

2000

POLICIES

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IT WAS UPDATED IN 2003)



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: ARSON INVESTIGATION FEES

EFFECTIVE DATE: JANUARY 1, 2000

EXPIRATION DATE: NONE

POLICY: 1-2000

The following fees will be implemented for Arson Investigation responses outside of the Jefferson Parish East Bank Consolidated Fire Department's district.

The rate schedule will be \$31.45 per hour with no minimum number of hours for arson investigations during normal work hours and \$42.80 per hour with a four (4) hour minimum for after hours, weekend and holiday arson investigations.

Attached is a copy of the form to be completed for billing purposes.


DONALD T. BOCK
SUPERINTENDENT OF FIRE



TIM P. COULON
PARISH PRESIDENT

JEFFERSON PARISH LOUISIANA

JEFFERSON PARISH FIRE DEPARTMENT



DONALD T. BOCK
SUPERINTENDENT OF FIRE

ARSON INVESTIGATION REQUEST

REQUESTING FIRE DEPARTMENT _____

OFFICER REQUESTING INVESTIGATION _____

INCIDENT # _____

INCIDENT ADDRESS _____

DESCRIPTION OF INCIDENT (i.e. House Fire, Car Fire) _____

TIME OF CALL OUT _____

TIME ASSIGNMENT COMPLETED _____

TOTAL TIME OF CALL _____

CALL OUT CHARGE _____

COST IS BASED ON THE FOLLOWING:

\$31.45 PER HOUR /REGULAR BUSINESS HOURS

\$42.80 PER HOUR/ AFTER BUSINESS HOURS (FOUR (4) HOUR MINIMUM =\$171.21)

MAKE CHECK PAYABLE TO: JEFFERSON PARISH FIRE DEPARTMENT

SEND CHECK TO: 1221 ELMWOOD PARK BLVD., SUITE 704 HARAHAN, LA 70123
ATTENTION: MARIAN DYER

ARSON INVESTIGATOR

REQUESTING OFFICER



TIM P. COULON
PARISH PRESIDENT


JEFFERSON PARISH LOUISIANA

JEFFERSON PARISH FIRE DEPARTMENT



DONALD T. BOCK
SUPERINTENDENT OF FIRE

TO: EMPLOYEES OF THE EAST BANK
CONSOLIDATED FIRE DEPARTMENT

FROM: SUPERINTENDENT DONALD T. BOCK 

SUBJECT: PARISH PRESIDENT POLICY 3.06, MEDIA
COMMUNICATIONS POLICY

EFFECTIVE DATE: 6/01/00

EXPIRATION DATE: NONE

POLICY: 2-2000

Section No: 3
Policy No: 3.06
Revision Date: 4/10/00

ADMINISTRATIVE MANAGEMENT POLICY MEMORANDUM

I. SUBJECT:

Media Communications Policy

II. POLICY:

Jefferson Parish government regularly communicates on a two-way basis with local and national media sources and their representatives. The Parish President has established an Office of Public Information, and this office serves as the centralized official media communications "Voice" for Parish Government. It is the Public Information Officer's duty and responsibility to receive and provide information to communicate with the media. The Parish has had a long-standing policy governing employee communication with the media. Specifically, Regulations of Conduct, Rule 3.11 Public Statements, states:

"An employee shall not publicly publish, or allow to be published his or her statement concerning official Parish business without the direction from the Department Director or without prior approval of the Director or such other authority specified by the Parish President or applicable appointing authority."

It is imperative that any and all requests for information, interviews or media communication be forwarded to the Public Information Officer or the Department Director. Employees may not provide Parish business information to the media in any form or manner without proper authorization.

III. POLICY PROCEDURES:

The following information shall serve as a guideline for all employees to follow relative to public information and media communication:

1. When the media is inquiring about a specific item regarding Jefferson Parish they should be referred to the Public Information Office
2. The Public Information Office will then contact the respective Department Director or Head of Principal Office to provide the correct answers to the inquiry. All Department Directors or Heads of Principal Offices are to be available after work hours via digital pager or by home phone.
3. Before talking to the media, the Director and Public Information Officer will decide whether or not the issue is of controversy and therefore, make the media inquiry known to the Deputy C.A.A., C.A.A., Parish President and/or others.
4. Once the decision is made as to who will speak to the media regarding the topic at hand, the Public Information Officer will once again contact the Director and advise him or her of that decision. If the Director or Deputy C.A.A. is instructed to provide the information and/or perform the interview, they will contact the inquiring reporter to provide the information and/or set up the time and place for the interview. The Director or Deputy C.A.A. may request that the Public Information Officer be present during the interview.
5. If the electronic media requests that someone appear on camera, the decision will be made by the Public Information Officer, Parish President and C.A.A. and/or Deputy C.A.A. as to who, if anyone, would be interviewed and to what extent.

6. The Public Information Officer will be responsible for reporting back to the Parish President/C.A.A. if there is suspicion of a negative report resulting from the interview or information provided.
7. No press releases are to be issued until approved by the Public Information Officer or designee.

The Public Information Officer will instruct all local media that their first contact must be the Office of Public Information when gathering information after working hours.

A. Employee Responsibility

Department employees who receive media inquiries should obtain the media representative's name, telephone number, who they represent, and the nature of inquiry. Inform the media representative that all such inquiries must be submitted to the Public Information Office at 736-6410. Employees should promptly provide this information to the Department Director, who shall communicate with the Public Information Officer, or in the absence of Public Information Officer, to their Deputy C.A.A. In cases where media inquiries involve legal, notorious or "Hot" issues with legal consequences, the Parish Attorney should be immediately notified.

If a media representative appears at a Parish worksite, employees shall not conduct any interviews without authorization and should tell the media representative that they are not authorized to make public statements. They should then immediately contact their Department Head and/or Director, Public Information Officer, or the Parish President's Office to inform them that the media is present at particular work location seeking information.

All employees should be polite and courteous in communicating with anyone and avoid confrontations or disputes of any sort.

Timothy P. Coulon
Parish President



TIM P. COULON
PARISH PRESIDENT

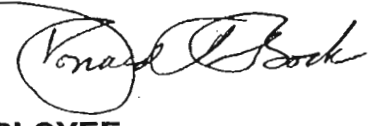
JEFFERSON PARISH LOUISIANA

JEFFERSON PARISH FIRE DEPARTMENT



DONALD T. BOCK
SUPERINTENDENT OF FIRE

TO: EMPLOYEES OF THE EAST BANK
CONSOLIDATED FIRE DEPARTMENT

FROM: SUPERINTENDENT DONALD T. BOCK 

SUBJECT: PARISH PRESIDENT POLICY 3.08, EMPLOYEE
DUTY EXPECTATIONS

EFFECTIVE DATE: 6/01/00

EXPIRATION DATE: NONE

POLICY: 3-2000

Section No.: 3
Policy No.: 3.08
Issue Date: 4/00

ADMINISTRATIVE MANAGEMENT POLICY MEMORANDUM

I. SUBJECT

Employee Duty Expectations

II. Policy

It is the policy of Jefferson Parish Government to ensure that all expectations and concerns regarding employee responsibility, productivity, work ethics, and use of Parish vehicles are met.

It is the duty of every employee to report for work in accordance with, and to work throughout, all regularly scheduled working hours, unless granted leave which has been applied for and approved or authorized. Employees may not waste time, overstay lunch periods, abuse attendance policies with tardiness, unauthorized absences or early departures before a full work schedule has been completed. Employees cannot go home, go to school, work elsewhere, stop for

breakfast, stop to buy cigarettes, or attend to other non-productive personal business while on duty, after reporting to work, without proper authorization to leave work. Additionally, employees who do leave with authorization shall request appropriate leave for the period absent from work.

All employees who operate and drive Parish vehicles shall follow all existing rules, regulations, policies and state laws. Specifically, **EMPLOYEES MAY NOT:**

- a.) Use a Parish vehicle for personal business;
- b.) Transport anyone other than authorized parish employees in a Parish vehicle;
- c.) Make unauthorized stops or travel to unauthorized destinations while operating a Parish vehicle;
- d.) Drive a Parish vehicle in violation of the Parish Substance Abuse Policy.

III. **Policy Objective**

- A. It is the duty and responsibility of all employees to provide quality public service to Jefferson Parish.
- B. To communicate to all employees that they are expected to and accountable for providing responsible productive work efforts throughout all their regularly scheduled working hours.
- C. To communicate to all employees that operate and drive Parish vehicles that they must follow all existing rules, regulations, policies and laws.

IV. **Policy Scope**

It is the duty and responsibility of each employee, supervisor and appointing authority to comply with this policy.

V. **Disciplinary Consequence**

Any employee who chooses to violate rules or participate in prohibited activities as I have indicated can expect to be subjected to corrective disciplinary action up to and including termination.

Timothy P. Coulon
Parish President



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: EMERGENCY OPERATIONS PLAN

EFFECTIVE DATE: SEPTEMBER 15, 2000

EXPIRATION DATE: NONE

POLICY: POLICY 4-2000 (REPLACES POLICY 6-95)

EMERGENCY OPERATIONS PLAN

TROPICAL STORM OR HURRICANE

PREFACE:

Due to the prospect of flooding during hurricanes, it is strongly recommended that employees evacuate their families as soon as practical when a hurricane is approaching the Louisiana coast. Remember, a slow moving, Force 3 hurricane can force as much as 17 feet of water into the area covered by the East Bank Consolidated Fire Department. (Statistics from U.S. Corps of Engineers).

Prior to a hurricane or a tropical storm, a list of necessary and desired equipment that should be on each piece of equipment, including spares, shall be compiled and prepared. A copy of this list will be forwarded to the Administrative Assistant.

LEVEL I

This phase will be entered when a hurricane or tropical storm has formed and entered the Gulf of Mexico.

- 1) Emergency Operating Center (EOC) will inform Fire Alarm of threat of a tropical storm or hurricane.

2) Fire Alarm will notify:

- A. Superintendent of Fire
- B. Assistant Superintendent
- C. Assistant Chief on Duty

3: Assistant Chief on Duty shall notify district Chiefs, who in turn shall notify station commanders.

LEVEL II

When a hurricane watch is issued by the U.S. Weather Service, and the EOC communicates same to the Fire Department, the Department will enter Level II.

- 1) Fire alarm shall notify the personnel listed in Level I plus the following personnel:
 - A. Safety Officer
 - B. Fire Prevention Chief
 - C. Fire Education Officer
 - D. Fire Prevention Investigators
 - E. Fire Prevention Inspectors
 - F. Training Officers
- 2) The Superintendent of Fire or his designee shall establish a Fire Command Center and place it in a ready condition. **The Fire Command Center will be located in the Rheem Building at 4901 Jefferson Highway, Jefferson, LA 70123.** The Fire Headquarters operational center shall coordinate the fire department's preparedness for the approaching hurricane or any supplemental emergency.
- 3) The Assistant Superintendent shall report to the Fire Command Center to implement any relocation of apparatus, distribute supplies and other such items as necessary to make all apparatus and stations operational. This Officer shall notify Maintenance personnel of the conditions, reporting for duty as directed.
- 4) The Safety Officer shall report to the Fire Command Center and assist the Assistant Superintendent.
- 5) The Fire Prevention Chief shall notify Fire Prevention personnel of ready conditions and specific employees are now in standby status.
- 6) The Assistant Chief on duty shall report to their normal duty assignment and assist in preparing the Department for the

approaching hurricane or other emergency. The Assistant Chief shall implement and verify all items listed in #6 and #7 herein under "Level II", Hurricane Watch. When these preparations are completed, the Assistant Chief on duty shall return to his regular duties.

- 7) All generators, mobile and fixed, and all other gasoline-driven appliances will be tested. All fuel tanks, including generators, portable equipment, etc. shall be topped off.

LEVEL III

When the U.S. Weather Bureau issues a Hurricane Warning, and the hurricane is within twelve (12) hours of striking the coast or landfall is within twelve (12) hours, the following personnel shall be notified of the status change by Fire Alarm, and they shall report to Fire Headquarters and activate it:

- A) Superintendent of Fire
- B) Assistant Superintendent
- C) Safety Officer
- D) Fire Prevention Chief
- E) Fire Education Officer
- F) Fire Prevention Inspectors
- G) Fire Prevention Investigators
- H) Training Officers

Fire Prevention personnel will be reassigned to various locations throughout the Parish.

- 1) When this phase goes into effect, all leave is canceled, other than sick, until further notice, and all personnel shall report to the duty stations where scheduled to work unless otherwise notified.
 - A) Car 140 will be stationed at Station 11 and respond in the 1100, 1200 and 1900 zones.
 - B) Car 102 will be stationed at Station 18 and respond in the 1400, 1500 and 1800 zones.
 - C) Car 160 will be stationed at Station 16 and respond in the 1300, 1600 and 1700 zones.
- 2) Maintenance shall begin any other last minute preparations (i.e., re-inspection of possible wind hazards, fuel and oil for generators, and all other portable gasoline-driven appliances.
- 3) At this level, Fire Alarm shall reduce 51 A's to Single company Response on initial alarm.

- 4) Should a platoon change take place during Level III, personnel shall report to duty at their regular time. On-duty personnel may be held over to man spare equipment.
- 5) The Assistant Chief on-duty will schedule an orderly method by which on-duty personnel living in Jefferson Parish may take a reasonable period of time to get their families and homes prepared for the storm. This shall be done in such a way as not to interfere with the normal operations of the Department.

NOTE: THE SAFEST PROCEDURE FOR FAMILIES IS EVACUATION.

- 6) At sustained winds of 50 m.p.h., all cars and HM-10 will be parked in as safe an area as possible and personnel will utilize engines and squads.
- 7) All pieces of equipment will be parked with their rears facing the wind and overhead doors will be left to a level of one (1) foot above the floor. This will be done because if the wind should cause the door to blow in on the equipment, the equipment will be damaged but still serviceable, as opposed to having the cabs damaged and rendering the equipment unserviceable.
- 8) Evacuation of stations will commence when the water level reaches 1 ½ feet or at the discretion of the Superintendent. Evacuation routes and destinations will be designated.
- 9) During sustained winds of 50 m.p.h. or greater, responses will cease, at the discretion of the assigned chief, except for structure fires. The officer in charge must determine the practicality of attempting to extinguish such emergencies as will arise. It is the responsibility of the officer in charge to protect personnel at all times.

LEVEL IV (RECOVERY)

This level will be reached when the storm has passed. Due to the fact that it is impossible to cover all contingencies in the Plan, Level IV will depend on the amount and type of damage caused by the storm. For example: spotters on high-rise buildings in the event of telephone failure; and additional ½ platoon called in for manpower; the need for flooding rescue; repositioning of equipment due to flooding.



TIM P. COULON
PARISH PRESIDENT


JEFFERSON PARISH LOUISIANA

JEFFERSON PARISH FIRE DEPARTMENT



DONALD T. BOCK
SUPERINTENDENT OF FIRE

INTER-OFFICE MEMO

TO: JEFFERSON PARISH FIRE PREVENTION
FROM: SUPERINTENDENT DONALD T. BOCK 
DATE: 9/15/00
SUBJECT: EMERGENCY OPERATIONS ASSIGNMENTS FOR
FIRE PREVENTION PERSONNEL

EMERGENCY OPERATIONS ASSIGNMENTS ARE AS FOLLOWS:

EAST JEFFERSON HOSPITAL	WAYNE NOVEH & JOHN ALFORTISH
OCHSNER HOSPITAL	SAM VANOVER
DOCTORS HOSPITAL	DENNIS GUIDRY
LAKESIDE HOSPITAL	TOM LOWE
KENNER REGIONAL HOSPITAL	BRANCH EHRHARDT



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: EMERGENCY OPERATIONS PLAN

EFFECTIVE DATE: OCTOBER 5, 1995

EXPIRATION DATE: NONE

POLICY: 6 - 95 (REVISED JULY 8, 1996), (REVISED JULY
1, 1997), (REVISED JUNE 15, 1999)

EMERGENCY OPERATIONS PLAN

TROPICAL STORM OR HURRICANE

PREFACE:

Due to the prospect of flooding during hurricanes, it is strongly recommended that employees evacuate their families as soon as practical when a hurricane is approaching the Louisiana coast. Remember, a slow moving, Force 3 hurricane can force as much as 17 feet of water into the area covered by the East Bank Consolidated Fire Department. (Statistics from U.S. Corps of Engineers).

Prior to a hurricane or a tropical storm, a list of necessary and desired equipment that should be on each piece of equipment, including spares, shall be compiled and prepared. A copy of this list will be forwarded to the Administrative Assistant.

LEVEL I

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EMERGENCY PLAN

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- 1) Emergency Operating Center (EOC) will inform Fire Alarm of threat of a tropical storm or hurricane.
- 2) Fire Alarm will notify:
 - A. Superintendent of Fire
 - B. Administrative Assistant
 - C. Assistant Chief on Duty
- 3) Assistant Chief on Duty shall notify District Chiefs, who in turn shall notify station commanders.

LEVEL II

When a hurricane watch is issued by the U.S. Weather Service, and the EOC communicates same to the Fire Department, the Department will enter Level II.

- 1) Fire Alarm shall notify the personnel listed in Level I plus the following personnel:
 - A. Safety Officer
 - B. Fire Prevention Chief
 - C. Fire Education Officer
 - D. Fire Prevention Investigators
 - E. Fire Prevention Inspectors
 - F. Training Officers
- 2) The ~~Superintendent of Fire~~ *Command Center* or his designee shall establish Fire ~~Headquarters~~ *in the* and place it in a ready condition. Fire Headquarters ~~is located in Suite 704 at the Joseph S. Yenni Building, 1221 Elmwood Park Boulevard, Jefferson, LA 70123.~~ *the Rheim Bldg. at 4901 Jeff Hwy* The Fire Headquarters operational center shall coordinate the fire department's preparedness for the approaching hurricane or any supplemental emergency.
- 3) The ~~Administrative Assistance~~ *Assistant Supt.* shall report to Fire Headquarters ~~to implement any relocation of apparatus, distribute supplies and other such items as necessary to make all apparatus and stations operational. This Officer shall notify Maintenance personnel of the conditions, reporting for duty as directed.~~
- 4) The Safety Officer shall report to Fire Headquarters ~~and assist the Administrative Assistant.~~ *Assistant Supt.*

EMERGENCY PLAN

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- 5) The Fire Prevention Chief shall notify Fire Prevention personnel of ready conditions and specific employees are now in standby status.
- 6) The Assistant Chief on duty shall report to ~~Fire Headquarters~~ *their normal duty assignment* and assist ~~at the Fire Headquarters operational center,~~ in preparing the Department for the approaching hurricane or other emergency. The Assistant Chief shall implement and verify all items listed in #6 and #7 herein under "Level II", Hurricane Watch. When these preparations are completed, the Assistant Chief on duty shall return to his regular duties.
- 7) All generators, mobile and fixed, and all other gasoline-driven appliances will be tested. All fuel tanks, including generators, portable equipment, etc. shall be topped off.

LEVEL III

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- A) Superintendent of Fire
- B) ~~Administrative Assistant~~ *assd. Supt.*
- C) Safety Officer
- D) Fire Prevention Chief
- E) Fire Education Officer
- F) Fire Prevention Inspectors
- G) Fire Prevention Investigators
- F) Training Officers

~~When all of the above report to Fire Headquarters, some of the personnel may be reassigned to various locations throughout the Parish.~~

- 1) When this phase goes into effect, all leave is canceled, other than sick, until further notice, and all personnel shall report to the duty stations where scheduled to work unless otherwise notified.
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EMERGENCY PLAN

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- C) Car 160 will be stationed at Station 16 and respond in the 1300, 1600 and 1700 zones.
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- 3) At this level, Fire Alarm shall reduce 51 A's to Single Company Response on initial alarm.
- 4) Should a platoon change take place during Level III, personnel shall report to duty at their regular time. On-duty personnel may be held over to man spare equipment.
- 5) The Assistant Chief on-duty will schedule an orderly method by which on-duty personnel living in Jefferson Parish may take a reasonable period of time to get their families and homes prepared for the storm. This shall be done in such a way as not to interfere with the normal operations of the Department.

NOTE: The safest procedure for families is evacuation.

- 6) At sustained winds of 50 m.p.h., all cars and HM-10 will be parked in as safe an area as possible and personnel will utilize engines and squads.
- 7) All pieces of equipment will be parked with their rears facing the wind and overhead doors will be left to a level of one (1) foot above floor. This will be done because if the wind should cause the door to blow in on the equipment, the equipment will be damaged but still serviceable, as opposed to having the cabs damaged and rendering the equipment unserviceable.
- 8) Evacuation of stations will commence when the water level reaches 1 1/2 feet or at the discretion of the Superintendent. Evacuation routes and destinations will be designated.
- 9) During sustained winds of 50 m.p.h. or greater, responses will cease, at the discretion of the assigned chief, except for structure fires. The officer in charge must determine the practicality of attempting to extinguish such emergencies as will arise. It is the responsibility of the officer in charge to protect personnel at all times.

LEVEL IV (Recovery)

This level will be reached when the storm has passed. Due to the fact that it is impossible to cover all contingencies in the Plan, Level IV will depend on the amount and type of damage caused by the storm. For example: spotters on high-rise building in the event of telephone failure; an additional 1/2 platoon called in for manpower; the need for flooding rescue; repositioning of equipment due to flooding.