

1998  
POLICIES

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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

SUBJECT: FILLING AIR CYLINDERS

EFFECTIVE DATE: FEBRUARY 16, 1998

EXPIRATION DATE: NONE

POLICY: 1 - 98

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Any air cylinders used prior to 0000 hours shall be filled by the on-duty platoon upon returning to quarters.

Air cylinders used after 0000 hours shall be filled by the next on-coming platoon.

However, if 20 or more air cylinders are used at anytime, they shall be filled immediately.

Also, the squad personnel responding to the incident where the cylinders are used shall be responsible for filling the cylinders.



TIM P. COULON  
PARISH PRESIDENT

# JEFFERSON PARISH LOUISIANA


JEFFERSON PARISH FIRE DEPARTMENT



DONALD T. BOCK  
SUPERINTENDENT OF FIRE

## INTER-OFFICE MEMO

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

FROM: SUPERINTENDENT DONALD T. BOCK 

DATE: 10/12/98

SUBJECT: POLICY 2 - 98

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It has been brought to my attention that there has been a considerable amount of equipment being replaced that is a direct result of negligence by employees. This equipment includes items that have been issued to you such as helmets, bunker gear, radios, tools and appliances from apparatuses, etc.

This lost or damaged equipment has been the result of negligence i.e., equipment being misplaced, lockers unsecured (not padlocked), items sent in when bunker gear is being cleaned, equipment left on apparatus room unattended resulting in fire apparatus running over it, equipment left on bumpers of apparatus and lost during responses to incident, or return from incidents, equipment left on scenes, etc.

All of these occurrences are the result of the employee not being responsible. This carelessness has caused an unnecessary burden on the budget dedicated for equipment replacement.

Effective immediately, an employee shall be liable for the replacement cost of any equipment lost or damaged directly as a result of negligence.



TIM P. COULON  
PARISH PRESIDENT

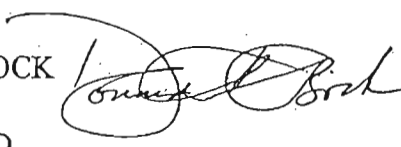
# JEFFERSON PARISH LOUISIANA

## 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: RESTITUTION OF LOSS/DAMAGED  
EQUIPMENT

EFFECTIVE DATE: OCTOBER 12, 1998

EXPIRATION DATE: NONE

POLICY : 2 - 98

The policy and procedures outlined in the attached document shall become the Standard Procedure used by Jefferson Parish East Bank Consolidated Fire Department for notification, replacement and restitution of loss/damaged equipment.

The following guidelines shall be followed by all members:

**NOTIFICATION:** Equipment loss/damage shall be reported at the time of occurrence or immediately upon return to the station. This shall be done on the Loss/Damage Form and Special Reports Form through the proper chain of command. The Assistant Chief or his designee shall notify the Fire Department's Administrative Assistant.

- A. Loss/Damage form shall be completed.
- B. Special Report shall be completed.

**REPLACEMENT:** Equipment loss/damage shall be replaced as soon as possible after notification of incident.

- A. Replacement of loss/damage equipment shall be replaced after all necessary reports have been completed.

**RESTITUTION:** After an internal investigation and a pre-disciplinary hearing, the loss/damage of any equipment resulting through negligence is subject to disciplinary action that could include paying for said

loss/damage equipment and further disciplinary action up to and including dismissal.

It should also be noted that officers have the responsibility and authority of those members under their command. Through the neglect of an officer allowing an unsafe practice to take place by their member, the officer could be found personally accountable and be charged with disciplinary action up to and including dismissal.