

2003 POLICIES

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TROPICAL STORM OR HURRICANE
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PARISH PRESIDENT'S POLICY 3.05 "USE OF COMPUTERS
AND ELECTRONIC COMMUNICATIONS". EVERYONE
RECEIVED AND SIGNED FOR.



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: MEDICAL TREATMENT

EFFECTIVE DATE: OCTOBER 15, 2003

EXPIRATION DATE: NONE

POLICY: POLICY 5-2003

ANY FIREFIGHTER THAT IS INJURED ON THE JOB SHALL NOT BE DENIED MEDICAL TREATMENT OR EVALUATION. WHEN A FIREFIGHTER IS EVALUATED AND RECOMMENDED BY AN EMT OR OTHER QUALIFIED MEDICAL PERSONNEL TO BE TRANSPORTED TO THE HOSPITAL, THE FIREFIGHTER MUST BE TRANSPORTED TO THE HOSPITAL FOR EXAMINATION.

POLICY NO: 3.11
SECTION NO: 3
ISSUE DATE: 4/2003

**ADMINISTRATIVE MANAGEMENT
POLICY MEMORANDUM**

I. SUBJECT:

Fleet Management

II. POLICY:

It is the policy of Jefferson Parish that the Parish's fleet of vehicles and equipment shall be properly operated and maintained. To ensure better fleet management and to better organize scheduling of maintenance/repairs to vehicles/equipment, Jefferson Parish utilizes a range of "Standard Operating Procedures" designed to establish areas of responsibility for care, maintenance, and proper operation of the fleet. These procedures ensure reduced costs, better management of Parish resources, and designation of areas of responsibility and accountability.

III. POLICY OBJECTIVES:

- A. To provide uniform procedures governing care, maintenance, and operation of the Parish's fleet.
- B. To delineate areas of responsibility and accountability with regard to the care, maintenance, and operation of the Parish's fleet of vehicles and equipment.
- C. To emphasize Parish departments' responsibility and accountability for proper care, maintenance, and operation of their vehicles/equipment.
- D. To reduce costs through better management of Parish resources.
- E. To maximize resources designated and utilized for purchase, maintenance and care of Parish fleet.

IV. POLICY SCOPE:

It is the duty and responsibility of each employee, supervisor, and appointing authority to comply with this policy. Violations of this policy will be considered relative to an employee's service rating and/or may result in disciplinary action up to and including termination.

V. POLICY PROCEDURES:

The following Standard Operating Procedures delineate areas of responsibility and accountability and govern the operation, care and maintenance of Jefferson Parish's fleet

of vehicles and equipment.

A. USER DEPARTMENT RESPONSIBILITIES:

1. VEHICLE ASSIGNMENT

Every vehicle and every piece of self-propelled equipment designated by the Director of the Department of Fleet Management shall be assigned a specific driver(s) or operator(s) responsible for the care and maintenance of the assigned vehicle/equipment.

On or before January 2nd of each year, **every** Parish department shall complete and submit to Fleet Management Form **FM-011**, which shall be kept on file at Fleet Management. The individuals listed on Form FM-011 shall be the designated employees responsible for conducting **vehicle/equipment inspections** and reporting on the daily, weekly and monthly **checklist those** maintenance/repair items that are required to be performed on each vehicle/piece of equipment.

In the event that a department is uncertain whether to designate a driver or operator to a particular vehicle/piece of equipment, the department shall **solicit a** written determination from the Director of the Department of Fleet Management.

2. NEW VEHICLE/EQUIPMENT ACQUISITION PROCEDURE:

- a. User department shall acquire specifications from **Fleet Management** or provide information to Fleet Management advising **what type of vehicle/equipment** the department is requesting.
- b. **Fleet Management shall provide the user department with concise, understandable specifications for vehicle/equipment requested.**
- c. User department shall complete the vehicle/equipment requisition form and create a financial listing in the AS400 financial management system. These forms shall be attached to the specifications and presented to the director of the user department for approval.

All add-ons shall be listed in the "option" section of the vehicle/equipment requisitions and also listed in the financial management system prior to obtaining the director's approval. The director shall sign the requisition in the designated area and initial beside the total estimated cost.

- d. **After the arrival of the vehicle/equipment**, any and all add-ons shall be requested by the director of the user department and approved by the Director of Fleet Management and the Deputy Chief Administrative Assistant of Operations prior to installation/addition.
- e. User department shall surrender **a vehicle/piece of equipment of the same class** promptly upon delivery of **the new vehicle/piece of equipment to the** user department by the Department of Fleet Management.

3. NOTIFICATION OF REPAIRS NEEDED UPON ARRIVAL IN FLEET MANAGEMENT:

Upon arrival at Fleet Management, the driver/operator shall state verbally and/or in writing what is wrong with the vehicle/equipment. User departments shall be responsible for notifying Fleet Management of needed repairs to vehicles/equipment. The user department shall deliver a completed Form FM-001 (example attached) to Fleet Management along with the vehicle/equipment to be repaired. Fleet Management personnel shall then complete a work order entry Form FM-002 using the verbal/written information provided by the user department (example attached).

4. VEHICLE/EQUIPMENT INSPECTION RESPONSIBILITY AND NOTIFICATION:

Daily inspections shall be conducted by the assigned driver/operator responsible for each vehicle/piece of equipment as designated by the Director of the Department of Fleet Management. Vehicle/equipment inspections shall be performed and recorded every day using Form FM-012 (example attached). The director of each user department or his/her designated representative shall be responsible for reviewing and signing each Form FM-012. Following approval and signature of the director of the user department or his/her designated representative, the user department shall deliver a copy of each Form FM-012 to the Director of the Department of Fleet Management within fifteen (15) calendar days of the end of every month. Fleet Management shall accept no forms other than Form FM-012. The user department shall be responsible for ensuring proper completion of Form FM-012.

Failure of the user department to properly/fully complete and submit Form FM-012 within the required timeframe shall result in the fuel card for that vehicle/piece of equipment being disabled.

5. MOTOR POOL:

At the time a department rents a motor pool unit, the vehicle/equipment rented shall be jointly inspected by personnel from the user department and Fleet Management, both of whom shall then complete and sign rental Form FM-007 (example attached). The driver/operator of the rented unit shall be given a copy of completed/signed Form FM-007 to deliver to his/her immediate supervisor.

At the time the rented vehicle/equipment is returned to Fleet Management, the rented unit shall be jointly inspected for damage/needed repairs by personnel from the user department and Fleet Management. Damage/needed repairs shall be noted on Form FM-008. After verifying that the damage or need for repairs occurred during the rental period, the driver/operator shall sign Form FM-008 attesting to that fact.

The cost of any necessary repairs shall be charged to the user department. Any abuse of rented vehicles/equipment shall be noted on Form FM-009 (example attached) and shall be reported by Fleet Management to the director of the user

department and the Deputy CAA for that department.

B. FLEET MANAGEMENT DEPARTMENTS RESPONSIBILITIES:

1. SPECIFICATION ACQUISITION:

Fleet Management shall be responsible for developing and maintaining standardized specifications for Parish vehicles (e.g., autos, vans, trucks) and self-propelled equipment to be serviced by Fleet Management.

Fleet Management shall be responsible for and have final approval of all specifications for the purchase of new Parish vehicles (e.g., autos, vans, trucks, heavy equipment) and self-propelled equipment that will be serviced by Fleet Management.

2. NEW VEHICLE/EQUIPMENT ACQUISITION PROCEDURE:

- a. User department shall request specifications from Fleet Management or provide information to Fleet Management describing the type of vehicle/equipment being requested.
- b. Fleet Management shall provide the user department with concise, understandable specifications for vehicle/equipment being requested.
- c. User department shall complete the vehicle/equipment requisition, including all add-ons in the "option" section of the requisition form, and create a financial listing including all add-ons in the AS400 financial management system. All add-ons shall be listed on the forms prior to submission for approval by the director of the user department. These forms then shall be attached to the specifications for the vehicle/equipment requested and delivered to the director of the user department for his/her approval. The director of the user department shall sign all forms in the designated area and initial beside the total estimated cost.
- d. Following arrival of the vehicle/equipment, any and all add-ons shall be requested by the director of the user department and approved by the Director of Fleet Management and the Deputy Chief Administrative Assistant of Operations prior to installation/application of the add-ons.
- e. User department shall promptly surrender a vehicle/piece of equipment of the same class upon delivery of the new vehicle/equipment by Fleet Management.

3. DEADLINING AUTHORITY:

Fleet Management shall be responsible for deadlining Parish vehicles/ equipment when, in the opinion of the Director of the Department of Fleet Management, the cost of repairs necessary to maintain the operational and/or safety functions of the vehicle/equipment exceeds 60% of the "blue book" value (or other comparable appraisal mechanism) of the vehicle/ equipment.

4. RECOMMENDATION TO SURPLUS:

Fleet Management shall notify the user department's director whenever any vehicle/equipment is in need of repairs the cost of which exceeds 60% of the

appraised value of the vehicle. The user department then shall either surplus the vehicle/equipment or submit to the assigned Deputy CAA a written justification and request to conduct the repairs. No repairs shall be made prior to and without written approval of the user department's assigned Deputy CAA.

5. PREVENTIVE MAINTENANCE:

Regularly scheduled preventive maintenance of Parish vehicles/self-propelled equipment shall include inspection by Fleet Management personnel for the purpose of detecting abuse and/or need of repairs. Any necessary repairs or abuse discovered during the inspection shall be noted on Form FM-005 (example attached). A copy of Form FM-005 shall then be sent to the user department's director.

Repairs necessary to ensure proper mechanical and/or safe operation of the vehicle/equipment shall be made. Repairs that are cosmetic or that are not required for the proper mechanical and/or safe operation of a vehicle/equipment shall also be noted on Form FM-005 and forwarded to the director of the user department for approval or denial of the repair.

Fleet Management mechanics are responsible to report promptly to their supervisor any safety-related repairs needed but not reported by the user department on the work order. The supervisor shall then, in turn, notify the user department that the vehicle/equipment requires safety-related repairs before it can be released from the shop.

At the end of the service period, the Director of Fleet Management shall identify vehicles/equipment that did not receive the required regularly scheduled preventive maintenance and notify the director of the user department and the Deputy CAA for that department via Form FM-006. The user department shall have five (5) working days from receipt of notice from the Director of Fleet Management to have the units serviced. Failure to have vehicles/equipment serviced within the required five (5) working day period shall result in the fuel card assigned to that vehicle/equipment being disabled.

6. OVERTIME REPAIRS:

Fleet Management shall inform user department directors whenever it determines overtime work would be required to complete requested and/or necessary repairs to vehicles/equipment. Fleet Management will not proceed with overtime work until it receives written permission from the director of the user department to expend overtime funds for said repairs.

User department director shall notify the Director of Fleet Management whenever he/she determines that repairs to a certain vehicle/piece of equipment should be expedited through overtime work.

In the event the Fleet Management garage becomes overcrowded and backlogged, the Fleet Management Director shall notify all directors of this situation. User

department directors will then have the option to authorize overtime expenditure for repairs to vehicles/equipment through use of Form FM-010 (example attached). Whenever overtime work is authorized by the user department director, overtime charges shall be limited to the exact cost of overtime hours incurred by Fleet Management employees actually performing the repairs.

7. OUTSOURCING REPAIRS:

Fleet Management will send vehicles/equipment to an outside facility for repairs under the following circumstances:

- a. The vehicle/equipment is too large for the Fleet Management shop area.
- b. The Fleet Management shop does not have personnel qualified to repair the vehicle/equipment.
- c. The Fleet Management shop does not have the necessary tools to perform the repairs.
- d. The Fleet Management shop will send out all major welding repairs for user departments that have no welders. Note: User departments that have welders are responsible for performing all welding repairs on the vehicles/equipment for that department.

8. ABUSE REPORTS:

Regularly scheduled preventive maintenance of Parish vehicles/self-propelled equipment shall include inspection by Fleet Management personnel for the purpose of detecting abuse and/or need of repairs. "Abuse" is defined as the "improper use or operation of a vehicle/equipment or the failure to provide routine care and maintenance."

If abuse is detected by Fleet Management, a copy of abuse report Form FM-009 (example attached) shall be sent to the director of the user department and the Deputy CAA for that department. The FM-009 report shall include photographs of the abuse. The user department shall then investigate the facts of the case and determine what, if any, disciplinary action is warranted by the circumstances.

9. FLEET MANAGEMENT ACCESS:

Fleet Management shall be responsible for preventing any and all user departments' employees and/or directors from entering or loitering in the Fleet Management garage area.

Shop access is limited to Fleet Management personnel; all others must stop at the service writer area at the shop entrance. **THE GARAGE REPAIR AREA SHALL BE OFF LIMITS TO ALL USER DEPARTMENT PERSONNEL.** Only the garage supervisor on duty may authorize user departments' employees/directors to enter the garage area. All vehicles/equipment shall be driven into the shop area by Fleet Management personnel only.

10. QUALITY OF REPAIRS:

Fleet Management shall be responsible for corrective action as it relates to work

performed by Fleet Management employees. Incomplete work, misdiagnosed repairs and/or poor workmanship shall be reported to the Director of Fleet Management by the user department within 72 hours of the user department's returning the vehicle/equipment into service after the repair.

Poor workmanship by Fleet Management employees that is identified by the user department within three months of the vehicle/equipment being returned to service and confirmed by the Director of Fleet Management shall be repaired at no cost to the user department.

11. MECHANICAL EFFICIENCY:

The Director of the Department of Fleet Management shall establish and promulgate performance standards for all mechanics employed by the department.

It is the responsibility of each mechanic to adhere to the performance standards established for his/her position. Fleet Management shall monitor the job performance of each mechanic and take appropriate corrective action whenever necessary to ensure vehicles/equipment are repaired in accordance with established performance standards and/or the conditions of this policy

12. VEHICLE/EQUIPMENT REPLACEMENT STANDARDS:

The Director of the Fleet Management Department shall be responsible for establishing the length of the term of service for each vehicle/piece of equipment in the Parish fleet. Whenever a vehicle reaches the end of its term of service as established by Fleet Management, the user department shall purchase a new vehicle/equipment and surplus the old one.

On or before July 1 of each year, the Department of Fleet Management shall provide each user department director with a list of vehicles/equipment due to reach the end of their term of service during the following calendar year.

Any user department that desires to keep a vehicle/piece of equipment beyond its designated term of service shall request and obtain the written permission of the Parish's Chief Administrative Assistant to extend the term of service for that vehicle/piece of equipment.

13. WINDOW TINTING:

No Parish vehicle/equipment shall have any window tinting unless it was included as part of the original package of standard options provided by the manufacturer of that item. Window tinting as an add-on option will not be authorized. Employees are strictly forbidden from tinting windows themselves or having tinting performed by an outside vendor.

Tim P. Coulon
Parish President



ARON F. BROUSSARD
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: FLEET MANAGEMENT (PARISH GARAGE)

EFFECTIVE DATE: SEPTEMBER 25, 2003

EXPIRATION DATE: NONE

POLICY: POLICY 4-2003

WHEN BRINGING VEHICLES/EQUIPMENT TO FLEET MANAGEMENT FOR REPAIR OR SERVICE, THE FOLLOWING SHALL BE STRICTLY ADHERED TO:

1. YOU MUST CHECK IN AT THE TRAILER TO HAVE THE VEHICLE PROBLEM/SERVICE WRITTEN UP BY THE ASSIGNED SHOP PERSONNEL.
2. VEHICLES/EQUIPMENT ARE TO BE DRIVEN INTO THE SHOP AREA BY FLEET MANAGEMENT PERSONNEL ONLY.
3. THE GARAGE/SHOP REPAIR AREA IS OFF LIMITS TO ALL PERSONNEL OTHER THAN EMPLOYEES OF FLEET MANAGEMENT.
4. SHOULD FIRE PERSONNEL BE REQUIRED TO WAIT FOR A VEHICLE/EQUIPMENT, YOU MUST WAIT IN THE FLEET MANAGEMENT BREAK AREA OR AREA DESIGNATED BY THE SHOP FOREMAN
5. SHOULD ANY PROBLEMS OCCUR WITH RESPECT TO BRINGING OR PICKING UP VEHICLES OR EQUIPMENT, THEY MUST BE REPORTED TO YOUR IMMEDIATE SUPERVISOR PROMPTLY..

YOUR COOPERATION IN THE IMPLEMENTATION OF THIS POLICY IS EXPECTED AND APPRECIATED.





TIM P. COULON
PARISH PRESIDENT

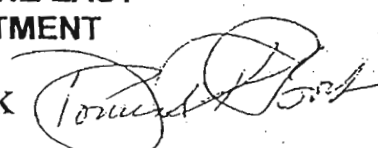
JEFFERSON PARISH LOUISIANA

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: JUNE 6, 2003

EXPIRATION DATE: NONE

POLICY: POLICY 3-2003
(ELECTRICAL SAFETY PROCEDURES)

SPECIALIZED EQUIPMENT AND TRAINING IS REQUIRED TO EFFECT THE SAFE DISCONNECTION OF ELECTRICAL POWER FROM A BUILDING OR STRUCTURE INVOLVED IN A FIRE.

IN ORDER TO ENSURE A SAFER WORKING ENVIRONMENT ON THE FIRE GROUND, FIRE DEPARTMENT PERSONNEL SHALL REFRAIN FROM THE PRACTICE OF DISCONNECTING ELECTRICAL POWER BY REMOVING ELECTRICAL SERVICE METERS, THROWING ELECTRICAL SWITCHES OR IN ANY MANNER DISRUPTING THE ELECTRIC POWER TO A BUILDING OR STRUCTURE INVOLVED IN A FIRE.

WHEN CONFRONTED WITH A BUILDING, STRUCTURE OR ANY CONDITION ELECTRICALLY ENERGIZED AT A FIRE SCENE, THE FIRE OFFICER IN CHARGE SHALL NOTIFY FIRE COMMUNICATIONS AND REQUEST THE RESPONSE OF A POWER COMPANY REPRESENTATIVE.



TIM P. COULON
PARISH PRESIDENT

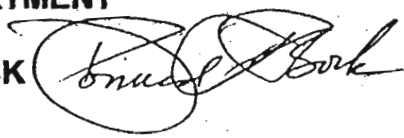
JEFFERSON PARISH LOUISIANA

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: March 27, 2003

EXPIRATION DATE: NONE

POLICY: POLICY 2-2003 (REPLACES POLICY 4-2000)

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 Assistant Superintendent.

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.



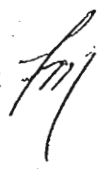
JEFFERSON PARISH
LOUISIANA

DEPARTMENT OF HUMAN
RESOURCE MANAGEMENT

IM P. COULON
PARISH PRESIDENT

F. MENDOZA, JR.
DIRECTOR

TO: All Appointing Authorities

FROM: F. Mendoza, Jr., Director, Human Resource Management 

DATE: February 21, 2003

SUBJECT: Amendment to Administrative Policy No. #3.05

Human Resource Management, in cooperation with Ridley Boudreaux, EIS Department Director, has amended the "Use of Computers and Electronic Communications" policy.

Specifically, the policy was updated to address omissions found to the existing original policy. Please find the attached revision. I would request that you distribute this policy to all of your employees who utilize or may utilize computers within your department. Additionally, please have employees sign a receipt upon receiving this policy and file this receipt in their personnel file.

I would like to thank you for your cooperation. If you have any questions, I may be contacted at 736-6176.

POLICY NO: 3.05
SECTION NO: 3
REVISION DATE: 2/2003

ADMINISTRATIVE MANAGEMENT
POLICY MEMORANDUM

I. SUBJECT:

Use of Computers and Electronic Communications

II. POLICY:

It is the policy of Jefferson Parish Government that Parish-provided computers, electronic equipment, Internet and e-mail access, voice mail, and other forms of electronic communications are to be used only for purposes related to Parish employment. Jefferson Parish Government encourages the appropriate use of such technology, which makes communication more efficient and effective. However, computers, electronic equipment, voice mail, internet service, e-mail systems and all e-mail generated using these systems, including their associated backups, and all forms of electronic communications are Parish property and can not be removed from Parish premises without proper authorization. No information written, stored, retrieved, transmitted, or received electronically can be guaranteed complete privacy, and all such information should be considered a part of the public record. Confidential information should not be communicated via e-mail or voice mail.

Internet usage will be regularly monitored. EIS will be responsible for regularly checking and monitoring department/employee Internet access and utilization. Any prohibited or unauthorized Internet access and or use will be reported to the respective Deputy CAA for appropriate corrective action. Employees involved in the monitoring activity are obligated to keep information observed in the monitoring process in strict confidence.

Parish computers and electronic equipment, voice mail, Internet access, and e-mail may not be used for writing, producing, storing, retrieving, transmitting, or receiving any communications or images that are threatening or disruptive, or that could be construed as libel, slander, threats of physical violence or bodily harm, or that are of a discriminatory or harassing nature, or that are obscene or X-rated. Harassment of any kind is prohibited. All employees are expected to abide by existing Parish policies as they relate to the use of computers and electronic communications.

Communications with derogatory or inflammatory remarks about an individual's race, age, gender, disability, religion, national origin, physical attributes, sexual preferences, political beliefs, or anything else that would not be work-related and would serve to the discredit of the public service, are prohibited.

Commercial, political, and/or personal use of computer or other electronic equipment and/or systems is prohibited. Electronic media may not be used to promote unethical actions or for any purpose, which is illegal, or against Parish policy or which would constitute a prejudice to the public service.

Some examples of improper use of Parish computers have been listed above. Improper use could also be interpreted as:

1. Installation or reconfiguration of computers by unauthorized or untrained personnel. For example, loading or reloading software, or removing or adding hardware, and installing or removing hardware and software from the Parish network and/or causing the computer to become inoperable.
2. Registration for services from the Internet that are not pertinent to Parish business, which downloads information to the user's PC or to a Parish server.
3. Use of Parish computers to connect to personnel Internet accounts.
4. Making a commitment for Internet service that requires subsequent payment without advance supervisory approval.

Vandalism is prohibited. This includes uploading, downloading, or creating computer viruses and/or any malicious or knowing acts which attempt to or actually harm or destroy Parish equipment, data, processes, systems, etc.

Each employee is responsible for the content of all text, audio, or images that they write, store, retrieve, or transmit through the Parish's electronic systems. No e-mail or other communications may be sent which hide the identity of the sender or represent the sender as someone else. All messages communicated through the Parish's systems should contain the employee's name.

Every employee has a responsibility to maintain and enhance the Parish's image and to use Parish electronic technology in a productive manner in connection with their particular position, duty and responsibility. Use of Parish computers and electronic equipment and media is a privilege, which may be revoked at any time. Any improper use of Parish computers or other electronic media, voice mail, Internet access, or e-mail is prohibited.

All employees must abide by the terms and conditions of this policy as a condition of employment.

III. POLICY DEFINITIONS:

- A. E-mail or electronic mail is defined as any message, which is sent electronically through one or more computers and/or communications networks, and which in most cases, has a human originator and receiver. This policy applies to any e-mail service, which is accessible by parish employees and its contractors through Parish computing facilities.
- B. Computing facilities are defined as computing resources services, and network systems such as computers and computer time, data processing or storage functions, computer systems and services, servers, networks, input/output and connecting devices, and related computer records, programs software, and documentation.
- C. The Parish is defined as Jefferson Parish Government.

IV. POLICY OBJECTIVES:

- A. To provide guidance to employees concerning their rights and responsibilities with respect to the proper use of Parish computers and electronic communications.
- B. To allow the Parish to derive the benefits of increased efficiency through the use of computers and electronic communications while ensuring the protection of information assets, Parish integrity, and employee rights.
- C. To provide corrective disciplinary consequences for employees who choose to violate the terms and conditions of this policy.

V. POLICY SCOPE:

This policy applies to all classified and unclassified employees under the Administrative Authority of the Parish President. No oral modifications of this policy shall be valid. Any employee proven to be in violation of this policy will be subject to swift, severe corrective disciplinary action, up to and including termination.

VI. POLICY PROCEDURES:

All who use Parish Computers, electronic equipment, voice mail, Internet access, e-mail, or other forms of communications are expected to do so responsibly, that is, to comply with state and federal laws, with this and other policies and procedures of the Parish, and with normal standards of professional and personal courtesy and conduct.

A. EMPLOYEE RESPONSIBILITY:

All employees are responsible for:

1. Reading, understanding, and abiding by this policy and its provisions.
2. Using Parish computers and electronic equipment, voice mail, Internet access, e-mail, or other forms of electronic communication only for purposes related to their employment and not for personal gain or for non-Parish-related business.

It is inappropriate to:

- a. Send or receive personal solicitations such as advertising that does not pertain to parish business, via the Internet or e-mail; this includes the dissemination of chain letters. E-mail should be used to save time and money by substituting electronic mail for more expensive and more time-consuming forms of communication. You should use the same courtesy and tact in an e-mail message as you would in a similar message on paper. Failure to do so could be embarrassing both personally and for the Parish in the event a message is read by someone other than the intended recipient.
 - b. Download files from the Internet or receive or send files, as attachments to e-mail that are not pertinent to Parish business.
 - c. Load software on Parish computers without verifiable licenses for such software. This is not only Parish policy; it is a felony.
 - d. Load software on Parish computers that is legally licensed to the current user of the computer, but is not licensed to the Parish. If there is a legitimate need for such software, then the parish should purchase a legal license for its use.
 - e. Distribute licensed software to others to be illegally loaded on a Parish computer.
 - f. Install or reconfigure hardware or software on the Parish network without proper authorization from the Information Systems group that supports the equipment.
 - g. Share computer services such as internet or financial system access with others who have not been granted explicit access through the proper authorizing process.
3. Complying with existing policies regarding harassment, sexual harassment, and duty expectations.
 4. Understanding that employees may not neglect duty, waste time or materials or resources, or make monetary charges by using Parish computers and electronic communications for personal use.
 5. Understanding that the Parish will not be liable for any disclosure of personal information in the event that the employee chooses to send such information in violation of this policy.
 6. Employing whatever protections (such as passwords) are available as a deterrent to potential intruders and misuse of computers, electronic equipment, voice mail, Internet access, and e-mail.
 7. Providing passwords to appropriate supervisory personnel so that systems can be accessed when employees are absent.
 8. Reporting security problems, misuse of technology or equipment to appropriate supervisory personnel and/or management.

B. SUPERVISORY RESPONSIBILITY:

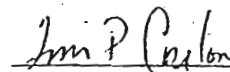
Supervisors are responsible for:

1. Informing all current and new employees about this policy and ensuring that they understand its provisions and their responsibilities.
2. The department appointing authority will review employee requests for computer services and access, and approve or deny based upon needs of the service, particular position duties and responsibilities, and/or benefits to department operations.
3. A department appointing authority shall bring new requests for Internet access and information detailing employees who are currently approved to have Internet access to their respective Deputy CAA for review and authorization decisions.

Likewise, an appointing authority with DCAA approval may designate an employee to have internet access capability without a request when the duties and responsibilities of the employee's position or the nature of the department work requires or benefits from internet utilization.

C. INTERNET SECURITY GUIDELINES

1. All employees who have Internet access authorization share in the responsibility to protect Jefferson Parish computer systems, files and programs. Employees should be careful when downloading any information from the Internet to insure that no viruses or other disruptive elements are provided access to Jefferson Parish computer systems.
2. Employees shall choose a safe password and change it frequently. Do not use names, codes, birth dates or other commonly used easily guessed strings for passwords.
3. While supervisors may require an employee to provide them with their password when they are absent, leave employment or other business reasons, employees may not disclose or allow their password to be used by anyone else.
4. Employees shall report any security or virus incidents immediately to their supervisor, and/or the EIS Department.



Tim P. Coulon
Parish President



TIM P. COULON
PARISH PRESIDENT

JEFFERSON PARISH LOUISIANA

JEFFERSON PARISH FIRE DEPARTMENT



DONALD T. BOCK
SUPERINTENDENT OF FIRE

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

FROM: SUPERINTENDENT DONALD T. BOCK

SUBJECT: SAFETY REVIEW BOARD

EFFECTIVE DATE: FEBRUARY 17, 2003

EXPIRATION DATE: NONE

POLICY: 1 - 03 (REPLACES POLICY 9 - 95)

POLICY STATEMENT

Recognizing the inherent dangers of the firefighting profession, it is the policy of the East Bank Consolidated Fire Department to minimize all risks to which its employees are exposed and to provide them with safe working conditions and equipment. This department is dedicated to preventing accidents and injuries and requiring prompt reporting, investigating and correcting of potentially dangerous situations. However, the maintenance of a safe working environment is only possible with the cooperation of all employees. As a condition of continued employment with this department, all employees are directed and required to read, become familiar with and follow the safety procedures, policies, rules, regulations and procedures outlined in the Jefferson Parish Employee Safety Manual.

This policy supplements the requirements of the Jefferson Parish Employee Safety Program as outlined in the Employee Safety Manual, in that it details procedures and policies that are specific to the Fire Department, and is not intended to rescind or negate any Parish wide safety policy.

Workplace safety is an ongoing effort and everyone is encouraged to make suggestions for improvements which will lead to a safer working environment. Suggestions for improvement should be forwarded to the Safety Officer.

GENERAL

There shall be a Safety Review Board which shall be made up of the following employees: the Fire Safety Officer, who shall serve as Chairman, the on-duty Assistant

Chief and an on-duty District Chief. No member of the Safety Review Board shall review his/her own accidents, injuries, safety violations, unsafe conduct or damage to property. In such cases, the Fire Safety Officer shall be replaced by the Assistant Superintendent; the Assistant Chief and/or the District Chief shall be replaced by the other on-duty District Chief. No District Chief who investigated an accident, injury, safety violation, unsafe conduct or damage to property shall be selected for the Safety Review Board for that incident. If at any time there is no District Chief available to serve on the Board, the Superintendent of Fire shall appoint the member from another classification in the department.

It shall be the responsibility of each member of the Safety Review Board to make complete, accurate and objective review of each and every incident covered by this policy. Failure to do so may result in disciplinary action being taken against the member of the Safety Review Board.

The Safety Review Board shall present its findings to the Superintendent of Fire who shall have sole authority to order corrective and/or disciplinary action in accordance with the provisions of the Redbook and the Jefferson Parish Employee Safety Manual.

It shall be the responsibility of all supervisory personnel to:

1. provide leadership by familiarizing himself/herself with safety rules, regulations and procedures, policies and laws
2. enforce all safety regulations
3. initiate training where necessary
4. inspect work sites and equipment for unsafe conditions
5. utilizing the chain of command, immediately correct and/or report any unsafe acts, conditions and equipment or damage to property and
6. cooperate fully with members of the Safety Review Board.

It shall be the responsibility of each employee to:

1. familiarize himself/herself with all safety rules, regulations, policies, procedures and laws
2. participate in all required safety training
3. inspect work sites and equipment for unsafe conditions
4. utilizing the chain of command, correct and/or report any unsafe acts, conditions and equipment or damage to property immediately
5. utilizing the chain of command, immediately report all on-the-job accidents, injuries, safety violations, unsafe conduct, or illnesses
6. make safe work practices a part of all operations, and
7. cooperate fully with members of the Safety Review Board.

PROCEDURES

The Safety Review Board shall use the following guidelines to review all accidents, injuries, safety violations and/or unsafe conduct and/or damage to property involving fire department employees. All reports of accidents, injuries, safety violations and unsafe conduct or damage to property shall be completed on forms supplied by the Fire Safety Officer. All incidents shall be reported orally by the Company Officer through the Chain of Command to the Fire Safety Officer immediately or as soon as practical, but in all cases, prior to the completion of the tour of duty of the involved employees. Written reports must be completed by all employees who were on the vehicle or were on the scene or as directed by the Fire Safety Officer. Written reports shall be typed and delivered to Fire Department Headquarters no later than twenty-four hours after the accident, injury, safety violation or unsafe conduct or damage to property.

Within 72 hours of the incident, it shall be the responsibility of the Fire Safety Officer to supply the other members of the Safety Review Board with copies of the reports and schedule the review by the Board. The review shall be conducted at Fire Department Headquarters not more than twenty-one days after the accident, injury, safety violation, unsafe conduct or damage to property unless otherwise directed by the Superintendent.

The Safety Review Board shall review the accident, injury, safety violation, unsafe conduct or damage to property and question witnesses to obtain all pertinent facts so that the incident can be properly classified. The Board shall determine if the incident was preventable or non-preventable and shall forward a completed review form to the Superintendent of Fire no later than twenty-four hours after the review.

DEFINITIONS

1. Non-Preventable-Accidents, injuries or damage to property in which the employee was involved, but was beyond the employee's control.
2. Preventable-Accidents, injuries, safety violations, unsafe conduct or damage to property in which the employee was a party, which incident could have been prevented with the application of proper safety rules and regulations.
3. Preventable Emergency Response Vehicle-Accidents, injuries, safety violations, damage to property, or unsafe conduct in which an employee was a party, which incident could have been prevented with the application of proper safety rules and regulations involving emergency vehicles ONLY when such vehicles were responding to an emergency. This category applies ONLY while responding to an emergency and not during the return trip or in any other situation.
4. Unsafe Actions-Safety violations or unsafe conduct in which an employee was a party to the incident or was solely responsible for the incident but which did not result in property damage or injury to a person.

CATEGORIES OF ACTIONS DETERMINED TO BE PREVENTABLE

1. Level I-Accidents, injuries, safety violations, unsafe conduct or damage to property in which an employee was a party to the incident or was solely responsible for the incident, and in the determination of the Safety Review Board, the severity of the incident is minor.
2. Level II-Accidents, injuries, safety violations, unsafe conduct or damage to property in which the employee was a party to the incident or was solely responsible for the incident, and in the determination of the Safety Review Board, the severity of the incident is serious.
3. Level III-Accidents, injuries, safety violations, unsafe conduct or damage to property in which the employee was a party to the incident or solely responsible for the incident, and in the determination of the Safety Review Board, the severity of the incident is extremely serious and may have involved a violation of any law.

In order to maintain standards of effective service, subsequent to receiving the findings of the Board, the Superintendent of Fire shall determine, on a case by case basis, if further investigation and/or corrective disciplinary action is warranted by the circumstances.

Corrective action may extend to:

1. Oral warning
2. Written reprimand
3. Fine for restitution
4. Suspension
5. Denial of annual merit salary increase
6. Demotion – reduction in pay
7. Any other action determined to be appropriate by the Superintendent
8. Termination

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