

1996

POLICIES

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TIM P. COULON
PARISH PRESIDENT

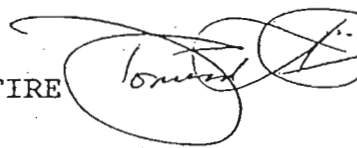
JEFFERSON PARISH LOUISIANA

JEFFERSON PARISH FIRE DEPARTMENT



DONALD T. BOCK
SUPERINTENDENT OF FIRE

TO: OFFICERS AND MEMBERS OF THE EAST BANK
CONSOLIDATED FIRE DEPARTMENT

FROM: DONALD T. BOCK
SUPERINTENDENT OF FIRE 

SUBJECT: SUBPOENA POLICY

EFFECTIVE DATE: MARCH 18, 1996

EXPIRATION DATE: NONE

POLICY: 1 -96

Effective immediately, it shall be the policy of the department that all subpoena for cases involving the Fire Department shall be served on the Parish Attorney's Office. If someone attempts to serve a subpoena at any fire station or other fire department facility, the following procedure shall be followed:

- 1) The Officer in charge of the station or facility shall make every effort to determine if the subpoena is related to a fire incident or is personal.
- 2) If the subpoena is personal, i.e., divorce, witness to an accident off duty, personal lawsuit, etc.) the person is to be served in the normal fashion.
- 3) If the subpoena is fire department related, the following procedure shall be followed:
 - A) Ask the person to serve it upon the Parish Attorney's Office, 1221 Elmwood Park Blvd., Suite 701, Harahan, LA.
 - B) If this is not possible, allow the person to accept the subpoena and forward it immediately through the chain of command to the Parish Attorney's Office.
 - C) If the subpoena is served at a personal residence, the recipient shall immediately forward it through the chain of command to the Parish Attorney's Office.

SUBPOENA POLICY

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D) If the subpoena is served at a personal residence during the six days off, immediately contact the Superintendent's office for instructions.

E) The Parish Attorney's Office will copy the subpoena and return it to the employee immediately.

F) If there is a witness fee check attached to the subpoena, do not cash it. Send it along with the subpoena to the Parish Attorney's Office as outlined above. If required to testify, you will be paid in accordance with Redbook provisions.

4) Any attorneys, investigators, etc. who contact an employee through a fire station or fire department facility are to be referred to the Parish Attorney's Office. Under no circumstances is any member of the department to speak to anyone regarding a fire incident without permission of the Superintendent and/or the Parish Attorney's Office.



TIM P. COULON
PARISH PRESIDENT

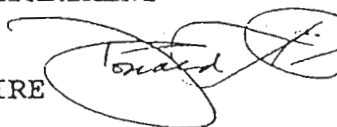
JEFFERSON PARISH LOUISIANA

JEFFERSON PARISH FIRE DEPARTMENT



DONALD T. BOCK
SUPERINTENDENT OF FIRE

TO: OFFICERS AND MEMBERS OF THE EAST BANK
CONSOLIDATED FIRE DEPARTMENT

FROM: DONALD T. BOCK
SUPERINTENDENT OF FIRE 

SUBJECT: PARKING, STORAGE AND/OR REPAIR OF
VEHICLES AT FIRE STATIONS

EFFECTIVE DATE: MAY 1, 1996

EXPIRATION DATE: NONE

POLICY: 2 - 96 (REPLACES POLICY 1 - 89)

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- 1.) Vehicular parking shall only be allowed if being used to transport oneself to and from duty.
 - 2.) Parking and/or storage of personal vehicles, (boats, trucks, trailers, campers, etc.) shall not be allowed on Fire Department Property over twenty-four (24) hours.
 - 3.) Private vehicles are not to be parked inside Fire Stations at any time.
 - 4.) No private vehicles are to be allowed to park on front or rear aprons, or in any other manner which may impede the response of the Fire Apparatus.
 - 5.) Members shall not work on personal vehicles while on duty, except for emergency repairs, as authorized by On-Duty Station Captain.
 - 6.) Members shall not work on personal vehicles on Parish Property while off duty, except for emergency repairs, as authorized by On-Duty Station Captain.



TIM P. COULON
PARISH PRESIDENT

JEFFERSON PARISH LOUISIANA

JEFFERSON PARISH FIRE DEPARTMENT



DONALD T. BOCK
SUPERINTENDENT OF FIRE

TO: ALL OFFICERS AND MEMBERS OF THE EAST BANK
CONSOLIDATED FIRE DEPARTMENT

FROM: SUPERINTENDENT DONALD T. BOCK *Donald T. Bock*

SUBJECT: WORKPLACE HARASSMENT

EFFECTIVE DATE: IMMEDIATELY

EXPIRATION DATE: NONE

POLICY: 3 - 96

It is the intent of Jefferson Parish Government to provide and maintain a workplace free of all types and forms of harassment, including but not limited to harassment based on disability, national origin, age, race, color, religion, or gender. Specifically, all employees are prohibited from initiating, directing, engaging or participating in verbal or physical conduct that harassing denigrates, shows hostility, insults, or involves offending acts such as epithets, slurs, negative stereotyping, threatening behavior, public humiliation, or posting, distributing, creating, or displaying written or graphic materials which serve to offend and harass an individual or group of individuals.

POLICY OBJECTIVES

- A. To provide a workplace which is conducive to efficient, productive public service and free of any type of harassment.
- B. To ensure employees they do not have to endure harassment by any other employee of Jefferson Parish.
- C. To provide for a procedure where employees may seek relief from all forms of workplace harassment.
- D. To provide corrective consequences to employees found to be in violation of this policy.

POLICY SCOPE

It is the responsibility of every employee, and appointing authority to promote a workplace free of harassment, and to comply with this policy. Any employee who fails to comply with this policy shall be subject to corrective disciplinary action up to and including termination.

Procedure:

A. Supervisor responsibility:

Each supervisor has a responsibility to assist in maintaining a workplace which is free of harassment. This duty includes discussing this policy with all employees and assuring them that they do not have to endure insulting, threatening, or embarrassing treatment. Each supervisor also has a responsibility to thoroughly and impartially investigate complaints of workplace harassment and to take, recommend, or carry out appropriate action against any employee who is proven to be in violation of this policy. This includes periodically inspecting work locations and facilities on a regular basis to insure that no offensive materials are posted or displayed.

B. Employee responsibility:

Every employee is responsible for conducting themselves in a courteous, civil, and respectful manner toward all persons. The use of coarse, profane, vulgar, or discourteous language toward a supervisor, a fellow employee, or toward any citizen, is strictly prohibited.

Any employee who is subjected to prohibited or illegal harassment, or any other type of harassment, should promptly take the following steps:

1. Polite but firmly tell whoever is doing the harassing to stop immediately. If the harassment continues, immediately report the problem to your department director.

Every effort will be made to maintain confidentiality in investigations of workplace harassment.



M. P. COULON
PARISH PRESIDENT

JEFFERSON PARISH LOUISIANA

JEFFERSON PARISH FIRE DEPARTMENT



DONALD T. BOCK
SUPERINTENDENT OF FIRE

TO: ALL OFFICERS AND MEMBERS OF THE EAST BANK
CONSOLIDATED FIRE DEPARTMENT

FROM: SUPERINTENDENT DONALD T. BOCK *Donald T. Bock*

SUBJECT: PROHIBITION OF WORKPLACE VIOLENCE

EFFECTIVE DATE: IMMEDIATELY

EXPIRATION DATE: NONE

POLICY: 4 - 96

It is the intent of the Administration of Jefferson Parish Government to provide and maintain a safe workplace free of any type of violence or threat of physical harm. Specifically, all employees are prohibited from initiating, directing, engaging, or participating in violence, force, threats of physical harm, or intimidation against any other employee or person, nor shall any employee engage in fighting, pushing, shoving, or horseplay. Employees are prohibited from bringing objects including, but not limited to, firearms, explosives, or weapons onto Parish premises, either on their person, in a private vehicle or in a Parish vehicle anytime, or while off Parish premises, but conducting business on behalf of the Parish.

Additionally, no employee whether classified or unclassified, can be in possession of a firearm while on duty or on Parish premises unless they have specific approval from the Parish President.

Although Louisiana Law allows for the legal carrying of concealed weapons by permitted individuals, Jefferson Parish, as an employer, retains the right through this policy to prohibit employees from bringing firearms onto Parish premises, as detailed above.

The Parish may initiate and conduct immediate administrative inspections within Parish facilities, equipment, employee assigned storage lockers, desks, and within employee property such as vehicles, lunch boxes, briefcases, sacks or purses while on Parish property, or off premises work locations during working time or outside normal working hours while in the course and scope of Parish employment or on Parish business where reasonable suspicion.

exists that such an administrative inspection will turn up (produce) evidence that an employee has violated the Parish's Workplace Violence Policy prohibiting any type of violence or threat of physical harm on the job.

Policy Objectives:

- A. To provide a workplace which is conducive to efficient productive public service and free of any type of threats, violence, or intimidation.
- B. To ensure employees they do not have to endure threats, violence or intimidation by any other employee of Jefferson Parish.
- C. To provide a procedure where employees may seek relief from all forms of workplace violence.
- D. To provide corrective disciplinary consequences to employees found to be in violation of this policy.

Policy Scope:

This policy applies to all classified and unclassified employees under the Administrative Authority of the Parish President. Any employee proven to be in violation of this policy will be subject to swift, severe corrective disciplinary action, up to and including termination.

Procedure:

Any employee who is being directly threatened with physical harm or feels that his/her safety or the safety of a co-worker is in jeopardy should immediately notify his/her supervisor and/or contact the Security Director at 736-6434. If the employee believes that there may be immediate danger, he/she should dial 9-911. In addition, employees and supervisors should avoid confrontations and should not intervene or attempt to resolve potentially violent situations themselves, but rather, should defer to professionals trained in those areas.

Employees faced with a serious crisis situation involving threats of physical violence may seek out a "safe zone" away from the site of crisis, and as soon as possible, notify their supervisor or the Security Director.