Hepatitis A (e.g., HepA, HepA-HepB ⁶) Give IM. ³									
Hepatitis B¹ (e.g., Engerix-B, Recombi-vax HB, Heplisav-B, HepA-HepB ⁶) Give IM. ³									
Human papillomavirus (HPV2 ^{2*} , HPV4 ^{2*} , HPV9) Give IM. ³									
Measles, Mumps, Rubella (MMR) Give Subcut. ³									
Varicella (chickenpox,VAR) Give Subcut. ³									
Meningococcal ACWY (e.g., MenACWY, MPSV4 ^{2*}) Give MenACWY IM. ³									
Meningococcal B (e.g., MenB) Give MenB IM. ³									

*HPV2, HPV4, and MPSV4 vaccines are no longer available in the U.S., but should be included in patient records for historical purposes.

► See page 2 to record influenza, pneumococcal, zoster, Hib, and other vaccines (e.g., travel vaccines).

How to Complete this Record

- With the exception of hepatitis B vaccines, record the generic abbreviation (e.g., Tdap) or the trade name for each vaccine; for hepatitis B vaccines, record the trade name (see table at right).
- Record the funding source of the vaccine given as either F (federal), S (state), or P (private).
- Record the route by which the vaccine was given as either intramuscular (IM), subcutaneous (Subcut [SC]), intradermal (ID), intranasal (NAS), or oral (PO) and also the site where it was administered as either RA (right arm), LA (left arm), RT (right thigh), or LT (left thigh).
- Record the publication date of each VIS as well as the date the VIS is given to the patient.
- To meet the space constraints of this form and federal requirements for documentation, a healthcare setting may want to keep a reference list of vaccinators that includes their initials and titles.
- For combination vaccines, fill in a row for each antigen in the combination.

Abbreviation	Trade Name and Manufacturer
Tdap	Adacel (Sanofi Pasteur); Boostrix (GlaxoSmithKline [GSK])
Td	Decavac, Tenivac (Sanofi Pasteur); generic Td (MA Biological Labs)
HepA	Havrix (GSK); Vaqta (Merck)
For hepatitis B, see footnote # 1.	Engerix-B (GSK); Recombivax HB (Merck); Heplisav-B (Dynavax)
HepA-HepB	Twinrix (GSK)
HPV2 ^{2*}	Cervarix (GSK)
HPV4 ^{2*} , HPV9	Gardasil, Gardasil 9 (Merck)
MMR	MMRII (Merck)
VAR	Varivax (Merck)
MenACWY	Menactra (Sanofi Pasteur); Menveo (GSK)
MPSV4 ^{2*}	Menomune (Sanofi Pasteur)
MenB	Bexsero (GSK); Trumenba (Pfizer)

CONTINUED ON THE NEXT PAGE ►

IMMUNIZATION ACTION COALITION Saint Paul, Minnesota • 651-647-9009 • www.immunize.org • www.vaccineinformation.org

www.immunize.org/catg.d/p2023.pdf • Item #P2023 (8/18)

Vaccine Administration Record for Adults (continued)

Patient name _____
 Birthdate _____ Chart number _____

Before administering any vaccines, give the patient copies of all pertinent Vaccine Information Statements (VISs) and make sure he/she understands the risks and benefits of the vaccine(s). Always provide or update the patient's personal record card.

PRACTICE NAME AND ADDRESS

Vaccine	Type of Vaccine ¹	Date vaccine given (mo/day/yr)	Funding Source (F,S,P) ²	Route ³ and Site ³	Vaccine		Vaccine Information Statement (VIS)		Vaccinator ⁵ (signature or initials and title)
					Lot #	Mfr.	Date on VIS ⁴	Date given ⁴	
Influenza (e.g., IIV3, IIV4, ccIIV4, RIV3, RIV4, LAIV4) Give IIV3, IIV4, ccIIV3, RIV3, and RIV4 IM. ³ Give LAIV4 NAS. ³									
Pneumococcal conjugate (e.g., PCV13) Give PCV13 IM. ³									
Pneumococcal polysaccharide (e.g., PPSV23) Give PPSV23 IM or Subcut. ³									
Zoster (shingles) Give RZV IM ³ Give ZVL Subcut ³									
Hib Give IM. ³									
Other									

▶ See page 1 to record Tdap/Td, hepatitis A, hepatitis B, HPV, MMR, varicella, MenACWY, and MenB vaccines.

How to Complete this Record

- Record the generic abbreviation (e.g., Tdap) or the trade name for each vaccine (see table at right).
- Record the funding source of the vaccine given as either F (federal), S (state), or P (private).
- Record the route by which the vaccine was given as either intramuscular (IM), subcutaneous (Subcut [SC]), intradermal (ID), intranasal (NAS), or oral (PO) and also the site where it was administered as either RA (right arm), LA (left arm), RT (right thigh), or LT (left thigh).
- Record the publication date of each VIS as well as the date the VIS is given to the patient.
- To meet the space constraints of this form and federal requirements for documentation, a healthcare setting may want to keep a reference list of vaccinators that includes their initials and titles.

Abbreviation	Trade Name and Manufacturer
IIV3/IIV4 (inactivated influenza vaccine, trivalent or quadrivalent); ccIIV4 (cell culture-based inactivated influenza vaccine, quadrivalent); RIV3/RIV4 (inactivated recombinant influenza vaccine, trivalent or quadrivalent)	Fluarix, FluLaval (GSK); Afluria, Flud, Flucelvax, Fluvirin (Seqirus); Flublok, Fluzone, Fluzone Intradermal, Fluzone High-Dose (Sanofi Pasteur)
LAIV (live attenuated influenza vaccine, quadrivalent)	FluMist (MedImmune)
PCV13	Prenar 13 (Pfizer)
PPSV23	Pneumovax 23 (Merck)
RZV (recombinant zoster vaccine) ZVL (zoster vaccine, live)	Shingrix, RZV (GSK); Zostavax, ZVL (Merck)
Hib	ActHIB (Sanofi Pasteur); Hiberix (GSK); PedvaxHib (Merck)

XI. Injury Reporting

Guideline:

The Sleeper/Stoutland Volunteer Fire Departments will take every precaution to ensure the safety of each volunteer and career member on all incidents, training, and general fire department activities. While we can train and plan to the best of our ability, the reality of workplace injury is duly noted. In an effort to meet the challenge of workplace injury, we have developed the following policies and Guidelines to deal with an injury occurrence.

1. A Safety Officer will be appointed at each incident involving the risk of injury.
2. The Safety Officer's responsibility is to see that each member is working in as safe an environment as humanly possible.
3. The Safety Officer will have the authority to halt any training or incident activity which poses a threat to the life safety of any member on that scene. Including , but not limited to:
 - a. Removing the member from the incident.
 - b. Correcting the safety problem on the scene or through training.
 - c. Closing down the incident if it poses a safety danger to any member
4. Any member that is injured on the incident scene, training session, or other department activity must report that injury to the Incident Command, Fire Chief, Chief Officer, or Safety Officer immediately.
5. Any member that is injured or has an exposure must complete the appropriate paperwork and submit such paperwork to the department's office within 12 hours.
6. All policies and Guidelines in this document must be adhered to in order for the department to fulfill its part in taking care of the injury/exposure issue.
7. Any delay in these Guidelines may result in the delay of claim payment and/or the inability of the department to care for and manage the claim.

Guidance:

1. The Safety Officer will monitor all incidents and training where the risk is present for any injury or exposure and take appropriate actions to rectify the situation to ensure the safety of all members present.
2. All members will adhere to the fire department Guidelines on all scenes to ensure their safety and the safety of those around them.
3. Any member who has incurred a possible exposure will follow the Guidelines for contamination cited in the Infection Control: Guideline section of this document.
4. Any member injured on an incident, during a training exercise, or any other department-related activity will report to the Incident Command, Fire Chief, Safety Officer, and/or the department's office of such injury.
5. Any Chief Officer, Incident Command, Fire Chief, or Safety Officer receiving such a claim will be responsible for seeking immediate medical attention, if necessary, and investigating and assisting the member in completing the appropriate documentation. All documentation in written form is to be submitted to the department's office within 12 hours of the incident.
6. The member will, with any assistance necessary, complete the Exposure Report Form or the Injury Report Form as appropriate and submit that form and any other information needed to the department's office within 12 hours of the incident. Any member unable to complete the form

will request a Chief Officer to complete the form in order for appropriate action to be taken on their behalf.

7. An ACLS ambulance will be requested on all scenes with the potential for risk to members.
8. The Incident Command, Safety Officer, Fire Chief, or his designated officer will make available any immediate medical attention required in case of an injury.
9. The department's office will complete any insurance forms and report to the appropriate insurance company any incident to which a claim has been made that meets the criteria for reporting.
10. The department's office will follow through on any claim made to the department's office of injury or exposure by scheduling any appointments or arranging any medical care needed with the Departments Medical Director that may be necessary.
11. Any and all medical information submitted to the department's office will be kept in strictest confidence in the department's personnel files under lock and key.
12. The fire departments carry such insurance as Workman's Compensation Insurance for such claims. Information regarding this insurance is available through the department's office.

Report of Injury/Exposure or Illness

Service connected or otherwise

Note: This form is to be completed by the affected employee. In the event the employee is unable to fill out this form, the company officer/Incident Commander shall be responsible for filing this form with the department's office.

Date of Injury/Exposure or Illness: _____ **Time:** _____
Employees Name: _____ **Rank:** _____

If on-duty Injury/Exposure or Illness occurred: Describe in full how the incident occurred. If fire ground related, a copy of the incident report is to be attached to this form. If station related, give complete details of how the incident occurred. State the nature of illness/injury and provide date and time reported off-duty. If exposure: Describe event of exposure, what was the exposure to, and length and time of exposure. Use the back of this form if necessary.

What action was taken after Injury/Exposure or Illness occurred:

Date of this report: _____

Signature of Employee

Signature of Officer in Charge

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XII. General and Incident Reporting

Guideline:

1. The Sleeper/Stoutland Volunteer Fire Departments believes in informing the public of fire prevention and emergency information to assist in locating and providing the best possible response to emergency incidents.
2. In an effort to enhance and maintain the best response available to patrons of the departments, the departments has available forms for the general public with information on open burning policies, general departments information, fire prevention information, and Fire and Life Safety codes.
3. The departments' also provide forms for enhanced response in the event of an emergency for the general public to complete. (911 forms)
4. Fire and Life Safety information is to be kept confidential at all times and not available for general public use.
5. The Sleeper/Stoutland Volunteer Fire Departments adheres to all state and federal guidelines (NFIRS) for annual fire reporting.
6. Annual fire reports are submitted to the Missouri State Fire Marshal's Office under their reporting guidelines.
7. All incidents, no matter how insignificant, that an apparatus responds to within the departments or as a Mutual Aid to other departments are to be reported on the appropriate forms and to the fire chief or an officer immediately.
8. Any personnel taking Incident Command is responsible for making sure all paperwork is completed⁹ soon after the incident as is possible.
9. All reports are to be written completely and to the best of the knowledge of the person completing the report. All hand-written reports will be entered into the computer reporting program.
10. The Fire Chief (or his designee) is responsible for the entering of the fire reports into the established computer reporting program upon return from the incident.
11. The Administrative Assistant is responsible for periodically reviewing the incident reports for accuracy and verifying correct entry into the computer reporting system.
12. The departments Records Custodian, Administrative Assistant, or the Fire Chief will administer the software program to secure accuracy and maintain security of the departments' records.
13. The Records Custodian will ensure the appropriate reporting to the state in a timely manner.
14. All reports are to be secured at the departments' office.
15. The general public, through their insurance company, may request an incident report, in writing, for incidents involving their property from the departments' office for the posted fee, to be sent to the insurance company.
16. Incident reports are confidential in nature and are to be kept under lock and key in the departments' office or designated secure storage facility.

Guidance:

1. Located at the departments' office are the following forms available for public information:
 - a. Departments information
 - b. Open Burning Guideline information and state policies on open burning
 - c. 911 forms

2. Also available from the departments' office is information on fire safety
3. 911 Forms are to be filled out by the public, returned and reviewed by the Fire Departments, copied, filed, then passed on to the appropriate agencies.
4. Information for incident reports are available on each apparatus and in the departments' office. They include:
 - a. Scene Size-Up forms
 - b. Dispatch report
 - c. Incident report
 - d. All Incident Command forms, such as water use, personnel tracking, etc.
 - e. Injury Reporting forms
5. Forms b-e are to be filled out as necessary, attached together via a stapler in the order given above and put in designated area for further processing.
6. All forms are to be filled out completely and signed.

XIII. Career and Staff Personnel

Guideline:

1. This article has been prepared to furnish you with information about the Sleeper/Stoutland Volunteer Fire Departments and its major policies and Guidelines that concern your employment.
2. It is intended to serve as a general framework for setting forth the principles for which the departments stand, the benefits, which are provided to you and the obligations you assume as an employee.
3. The information, policies, and benefits described in this booklet are regularly reviewed and may be changed without notice from time to time, as management deems appropriate and advisable. Each employee will receive notification of the changes made.
4. This booklet supersedes any other conflicting manuals or statements of guideline, oral or written, previously issued by the departments or any of its management personnel.
5. In addition to this booklet, all other departments guidelines outlined in this book will be followed.
6. The contents of this article are presented as a matter of information only. None of the benefits and/or policies in this article are intended by reason of the publication to confer any contractual rights or privileges upon you.
7. This article is not a contract of employment. We believe that employment security is best achieved through our mutual efforts towards maintaining an efficient and productive working operation.

Non-discrimination Guideline:

1. No person shall be discriminated against in employment or promotion because of religion, race, citizenship, national origin, age, sex, or handicap.
2. Certain job classifications require a person age 21 or older, as applicable.
3. Wherever the pronoun he/him is used it shall be deemed to refer to both masculine and feminine gender.
4. No rule, written or implied, shall be construed in a manner that would deprive a member of their rights under any law.

Guidance:

****Note:** general guidance may be contained in the Guidelines section of this article.

Evaluations:

1. At the end of the first ninety (90) days of employment, and each ninety (90) day period during the first year of employment, new employees may be evaluated and advised if their progress is satisfactory.
2. The evaluation period may be extended by the Fire Chief, or his/her designate, should they feel a longer period is needed.
3. New employees and all employees promoted to a higher position will serve a twelve (12) month probationary period.
4. All Chief Officers shall participate in all new hire and promotional interview panels.

Personal Information:

1. It is the responsibility of the employee to keep the Departments notified of any change of address, telephone number, or name of next of kin.
2. The employee must notify the department's office within 24 hours of any change in address or telephone number.
3. In addition, it is the employee's responsibility to furnish copies to the department's office of their Social Security Card, Driver's License, Firefighting Certifications, Paramedic and/or EMT License, First Responder Certificate, and Auto Liability Insurance, in a timely manner

Related Personnel

1. It is permissible for veteran firefighters and their adult children to ride in and answer to calls in the same apparatus. The Departments require spouses to ride to and serve on separate apparatus and teams when answering calls. One of the many purposes for this includes protecting the children of said spouses from losing both parents in the case of an unfortunate accident.

Voluntary Termination:

1. It is requested that an exit interview be held with the Fire Chief or line officer. One purpose of this interview is to make sure the reasons for the employee's termination are not based on some misunderstanding or condition, which could be remedied by either the Departments or the worker. The exit interview can lead to the improvement of working conditions for the Departments and Departments employees.

Reimbursements:

1. An employee who incurs an expense necessary for the operation of the Departments and which expense has been authorized in advance by the Fire Chief shall be reimbursed upon submitting a written request for reimbursement specifying the amount, nature, and date of the expense supported by a receipt or such other evidence as may be appropriate. Expense reimbursement will follow the normal bill paying cycle of the Departments.

2. Authorized use of a personal automobile will be reimbursed at the current prevailing rate, as determined by the Fire Chief. Personal vehicles may not be used unless specifically authorized by the Fire Chief in writing.

Loss or Damage of Personal Property:

1. Personal property belonging to any member of the Departments shall not be permitted to be parked on the Department's premises with the exception of their motor vehicle that they ordinarily use for transportation to and from duty.
2. At the end of the duty shift, the firefighter shall remove the motor vehicle immediately, unless the Fire Chief or Chief Officer on duty grants special permission.
3. The Departments will not assume responsibility for the loss of or damage to personal property stored, installed, or used on Fire Departments premises.

Honoring Fallen Firefighters:

1. When the death of a member of the Fire Departments occurs, black bunting will be draped on all Stations during the funeral and on the front of the Station that the member was assigned to until 1800 hours the day of the funeral.
2. Flags will be flown at half-mast.
3. Any apparatus participating in the funeral processional will be draped in black bunting.
4. Any firefighter attending the funeral is to be in dress uniform and their badge is to be shrouded in black.
5. Any additional participation of any type will be at the family's request.

Return of Departments Property:

1. A member of the Fire Departments, upon resignation or dismissal, will immediately surrender all property in his/her possession belonging to the Fire Departments to a Chief Officer or his/her designate.
2. Upon resignation or dismissal, a member of the Fire Departments will have a financial responsibility to repair and/or replace all property not accounted for or which has been found to be damaged due to negligence.

Conflicting Orders:

1. In the event a member is performing a duty under the order of a superior officer and a conflicting order is given, the member acting under the first order will inform the Officer issuing the subsequent order of the prior order issued.
2. The member will then follow the order of the last Officer unless that Officer withdraws the order.

Telephone Usage:

1. All personnel using Departments telephones for personal calls will log all long distance calls and pay the amount due on receipt of the telephone bill.
2. Telephone bills and usage documents will be posted at the department's office; all members are responsible for their usage and will be billed accordingly.

Bulletin Boards:

1. A bulletin board is placed in the department's office in a convenient location for posting of Official Notices. Other information of importance to members or employees may also be posted on the bulletin board, but only after submission for approval by the Fire Chief.
2. Supervisors, from time to time, may post special instructions for the staff, and every employee should be aware of such postings on a current basis.

Care of Equipment:

Scope of Job:

1. Cleaning equipment, rolling or hanging hose, re-loading hose onto apparatus, and cleaning of all equipment after an alarm is a full crew job, and up to the discretion of the Company Officer.

Care of Fire Hose:

1. A fire hose, after being used at a fire and returned to quarters in dirty condition, must be thoroughly cleaned.
2. Care must be taken to prevent damage to the couplings or other equipment when drying hose on the floor or by the hose hooks.
3. The hose must be removed from the floor or off of the hooks when thoroughly dry.
4. All hose shall be rolled starting with the male connection for protection.
5. After the hose is dried, the "straight" rolls will be placed on the hose rack at each station.
6. Every length of damaged hose shall be marked and a report is to be made to the Fire Chief.
7. In taking up a line of hose, the driver shall not drive his apparatus over the lines.
8. Lines of hose, when near, shall be carried and not dragged to the apparatus.
9. Refer to the Standard Operating Guidelines, NFPA guidelines, and other publications concerning the proper care and use of fire hose.

Tools and Equipment:

1. When an item of equipment has been lost by a company or individual and every available means to locate it has been used without success, the employee shall report it to the Fire Chief or Line Officer.
2. When a tool or other piece of equipment has been broken, damaged, or needs to be repaired, the employee shall report it to the Fire Chief or Line Officer, stating how and when it was broken or damaged.
3. Any item of gear issued directly to the employee such as helmet, coat, boots, hood, gloves, etc., will be replaced by the Departments if damaged or worn out with new equipment when old equipment is turned in.
4. The correct Guideline to follow is to inform a Chief Officer as soon as possible of any item that is in need or replacement.
5. It will be the responsibility of the firefighter to replace articles issued to them that are lost or stolen at their own expense.
6. To prevent articles from being lost or stolen, it is the responsibility of the firefighter to mark their gear so it can be identified.

7. The Departments will pay for the loss or damage to equipment if the responsible party promptly reports the loss or damage and it is determined that it was caused by inadvertence, normal wear and tear, or other cause not determined to be grossly negligent, malicious, or acted intentionally.
8. If the loss is determined to be of gross negligence, maliciousness, or was intentional, the firefighter will be required to reimburse the Departments for the replacement of the equipment and may be subject to other disciplinary action.

Apparatus:

1. All apparatus will remain in Departments unless approval by a Chief Officer has been given.
2. Errands that require out of Departments travel must be recorded and approved by a Chief Officer prior to going out of the Departments.
3. Any accident of any kind involving an apparatus of any time must be immediately reported and inspected by a chief officer and taken out of service if needed. Actions taken may include drug screening, write up, suspension, or termination.
4. Appropriate paperwork must be written, including all pertinent information regarding the accident, and be submitted to the department's office immediately for insurance purposes.

Uniforms:

General Appearance:

1. All firefighters must be neat in appearance and grooming.
2. Each firefighter shall be responsible for maintaining their uniforms in a clean, neat condition and shall be expected to appear in a well-dressed fashion.
3. Firefighters are expected to be in uniform while on duty.
4. All clothing items are purchased through the department's office under the Guideline for purchasing and with a Chief Officer's approval.

Uniform Distribution:

1. Uniforms shall be provided by the Sleeper/Stoutland Volunteer Fire Departments.
2. The employer shall initially provide the following for each firefighter:
 - a. One (1) short sleeved shirt
 - b. One (1) long sleeved shirt
3. Uniforms shall conform to the Standard Operating Guidelines as approved by the Sleeper/Stoutland Volunteer Fire Departments.
4. Only Sleeper/Stoutland Volunteer Fire Departments approved uniforms shall be allowed to be worn during any tour of duty.

Uniform Description and Regulations:

1. Dress Uniforms:
 - Pants: shall be dark in color
 - Shirts: Color shall be as follows:
 - Firefighters: navy blue dress shirts
 - Officers: white dress shirts
 - Cadets/Junior firefighters: light blue dress shirts

2. Dress shirt pockets are to have flaps.
3. Sleeper/Stoutland Fire Departments patch shall be located on the left sleeve of the shirt, one (1) inch down from the shoulder seam.
4. The American Flag shall be located on the right sleeve of the dress shirt, one (1) inch down from the shoulder seam, flag flying with the blue field to the front of the shirt.
5. Badges will be located on the left side of the dress shirt above the top of the pocket flap as provided.
6. Regulation name tags with the member's name and rank will be worn on the right side of the dress shirt, the bottom of the tag shall rest on the upper seam flap of the shirt pocket.
7. Shirts are to be tucked into pants at all times.
8. Dress Shirt Collar Insignias: Officers shall wear open-faced type insignias for proper rank and the color shall be gold; location of insignias to be worn shall be on each shirt collar appropriately centered.
9. Dress Shirt Special Insignias: such as Paramedic, EMT, Rescue, etc., shall be located on the left collar.
10. Dress Shirt Firefighter Insignias are to be worn on the right collar and shall be silver in color.
11. Uniform dress shoes/work boots: black shoes/boots with plain toes, shoes must be neat and polished at all times.
12. Department t-shirts: All department t-shirts should not be altered in appearance, faded, discolored, tattered, etc., as to represent the Fire Departments with dignity.
13. Ties: ties are to be plain, black, standard width.

Uniforms and Protective Clothing Regulations:

1. Members shall be required to supply the following parts of the dress uniform at their own expense: socks and undergarments.
2. Shoes of the casual type, reversed or brushed leather, and those not complementary to the dignity of the uniform shall not be permitted as part of the uniform.
3. No apparel, other than that issued or authorized by the Departments, may be worn in conjunction with the dress uniform.
4. Insignias shall adhere strictly to the specifications of rank.
5. Personal flair uniform adornment is strictly prohibited.
6. The dress uniform is to be worn by all members when representing the Fire Departments at a civil, criminal court, or public function unless otherwise ordered by the Fire Chief.
7. Members may request in writing to the Departments for replacement of any part of the uniform or item of protective clothing which was damaged or lost because of fire or other emergency duty, provided such loss or damage was not incurred because of the individual's carelessness or negligence.
8. All members shall keep themselves appropriately dressed.
9. Sleeves shall not be rolled above the elbows.
10. Shirts shall be tucked inside the trouser waistband.
11. Uniforms shall be maintained by the member in a clean, neat, and mended condition.
12. Company Officers shall be held strictly responsible for compliance by members of their command.
13. During periods of extremely cold weather (below 30 degrees Fahrenheit), members may wear navy blue vests or similar clothing with the permission of their Company Officer to provide themselves with the necessary comfort and protection against the elements, even though such clothing is not a part of the authorized uniform.

14. Clothing worn during such periods shall be clean, neat, and not detract from the appearance required of the members of the Departments.
15. Members are expressly prohibited from wearing the uniform or any part thereof (badges, etc.) while off-duty, except as permitted by the regulations of the Sleeper/Stoutland Volunteer Fire Departments.
16. The wearing of the uniform by members under suspension shall be prohibited.
17. Members are permitted to wear their uniforms to church, organizations to which the fire departments belong, and any public relations function that the Departments is a part of.
18. Uniforms to be worn on details and special assignments shall be designated at the time of detail or assignment.
19. A copy of the current specifications shall be kept in the fire department's office for consultation by any member desiring to replace the uniform or a part thereof at his/her own expense.
20. Members are expressly prohibited from wearing the uniform or any part thereof (badges, etc.), to bars, gambling facilities, or any other function where alcohol is a primary entertainment factor.

Protective Clothing:

1. Each member's protective clothing shall be marked with their identification, in permanent black marker, in an inconspicuous place.
2. No other forms or identifying marks, insignias, or decorations shall be permitted unless approved by the Fire Chief.
3. All members shall be required to keep their protective clothing in a clean and mended condition and endeavor to prevent any unnecessary wear or damage to any part thereof.
4. Fire helmets shall be worn by all members of the Departments at all times when they are in attendance at any fire or emergency incident, unless excused by the Officer in charge.
5. All members shall be required to wear protective clothing while performing duties at any incident involving fire or any substance which could cause injury to the members involved.
6. Members shall provide themselves with the necessary clothing to wear beneath their protective clothing to prevent injury to themselves during periods of cold weather.
7. Items of protective clothing other than those issued by the Fire Departments may be worn only with the approval of the Fire Chief in writing.
8. The Fire Departments shall provide the firefighter with NFPA-OSHA approved helmet, coat, bunker boots, bunker pants, gloves, face shield, and Nomex or PBI hood.

Personal Appearance and Hygiene:

1. Eccentric styles or methods of grooming scalp and facial hair shall not be permitted.
2. The wearing of head jewelry or head adornment while in or around the station quarters, during public demonstrations, or while in uniform are strictly prohibited.
3. All members shall be required to keep their person in a clean and hygienic condition. The failure of any member to abide by this rule shall constitute a health hazard to other members of the Departments and, as such, shall make the offending member subject to disciplinary action.
4. Any member who persists in following unsanitary habits while performing duties on behalf of the Departments or does not attempt to correct such habits shall be subject to disciplinary action.

Male Hair Code:

5. Hair shall be neat, clean, and trimmed to present a groomed appearance.

6. It shall not be of such length that it interferes with the normal wearing of all standard equipment headgear.
7. The wearing of a wig or hairpiece by male personnel while on duty is prohibited except to cover natural baldness or physical disfigurement caused by medical guidelines or accidents.
8. A hairpiece, when worn, shall conform to the standard haircut criteria.
9. The face shall be clean-shaven or neatly trimmed.

Female Hair Code:

10. Hair shall be neat, clean, and present a groomed appearance.
11. Female firefighters shall wear a style and length that does not excessively “bush out” from under a fire helmet or uniform cap.

Housekeeping:

Daily Cleaning:

1. Cleaning duties to be done as needed, but are not limited to:
 - a. Clean and mop all hard surfaces, including Administration Offices.
 - b. Clean up oil spots and wash, squeegee, or sweep the engine room floor.
 - c. Empty trash cans.
 - d. Clean all restrooms and showers.
 - e. Vacuum carpets throughout the building.
 - f. Cut grass as needed.
 - g. Clean windows.
 - h. Check apparatus, including but not limited to:
 - i. SCBA bottles
 - ii. Water tanks
 - iii. Trash in apparatus
 - iv. Extinguishers
 - v. Equipment - making sure it is on the correct apparatus and functioning properly
 - vi. Apparatus check-ins
 - vii. Apparatus cleanliness
 - viii. Medical Jump Kits and O2 bottles
2. Firefighters are not to wait to be told to do their duties.
3. Assume that everything needs to be done and be prepared to do it.
4. If for some reason not everything needs to be done, move on to other jobs.
5. Complete house duties prior to moving on to the other special assignments unless directed by a Chief Officer.

Security:

1. Engine house doors shall be locked when not occupied by Fire Departments personnel.
2. All station doors are to be locked when leaving for a response and there is no one attending the station.
3. No person other than Fire Departments personnel shall be allowed in the bunkroom areas of the station except during supervised tours with permission of the Station Officer or Fire Chief.
4. Volunteer firefighters wishing to “bunk-out” must receive permission from a Chief Officer.

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Volunteer Firefighter Application

Please print using ink.

Last Name: _____ First Name: _____ M.I. _____
Circle one on each: Gender: Male Female Marital Status: Single Married Divorced
Birthdate: _____ Age: _____ Ht. _____ Wt. _____ Hair _____ Eyes _____

Home address: _____
City: _____ State: Missouri Zip: _____
Phone: Home _____ Work _____
Place of Employment: _____
Employer address: _____
City: _____ State: Missouri Zip: _____
Social Security Number: _____

Have you ever been convicted of a felony? _____ If yes, please explain: _____

Valid Driver's License State/Number: _____ Exp. _____

Note: Department regulations state you must have auto insurance to operate your vehicle.
Auto Insurance Company: _____ Policy #: _____
Insurance Agency Representative: _____

Education: High School Name: _____
City: _____ State: _____ Zip: _____
Highest Level of Education Completed: () High School () GED () College () Trade
Degrees: _____
List Experience in Fire and/or EMS Training, if none, state NONE: _____

If you were a member of another Fire Dept., what was your reason for leaving? _____

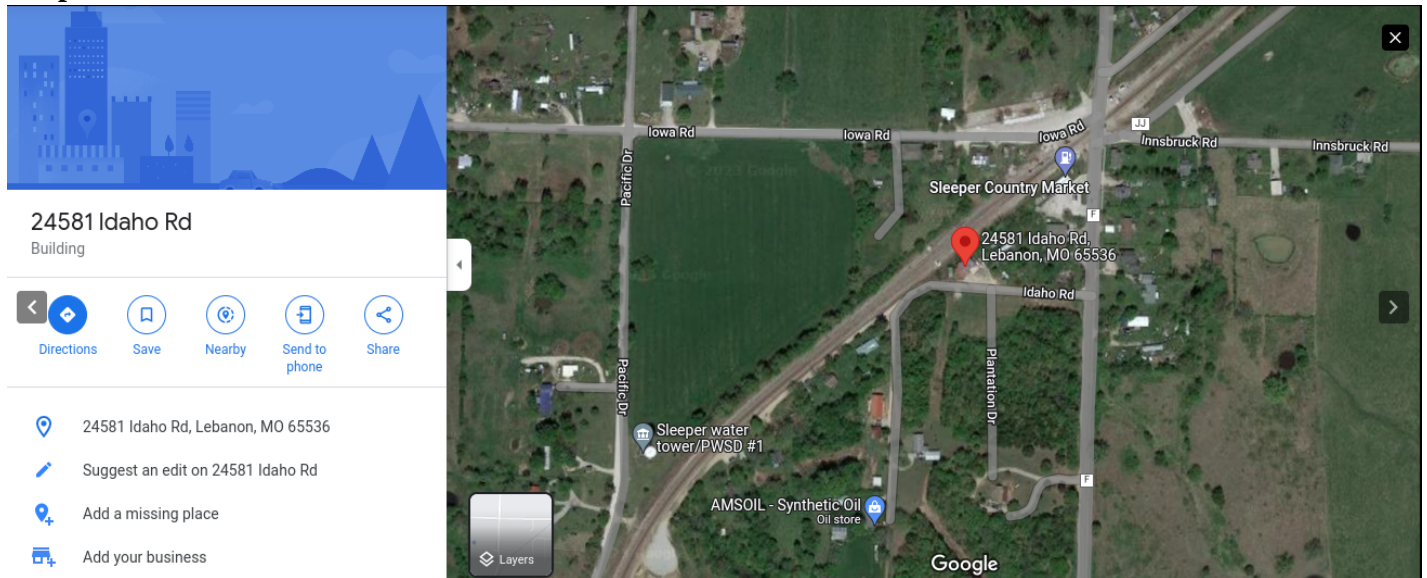
Are there any reasons you would not participate in rescue calls? () Yes () No
Do you have any physical handicaps or health problems we should know about? _____

Date of last physical: _____ Doctor's Name: _____
Doctor's Address: _____ Phone: () _____

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Appendix A - Station Locations

Sleeper Station



Stoutland Station

