

## 1997 POLICIES

- 1 – 1997 FIRE INCIDENT REPORTS “I U N T S”
- 2 – 1997 GROOMING
- 3 – 1997 FORCIBLE ENTRY ON 51 A’S



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: FIRE INCIDENT REPORTS "I U N T' S"

EFFECTIVE DATE: JANUARY 1, 1997

EXPIRATION DATE: NONE

POLICY: 1 - 97

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In order to ensure closure on Fire Incident Reports, it is imperative that the "I U N T'S" of all responding personnel be entered.

Therefore, it shall be the responsibility of the officer-in-charge of each responding apparatus to enter or cause to be entered, the "I U N T' S" of each personnel on his apparatus immediately upon returning to his station.



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: SUPERINTENDENT DONALD T. BOCK

SUBJECT: GROOMING POLICY

EFFECTIVE DATE: JULY 17, 1997

EXPIRATION DATE: NONE

POLICY: 2 - 97

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## GROOMING REGULATIONS

STATEMENT OF PURPOSE: The purpose of these Grooming Regulations is to uphold discipline, uniformity, and esprit de corps. They in no way shall be used to supersede safety considerations.

### HAIR:

When standing at the position of attention, hair at the back of the head shall be no longer than the bottom of the uniform shirt collar. Hair on the sides of the head shall not cover the ear lobes.

Bangs shall not extend below the top of the eyebrows. No hair style which draws undue attention shall be allowed.

The hair will be neatly shaped and arranged. Hair will be styled in a manner which will not interfere with the proper wearing of the uniform cap. The uniform cap shall fit snugly and comfortably around the largest part of the head.

Hair may be dyed, tinted, or frosted any color which could naturally occur in human hair. Stripes, spots, or dying of color other than natural tones requires permission in advance by writing a request to the Superintendent.

### SIDEBURNS:

Shall not extend below the bottom of the ear and shall be cut on a horizontal plane. They shall be no wider at the base than at the center of the ear. The sideburns shall in no way interfere with the seal of the breathing apparatus.

GROOMING POLICY  
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WIGS: Wigs shall only be worn to cover natural baldness or a physical disfigurement. They shall conform to the established Department haircut standards.

MUSTACHES: Shall be no longer than 1/2" below the corner of the mouth. They shall extend no further than the laugh lines of the face. They shall be no more than 1/2" in thickness. Some portion of the lower lip must be visible when standing at attention.

EARRING(S): Shall not be allowed for uniformed fire personnel while on duty.

BODY PIERCING: Shall not be allowed for uniformed fire personnel while on duty.

JEWELRY: NECK CHAIN(S): Personal jewelry worn under the dress uniform shall not be visible. Neck chains of the choker type are not allowed at any time.

RINGS, WATCH,  
AND BRACELET: A watch, a bracelet and up to one ring on each hand may be worn. These items must not be of such size or shape that they would impair job performance. Jewelry shall not be of a nature which could possibly be construed as vulgar or of a nature which could be offensive to community standards.

TATTOOS: Tattoos shall not be of a vulgar nature nor shall they be of a design which could be considered offensive by any ethnic, religious, or gender group. No TATTOOS shall be visible above the lower portion of the neck.

SUNGLASSES: Sunglasses shall not have a florescent or bright color lens or frames. They shall not be worn indoors at any time. They shall not be worn in such a way that they dangle from the neck. At no time are sunglasses to be worn during fire suppression operations.

GROOMING POLICY

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All employees shall be physically clean, with hair washed, at all times.

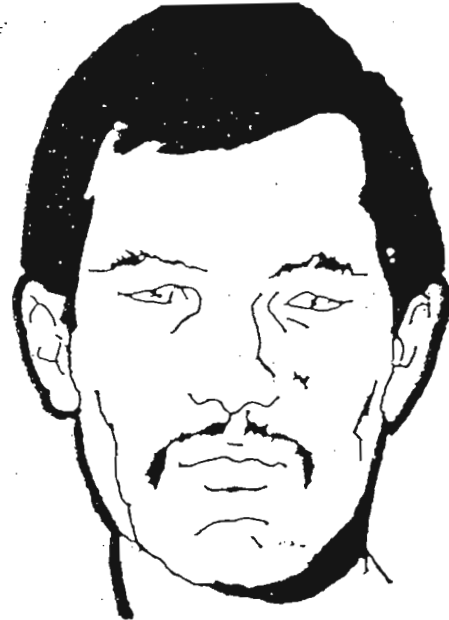
Should any questions arise concerning these regulations, i.e. if mustache, sideburns, or hair is too long, the Superintendent will appoint a board of three (3) members whose recommendations will be forwarded to the Superintendent, whose ruling shall be final.



EMALE FIREFIGHTER  
HAIRSTYLE



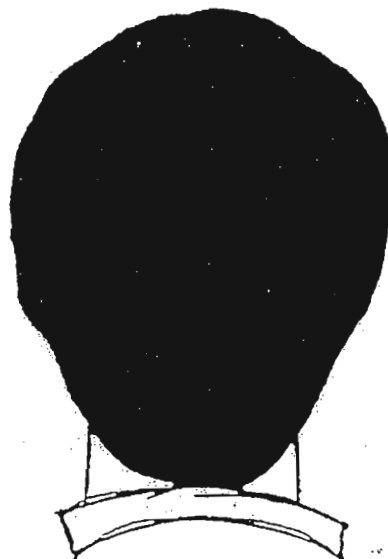
HAIR OVER THE  
EAR LOBES



MUSTACHE



SIDEBURNS



BACK



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

SUBJECT: POLICY 3-97, FORCIBLE ENTRY ON 51-A's

EFFECTIVE DATE: NOVEMBER 21, 1997

expiration DATE: NONE

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While it is recognized that the Fire Service is mandated by law to insure that a building and its occupants are safe during an alarm, that responsibility must be tempered with common sense utilizing generally accepted fire service procedures. In the case of calls involving automatic alarms (51A's), care must be taken to protect the citizens and property as well as the Fire Department from charges of willful misconduct or gross negligence. In an effort to do so, the following policy shall be followed on all 51A's.

When companies respond to an unoccupied building from which the Department has received a fire alarm, the companies shall request, through Fire Alarm, a representative of the building while enroute. Upon arrival at the scene, an inspection of the exterior of the building shall take place to ascertain if an emergency exists. If it cannot be determined whether there is an emergency inside a building, and the building representative will take an unusually long time to respond (fifteen minutes or longer) then entry will be forced. Fire Alarm will be ordered to call the representative of the building and inform him/her of this action.

When entry is forced, it shall be done in such a way as to cause minimal damage to the property. Some examples, but not all possibilities, include: the tumbler on the lock can be removed, or, should there be exterior lynch pins on the hinges, the pins can be removed or the hinges cut, or possibly the door frame can be spread. If a window must be broken, then the smallest window possible will be chosen. The Incident Commander (I.C.) shall have full responsibility for forcing entry and shall choose the area to be opened. The I.C. shall also have total responsibility to insure that no damage is caused by willful misconduct or gross negligence by the personnel at the scene. The I.C. shall inform the next highest ranking officer of his intentions.

Should there be no emergency, the I.C. shall notify Fire Alarm and request a representative of the Sheriff's Office at the scene. Upon the arrival of the officer, he

Forcible Entry on 51 A's

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and Fire Alarm shall be informed of the situation. After entry, investigation and necessary action, the I.C. shall complete the Forcible Entry Form (see attached), leave it in a conspicuous place in the building and secure the building to the best of his ability before leaving the premises. Upon return to Quarters, the I.C. shall make a full typewritten report to the Assistant Chief. This report shall state the incident number, time of call, 10-97 time, location of incident, conditions found, actions taken, reasons for these actions, badge number of J.P.S.O. Officer who was informed of condition.



# JEFFERSON PARISH EAST BANK CONSOLIDATED FIRE DEPARTMENT

*FORCIBLE ENTRY WAS USED TO GAIN ACCESS TO THIS PROPERTY:*

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Incident # \_\_\_\_\_  
Unit # : \_\_\_\_\_ Officer: \_\_\_\_\_

## REASON FOR FORCED ENTRY:

- ☐ Fire Alarm Was Sounding
- ☐ Suspected Fire In The Building
- ☐ Property Representative Did Not Respond
- ☐ Property Representative Did Not Respond Within 15 Minutes

POINT OF ENTRY: \_\_\_\_\_

## ACTION TAKEN:

- ☐ Extinguished Fire
- ☐ Checked The Building; No Fire Found
- ☐ Sheriff's Office Notified Of Entry
- ☐ Alarm Company Notified Of Entry
- ☐ Badge Number Of Sheriff's Officer On Scene \_\_\_\_\_

*NOTE IF THERE ARE ANY QUESTIONS IN REGARD TO THIS NOTICE  
CALL FIRE HEADQUARTERS AT 736-6200*