

1999
POLICIES

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JIM P. COULON
PARISH PRESIDENT

JEFFERSON PARISH LOUISIANA

JEFFERSON PARISH FIRE DEPARTMENT



DONALD T. BOCK
SUPERINTENDENT OF FIRE

TO: OFFICERS AND MEMBERS, JEFFERSON PARISH
EAST BANK CONSOLIDATED FIRE DEPARTMENT

SUBJECT: REPORTING SICK

EFFECTIVE DATE: MAY 10, 1999

EXPIRATION DATE: NONE

POLICY: 1-99

1. **Definition of "Reporting Sick".** A member and/or employee who calls in sick thirty (30) minutes prior to reporting to their designated Duty Station. Should that Duty Station be out, the member and/or employee shall first attempt to notify the District Chief, then the Assistant Chief and if neither of them are available, notify Jefferson Parish Fire Alarm and provide the following information: name, rank, station assignment, platoon, and nature of illness.

2. **Duty Days: "Failing to call in sick"**

All members and employees are assigned specific Tours of Duty and/or regular Duty Tours. In case of Suppression, the normal Tour begins at 0700 hours, daily. All members and employees are made aware of the time to call in Sick, thirty (30) minutes before normal Tour of Duty begins.

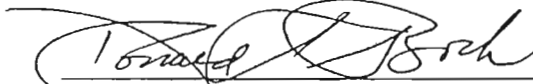
3. Any member and/or employee of the Jefferson Parish Fire Department failing to report in for Duty will be subject to the following Disciplinary Actions:

A. FIRST OFFENSE: The employee shall be charged Leave Without Pay, in fifteen (15) minute increments, up to three (3) hours. After three (3) hours, they shall be charged Leave Without Pay for actual time absent, twelve (12) hours Suspension without pay, and an Oral Reprimand.

B. SECOND OFFENSE: The employee shall be charged Leave Without Pay, in fifteen (15) minute increments, up to two (2) hours, and a Written Reprimand. After two (2) hours, they shall be charged Leave Without Pay for actual time absent, receive a twenty-four (24) hour Suspension without pay, plus the Written Reprimand.

C. THIRD OFFENSE: The employee shall be charged Leave Without Pay, in fifteen (15) minute increments, up to two (2) hours, and a Written Reprimand. After two (2) hours, they shall be charged Leave Without Pay for actual time absent, receive a forty-eight (48) hour Suspension without pay, plus the Written Reprimand.

D. FOURTH OFFENSE: The employee shall be **TERMINATED**.



DONALD T. BOCK
SUPERINTENDENT OF FIRE
JEFFERSON PARISH FIRE DEPARTMENT



JEFFERSON PARISH LOUISIANA

JEFFERSON PARISH FIRE DEPARTMENT



TIM P. COULON
PARISH PRESIDENT

DONALD T. BOCK
SUPERINTENDENT OF FIRE

TO: OFFICERS AND MEMBERS, JEFFERSON PARISH
EAST BANK CONSOLIDATED FIRE DEPARTMENT

SUBJECT: SELF-CONTAINED BREATHING APPARATUS
(SCBA)

EFFECTIVE DATE: NOVEMBER 1, 1999

EXPIRATION DATE: NONE

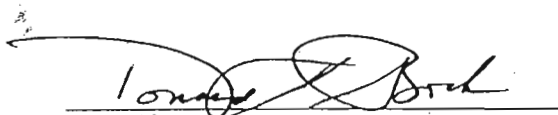
POLICY: 3-99

The following guidelines shall be used by all personnel in the use of SCBA's.

SCBA's shall be used by all personnel working in areas where:

- A. The atmosphere is hazardous.
- B. The atmosphere is suspected of being hazardous.
- C. The atmosphere may rapidly become hazardous.

In addition to the above, all personnel working below ground level or inside any confined space shall use the SCBA unless the safety of the atmosphere can be established by testing and continuous monitoring.


Donald T. Bock
Superintendent of Fire



M. 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: BOMB THREATS / SCARES

EFFECTIVE DATE: NOVEMBER 1, 1999

EXPIRATION DATE: NONE

POLICY: 4-99

THE JEFFERSON PARISH EAST BANK CONSOLIDATED FIRE DEPARTMENT

NO LONGER WILL RESPOND TO BOMB THREATS/SCARES.

A handwritten signature in cursive script, reading "Donald T. Bock".

DONALD T. BOCK
SUPERINTENDENT OF FIRE



JEFFERSON PARISH LOUISIANA

JEFFERSON PARISH FIRE DEPARTMENT



M. P. COULON
PARISH PRESIDENT

DONALD T. BOCK
SUPERINTENDENT OF FIRE

**TO: OFFICERS AND MEMBERS, JEFFERSON
PARISH FIRE DEPARTMENT**

**SUBJECT: USE OF FIRE DEPARTMENT VEHICLES AND FIRE
FIGHTING APPARATUS**

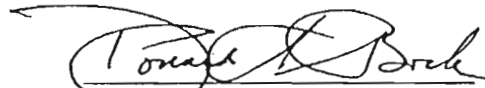
EFFECTIVE DATE: NOVEMBER 1, 1999

EXPIRATION DATE: NONE

POLICY: 5-99

Fire Department Vehicles and Fire Fighting Apparatus will be used for answering emergency alarms, as dispatched; and for use in training exercises, pre-incident information, surveying various areas for hazardous conditions, and for any other tasks as assigned by the Superintendent of Fire.

Fire Department Vehicles and Fire Fighting Apparatus shall not be used for running personal errands such as garage sales, hardware stores, auto supplies, department stores, grocery stores, food establishments, etc.


Donald T. Bock
Superintendent of Fire



WM 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: STRUCTURED WORK DAY
FIRE PREVENTION DIVISION
(FIRE PREVENTION INSPECTORS)**

EFFECTIVE DATE: NOVEMBER 1, 1999

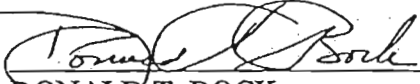
EXPIRATION DATE: NONE

POLICY: 6-99

The following will be the structured work day for the Fire Prevention Division.

0830	Reporting Time
0830 - 0900	Briefing, complete previous day's work.
0900 - 1130	Fire Prevention field work.
1130 - 1230	Non-scheduled time.
1230 - 1530	Fire Prevention field work.
1530 - 1630	Return to office, complete daily report and inspection forms and computer work. Prepare inspections for following day.

Fire Prevention Chief shall retain the authority to alter a structured day for special assignments, programs or for the good of the Department.


DONALD T. BOCK
SUPERINTENDENT OF FIRE



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 FOR "RUNNING LATE"

EFFECTIVE DATE: NOVEMBER 1, 1999

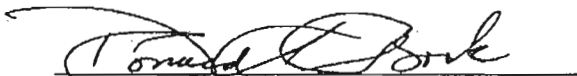
EXPIRATION DATE: NONE

POLICY: 7-99

The policy and procedures outlined here include all members and employees of the Jefferson Parish East Bank Consolidated Fire Department. These are adopted to assure fair treatment to all members and employees.

1. **DEFINITION OF "RUNNING LATE":** A member or employee who fails to report to their designated Duty Station on time. This act is also known as "Absent Without Leave"
2. **DUTY TOURS:** "Failing to Report": All members and employees are assigned specific tours of Duty and/or regular Duty Hours. In the case of Suppression (Class C Employees), the normal Duty Tour begins at 0700 hours, daily. All members and employees are made aware of the time they are required to report. Any employee or member who is not at his/her specified Duty Station at the time prescribed, will be reported as "Failing to Report".
3. If a member is running late and can get a person on Duty, and of equal rank to stand in for him/her with the Company Officer's permission, he/she will not be charged with "Failing to Report". This must be done before 0630 hours. This rule on Stand-In shall not be abused and will not be permitted more than three (3) times in a twelve (12) month period. Written documentation, concerning the "Stand-In, shall be forwarded to Headquarters and carried on the Daily Journal.
4. Any member and/or employee of the Jefferson Parish East Bank Consolidated Fire Department failing to report in for Duty will be subject to the following Disciplinary Actions:

- A. **FIRST OFFENSE:** The employee shall be charged Leave Without Pay, in fifteen (15) minute increments, up to three (3) hours. After three (3) hours, they shall be charged Leave Without Pay for actual time absent, twelve (12) hours Suspension Without Pay, and an Oral Reprimand.
- B. **SECOND OFFENSE:** The employee shall be charged Leave Without Pay, in fifteen (15) minute increments, up to two (2) hours, and a Written Reprimand. After two (2) hours, they shall be charged Leave Without Pay for actual time absent and receive a twenty-four (24) hour Suspension Without Pay, plus the written reprimand.
- C. **THIRD OFFENSE:** The employee shall be charged Leave without Pay, in fifteen (15) minute increments, up to two (2) hours for actual time absent. After two (2) hours, they shall receive disciplinary action up to and including termination of employment.


DONALD T. BOCK
SUPERINTENDENT OF FIRE