

# TAMPA



# FIRE

Rescue

## Rules and Regulations 2018



# Rules & Regulations Table of Contents

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**Rules And  
Regulations**

**AUTHORIZATION**

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A.N. Locicero, Fire Chief

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**Topic:**  
**VISION AND MISSION  
STATEMENTS**

**AUTHORIZATION**

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**010.00**

**VISION**

TAMPA FIRE RESCUE'S vision is to develop a progressive, professional, competent, and technologically efficient Fire Rescue organization.

**MISSION**

TAMPA FIRE RESCUE'S mission is to protect our community by providing immediate response to all requests for service.



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**AUTHORIZATION**

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**100.01**

### **GENERAL RULES**

1. Tampa Fire Rescue shall be governed by the laws of the United States, the State of Florida, and the City of Tampa.
2. Tampa Fire Rescue shall establish such Rules and Regulations as are deemed necessary for the efficient operation of the Department.
3. The Fire Chief shall have the authority to amend, revoke, or make special exception to these Rules and Regulations as deemed necessary.
4. The Provisions of the City of Tampa Personnel Manual and the current Collective Bargaining Agreements shall be used in conjunction with the Rules and Regulations, and the Standard Operating Guidelines as established by Tampa Fire Rescue.



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A.N. Locicero, Fire Chief

**100.02**

### **ORGANIZATION**

1. The Fire Chief shall organize the Department in such a manner as to allow for the most effective and efficient operation possible.
2. The Operations Division shall be made up of Shifts, Districts, Fire Stations, and Companies.
3. Shifts shall be divided into groups of members of the Department and shall be assigned a definite working schedule in order to provide adequate personnel to properly perform the duties of the Operations Division. There shall be one Assistant Chief of Operations in charge of the Shifts. There shall be (3) Shifts in the department.
4. Districts shall be composed of the area within defined geographical boundaries, the Fire Stations within those boundaries, and shall be commanded by Division/District Chiefs.
5. Fire Stations shall be comprised of the Personnel, Apparatus and Equipment assigned and shall be commanded by a Company Officer.
6. Companies shall consist of a single unit of Emergency apparatus and its equipment, and the necessary number of personnel.
7. The Fire Chief or his designee shall assign each District and Company a defined territory which shall be its First Alarm Territory.
8. The Fire Chief or his designee shall assign each Company on each Shift a defined territory which shall be called its "Service Delivery Zone".
9. The Fire Chief shall assign other divisions to provide support functions to accomplish the mission of the Department.





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A.N. Locicero, Fire Chief

**100.03**

### **ADMINISTRATION**

1. Written reports and communications addressed to the Fire Chief shall be forwarded through proper channels, (chain of command).
2. Any fire rescue employee desiring to discuss any fire department matter with the Fire Chief must first advise his/her supervisor via the chain of command. They can then make an appointment by contacting the Fire Chief's Executive Aid at 274-7527. The topic of the meeting must be disclosed when making the appointment.
3. The Chain of Command for the Operations Division shall be: Company Officer, District Chief, Chief 1, Assistant Chief of Operations, and the Fire Chief.
4. The Chain of Command for the Rescue Division shall be Company Officer, Station Captain, District Chief, Rescue Division Officer, Rescue Chief, Assistant Chief of Operations, and the Fire Chief.
5. The Chain of Command for the Support Services Division shall be Supervisor, Division Director (regardless of title), Assistant Chief of Administration, and the Fire Chief.
6. The Chain of Command for the Fire Prevention Bureau shall be Assistant Fire Marshal, Fire Marshal, and the Fire Chief.
7. When signing any City related document, the signature line must include your RANK, NAME and ASSIGNMENT and the communication shall be forwarded without delay to the next higher authority. Copies will be furnished to all persons concerned with the communication or report.
8. Communication from the Fire Chief, Assistant Chief of Administration, Assistant Chief of Operations, Fire Marshal, and the Division/District Chiefs will follow the same departmental chain of command except in reverse order.
9. In an emergency, verbal reports and communications may be directed to the supervising authority concerned, followed without delay by written reports through proper channels.





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A.N. Locicero, Fire Chief

**100.04**

**TEMPORARY FILLING OF VACANT POSITIONS**

1. The Fire Chief or his designee shall have the authority to temporarily fill existing vacancies in promotional positions by assigning an employee who, when possible, is listed on a Civil Service Eligibility list for the position vacated. The employee so assigned shall assume the duties and responsibilities of the position to which they are assigned.



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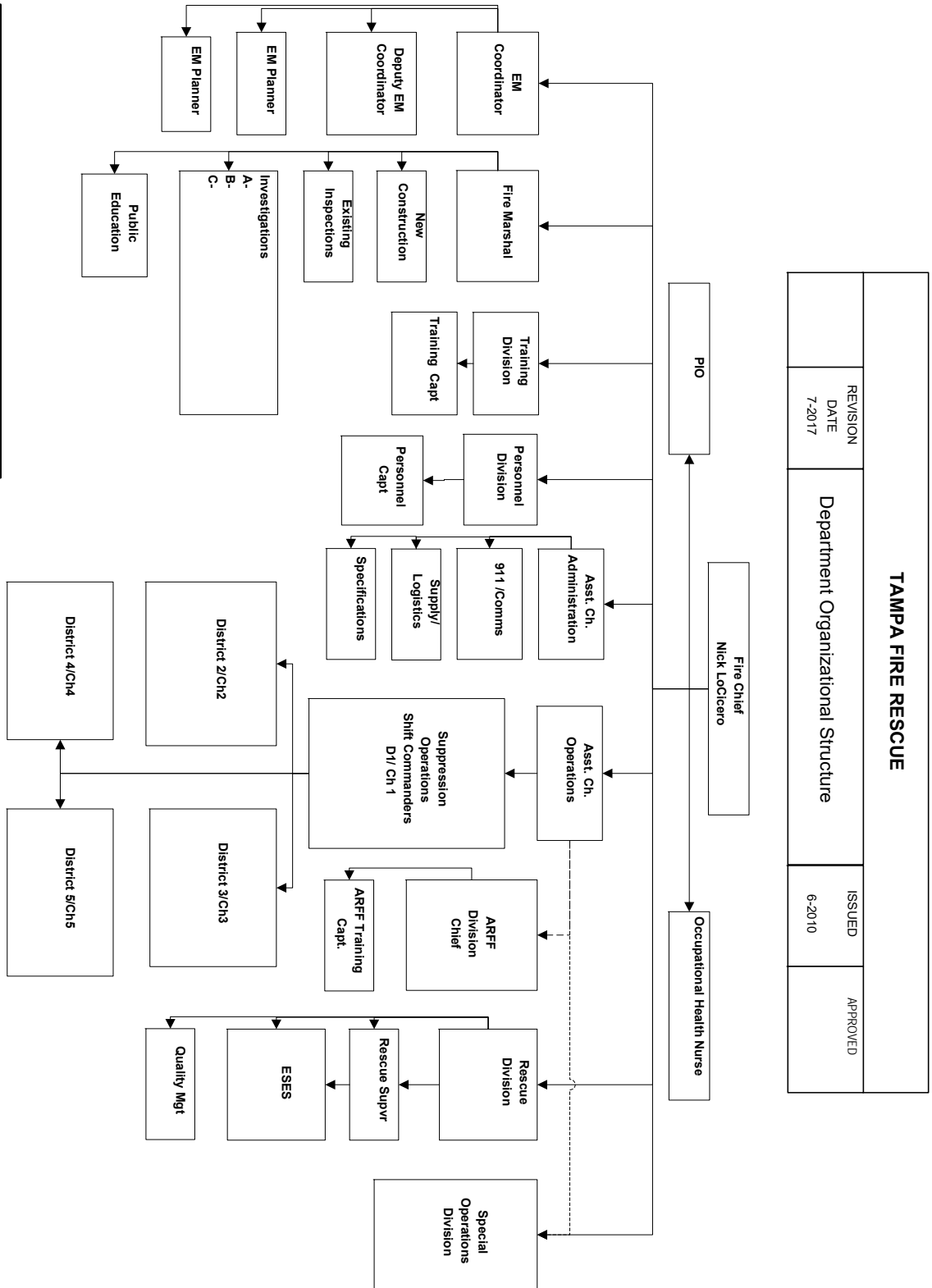
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**100.06**

### **OPERATIONS DIVISION**

The function of the Operations Division shall be:

1. Respond to and investigate all reported incidents that are deemed to be within the scope of Tampa Fire Rescue.
2. Extinguish and confine all fires, mitigate hazardous incidents, and perform specialized rescue with the goal of reducing the loss of life and property.
3. Respond to medical emergency calls and provide BLS/ALS medical care for ill and/or injured.
4. Operate in a safe and effective manner to reduce the cause of injury to our employees.
5. Maintain operational readiness through regularly scheduled standardized and specialized training programs that emphasize modern and advanced techniques and concepts.
6. Conduct pre-fire plans and perform a walk through of buildings, facilities, structures, etc., within the City of Tampa to educate and better prepare employees.
7. Develop and maintain positive relationships with internal and external users including the public, adjoining jurisdictions, hospitals, all City departments, and the media.
8. Provide exceptional customer relations with both internal and external customers by responding to their needs in a courteous and respectful manner.
9. File a complete and accurate electronic incidents report on all dispatched alarms.



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**100.07**

### **RESCUE DIVISION**

The function of the Rescue Division shall be:

1. Provide pre-hospital medical treatment to the citizens and visitors of Tampa.
2. Respond to fire alarms and other hazardous situations, rescue citizens, assist in the confinement, and extinguishment of fires.
3. Provide the safest working conditions possible for the personnel of Tampa Fire Rescue while working at emergency scenes.
4. Develop and maintain a good rapport with the general public by responding to all requests for service and by providing public service demonstrations to the citizens of Tampa.
5. Develop and maintain a good rapport with the Doctors, hospitals, and medical community.
6. Maintain operational readiness by participation in company drills, regular, and specialized training programs.
7. Respond to natural disasters and other service requests and perform whatever duties are necessary for preservation of life and property.
8. Establish and maintain rehabilitation area at all significant incidents.
9. Develop and maintain exceptional customer relations with both internal and external customers by responding to their needs in a courteous and respectful manner.
10. File a complete and accurate electronic patient care report (EPCR) on all dispatched "M"(medical) or "F"(fire) calls that result in a person with a medical complaint that is either assessed, treated, and/or transported to a medical facility.



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**100.08**

### **AIRPORT DIVISION**

The function of the Airport Division shall be:

1. Respond to all aircraft, medical and fuel emergencies within the boundaries of Tampa International Airport and provide mutual aid, as requested.
2. Rescue citizens, prevent extension of fire and confine and extinguish fire by application of proper suppression agents.
3. Make tactical surveys and prefire plans of all buildings, aircraft and target hazards within the boundaries of Tampa International Airport.
4. Maintain Aircraft Rescue and Firefighting readiness by participating in company drills and specialized training programs and all FAA required training.
5. Respond to natural disasters and other service requests and perform whatever duties are necessary for preservation of life and property within the boundaries of Tampa International Airport.
6. Respond to calls for emergency medical services and provide medical care for the ill or injured within the scope of their certification and medical protocol.
7. Develop and maintain exceptional customer relations with both internal and external customers by responding to their needs in a courteous and respectful manner.
8. File a complete and accurate electronic incident report on all dispatched alarms.



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A.N. Locicero, Fire Chief

**100.09**

### **FIRE PREVENTION BUREAU**

The function of the Fire Prevention Bureau shall be:

1. Conduct periodic inspections of commercial establishments, including residential structures of three or more dwelling units, for the purpose of determining compliance with fire codes applicable to the use and location of such establishments and facilities. Such inspections will be made, within the limits of Bureau resources, in the following priority from highest to lowest:
  - a. **Complaints.** A complaint is made as an individual observes a situation they consider unsafe or non-compliant.
  - b. **Re-inspections.** After an initial inspection has taken place and requirements given, we know there is a safety problem in the structure until through re- inspection we determine the violation has been mitigated.
  - c. **State mandated inspections.** Inspections required directly or indirectly by state statutes.
  - d. **Permit inspections.** Inspections required for permits issued under authority of city ordinance, usually time sensitive for specific events or processes.
  - e. **Target hazards.** Those structures that are occupied by large numbers of people or have a large property loss potential.
  - f. **Other commercial properties.**
2. Issue orders for the correction of all violations liable to cause fire or endanger life
3. Issue permits as required by city ordinance and/or city council resolution.
4. Review plans for new construction and renovation, for the purpose of determining compliance with fire codes applicable to the use and location of such establishments and facilities. These reviews shall include preliminary plan meetings, Developmental Review Committee submissions, construction drawings, fire alarm and fire protection plans, and other reviews as appropriate. Conduct final field inspections of work performed to determine compliance with approved plans.



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A.N. Locicero, Fire Chief

**100.09**

### **FIRE PREVENTION BUREAU**

5. Investigate the origin and cause of all structure and vehicle fires occurring within the municipality which are initially not classifiable as accidental in cause by the responding Company Officer, or any fires that involve loss of life or serious injury to persons.
6. Keep records of all fires and of all facts concerning fires.
7. Conduct inspections as assigned regardless of normal area or division assignment.
8. Develop and maintain exceptional customer relations with both internal and external customers by responding to their needs in a courteous and respectful manner.
9. Maintain a public education program. The Public Education Division serves to educate the public with the intent of establishing fire and life safety education programs, campaigns and initiatives aimed at eliminating or mitigating risks that endanger lives, health, property or the environment. The Public Education Division will serve to meet the following objectives:
  - a. Serve, educate, and train the public about fire safety.
  - b. Analyze pertinent information to determine high risk groups and seek to target specific issues and audiences as they relate to fire prevention.
  - c. Create, collaborate, and maintain partnerships with local businesses and organizations regarding fire and life safety initiatives.
  - d. Operate the Juvenile Fire Setter Program.
  - e. Secure fire equipment and related materials for special events and public education demonstrations.
  - f. Manage the smoke alarm installation program.





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A.N. Locicero, Fire Chief

**100.10**

**TRAINING DIVISION**

The function of the Training Division shall be:

1. Initiate and maintain an on-going, comprehensive training program.
2. Maintain training records for all Tampa Fire Rescue personnel.
3. Provide for the training of probationary Firefighters.
4. Administer programs for the continued career development of all TFR employees and provide training to maintain employee certifications.
5. Submit informational articles for publication in the Fire Service journals and/or magazines.
6. Post a monthly Safety Training Bulletin on the city's INET.
7. Submit a quarterly report of the U.S. firefighter line of duty deaths to be included on the training website on the city's INET.
8. Develop and maintain exceptional customer relations with both internal and external customers by responding to their needs in a courteous and respectful manner.
9. Manage the contractual agreements between the City of Tampa and outside agencies with respect to education.
10. Respond to greater alarms of fire or other emergency scenes when appropriate.



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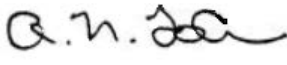
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A.N. Locicero, Fire Chief

**100.11**

### **PERSONNEL DIVISION**

The function of the Personnel Division shall be:

1. Comply with and implement the procedures required by local, state and federal laws, rules, and regulations applicable to the operation of Tampa Fire Rescue.
2. Facilitate the timely processing of the department's payroll with HR.
3. Process hiring and fill promotional vacancies for both uniform and general employees.
4. Process all retirements, resignations and dismissals.
5. Assist Employment Services in the area of testing for the purpose of filling entrance level and promotional vacancies.
6. Represent City of Tampa Fire Rescue in legal matters pertaining to the department's operation.
7. Represent the department in all legal cases involving worker's compensation claims.
8. Process and administer grievance and /or disciplinary action cases pertaining to all Fire Rescue employees.
9. Represent the department in labor relations' issues regarding implementation and execution of I.A.F.F. and A. T. U. collective bargaining agreements.
10. Process and maintain general records relative to the department's operation.
11. Provide miscellaneous activities as required for the efficient operation of Tampa Fire Rescue.
12. Administer the department's light duty program.
13. Develop and maintain exceptional customer relations with both internal and external customers by responding to their needs in a courteous and respectful manner.



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A.N. Locicero, Fire Chief

**100.12**

### **BUDGET OFFICE/ADMINISTRATION**

The function of the Budget Office/Administrative Section shall be:

1. Prepare the Tampa Fire Rescue annual budget according to the City's budget package.
2. Maintain the Tampa Fire Rescue general ledger according to the City's accounting policies.
3. Oversee and/or monitor the expenditure of appropriated funds and/or grant monies.
4. Invoice agencies, collect and deposit receipts, oversee and monitor the department to ensure it meets its appropriated revenue target.
5. Coordinate the use of funds and ensure that the Department procures goods, services, etc. according to the City's purchasing manual and other policies.
6. Coordinate the repair of buildings, fire equipment, telephones, vehicles, etc. with appropriate employees of the department, city departments and private firms.
7. Administer the Tampa Fire Rescue "fleet" vehicle, boat, and etc. replacement program.
8. Write specifications for fire vehicles, equipment, etc. and oversee contract award, construction and the delivery of items.
9. Coordinate safety inspections and regulatory testing of fire fighting vehicles, equipment, etc.
10. Administer the Tampa Fire Rescue capital building and building improvement programs.
11. Prepare statistical, cost analysis and studies on various aspects of Tampa Fire Rescue operations.
12. Develop and maintain exceptional customer relations with both internal and external customers by responding to their needs in a courteous and respectful manner.



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**100.13**

### **SUPPLY DIVISION**

The function of the Supply Division shall be:

1. Maintain an accurate inventory control record of all property, capital assets, equipment and supplies assigned to Tampa Fire Rescue.
2. Receive, store and distribute the above mentioned items to the various fire stations and installations.
3. Maintain records relating to condition, depreciation and replacement requirements for the above mentioned items.
4. Repair or cause to be repaired or replaced the above mentioned items as required.
5. Research, write specifications, prepares requisitions and orders the above items.
6. Develop and maintain exceptional customer relations with both internal and external customers by responding to their needs in a courteous and respectful manner.



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**100.14**

### **COMMUNICATIONS DIVISION**

The function of the Communications Division shall be:

1. Make the resources of Tampa Fire Rescue available to our customers, both internal and external, in a rapid, reliable, courteous and efficient manner.
2. Receive and dispatch alarms utilizing all available resources.
3. Alerting the proper outside entities of existing problems and the type of assistance needed and / or that we can provide.
4. Provide Tampa Fire Rescue with effective communications.
5. Operate the Communications Center and other communications equipment according to the Federal Communications Commission and the National Fire Protection Association standards.
6. To maintain the National Academy of Emergency Dispatch Accredited Center of Excellence certification. Accredited Centers of Excellence provide superior, up-to-date public care and efficient resource utilization to achieve maximum results in emergency situations.
7. The Communications Division shall demonstrate compliance to the highest level of standards set forth in the National Academy of Emergency Dispatch – Twenty Points of Accreditation.
8. Develop and maintain exceptional customer relations with both internal and external customers by responding to their needs in a courteous and respectful manner.



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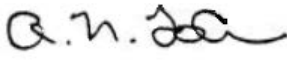
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A.N. Locicero, Fire Chief

**100.15**

### **MAINTENANCE DIVISION**

The function of the Maintenance Division shall be to:

1. Maintain all vehicles assigned to Tampa Fire Rescue in appropriate operating condition. All vehicles will receive periodic, preventative maintenance 3 times per year.
2. Receive, store, distribute and keep an accurate inventory control record of parts and supplies associated with said vehicles and equipment.
3. Perform preventive maintenance services in accordance with mileage and time limitations, using NFPA 1915 standards as a guideline.
4. Design and fabricate equipment and special parts for Department use.
5. Provide 24 / 7 / 365 road service for all vehicles and equipment of Tampa Fire Rescue.
6. Compile and submit accident repair estimates on all vehicles and equipment that require accident damage repairs. This information is forwarded to the City of Tampa Claims department and the TFR accident review board.
7. Receive and test new vehicles using NFPA 1901 standards as a guideline.
8. Evaluate and test new maintenance equipment that will enhance productivity and maintenance facility operations.
9. Compile and submit consolidated repair reports that when needed or requested, may impact future specifications and/or purchases.
10. Provide quick maintenance repairs to emergency vehicles to try to avoid crews being required to change out.
11. To update the V.I.N. list when new vehicles are received and when vehicles are re-assigned.



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**ORGANIZATION**

**AUTHORIZATION**

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A.N. Locicero, Fire Chief

**100.15**

**MAINTENANCE DIVISION**

12. Document and store all work orders into a computerized program to reflect maintenance performed to all vehicles and equipment of Tampa Fire Rescue.
13. Develop and maintain good customer relations with both internal and external customers and responding to their needs in a courteous and respectful manner.





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**AUTHORIZATION**

*A.N. Locicero*

A.N. Locicero, Fire Chief

**100.16**

**JOB DESCRIPTION and CLASSIFICATION REVIEW POLICY**

1. This policy explains the department's responsibility in maintaining and updating as necessary the job descriptions and classifications.
2. A periodic review of all job classifications and job descriptions will be conducted as changes to any job classification or description needs to be modified, added to or deleted of a particular task or responsibility made on an as needed basis.
3. To accomplish such maintenance, each supervisor is charged with the responsibility of a periodic review of the job description applicable to each subordinate.
4. Should the statement of duties and/or responsibilities of any position need revision, relative to an addition, modification, or elimination of a particular task or responsibility, the supervisor will note such a change and forward same through the chain of command.
5. Job descriptions for each class of employee are filed, up to date, in the Personnel Office, on the City INET and are published in Appendix A of the TFR Rules and Regulations manual.



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*A.N. Locicero*

A.N. Locicero, Fire Chief

**101.01**

**GENERAL RULES**

1. For areas not covered in these Rules and Regulations refer to the Standard Operating Guidelines, City Personnel Manual, or the current Collective Bargaining Agreement.



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*A.N. Locicero*

A.N. Locicero, Fire Chief

**101.011**

**FIRE HIGHER CLASSIFICATION**

1. All supervisors or employees temporarily filling a supervisory position are responsible for enforcing all Rules and Regulations, all written General Orders, all verbal orders and all written directives in memos and/or the minutes of the staff briefings.
2. An employee in an acting position shall be vested with the full authority and responsibility of that position, except that an employee in an acting position shall not countermand, modify or change any policy or order given by the supervisor whose place they have taken unless directed to do so by a higher authority or in the event of an emergency.
3. An employee must meet the educational requirements for the position they are riding higher classification in prior to riding in that position. Consideration will be given to those employees on the applicable civil service eligibility list in the assignment of such out-of-classification work.
4. A driver engineer or lieutenant on probation will be expected to ride in the higher classification of captain within six months of being promoted. They must have successfully completed the department-approved pump and aerial courses as well as the Acting Driver Engineer Performance and Skills Objectives Handbook. In addition, they will display and demonstrate a thorough knowledge of the captain's job description. The immediate supervisor will contact the shift commander and provide the employee with Tampa Fire Rescue's Acting Captain Task Booklet. They will be approved through his or her chain of command to the operations chief. The employee's task booklet will be kept as a pending file reference.
5. Probationary captains must complete the above process as it pertains to the district chief job description. Captains that will be acting in the position of district chief must also complete the Acting District Chief's Task Booklet.
6. Paramedics (F-4s) will be expected to ride in the higher classification position of lieutenant within 12 months of being promoted. In order to ride in the higher classification of lieutenant the individual must have completed the acting lieutenant process and be approved by the medical director. During the acting lieutenant process they will demonstrate a thorough knowledge of the lieutenant's job description and will demonstrate proficiency in all aspects of the required job skills.



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A.N. Locicero, Fire Chief

**101.011**

**FIRE HIGHER CLASSIFICATION**

7. A paramedic (F-4) and firefighter (F1) will be expected to have successfully completed the department-approved pump and aerial courses as well as the department-approved Acting Driver Engineer Performance and Skills Objectives Handbook within three years of their hire date. In addition, they will display and demonstrate a thorough knowledge of the driver engineer's job description. They will demonstrate proficiency in all aspects of the required job skills.
8. Fire higher-class (FHC) will be recorded in Telestaff by the employee's supervisor prior to the end of shift. This will be approved by the district chief prior to the end of the shift.



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A.N. Locicero, Fire Chief

**101.02**

**ATTENDANCE AND READY FOR DUTY POLICY**

1. Employees are assigned work hours by the fire chief with the concurrence of the mayor.
2. The standard for non-variable workweek employees shall be 40 hours. Non-variable workweek employees shall report to their work site ready to perform their duties by 0730 hours. Exceptions to this starting time shall require the approval of the fire chief.
3. Variable workweek employees shall report to their work site in their appropriate uniform of the day, ready to respond and perform their duties by 0730 hours. The reporting employee will immediately put their full firefighting gear on the assigned apparatus in order to be ready for emergency duties.
4. Employees who are not able to report to duty on their assigned duty day due to illness, emergencies, or other reasons must make all necessary status changes in TeleStaff prior to 0600.
5. Employees reporting off duty for unscheduled leave, i.e. sick, sick other, emergency annual, or death must notify (via TeleStaff) their assigned station or work location prior to 0600 hours each and every shift or day that they will be absent. The employee will request the type of leave applicable to their circumstance in TeleStaff.
6. Employees who are unable to put themselves off through TeleStaff should contact the on-duty officer at their work location or the district/division chief prior to 0600 and explain why they are not able to report for duty, and leave a telephone number where they may be reached during the shift. The on-duty officer shall report the off-duty employee to the respective shift commander /district supervisor immediately. Employees unable to make contact with their duty officer, work location or their division/district chief should contact the Communications Division (813-232-6805).
7. Exemptions to R&R (101.02 paragraphs 4, 5 and 6) for non-variable workweek employees shall be at the discretion of the division chief and subject to the approval of the fire chief.
8. Employees who are going to be late for duty must follow R&R (101.02 paragraphs 4, 5, 6 and 7 if applicable) and indicate the reason for the delay, approximate time for reporting to duty, and if possible and applicable, arrange for the person who they are relieving to hold over on an exchange of time. Such exchange of time must follow the Department Exchange of Time Policy (R&R 104.14)



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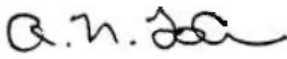
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A.N. Locicero, Fire Chief

**101.02**

**ATTENDANCE AND READY FOR DUTY POLICY**

9. Employees not at their respective work location at 0730 hours, without an authorized leave or notification in accordance with R&R (101.02 paragraphs 4, 5, 6 and 7) shall be considered Absent Without Approved Leave (AWL), and are subject to disciplinary action (reference City of Tampa Personnel Manual B10A and B28.1A).
10. If an employee fails to report for duty at the appropriate time, the following steps shall be taken:
  - a. The officer/supervisor in charge will verbally notify the appropriate chief immediately.
  - b. The officer/supervisor in charge will record the name of the employee in the station/division log, specifying AWL and annotating the time of the entry.
11. When the employee reports for duty, the officer/supervisor will:
  - a. Enter the time in the station/division log.
  - b. Notify the appropriate chief.
  - c. Officer/supervisor will complete a TFR-118 (Late for Duty Report) and forward it to the Personnel Office through channels.
  - d. A TFR-236 will be completed for the first occurrence and Telestaff will be changed/updated indicating the amount of AWL time.
  - e. Commencing with the second late for duty, Telestaff will reflect the amount of AWL time and appropriate progressive disciplinary action will be taken. (Reference COT Personnel Manual B10A and B28.1A)
12. Employees who report late for duty after proper notification as per R&R (101.02 paragraphs 4, 5, 6 and 7) shall be subject to the same procedure outlined in R&R (101.02 paragraph 9).
13. All employees reporting for duty will communicate with the employee being relieved to bring themselves up to date and abreast of the events that occurred on the previous shifts.



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*A.N. Locicero*

A.N. Locicero, Fire Chief

**101.02**

**ATTENDANCE AND READY FOR DUTY POLICY**

14. Employees being relieved will be responsible for properly storing their assigned firefighting gear and their personal effects.
15. After reporting for duty and immediately placing their full firefighting gear on their apparatus, employees will promptly report ready for duty to their immediate supervisor.
16. Employees assigned to drive emergency apparatus will, as soon as possible, after reporting for duty, make the necessary checks of the assigned apparatus to ascertain its readiness for service, complete the TFR 309 (Daily apparatus & inventory record sheet) and report same to the company officer.
17. When employees arrive at the station for duty and find that their assigned apparatus is still on scene at an emergency, the officer or acting officer in charge of that unit will contact their division/district chief, or TFR Communication Division, if their chief is not in the station, as soon as the full crew is ready for duty. They will stand by in full readiness until it is determined whether they are needed at the emergency scene.
18. On-duty personnel will not leave their assigned station unless properly relieved. If the departing employee is not properly relieved by 0725 hours they will report the fact to the officer in charge. No officer will keep a departing employee on duty beyond 0735 hours without authorization of the division/district chief.
19. The division/district chief will assume that all personnel are accounted for and apparatus is ready for full service unless notified otherwise by a company officer before 0735 hours.
20. Each division/district chief will ensure that Telestaff accurately reflects the staffing in their district to include; all employees absent with or without leave, exchanges of time, exchanges of R-Day, TDY, transfers, etc. They will also, ensure that all personnel movements in their district after 0730 hours, i.e., station to station, station to training, off duty sick, etc. are recorded properly in Telestaff.





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A.N. Locicero, Fire Chief

**101.02**

**ATTENDANCE AND READY FOR DUTY POLICY**

21. Any member of Tampa Fire Rescue, who will be OUT OF TOWN and will not be available for recall, will notify his respective station and be "logged out" in the back of the station logbook. Include the date and time out of town and the expected date and time of return (refer to R&R 101.041 paragraphs 18 and 19).



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A.N. Locicero, Fire Chief

**101.03**

**STATION MORNING MEETING AND COMMUNICATIONS**

1. The Station Officer will conduct a meeting with all on duty station personnel as soon as possible after 0730 hours.
2. All official communications received since the last on duty meeting shall be read and explained to all employees. All employees will sign all communications requiring acknowledgement. Reference Rules and Regulations 101.031. All bulletins received since the last duty day meeting will be read and posted on the proper bulletin board.
3. The minutes of the Staff Briefings will be downloaded into a file on the desktop of the station PC. A copy will be printed and read at the morning meeting.
4. Employees absent from their Station meetings will be responsible for reading and signing all official communications received while they were off duty.
5. The Station Officer will read the Station and Company log entries since the last duty day to all on duty personnel, emphasizing areas of emergency runs, equipment used, important information pertaining to personnel, operations of the station, and repairs of defects to station, apparatus and equipment.
6. Officers will assign the daily tasks to employees on duty based off of the following guideline:  
  
Daily- General cleaning and equipment checked  
Monday- Cyber Monday: all E-mails filed, all Fire/EMS reports checked for completion, generator checked, EMU's, etc.  
Tuesdays-Windows Day: all windows cleaned inside and out, yard waste and garbage picked up  
Wednesday-Kitchen Day: Kitchen and appliances cleaned and scrubbed  
Thursday-Truck Day: all vehicles inventoried, cleaned, ladders cleaned and checked  
Friday-Scrub Day: apparatus floor and bathrooms scrubbed and cleaned  
Saturday-Wax Day: Apparatus waxed
7. Employees shall not leave the station grounds while on duty without permission of their supervisor.



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A.N. Locicero, Fire Chief

**101.031**

### **REQUIRED DAILY SIGNATURES**

1. When signing any City related document, the signature line must include your RANK, NAME and ASSIGNMENT. The signature must be legible, if not the employee will print their name above their signature.
2. The documents listed below require employee signature and/or OIC (Officer in Charge) verification:
  - Station Log Book – duty assignment, watch and vehicle assignment
  - Apparatus Book – daily
  - Controlled Substance Log Book – per current policy and procedures
  - TFR-27 Fuel Log and **ALL** fuel related documents requiring a signature
  - TFR-219 SCBA cards-daily, weekly and after each use
  - TFR-309 Daily Apparatus Maintenance & Inventory Record Sheet
  - TFR-311 Reserve Apparatus Transfer Record – as applicable
  - TFR-312 Apparatus Equipment Inventory Tracking Record Sheet
  - Station Auxiliary Generator – weekly
  - Station Library - weekly
  - Apparatus Hose Change or Rotation Record – monthly
3. The following items may be assigned to “on duty” personnel and documented in the Station logbook denoting their receipt and/or acceptance. An employee’s signature will imply that the employee has read, been briefed, and has been made aware of any and all new policies, orders, memorandums and procedures of reference. These should be read and discussed at the daily Station morning meeting.
4. The employees’ logbook signature implies the employee has completed all of his/her daily assignments as defined by his/her job description, SOG, and Rules and Regulations."
5. The below listed documents do not require individual signatures:
  - Memorandums
  - General Orders
  - Special Orders
  - Minutes of Staff Briefings
  - Change Memorandums



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A.N. Locicero, Fire Chief

**101.031**

**REQUIRED DAILY SIGNATURES**

6. The "on duty" station officer will be responsible and held accountable to ensure that there are no violations to this signature policy.
7. The Division/District Chiefs are responsible for determining signature compliance each month.



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A.N. Locicero, Fire Chief

**101.04**

**WATCH DUTIES AND RESPONSIBILITIES**

1. The Station/Company Officer shall be responsible for entering into the Station/Company logbook an accurate and complete account of all actions affecting the interest of the Department and the administration of the station personnel and apparatus.
2. The Station Officer shall assign employees watch assignment during their tour of duty. Employees on watch are responsible for recording in the station logbook, all information outlined in R&R (101.04 paragraph 1 and 101.041) while on their watch assignment.
3. The station officer shall assign employees to watch duties to cover all hours of their tour of duty. The watch area will be staffed 24 hrs.
4. The assigned person on watch is responsible for the following duties (but not limited to):
  - a. Answering the phone(s) promptly, including the RED phone
  - b. Answering the door promptly and courteously
  - c. Responding to the needs of the citizens that visit the station
  - d. Monitoring the TFR radio for district movement
  - e. Provide tear and go to the Company officer
  - f. Make sure the station is secure, as appropriate for the time of day



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*A.N. Locicero*

A.N. Locicero, Fire Chief

**101.041**

**COMPANY AND STATION LOGBOOKS**

1. The logbook shall be maintained in a neat, concise, and accurate manner.
2. Inside the front cover of the Log Book, will be listed:
  - a. Fire Rescue Station # \_\_\_\_\_
  - b. Address and phone number of the Station.
  - c. Date of first entry.
  - d. Date of Last entry.
3. Each shift shall begin its daily Log entries by listing the day, date, and shift on duty at the top of the page.
4. The next entry shall be to list the personnel on duty, their duty assignments, their watch assignments, and their signature.
5. The next entry shall be personnel changes. In this section list any changes in personnel such as sick leave, late for duty, annual leave, and R/day etc. If there are no changes list, "No personnel changes".
6. After personnel changes, list Daily Apparatus Check. List any discrepancies and the action taken. The next section lists Station Discrepancies pertaining to the station itself and action taken.
7. Logging of Alarms: This section should be completed upon returning from an alarm with information placed in the proper order and in red ink. Minimum alarm information to log:
  - a. Times: dispatch, on scene, in quarters (others as appropriate)
  - b. Address: dispatched (and corrected if applicable)
  - c. Type of alarm: dispatched (and type found if different)
  - d. Alarm number
  - e. Comments as necessary
8. Black ink is to be used on all entries with the exception of alarms.
9. Lines shall not be skipped and putting a single line through the information will void any mistake entered into the daily logbook and this change is to be initialed by the person making the change.



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A.N. Locicero, Fire Chief

**101.041**

**COMPANY and STATION LOGBOOKS**

12. All times listed in the Daily logbook are to be entered on the far-left edge or column of the page using 24-hour clock (military time) notation.
13. As the day progresses, log entries will be made of all activities taking place, personnel, apparatus, equipment changes, and visitors to the station including time in / out and reason for visit.
14. All training is to be logged in the logbook. Enter the time training started and the time training ended, including a brief description of training content.
15. All injuries sustained must be logged, including description of injury and cause.
16. Fire/Rescue boat station officers will enter the engine run time from the meters, amount of fuel received and from what source or vendor, amount of 2-cycle oil added to the reservoirs, if appropriate, and any problems such as unusual noises, vibrations, inoperative equipment or vessel damage.
17. No pages are to be removed from a daily logbook. This book is a legal record of the activities and function of Tampa Fire Rescue.
18. All station / company logbooks are to be kept in the fire station for a period of 2 years, and then sent to the fire supply division for archiving. Archived station / company logbooks will be kept for a period of 1 year unless specifically requested for a longer period. Then sent to records retention to be kept indefinitely.
19. Personal information of station personnel is to be maintained in TWO (2) 1" binders. ONE (1) station binder containing TFR 345's and ONE (1) binder in the Chief's office containing TFR 344's. Both binders are labeled "NOT FOR PUBLIC RELEASE" pursuant to Florida Statute 119.07 2(i)1 Refer to TFR Rules and Regulations, section 101.13
20. The OUT OF TOWN LOG will be kept as a part of the station log book, starting at the back of the station log book, and moving to the front. It is the responsibility of the station Captain to maintain this log (refer to R&R section 101.02 paragraph 20).





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A.N. Locicero, Fire Chief

**101.042**

**REPORTING A COMPANY OUT OF SERVICE VIA THE RADIO OR  
TELEPHONE**

1. The station officer or the officers of the affected apparatus are the only individuals permitted to relay any pertinent information via the radio or a recorded telephone line to the Communications Division. Examples of pertinent information include vehicle status, station status, and equipment or personnel status.
2. If a unit needs to be put out of service for any reason (including re-generation) the officer will contact their respective division/district chief prior to notifying the Communications Division for approval. The officer will then notify the Communications Division stating the reason and estimated time the unit will be out of service.
3. Personnel will provide their name, rank and assignment when contacting the Communications Division and request to speak to the on-duty shift supervisor. If anyone other than an officer contacts the Communications Division to relay information, the communications technician will request that the appropriate officer speak to the on duty shift supervisor.
4. If a unit is placed out of service for DECON, the personnel subjected to exposure will follow up with the appropriate documentation:

DWC – 1

DA – 307A

DA – 307B

HR – 36

5. Units shall avoid going out of service for re-generation between the hours of 1600 hours and 2000 hours.
6. Units needing to refuel or to replace oxygen cylinders will report their status to the Communications Division. Apparatus will remain in service while refueling and exchanging oxygen tanks/cylinders. If an alarm is received while refueling or replacing oxygen the officer will notify the Communications Division of their status and any delayed response if applicable.
7. Communications and company officers will monitor unit out of service times.
8. Company officers will monitor portable radios for emergency calls at all times while out of service for potential response.



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A.N. Locicero, Fire Chief

**101.05**

**DRIVER'S LICENSE**

1. All employees of Tampa Fire Rescue must have and maintain a valid Florida Class E non-commercial driver license or any commercial Class license. A Florida Class D is acceptable until they expire and are replaced with a Class E license.
2. All TFR employees will maintain an acceptable driving record.
3. No TFR employee shall be permitted to drive any City vehicle under any condition unless they possess a valid State of Florida Driver's License.
4. If any employee of Tampa Fire Rescue loses their driver's license, i.e., expired, refused, cancelled, revoked, suspended or restricted due to court action or action by the Florida Department of Highway Safety and Motor Vehicles, they may be subject to appropriate departmental discipline and will not be permitted to drive a City vehicle unless written court permission is obtained.
5. It is the explicit responsibility of the employee to notify their immediate supervisor at the beginning of their next duty tour whenever there is any change in the status of their driver's license or of an arrest for DUI.
6. It is the employee's immediate supervisor's responsibility to immediately notify the Personnel Office, through channels, of any changes in employees Driver's License status.
7. Each time an employee's license is renewed or reissued due to a change, a copy must be forwarded to the Personnel Office for placement in the employee's personnel file.
8. All current TFR employees will have their driving record reviewed annually.



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A.N. Locicero, Fire Chief

**101.06**

**RECORDS AND REPORTS**

1. Officers shall be responsible for the accuracy and completeness of all reports written by them and shall keep an up to date filing system for all reports, requests, Special Orders, General Orders and Memorandums received or initiated by them.
2. All monthly reports and paper work will be completed and processed by the 5<sup>th</sup> of the month.
3. All official Tampa Fire Rescue documents and reports will be completed in black ink. Red ink will be used when filling out incident entries in the Station/Company logbook.
4. All messages, telephone, verbal or written, must be delivered properly and promptly to the person/s concerned.
5. Correct addresses and telephone numbers of all TFR personnel must be kept current and this information is to be recorded on a TFR 345 and placed in the book "Firefighter Personal Contact Information: Not for public release" kept in the Station where the employee is assigned. Anytime an employee has changes to any of their personal information, it is the employee's responsibility to ensure this form is kept up to date.
6. An employee having a change in address and/or phone number will fill out a TFR 112 and forward it to the Personnel Office.
7. Employees of Tampa Fire Rescue shall not knowingly make a false official report.



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A.N. Locicero, Fire Chief

**101.07**

**PERSONAL TELEPHONE CALLS**

1. All telephone lines and equipment on Tampa Fire Rescue property and paid for by the City of Tampa shall be used in accordance with these rules.
2. Employees shall not make directory assistance calls, unless authorized by their immediate supervisor. Supervisors should log these calls in the Station logbook.
3. No charges of any type shall be made to any TFR telephone without the authorization of the immediate supervisor. The supervisor shall log these calls in the station logbook.
4. Telephone calls should be answered promptly, and courteously by greeting: "Good Morning, Afternoon, or Evening, Station # or installation, name and rank, how may I help you?" i.e. Good Morning, Station #1 Fire Fighter Jones, How may I help you?
5. Employees shall not accept any long distance collect calls on Fire Rescue telephones except in an emergency, or if authorized by the Station Officer. Calls, which are accepted, shall be recorded in the station logbook by the supervisor.
6. Employees shall not make long distance telephone calls on Fire Rescue telephones except in an emergency and with authorization of the Station Officer. The call will then be properly logged and the information will be forwarded to the Chief of Operations office. Employees making such calls will be responsible for their payment.
7. Personal telephone calls made while an employee is on duty using Fire Rescue equipment shall be held to a courteous length. Personal phone calls should always give way to TFR business.
8. Employees shall not conduct personal business on TFR telephones without the authorization of their immediate supervisors.
9. No personal telephone calls shall be accepted after 2200 hours unless it is of an emergency nature.
10. Service problems shall be reported as soon as possible to the Budget office. After hours reports should be made to the TFR communication division.



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A.N. Locicero, Fire Chief

**101.071**

**PERSONAL CELLULAR PHONE POLICY**

1. Personal cellular phones will not be used while on any TFR apparatus or at any emergency scene. Personal cell phones will remain in the "silent or vibrate" mode so as to not bring distraction to an incident.
2. The use of personal cell phones for department business is strongly discouraged and should only be used as a last means of communication and the nature of the TFR business is emergent.



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**AUTHORIZATION**

*A.N. Locicero*

A.N. Locicero, Fire Chief

**101.072**

**CITY ISSUED CELLULAR PHONE POLICY**

1. Purpose – The purpose of this policy is to establish requirements for City of Tampa authorized use of City-owned cellular phones, to ensure departmental and employee accountability and responsibility, and to prevent improper use or assignment of cellular telephones.
2. Authorization – Cellular telephones shall only be issued to employees who have a demonstrated need for the equipment in order to conduct City of Tampa business. Demonstrated need shall include, for example: situations in which increased productivity and responsiveness by employees occurs because they are not able to utilize regular phone service; employees who need to conduct business and/or be frequently contacted when away from their official work station; employees who need to be contacted on an emergency or urgent need basis.
3. A written request through the employee's chain of command to the Chief of Administration is required prior to authorizing the issuance of a cell phone.
4. Acquisition – Budget office has the budgetary responsibility for the purchase and monthly expenses associated with cellular telephones. The budget office shall be responsible for determination of the types of equipment, plan features, and repair/replacement options available to the department.
5. Requests for replacement for Cell phones that have been lost, stolen or damaged should go to the budget office for coordination of that replacement. The appropriate TFR 151A or 151B will be completed and turned in through channels. For damaged or non-working phones, a one-for-one replacement is required.
6. Use – City issued cellular telephones are provided for City business. In the event that an employee utilizes the cell phone for personal business, the employee shall reimburse the City for such usage at the current rate as determined by the Director of Finance. Personal use is discouraged and, in the event that this occurs more than a limited basis, reconsideration of the phone authorization shall occur (reference City of Tampa Personnel Manual B41A).
7. It is the responsibility of each employee issued a cell phone to review on a monthly basis their cell phone itemized bill, and return said bill to the budget office with all personal phone calls highlighted in yellow. These personal calls, cumulative, will be reimbursed back to the City every six-month, in the form of a personal check made out to the City of Tampa.



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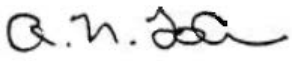
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**AUTHORIZATION**

  
A.N. Locicero, Fire Chief

**101.073**

**DIGITAL IMAGERY POLICY**

1. The use of personal cameras, video recorder, audio recorder, or the camera video/audio function of a cellular phone, PDA, or any other digital imaging device, whether cell phone cameras, stand-alone cameras, or cameras contained on any other such personal devices, whether digital or conventional film cameras, while on duty or when performing any function for or on behalf of Tampa Fire Rescue, is strictly prohibited.
2. Personnel are only permitted to use a camera, video recorder, audio recorder, or the camera video/audio function of a cellular phone, PDA, or any other digital imaging device issued by Tampa Fire Rescue while on duty. The department issued devices are intended to be used for official purposes only such as to document the position of vehicles and patients at the scene of an accident or to document mechanisms of injury for use by the receiving facility to assist in guiding treatment. No other picture taking devices including personal electronic devices, PDA's, cameras, or other personal computer devices (not issued by Tampa Fire Rescue for official purposes) shall be used by personnel while on duty.
3. Any photographs containing individually identifiable information are covered by the HIPPA privacy rule and must be protected in the same manner as patient care reports and other such documentation.
4. Any images taken by, or in the possession of an employee in the course and scope of their employment are solely the property of Tampa Fire Rescue and not the property of the individual that took the pictures.
5. No medical images taken by an employee, with a department issued device, in the course and within the scope of their employment may be used, sold, printed, copied, scanned, emailed, posted, shared or distributed in any manner without the express, written approval of Tampa Fire Rescue's Privacy Officer, Rescue Chief. Example: This prohibition includes, but is not limited to posting photos on personal websites such as Facebook®, MySpace®, You Tube®, Twitter or any other public website or any public safety website, emailing images to friends, colleagues, relatives or others in the fire service industry.
6. This policy shall not apply to photos taken by on-duty personnel with a personally owned device for purely personal and non-business purposes, including photos of friends and family members during a fire station visit, and co-workers posing for a group photo. No photos or imagery shall be taken at emergency scenes, training events, or during any official activity of the department, nor shall photos of imagery be taken if it may have any training, operational, documentary or evidentiary value with a personal device.





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*A.N. Locicero*

A.N. Locicero, Fire Chief

**101.073**

7. Imagery taken for personal or non-business purposes by individuals shall not contain profanity, nudity, or partial nudity, horse play, hazing harassment, be offensive, or depict vulgar or sexually suggestive images.
8. Imagery taken for personal or non-business purpose by individuals shall not be used or sold for profit.
9. Personnel are prohibited from posing for, or allowing station, facilities, apparatus, equipment, uniforms, badges, and other items under their control that identify the department to be used in photographs, images or videos taken by third parties for inappropriate, lewd, or immoral purpose.
10. Personnel are prohibited from posing for, or allowing stations, facilities, apparatus, equipment, uniforms, badges, and other items under their control that identify the department to be used for photographs, images or videos taken by third parties for commercial purpose, unless permission is granted by the Mayor or his/her designee.
11. Off-duty personnel who respond to or come across an incident to which Tampa Fire is responding to, or on scene, who are in uniform, or any attire that identifies them as a member of Tampa Fire, or uses their credentials to gain access to the scene, that is not accessible to the public, shall be required to comply with these regulations.





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*A.N. Locicero*

A.N. Locicero, Fire Chief

**101.08**

**IDENTIFICATION CARDS**

1. Every employee of Tampa Fire Rescue, when on duty will carry their Fire Rescue identification card, drivers' license and EMT/Paramedic certification on their person at all times. These cards need not be carried in Bunker clothes.
2. The loss of any identification card is a serious matter and must be reported immediately to the Personnel Office so steps can be taken to issue a new card.
3. The cost of replacing a lost identification card will be at the employee's expense. If the identification card becomes defaced or mutilated it is the responsibility of the employee to have the identification card replaced. All cards must be replaced through proper departmental procedures. No individual will have an identification card made unless it is with full authorization of the Fire Chief. Contact the TFR Personnel Office for replacement ID cards.
4. Periodic checks will be made by various departmental officers to ascertain that employees possess the proper identification cards and that they are in proper condition.



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**AUTHORIZATION**

*A.N. Locicero*

A.N. Locicero, Fire Chief

**101.09**

**PHYSICAL FITNESS AND PERSONAL HYGIENE**

1. All TFR employees shall maintain a level of physical fitness sufficient to allow them to perform their duties in a safe and efficient manner.
2. Employees of Tampa Fire Rescue shall maintain a high degree of personal hygiene. They shall be neat and clean about their person except when duties or assignment obviously prevent them from being so. They shall keep themselves clean and free of offensive odors with particular attention paid to hands, fingernails and oral hygiene.
3. TFR Supply Division will continue to issue and clean station dish towels. These dishtowels will remain on the station inventory and will be inventoried every Sunday, by the station officer, recording pick up and delivery in order to maintain a proper inventory count.



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**AUTHORIZATION**

*A.N. Locicero*

A.N. Locicero, Fire Chief

**101.10**

**VOTING**

1. Voting is an important part of American Citizenship and Tampa Fire Rescue encourages all employees to participate in this process.
2. It is the employee's responsibility to vote prior to reporting for duty or for making arrangements to have their time covered in order to vote. The use of emergency leave will not be authorized for this purpose.



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*A.N. Locicero*

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**101.11**

**BED COVERINGS, LINENS AND LAUNDRY**

1. Beds are to be made up before being occupied and are to be kept neat at all times, when not occupied.
2. The Station Officer shall govern the occupying of beds. All personnel must remove shoes or boots and bunker gear before occupying beds.
3. Each member of TFR will be issued their own linen consisting of a mattress cover, sheet, bedspread, pillow, pillowcase, and blanket.
4. Personal linen shall be changed at the end of the employees' duty shift. Under no circumstances should an employee's linen be left on a bed after the employee has been relieved from duty.
5. Laundering of personal bed linens and coverings will be the sole responsibility of the employee. For hygiene purposes, it is strongly recommended that the personal bed linens and coverings be laundered during each R/day. The Station Officer will be responsible for checking the cleanliness of his/her subordinates' personal linen.
6. The use of Rescue linen for personal bedding is strictly prohibited. At no time will an employee exchange his/her personal linen with Rescue linen issued to the station and carried on station inventory.
7. Salvage and replacement of personal bed linens and coverings will be at the station officer's recommendation. Replacement shall be provided at no cost to the employee for **normal wear and tear**. A one-for-one **CLEAN** exchange will be required and accomplished by going by the Supply Division. No forms are required at the time of this document.
8. Contaminated rescue linen should be exchanged at the hospital, and not returned to the station. If the exchange cannot be made, then this linen will also be laundered as in the past.



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*A.N. Locicero*

A.N. Locicero, Fire Chief

**101.12**

**OFF DUTY EMPLOYMENT**

1. Tampa Fire Rescue recognizes that off duty employment often provides employees skills and special knowledge useful in firefighting and quite often develops better fire officers through financial and administrative experience acquired through off duty employment.
2. Employees are not permitted to accept off duty employment which would limit or prevent their readiness for full duty with the Department, nor can the off duty employment detract from or damage the employees reputation as a City employee or reflect discredit on the City of Tampa.
3. Off duty employment that falls within the area restricted by these standards shall not be accepted without approval of the Fire Chief.
4. Any employee contemplating off duty employment, which involves the carrying of firearms, will clear such employment through the Fire Chief's office prior to accepting the employment.



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*A.N. Locicero*

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**101.121**

**PROHIBITED INCOMPATIBLE NON-CITY EMPLOYMENT OR PRIVATE  
BUSINESS ENTERPRISE**

1. No official or employee of the City shall have any other outside employment ("non-city employment") or controlling financial interest in any private business entity, if that non-city employment or private business entity, or compensation received as a result thereof, impairs, or could reasonably be expected to impair, his/her independence in judgment or performance of City duties.
2. The CITY OF TAMPA ETHICS CODE requires the mandatory disclosure by officials and employees of non-city employment or private business enterprise. Employees are considered to be "engaged in non-city employment" if they have or hold an employment relationship with any entity other than the City of Tampa. Employees are considered to be "engaged in a private business enterprise" if they own or operate a business entity defined as a corporation, partnership, limited partnership, limited liability corporation, limited liability partnership, proprietorship, firm, enterprise, franchise, association, self-employed individual or trust, whether fictitiously named or not.
3. As per the City of Tampa Ethics Code, all employees are required to complete "Non-city Employment – or Private Business Entity Disclosure forms annually or anytime an employee changes his/her off-duty employment.
4. All forms are to be approved by the Fire Chief. Reference City of Tampa Ethics Code (sections 2-511 and 2-512).



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*A.N. Locicero*

A.N. Locicero, Fire Chief

**101.122**

**EXTRA DUTY PARAMEDIC EMPLOYMENT POLICY**

This will define policy and establish procedures pertaining to the administration of Tampa Fire Rescue – Rescue Division Extra Duty employment program. This policy is also available for viewing on the TFR INET in the Rescue section. This policy establishes procedures by which personnel are provided equal access to available extra duty assignments and other important information relating to the extra duty program.

**1. PURPOSE**

- To ensure the safety of the public.
- To establish a uniform procedure for the administration of extra duty EMS activities by a Tampa Fire Rescue personnel.
- To encourage professional interaction with clients and other members of the public.
- To insure cooperation between city agencies and other Tampa Fire Rescue divisions.

**2. RESPONSIBILITY**

- Extra duty work by Tampa Fire Rescue paramedics is not an inherent right, but a privilege that can be granted at the discretion of the Fire Chief or his/her designee.
- The primary obligation and responsibility for all Tampa Fire Rescue personnel is their on-duty assignment. Personnel must ensure that they are in optimum physical and mental condition to carry out their duties. It is the policy of Tampa Fire Rescue that the off-duty assignments shall be regulated according to TFR Rules and Regulations.
- The Fire Chief or his/her designee shall review any violations or problems occurring during or as a result of Extra Duty EMS activities.

**3. PERSONNEL QUALIFICATIONS AND ELIGIBILITY**

- A.** All sworn Paramedics that have been approved by the Fire Chief or his/her designee are eligible for extra duty EMS assignments.

1. Any paramedic that desires to be considered for extra duty work shall submit a completed TFR 367 to the Fire Chief or his/her designee, through channels.



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*A.N. Locicero*

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**101.122**

**EXTRA DUTY PARAMEDIC EMPLOYMENT POLICY**

- B. When a paramedic accepts or refuses an extra duty assignment it shall be considered to be at the employee's option. The Rescue Office shall only assign work in this voluntary manner. The Fire Chief, or his/her designee, reserves the exclusive right to authorize, on an interim basis, extra duty assignments to individual units and personnel in order to meet individual circumstances that serve the best interest of the City.
- C. Every attempt will be made to fairly distribute extra duty EMS assignments. It will be the discretion of the Fire Chief or his/her designee to appoint a supervisor or supervisors to coordinate extra duty EMS assignments.
- D. Personnel will be notified via email regarding extra duty EMS assignment opportunities. When practical, the Rescue Office will wait 24 hours before filling the assignment. This will give all personnel an opportunity to respond. Personnel assigned to work extra duty EMS will be notified by email. They are required to confirm the assignment by email reply.
- E. When unable to work a scheduled assignment, the Rescue Office must be notified. The Rescue Office, during normal business hours Monday-Friday, will attempt to locate a substitute paramedic. During non-business hours, the person is responsible for obtaining his or her own qualified substitute to complete the assignment. This change must be communicated to the Rescue Office as soon as possible. Frequent changes (as determined by the Fire Chief or his/her designee) in availability after assignment may result in suspension from working extra duty events.
- F. Proper notification must be made if illness or emergency will prohibit a paramedic from reporting to an extra duty EMS assignment. If after business hours contact the Communications Supervisor so they can page Rescue Office personnel and/or Division Chief 1.
- G. When a person no longer wishes to participate in the extra duty EMS program, he or she will notify the Fire Chief or his/her designee in writing.





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**101.122**

**EXTRA DUTY PARAMEDIC EMPLOYMENT POLICY**

**4. PERSONNEL NOT ELIGIBLE TO PERFORM EXTRA DUTY EMS**

- Personnel who are using sick leave (SCK self, SKO sick other, or SKP Personal Leave), suspension, injury leave (either line-of duty or non-line of duty), or relieved of duty for any reason may not work Extra Duty EMS assignments.
- Personnel on light duty status are not eligible to work extra duty assignments.
- Personnel who are performing in less than a satisfactory manner as documented in their personnel records or issues as they relate to Medical Quality of Care are not eligible for extra duty assignment.
- Personnel who are using annual leave, DEA, or on exchange of time (EPA or EOT) are not eligible to work extra duty assignments that are City sponsored (overtime pay) during those hours that they are normally scheduled to be on duty.

**NOTE:** The final decision on the eligibility of personnel to work extra duty EMS assignments rests with the Fire Chief or his/her designee.

**5. DUTIES OF EXTRA DUTY EMS PERSONNEL**

**A. Tampa Fire Rescue Extra Duty EMS personnel shall:**

1. Report to the contact person or event supervisor.
2. Stay in their area of assignment and not leave to visit friends and/or relatives in other areas during public assemblies.
3. Notify the Communications Division, preferably by telephone at 232-6805, of assignment location, duration, and radio call sign before beginning an extra duty assignment. When this is not practical, the radio will be utilized on TFR EMS/DISP.

**B. Wear Class B uniforms for all Extra Duty EMS assignments unless otherwise approved by the Fire Chief or his/her designee.**



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*A.N. Locicero*

A.N. Locicero, Fire Chief

**101.122**

**EXTRA DUTY PARAMEDIC EMPLOYMENT POLICY**

**6. DUTIES OF EXTRA DUTY EMS PERSONNEL**

- A. Tampa Fire Rescue Extra Duty EMS personnel shall:
1. Report to the contact person or event supervisor.
  2. Stay in their area of assignment and not leave to visit friends and/or relatives in other areas during public assemblies.
  3. Notify the Communications Division, preferably by telephone at 232-6805, of assignment location, duration, and radio call sign before beginning an extra duty assignment. When this is not practical, the radio will be utilized on TFR EMS/DISP.
- B. Wear Class B uniforms for all Extra Duty EMS assignments unless otherwise approved by the Fire Chief or his/her designee.
- C. Personnel performing extra duty assignments are responsible for adhering to ALL TFR rules and regulations, standard operating guidelines and medical protocols that apply to regular duty assignments. Any violation of these policies and procedures will be resolved in accordance with existing department guidelines for disciplinary action.
- D. Personnel performing extra duty assignments will be responsible for responding to emergency situations that occur in the immediate area of the site of the assignment and take appropriate action.
- E. Personnel performing extra duty EMS assignments are responsible for checking all assigned equipment prior to start of the event and for securing the equipment at the end of the event.
- F. Personnel performing extra duty assignments are responsible for initiation and completion of appropriate documentation including payroll logs, equipment logs, and patient care reports for ALL patient encounters.
- G. Personnel performing extra duty assignments will be responsible for notifying the on duty Division 1 Chief of any serious incidents that occur at the site of the assignment.



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A.N. Locicero, Fire Chief

**101.122**

### **EXTRA DUTY PARAMEDIC EMPLOYMENT POLICY**

- H. Personnel shall not place themselves so as to block the view of any ticket holder or customer of the event, and shall not occupy any seat in the public area.

#### **7. ASSIGNMENT SELECTION**

- A. A list of interested eligible personnel will be approved by the Fire Chief or his/her designee and maintained by the Rescue Office.
- B. When paramedics are requested for extra duty assignments and multiple paramedics sign up to work that assignment, preference will be given to those individuals that have completed and are identified as "Paramedic of Record" – POR. If a paramedic, at the time of extra duty assignment, does not possess "POR" status he or she will not be allowed to function in a "solo" assignment as a paramedic.

#### **8. WAGES AND HOURS**

- A. The Fire Chief will establish pay rates for Extra Duty Paramedics.
- B. All compensation for working extra duty EMS assignments will be through City of Tampa payroll.
- C. The minimum pay for an assignment will not be less than three hours compensation. An assignment of longer than six hours may be split among two or more paramedics provided that each "shift" is not shorter than three hours.
- D. If the assignment is cancelled after the assigned personnel arrives as scheduled, the assigned personnel will be paid the established minimum number of hours as agreed upon the requestor's application and in accordance with the current collective bargaining agreement.
- E. Personnel assigned to work a Department assigned extra duty job will be covered under the City's worker's compensation as long as the proper reporting procedures have been followed in accordance with current worker's compensation laws and policies. This does not include those employees working under contract with any other entity, i.e., SDHC, Leary Technical Center, HCC, etc.



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A.N. Locicero, Fire Chief

**101.122**

**EXTRA DUTY PARAMEDIC EMPLOYMENT POLICY**

**9. DISCIPLINE**

- A. Discipline will be determined by the Fire Chief or his/her designee for all violations of the rules (including missing assignments) or misconduct.
- B. Discipline will be progressive beginning with:
  - 1. 30 days suspension from extra duty work for the first incident, 90 days suspension from extra duty work for the second incident within one year and the third incident will result in removal from the Extra Duty paramedic list. Termination from extra duty work will be for an indefinite period of time. Reinstatement of the privilege to work extra duty assignments can be made at the discretion of the Assistant Chief of Admin with the approval of the Fire Chief or his/her designee.
- C. The progression of discipline can be accelerated for more serious violations, at the discretion of the Fire Chief or his/her designee.
- D. Disciplinary actions for violations of TFR Rules and Regulations and/or of the City of Tampa Personnel Manual that occur while an employee is performing extra duty EMS shall be administered according to Article 31 of the Collective Bargaining Agreement between the City of Tampa and Local 754.



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*A.N. Locicero*

A.N. Locicero, Fire Chief

**101.123**

## **EXTRA DUTY FIRE WATCH EMPLOYMENT POLICY**

Fire Watch is a service to clients who temporarily introduce an unusual hazard into a public building, facility, assembly occupancy, or other area. To effectively perform Fire Watch duties, a working knowledge of codes and standards and an ability to communicate effectively with the public is required. Normally a permit for the hazardous activity will have been issued by the Fire Marshal's office and the Fire Watch is required as a condition of the permit.

### **1. PURPOSE**

- To ensure the safety of the public.
- To establish a uniform procedure for the administration of Fire Watch Activities by Tampa Fire Rescue personnel.
- To encourage professional interaction with clients and other members of the public.
- To insure cooperation between city agencies and other Tampa Fire Rescue Divisions.

### **2. RESPONSIBILITY**

- Fire Watch personnel are working under the authority of the Fire Marshal.
- The primary obligation and responsibility for all Tampa Fire Rescue personnel is their on-duty assignment, in order to ensure that TFR personnel are in optimum physical and mental condition to carry out their duties. It is the policy of Tampa Fire Rescue that the off-duty assignments shall be regulated according to TFR Rules and Regulations.
- Any violations or problems occurring during or as a result of Fire Watch activities shall be reviewed by the Fire Marshal.

### **3. PERSONNEL QUALIFICATIONS AND ELIGIBILITY**

- A. Fire Watch extra duty assignments are open to all uniformed TFR personnel who possess a current State Municipal Fire Safety Inspector's Certification, subject to the conditions listed below:
1. Individuals interested in being placed on the eligibility list shall submit a DA-52 with the following information to the Fire Marshal: 1) name and rank 2) station assignment, shift, and station phone number 3) home telephone, cellular telephone, and pager number (as available).



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A.N. Locicero, Fire Chief

**101.123**

**EXTRA DUTY FIRE WATCH EMPLOYMENT POLICY**

Before an individual can participate in Fire Watch, he or she must complete an orientation session conducted by the Fire Watch Coordinator. These sessions will be held periodically to allow for the addition of interested persons. Every attempt will be made to structure these classes so as to be counted as training hours toward Inspector re-certification.

- A. When a person no longer wishes to participate in the Fire Watch program, he or she will notify the Fire Marshal in writing.
- B. As the Fire Marshal assumes a great responsibility for actions taken by persons assigned Fire Watch, duty assignments will be filled with those on the approved list. When unable to fill assignments from within the list, assignments will be filled with eligible personnel from other TFR divisions. When state-certified inspectors are not available, state-certified fire fighters may be used at the discretion of the Fire Marshal.

**4. PERSONNEL NOT ELIGIBLE TO PERFORM FIRE WATCH**

- Personnel who are on sick (self) leave, suspension, injury leave (either line-of duty or non-line of duty), or relieved of duty for any reason may not work Fire Watch until he or she completes their next regularly scheduled tour of duty.
- Personnel on injured or light-duty status are not eligible until returned to full duty.
- Personnel who are relieved of duty pending an investigation are not eligible unless approved by the Fire Marshal and Fire Chief.

**NOTE:** The final decision on the eligibility of personnel to work Fire Watch rests with the Fire Marshal.

**5. REQUESTING SERVICES**

- A. Anyone requesting a Fire Watch shall:
  1. Submit a written request for the Fire Watch through its management. Requests may be made in person, by telephone, mail, email, or by fax.
  2. Provide date, time, name of event, location, and reason for Fire Watch.
- B. Identify a contact person who will be present and will meet the assigned Fire Watch personnel.





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**101.123**

### **EXTRA DUTY FIRE WATCH EMPLOYMENT POLICY**

- C. Request the Fire Watch a minimum of seven days in advance of the event if at all possible. Any change in this requirement must be approved by the Fire Marshal.
6. DUTIES OF FIRE WATCH PERSONNEL
- A. Tampa Fire Rescue personnel on Fire Watch shall:
1. Report to the contact person at the beginning of the watch period.
  2. Display apparent courtesy and professionalism. Problems must be dealt with in a firm but courteous manner.
  3. Remember safety is more important than strict code compliance.
  4. Correct any serious Life Safety Code violations on scene and be responsible to notify the Fire Marshal, in writing, of any serious incidents or code violations that occur at the site of an assignment. In case of serious violations, personnel should immediately contact the Fire Watch Coordinator or an on-duty Investigator to notify them of the problem and for any assistance. For all other violations notification should be made no later than the next business day following the incident. Fire Watch assignments are not an invitation to conduct a full inspection of the building. However, any violations found should be forwarded to the Inspections Division on a DA 52 for further action.
- B. Wear Class B uniforms for all Fire Watch assignments unless otherwise approved by the Fire Marshal. There may be Fire Watch at formal occasions where Class "A" uniform is more appropriate and it is always preferable to wear dark clothing at the Performing Arts Center (dark Polo shirt or black jacket).
- Notify the Communications Division, preferably by telephone at 232-6805, of assignment location, duration, and radio call sign before beginning a Fire Watch assignment.



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*A.N. Locicero*

A.N. Locicero, Fire Chief

**101.123**

### **EXTRA DUTY FIRE WATCH EMPLOYMENT POLICY**

- C. Personnel outside the Fire Prevention Bureau who do not have an assigned radio must sign one out from the Assistant Fire Marshal or the prevention office support staff (3<sup>rd</sup> floor, Station #1). Each of the loaner radios will have an assigned radio call designation, which will be used for the duration of that assignment. Loaner radios will be returned to the Assistant Fire Marshal or the prevention secretarial staff immediately after the Fire Watch assignment is completed to ensure their availability for additional assignments. Communications will be notified at the end of each Fire Watch assignment.
- D. For venues where more than two personnel are required, one person will be designated by the Fire Watch coordinator as the “lead” Fire Watch personnel. The lead person will be responsible for assignment of duties at the event and shall notify Signal of the beginning and end of the assignment, and of the personnel involved. Every effort shall be made to select a “lead” person from Inspectors assigned to Prevention Division.
- E. At the beginning of a Fire Watch assignment, personnel shall make a tour of the venue to ensure familiarity with the venue and location of fire protection features and to verify that exits are free and clear for all public areas.
- F. Personnel are responsible for responding to emergency situations that occur in the immediate area of the site of the Fire Watch and for taking appropriate action.
- G. Fire Watch personnel are present for life safety purposes, and unless a problem or emergency becomes apparent and action is required, personnel shall not engage in activities which might disturb the event. Prohibited activities include, but are not limited to: taking photographs; requesting autographs; moving, disturbing, or tampering with any equipment; wandering into event areas not covered in the requirements of the permit; or engaging event staff in conversation that distracts from their responsibilities.
- H. Personnel shall not place themselves so as to block the view of any ticket holder or customer of the event, and shall not occupy any seat in the public area.





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**101.123**

**EXTRA DUTY FIRE WATCH EMPLOYMENT POLICY**

- I. Generally, it shall be required that Fire Watch personnel roam throughout the venue of the event, and in cases where more than one person is assigned, personnel shall not congregate in one area and shall minimize time together in order to ensure maximum protection for the event.
  - J. If food is present at the venue, Fire Watch personnel may partake only if invited and only after the event guests are finished.
  - K. Pyrotechnic events require special permits and the permit should be available on scene. Inspectors working pyrotechnic events are required to have a pyrotechnic certification and must be assigned to Prevention Division as an inspection must be conducted and a permit must be approved before the event can take place.
  - L. In case of enforcement problems, the 24-hour Investigator on duty or the Fire Watch coordinator should be contacted for assistance. The Fire Watch Coordinator's pager # 887 7477.
  - M. If the next person on watch fails to appear, the current Fire Watch personnel should contact the 24-hour investigator or the Fire Watch coordinator.
7. ASSIGNMENT SELECTION
- A. A list of interested eligible personnel will be approved by the Fire Marshal and maintained by the Fire Watch coordinator.
  - B. Selection of personnel for assignments will be by availability sequence based on the shift of the event and a rotation list based on the last date contacted in an off-duty assignment.
  - C. Personnel will be notified by telephone, pager, or cell phone (as preferred) by the Fire Watch coordinator. If they do not contact the Fire Watch coordinator within five minutes, the next person on the list will be contacted. If the person called does not contact the office within 30 minutes he or she will rotate to the bottom of the rotation list.



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A.N. Locicero, Fire Chief

**101.123**

### **EXTRA DUTY FIRE WATCH EMPLOYMENT POLICY**

- D. Should a person become unable to work a scheduled assignment, he or she shall secure a replacement. Each eligible member shall receive a list of all eligible members (who are willing to have their names so published) to use to contact a replacement.
- E. Refusal of an assignment with more than 24 hours notice will result in that person's name to move to the bottom of the rotation list. Refusal of an assignment with less than 24 hours notice will not result in a change in list position.
- F. Personnel may refuse an assignment without rotation if they are on scheduled annual leave, sick leave, Military Leave, Jury Duty, on duty (working for themselves or exchange of time), or the assignment would end less than eight hours prior to their next duty shift.
- G. Personnel are responsible adults and should know their own limitations. They may work an assignment that ends less than eight hours prior to their next duty shift, so long as it does not affect the performance of their regular duties.
- H. Acceptance of a short notice assignment does not affect events that are already assigned in any way but rotation will occur with acceptance of the assignment.
- I. Holiday and Special assignments will be assigned as any other assignment, by the rotation list.
- J. Buccaneer games will be assigned in three game groups and an attempt will be made to evenly assign the available positions. Refusals will be treated the same for Buccaneer games as any other assignment (rotation).
- K. The Supervisor Position usually only occurs at Raymond James Stadium during Buccaneer Games but does occasionally occur at the St. Pete Times Forum and other events. This position should be filled with the Senior Inspector available for the event. The position requires advanced code knowledge, understanding of its application, and supervisory skills. The Supervisor acts as a liaison between the Fire Marshal and Sports Authority & Buccaneer Administrative Staffs. He is empowered to take independent action regarding enforcement and requiring necessary additional resources to meet Life Safety requirements during the event.



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A.N. Locicero, Fire Chief

**101.123**

**EXTRA DUTY FIRE WATCH EMPLOYMENT POLICY**

**8. WAGES AND HOURS**

- A. Pay rates for Fire Watch will be established by the Fire Marshal.
- B. The Fire Watch personnel are responsible for income tax and FICA payments as independent contractors (those venues that make payment through the City of Tampa's payroll system will reflect income tax withholding on the employee's city pay check).
- C. The minimum pay for an assignment will not be less than three hours compensation. An assignment of longer than six hours may be split among two or more Inspectors provided that each "shift" is no shorter than three hours.
- D. Workers Comp and liability coverage is the same as when on regular on-duty assignments.

**9. DISCIPLINE**

- A. Discipline will be determined by the Fire Marshal for all violations of the rules (including missing assignments) or misconduct.
- B. Discipline will generally be progressive beginning with:
  - 1. 30 days for the first incident,
  - 2. 90 days for the second incident within one year and
  - 3. The third incident will result in removal from the Fire Watch list. The employee may re-apply to the list after at least six months and may be required to complete the Fire Watch Places of Assembly course prior to beginning to work again. (The course is required because there are often changes in the venues worked and the current rules should be reviewed.)
- C. The progression of discipline can be accelerated for more serious violations, at the discretion of the Fire Marshal.
- D. Disciplinary actions for violations of TFR Rules and Regulations and/or of the City of Tampa Personnel Manual that occur while an employee is performing Fire Watch shall be administered according to Article 31 of the Collective Bargaining Agreement between the City of Tampa and Local 754.



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A.N. Locicero, Fire Chief

**101.13**

**FIREFIGHTER PERSONAL and EMERGENCY CONTACT INFORMATION**

So as to comply with Florida Statute 119.07 2(i) 1(1):

*"The home addresses, telephone numbers, and photographs of firefighters certified in compliance with s.633.35; the home addresses, telephone numbers, photographs, and places of employment of the spouses and children of such firefighters; and the names and locations of schools and day care facilities attended by the children of such firefighters are exempt from public record."*

1. Personal contact information will no longer be placed in the back of the station logbooks. Previous and current logbooks can not have the information removed. Continue using the logbooks already in use but do not update the confidential information already in place. Do not place any personal contact information in future logbooks.
2. The appropriate size three ring binders will be issued to all installations. This book will be labeled "**Firefighter Personal Contact Information: Not For Public Release**" and will be available from the station Captain or their designee. This information will only be available to other TFR employees, unless otherwise specified by the individual. The TFR form #345 is available with the other TFR forms on the INET. This form is entitled "Firefighter Personal Information." All personnel will complete this form and turn it into the station Captain, who will then place them in the binder detailed above. Anytime an employee has changes to any of their personal information, it is the employee's responsibility to ensure this form is kept up-to-date.
3. An appropriately sized three ring binder will be issued to all Division/District Chiefs, this book will be labeled "**Personal Emergency Contact Information: Not For Public Release**" and will be available from the Division/District Chief or their designee. Additionally, all personnel will complete the TFR form #344, entitled "Personal Emergency Contact Information: Not For Public Release." It will be forwarded to the Personnel Office for inclusion into the employee's 201 file, and into the Personnel database, then copied and returned to the appropriate Division/District Chief. Once returned, the TFR form #344 will be placed in the "Personal Emergency Contact Information" book. For use by the Division/District Chief in case of an emergency. If for any reason the employee is permanently transferred to a different district, this form will follow the firefighter. To ensure a regular update, this form will be completed annually, each July 1st. Additionally, any time an employee has changes to any of his/her personal information, it is the employee's responsibility to ensure this form is kept up-to-date.



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A.N. Locicero, Fire Chief

**101.14**

**IN-SERVICE TRAINING ATTENDANCE AND INFRACTION GUIDELINES**

1. These rules apply to all TFR supported Training sessions, regardless of venue, to include videoconference sessions.
2. Companies attending "In-Service" will contact Communications (1) hour prior to starting class to allow for travel. The Company Officer will notify the Communications Supervisor that they are scheduled for In-Service and to place the unit out of service. Videoconference training sessions, you can go out of service 30 minutes prior to beginning the training session.
3. All personnel will have their full bunker gear and be in their class "B" uniform. This includes individuals that report via their personal vehicles.
4. If the company should receive an alarm prior to going out of service, they will notify Communications that they are scheduled for In-Service. The company will continue to respond as originally dispatched. Communications will make every effort to dispatch another company that will not compromise response time or service delivery. If no alternative company is available, the company scheduled for In-Service will continue on the alarm as dispatched. Communications shall notify the Training Office and the appropriate Chief Officer of the circumstances. The appropriate Chief Officer will monitor the alarm and determine if another company should be sent to Training or notify Training of the delay.
5. Company officers will be held accountable for ensuring that they arrive at their scheduled training classes on time, that they are not tardy to class and that all personnel are dressed in their class "B" uniform
6. The instructor will report and document any infraction of the S.O.G. or R&R on a DA52 and forward it to the appropriate Chief Officer, i.e. tardiness, improper uniform, disruptive behavior, etc.
7. It should be noted that training is a very important part of our job and that concessions should be made to allow the company to attend if at all possible.
8. Instructors conducting training at satellite facilities will report conduct issues directly to the appropriate Chief Officer, followed by a DA52 to the appropriate Chief Officer.



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A.N. Locicero, Fire Chief

**101.14**

**IN-SERVICE TRAINING ATTENDANCE AND INTERACTION GUIDELINES**

9. Div 1 Chief will investigate any report of an infraction. If the Div 1 Chief determines that an infraction did occur, the Div 1 Chief will then complete a DA52 stating what action was taken to correct the infraction and forward to the company officer's pending file. Progressive discipline procedures will be followed.
10. A copy of the In-Service schedule will be sent to the Training Division, Communications Division and the Assistant Chief of Operations. Any foreseen changes in the schedule will require notifying the above parties the duty day prior. Changes made on the day of the In-Service training will require the appropriate Chief Officer notifying the Training Division and Communications Division prior to the start of class.
11. All companies are to go in service (available) immediately upon leaving any training exercise on their MDT or over the radio. This applies unless there are extenuating circumstances, i.e., below minimum staffing level for the vehicle, prior arrangements have been approved, etc.





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**101.141**

**LIMITED SERVICE POLICY**

1. The purpose of the limited service policy is to carry out the mission to save lives and protect property. Due to various reasons, staffing on operations apparatus (engines and trucks) may drop below the minimum staffing requirement of 3 personnel for a short period of time. To ensure safe fireground operations, as well as providing service required to the citizens, the following guideline has been established:
2. When the staffing level on Tampa Fire Rescue Engine and truck companies drops below 3 personnel, the unit will be carried as being in "Limited Service" unless there is extenuating circumstances in which the Division/District Chief may place the unit completely out of service. This allows for the unit to be utilized for calls in their vicinity to provide quick response. The following procedures will be followed:
  - a. When an engine or truck companies staffing drops below 3 personnel, the officer or acting officer will notify the Communications Division that they are in "Limited Service".
  - b. If during the time that a unit is in "Limited Service", a significant medical emergency or fire is reported in that company's area, Communications will dispatch that unit and an additional comparable unit to cover for the reduced staffing. For example:
    - 1) Engine 15 is in "Limited Service":  
"D" medical call: E-15, E-14 and R-14 would be dispatched (E-14 being the additional unit)
    - 2) Fire call:  
E-15, E-14, E-19, E-3. C-2, T-14 and R-15 would be dispatched (E-3 being the additional unit). If it were a "working fire" then a "working fire" response would be added on.
3. If at any time the company drops to 1 person, the unit will be placed out of service and appropriate notifications will be made.



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**101.15**

**COMPUTER USE and E-MAIL POLICY**

The following will be the guiding policy regarding the use of Outlook E-mail located on the citywide computer system.

1. E-mail is to be used as any other means of communication, and is therefore subject to the normal chain of command.
2. E-mail shall be opened and read by the on duty officer on a daily basis, as close as possible to the beginning of the shift. This should be done, preferably prior to the morning meeting. All employees should check their City of Tampa E-mail several times during the shift, as messages arrive at various times during the 24-hour period.
3. Any E-mail specific to that station and shift should be moved to an appropriate folder created within the Outlook system.
4. Any general, non-specific emails more than seven days old shall be discarded.
5. Identify yourself. Include your name, rank and assignment.
6. The department will follow city policies as outlined in the City of Tampa Personnel Manual B, Directives and Benefits B39, Computer Use. The Personnel Manual can be viewed by opening the City INET Webpages; select "Documents, Personnel Manual" (as listed under the Policies & Procedures list) and B39 (Computer Use) within the manual.
7. Limit the use of the department's computer systems to activities that relate to the duties and business of the department.
8. Do not attempt to tamper with or obstruct the operation of the department's computer systems.
9. The use of department property, including email for unlawful, defamatory, obscene, commercial, religious or other inappropriate communications is strictly prohibited. Employees must refrain from using vulgarities, obscenities, sarcasm or exaggeration in any messages. In addition, employees must refrain from reading and retrieving other employee's messages.





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A.N. Locicero, Fire Chief

**101.15**

**COMPUTER USE and EMAIL POLICY**

10. Be aware that accessing or using another person's computer account without that person's permission is illegal and unethical.
11. Members shall insure that the integrity of their password is maintained at all times. If the member feels that the integrity of their password has been breached, the password should be changed immediately. The member shall, in writing, through the chain of command, notify the Systems Analyst.
12. Do not share your account/password with others, except in an emergency after which ITS will be notified and a new password for the user will be created. The security of the network is of primary concern.
13. New user accounts will be set up with the TFR Application Systems Analyst or TFR Department Computer Specialist after being approved through the chain of command.
14. Do not attempt to use the department's computer systems as a means for the unauthorized access to computer systems inside or outside the department's systems.
15. Use only legally obtained or licensed data or software in accordance with its license or purchase agreement as authorized by the department. These programs can only be installed by the TFR Applications Systems Analyst, TFR Department Computer Specialist or T & I. The computer systems will be checked periodically for unauthorized software.
16. Be aware that the use of invasive software, such as worms and viruses destructive to hardware or software of data files is illegal and unethical.
17. Do not add or install programming to any TFR computer system(s) without expressed **written permission** from the Chief of the department through the chain of command.
18. Do not connect any computer or related device to the department's computer network/system that is not city-owned or approved by the Chief of the department through the chain of command. The only exception to this will be Tech Support equipment that may need to be used to test the systems and T & I must approve its use.



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A.N. Locicero, Fire Chief

**101.15**

**COMPUTER USE and EMAIL POLICY**

19. Do not use the Internet unless specifically given permission to do so from the Fire Chief through the chain of command. Use of the Internet, when granted permission, shall be restricted to departmental business.
20. Recreational programs are not allowed. Supervisors will monitor for the usage of recreational programs on City of Tampa computers. Use of non-City licensed programs on City of Tampa computers will result in the removal of the programs from the systems and subject to progressive discipline.
21. All email users must be cognizant of not leaving the computer on without first logging off Windows. The employee logged on will be held responsible for any improprieties committed on the computer while logged on with their password.



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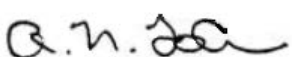
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A.N. Locicero, Fire Chief

**101.16**

**REPORT of an ACCIDENT, DAMAGE REPORT, STOLEN, LOST or  
MISSING PROPERTY.**

1. This directive establishes parameters in which Tampa Fire Rescue (TFR) will conduct investigations and process documentation of accidents, lost, missing or damaged property.
2. In the event of an accident or damage notify dispatch and your district chief immediately. For missing or lost equipment make a notation in the log book and begin the paperwork process as required.

Described below are the procedures that will dictate the processing of the required reports.

**Employee:**

1. Employee shall complete in its entirety a TFR 151A, 151B and/or a HR 307B when applicable. The HR 307B is mandatory in all apparatus accidents.
2. The employee will submit along with the above forms a DA 52 describing a detailed description of the incident.

**Company Officer and/or Station Officer**

3. The employee's company officer and/or station officer shall conduct an investigation into the circumstances surrounding the incident and complete the supervisory portion of the TFR 151A and/or the HR 307B.
4. The company officer and/or station officer shall complete a TFR 22 for repair or replacement of equipment.
5. The employee's company officer and/or station officer shall submit a DA 52 detailing the findings of his or her investigation and any corrective actions to be taken.
6. Any TFR vehicle that is involved in an accident will be taken to the shop for an evaluation and a written estimate of the damages as soon as feasibly possible after the event.



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A.N. Locicero, Fire Chief

**101.16**

**District Chief**

7. The district chief will respond to and investigate all accidents assigned to their district. The District chief will make sure that City Claims and TPD have been notified. The district chief will forward all photos related to the incident via memory card to the operations chief or the specifications officer in his or her absence in accordance with the following:

- Under no circumstances are photographs to be emailed.
- Under no circumstances are the photographs to be saved to any hard drive or portable drive device.
- Under no circumstances are the photographs to be printed.

Photographs taken for the investigation should include:

- The four digit number assigned to the TFR vehicle involved in the accident.
- The license plate assigned to the TFR vehicle involved in the accident.
- The damage to the TFR vehicle involved in the accident. Continue taking pictures until all the damage of the TFR vehicle has been documented.
- The license plate of the non TFR vehicle or property involved in the accident.
- The damage to the non TFR vehicle or property involved in the accident. Continue taking pictures until all the damage of the non TFR vehicle or property has been documented.
- An overall picture of all vehicles and/or property involved in the accident.
- A picture of the intersecting and/or 100 block street sign closest to where the accident occurred. If the accident occurred on private property, take a picture of the building identifying the business (Home Depot, Publix, etc.), and then take a picture of the intersecting street sign closest to where the accident occurred.
- Continue documenting the incident as appropriate.

8. The district chief shall review the documentation, conduct any necessary investigation and complete the district chief's portion of the TFR 151A and/or HR 307B.
9. The district chief shall submit a DA 52 describing, in detail, investigative findings and any corrective actions to be taken.
10. All of the above documentation will complete the accident/damaged property packet and be submitted through channels to the fire chief within two days of the incident.



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A.N. Locicero, Fire Chief

**101.16**

**Chief of Operations**

11. The chief of operations will ensure that the specifications officer is in receipt of the photographs and any copies of pertinent pieces of the accident packet.
12. The chief of operations shall review the packet using the Incident Review Panel Report (IRPR) and make a recommendation to the fire chief whether this was a Level I, Level II or Level III responsibility as per the Collective Bargaining Agreement (CBA).
13. The chief of operations shall maintain a data base of any of the aforementioned reports and final disposition of such reports.
14. The chief of operations will forward the entire packet excluding the photos but including the IRPR to the fire chief within four days of the incident.

**Fire Chief**

15. The fire chief will review the documents and the operations chief's recommendation and render a final decision with regard to the level of responsibility.
16. In the event the employee would like to appeal the fire chief's decision, he or she must submit a DA 52 within seven calendar days from the receipt of notification.
17. Upon receipt of an Appeal Notice from an employee, a meeting shall be convened with the chief of operations as promptly as can be arranged but not more than thirty calendar days unless mutually agreed upon by the employee in accordance with the CBA and the chief of operations. Information obtained during the meeting will be presented to the fire chief for final disposition (No other appeal will be entertained).
18. The employee shall be notified via a DA 52 from the operations chief of the fire chief's final decision.

**Personnel Division**

19. Employees shall return one of the signed copies of the Financial Obligation letter to the Personnel Division within seven days.
20. The operations chief (through channels) shall ensure that the proper documentation is placed in the employee's pending file when applicable.



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A.N. Locicero, Fire Chief

**101.17**

**PERSONAL TRAILERS and PARKING at FIRE STATIONS**

1. Personnel who bring personal trailers to duty with them and wish to park them at any fire station must first receive permission from the station captain on their shift prior to bringing their trailers to work.
2. The trailers will not be parked in such a manner as to interfere with the operation of station equipment or station maintenance.
3. The parking of trailers shall not interfere with the orderly movement of personnel and vehicles during shift change.
4. At no time should the parking of personal vehicles block access to working areas or apparatus entrance/exit areas.
5. There will be no trailers parked on the north side of Fire Station #1 between the hours of 0730 and 1630 hours.
6. Employees that drive non-standard size vehicles (vehicles that do not fit into the normal size parking spaces or that will not clear the height of the parking garage at Station 1), should utilize the spaces reserved for high profile vehicles on the east side of Station 1.
7. The station captain on each shift shall be responsible for ensuring that this policy is followed.
8. Personnel who violate this policy will lose the privilege of parking trailers at any fire station. The loss of this privilege may result in individuals being responsible for obtaining off-site parking at their own expense.



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A.N. Locicero, Fire Chief

**101.18**

**FLAGS ON TAMPA FIRE RESCUE VEHICLES**

1. Only the American flag can be flown, one on each side, no more than 2 flags per unit.
2. On engines, flags will be flown mid-ship.
3. On rescue cars, they will be flown in front of the patient transport compartment.
4. On aerials, they will be flown on the rear of the truck.
5. Flags must be 12 x 18 inches; the flagstaff will be no more than 21" high.
6. Flags must not be tattered, torn or faded.
7. Companies wishing to fly flags will purchase them on their own.



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**AUTHORIZATION**

*A.N. Locicero*

A.N. Locicero, Fire Chief

**101.181**

**PERSONALIZATION OF FIRE RESCUE VEHICLES**

1. Any personalization, emblems, insignias, decals, or any other items are to be submitted to the Assistant Chief of Operations for approval PRIOR to placing any item on a TFR vehicle.
  - a. The size of any personalization must be approved by the Assistant Chief /Operations.
  - b. The area for placement of any personalization must be approved by the Assistant Chief /Operations.
  - c. All shifts of said company will send their comments / recommendations to the Assistant Chief/Operations for approval.
  - d. The Assistant Chief/Operations will keep a file on all personalization requests.
  - e. Any personalization will be at the expense of the employees involved.
  - f. The Assistant Chief/Operations can revoke approvals at any time.





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**AUTHORIZATION**

*A.N. Locicero*

A.N. Locicero, Fire Chief

**101.19**

**DINING OUT IN RESTAURANTS**

1. Tampa Fire Rescue companies (engines, aerials, rescues, etc.) are not permitted to dine in restaurants while on duty, unless:
  - A. You are assigned to an 8 hour training session away from your station
  - B. Your station is undergoing renovations
  - C. Other situations as approved by your Chief Officer
2. The following guidelines should be followed when crews or individuals attend 8 hour training classes:
  - A. All personnel will have their bunker gear and PPE with them. This includes individuals that report to training via their personal vehicle.
  - B. All crews will stay together. This is whether the crew uses their apparatus or utilizes any other department vehicle.
  - C. If any other department vehicle is used to go to lunch, the vehicle's TFR radio must be on and radio traffic monitored.
  - D. While in a restaurant, at least one person will have a TFR portable radio. The portable will be on and radio traffic will be monitored for all companies present
3. When an apparatus is used to dine out in a restaurant, for any reason, personnel are not permitted to leave the city limits, for meals, and should stay in reasonable proximity to their home base; i.e., station, training exercise location, etc.
4. Under any circumstance, when dining away from your station, class "B" uniforms will be worn at all times.
5. Assigned alarms will be responded to in a prompt and expeditious manner.



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A.N. Locicero, Fire Chief

**101.20**

**REPRESENTING TAMPA FIRE RESCUE AT OUTSIDE EVENTS**

1. Any personnel who have been asked and would like to represent Tampa Fire Rescue at any event must first receive prior approval through channels from the Fire Chief or Chief of Operations.



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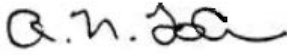
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A.N. Locicero, Fire Chief

**101.21**

**ASSIGNED VEHICLE PROGRAM**

It is the policy of Tampa Fire Rescue to implement and maintain an assigned vehicle program, whereby personnel have an opportunity to drive assigned TFR vehicles to and from work. The objectives of this program are as follows: 1) to provide a more rapid mobilization of off-duty personnel during emergency or disaster situations; 2) to increase productive time available for inspections and other customer service; 3) to decrease average vehicle costs through increased vehicle life and decreased maintenance and repair costs; 4) to provide enhanced service to citizens; and 5) to increase the presence and visibility of TFR units. All employees who are assigned a take-home vehicle, regardless if the vehicle is marked or unmarked, must abide by the following guidelines.

The following definitions will apply:

1. TFR Vehicle – Any motor vehicle owned or leased by Tampa Fire Rescue.
2. Assigned Vehicle – Any motor vehicle owned or leased by TFR that is assigned specifically to one individual for use in routine or specialty unit assignments.
3. Assigned Take Home Vehicle – Any motor vehicle owned or leased by TFR that an employee may drive to and from work and to any other function as authorized by the Fire Chief.
4. Staff Vehicles – Any motor vehicle owned or leased by TFR which are assigned to members of the department's executive staff. The Fire Chief will determine staff vehicle use.
5. Marked TFR Vehicle – Any vehicle which has been marked and painted with TFR insignia and colors.
6. Unmarked TFR Vehicle – Any TFR vehicle which does not bear official TFR insignia and colors.
7. Authorized Passengers – Those allowed to ride as passengers in any TFR Vehicle, including sworn TFR personnel, citizens requiring official services, and persons specifically authorized by the Fire Chief.
8. Command Authority – Members of TFR holding the rank of District Chief or above.



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*A.N. Locicero*

A.N. Locicero, Fire Chief

**101.21**

**ASSIGNED VEHICLE PROGRAM**

9. The Assigned Vehicle Program may be terminated in whole or in part and any vehicle may be withdrawn from the program at any time at the sole discretion of the Fire Chief.
10. The use of an assigned take-home vehicle is to be viewed as a privilege and not an automatic fringe benefit or employee right. This privilege is subject to revocation at the discretion of the Fire Chief or his designee. Management retains the right to assign TFR vehicles.
11. Supervisors will ensure that employee activities involving this program are monitored and that any indiscretions are investigated.
12. All policies and procedures of TFR shall remain in effect while assigned vehicles are in operation, either on or off duty.
13. Any TFR Command Authority may stop any vehicle operated by an employee who is off duty upon reasonable cause that the employee is operating the vehicle contrary to department regulations. If corrective action cannot be taken immediately, the operator will be removed from the vehicle and the vehicle driven to headquarters by another TFR employee. Any corrective action taken will be documented and forwarded to the appropriate supervisor.
14. Eligibility for participation in the Assigned Vehicle Program is limited to TFR personnel who reside within the boundaries of Hillsborough County, though the Fire Chief may consider exceptions. Employees who live outside of Hillsborough County may take their assigned vehicle to and from a secure location within Hillsborough County subject to the approval of the Fire Chief or his designee.
15. An employee may be determined ineligible for participation in the Assigned Vehicle Program if his or her traffic accident records reflect a history of preventable accident(s) attributable to negligence and/or disregard for established law, policy, or procedure.
16. Eligibility for the Assigned Vehicle Program in and of itself does not guarantee assignment of a vehicle nor are eligible employees required to participate in the program. Noncompliance with eligibility requirements will be grounds for immediate termination from the program.



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A.N. Locicero, Fire Chief

**101.21**

**ASSIGNED VEHICLE PROGRAM**

17. Assigned take-home vehicles shall be assigned/reassigned at the discretion of the Fire Chief or his designee.
18. During off duty hours, assigned take home vehicle use will be limited to travel to and from work. Attending other department related/sanctioned events may be authorized by the Fire Chief or his/her designee. Utilization of a take home vehicle during off duty hours to travel to a physical fitness center or to attend college is permitted, on the condition that travel must be conducted while driving to or from work. Only authorized passengers (no civilian passengers or family members) may be transported in the take home vehicle. This restriction does not apply to staff vehicles.
19. Employees utilizing an assigned take-home vehicle are not entitled to claim overtime travel to and from work.
20. Employees on light duty status will not operate TFR vehicles without the approval of the employee's supervisor.
21. Unattended TFR vehicles must be locked at all times (on or off duty) and parked where readily accessible in the event that an emergency should arise.
22. Employees will not leave material relative to their assignment, or issued equipment in the vehicle, while it is left for service or repair.
23. The employee and all passengers must wear seat belts at all times while the vehicle is being operated.
24. Prior to vacations or planned absences of two days or more (other than regular days off), the employee responsible for the vehicle shall leave the vehicle at a location designated by the supervisor.
25. Employees on disciplinary suspension for any reason shall automatically lose their take-home privileges during the suspension period. The employees will be required to turn in their vehicle to the appropriate supervisor for the duration of the suspension period.



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A.N. Locicero, Fire Chief

**101.21**

**ASSIGNED VEHICLE PROGRAM**

26. All employees operating a department vehicle shall exercise good judgment and shall not drive or use the vehicle so as to cause unfavorable comment or bring discredit to the department.
27. While using the vehicle off duty, the radio will be kept on at all times and tuned to the primary dispatch frequency.
28. An employee assigned a vehicle shall be responsible for the proper care of the vehicle and for ensuring that routine maintenance and required service is performed as scheduled. However, the employee shall refrain from performing any personal maintenance/repair work. Only authorized personnel will conduct all such work.
29. An employee who is assigned a vehicle will refrain from: 1) Altering the body, general design, appearance, or markings of the vehicle; 2) Using fuel, oil, lubricant, or other liquid additives in the vehicle other than departmental issue; and 3) Affixing any unauthorized stickers or decals to any portion of the vehicle.
30. The Fire Chief must first approve any mechanical or electrical alterations or any equipment or accessories added by authorized personnel.
31. Employees will be held responsible for the condition of their vehicles and equipment, to include the cleanliness of the interior and exterior of the vehicle.
32. An employee who is operating an assigned vehicle which is involved in an accident during hours other than the employee's scheduled tour of duty, or scheduled tour of volunteer extra-duty, shall not be paid overtime pay for the time expended as a result of the accident or reporting the accident.
33. While a vehicle is in for extended repairs, the employee will be issued a replacement vehicle after checking with his or her supervisor, who will ascertain if there are sufficient vehicles available.
34. Tire pressure on all vehicles will be maintained at the original equipment manufacturer's recommendation. The assigned operator will check tire pressures at least once every workweek. All fluid levels will be checked a minimum of once each workweek. Fluid levels will be filled only at authorized locations.



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A.N. Locicero, Fire Chief

**101.22**

### **FIRE STATION INSPECTIONS**

1. The Station Officer will inspect stations on the months indicated on the schedule provided (no acting officer will conduct the inspection). \*\*
2. For items needing repair or replacement, the appropriate TFR-22, TFR-151 or appropriate paperwork will be completed and documented on the inspection report and submitted through channels. They will address station records and equipment readiness issues internally between the three shifts and their respective Division/District Chief. A copy of the inspection report will be issued and filed at the inspected station.
3. The Department's intent is to achieve the necessary repairs or replacements in a timely fashion with the understanding that larger budgeted items will require more time.
4. The Division/District Chiefs will keep the file of the original inspection forms in their station files. The shift chiefs responsible for that month will complete summary sheet TFR-359 for their district and forward that sheet to Division Chief 1. During the three-month cycles that the Station Captains conduct the inspections, it will be the responsibility of the Division Chief 1s to monitor the overall process.
5. Every fourth month the Division/District Chiefs will inspect their assigned stations according to the schedule provided (no acting chief is to conduct this inspection).\*\* They will review the previous three months' inspection forms prior to the inspection to identify recurring issues needing attention and investigate the status of associated TFR-22s, TFR-151s or previously generated paperwork. The original inspection form is to be kept in their files and a copy sent to the associated station. They will complete the inspection summary sheet, TFR-359, of their inspected stations and forward it to Division Chief 1. The Division Chief 1 that is on duty the first day of the following month will summarize all the inspections and forward that document to the Assistant Chiefs of Operations and Administration. This can be completed electronically.
6. The Assistant Chiefs of Operations and Administration will convene to review this summary and determine if any further action is necessary and report same back to the Division Chief 1s.

**\*\*NOTE:** For extended absences of the assigned Chief or Captain, Division Chief 1 can grant exceptions to this rule.





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**101.23**

**CONTRACTORS WORKING IN TFR FACILITIES**

1. Tampa Fire Rescue has many contractors working in our facilities performing various tasks. The contractors have entered into a contract with Contract Administration or Building Maintenance (DPW). This is generally not a contract with TFR. The only people authorized to alter and/or change conditions of the contract/scope of the project are Contract Administration or Building Maintenance.
2. Tampa Fire Rescue will have a project contact person, generally the Specifications Officer. Whoever the project contact person is, they are TFR's liaison to Contract Administration or Building Maintenance.
3. We encourage active engagement of the officers in their facility with the project. This is your building and you need to understand what is happening in your facility. However, certain procedures need to be followed. If there are any problems and or questions about a project, the first point of contact is the TFR project contact person. Again, this is generally the Specifications Officer. If there is a breakdown in the contact with the TFR project contact person, then you shall contact the next highest officer in your respective chain of command.



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*A.N. Locicero*

A.N. Locicero, Fire Chief

**102.01**

**RULES OF GENERAL CONDUCT**

1. The Tampa Fire Rescue vision of providing service to our community is in part dependent on the community's faith in the Department's employees being highly trained and professional in all areas.
2. Employees of Tampa Fire Rescue shall conduct themselves in a manner so as not to bring discredit to the good name or reputation of the Department or the City of Tampa.
3. Employees shall respect and obey all laws and ordinances and the provisions of the Department S.O.G., including the Rules and Regulations, Duties and Procedures.
4. Employees shall not conduct themselves in an immoral, indecent, lewd or disorderly manner, or in a manner that an observer might construe as an act of moral turpitude.
5. The provisions of the Rules of the City of Tampa Personnel Manual regarding discipline and conduct are herewith made a part of this section, (available on the INET).
6. Employees shall not display acts of misconduct, neglect of duty, conduct unbecoming a firefighter or an Officer, or acts tending to discredit the Department, even though such acts may not specifically be set forth in these rules.
7. While on duty, in uniform or out of uniform, an employee shall display courtesy and respect towards all officers of the Department addressing them by their rank and last name.
8. Employees shall not engage in offensive verbal or physical conduct directed against another employee, a citizen, or any other person or member of the public based upon race, color, national origin, sex, religion, handicap, age or any other reason. Employees shall not engage in such conduct at any time during working hours or on City premises. Employees are also forbidden from such conduct while off duty, if such conduct adversely affects the employee's ability to perform his/her duties.
9. Discipline procedures for bargaining unit employees are addressed under the current collective bargaining agreements.



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**102.02**

### **ATTENTION TO ORDERS**

1. All employees of Tampa Fire Rescue shall promptly and thoroughly obey all orders received from supervisors who are not in conflict with any law, ordinance, or Department Rule of Order.
2. As a general rule, an employee will be required to take direct orders from and be directly responsible to but one supervisor. Supervisors, however, shall exercise direct command over Junior Officers (those that are junior in rank) outside their usual command in all situations where the mission of the Department is involved.
3. Employees shall perform all duties required of them by their supervisors regardless of whether such duties are specifically assigned to them by Department Rules and Regulations or Operations Manuals. Disagreeable duties shall be performed and unpopular orders obeyed. Employees shall not publicly criticize an order given by a supervisor.
4. Should an order conflict with any previous order issued by any other officer or with any Department order or provision of the Department Rules and Regulations or Operations Manuals, the employee to whom such an order is issued, shall respectfully call attention to the conflict. If the supervisor, giving the order, does not make changes to settle the conflict, the order shall stand and the responsibility shall be theirs. The employee obeying the order shall not be held responsible for disobedience of the conflicting order. It is sufficient for them to know that the person giving the order is in proper command.
5. Should any lawful order appear unjust or improper to the employee to whom it is directed, the employee shall carry out the instructions first, and afterwards, may call the matter to the attention of their Company Officer or the Chief of the Department through channels.



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*A.N. Locicero*

A.N. Locicero, Fire Chief

**102.03**

### **DUTIES AND RESPONSIBILITIES**

1. Employees must be efficient and attentive in the performance of all duties, and by their alertness and effectiveness, demonstrate interest in their work. They shall act with dignity, maintain a bearing conducive to a good department image and avoid a slovenly attitude of body and mind.
2. All employees of Tampa Fire Rescue shall exercise a level of composure in the performance of their duties at all times.
3. The lack of courage, honesty, emotional stability, sound judgement, industry, alertness, decisiveness, ability to get along with people and an unsatisfactory performance of duties, shall be evidence of incompetence.
4. Employees are expected to be firm and calm in their actions at all times, and in time of peril shall act together to protect each other from danger. An employee, who shirks from danger or responsibility when duty requires, shall be charged with incompetence and deemed unworthy of a place on Tampa Fire Rescue.
5. Employees shall take proper care of all property, supplies, and equipment of the City including items of uniform equipment.
6. Employees, who damage TFR equipment or property, shall be subject to disciplinary action in accordance with the current collective bargaining agreement.



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**102.031**

**MISSING, LOST, or STOLEN EQUIPMENT and/or PERSONAL GEAR**

1. Each morning between 0730-0900 hours, the driver assigned to the vehicle will perform a daily equipment inventory and check. If he/she finds a piece of equipment missing or damaged, he/she will immediately inform the company officer and the appropriate paperwork will be completed and forwarded to the Assistant Chief/Operations through channels. Missing or damaged equipment then becomes the responsibility of the driver/operator on the previous shift.
2. If the daily equipment check is performed later in the shift, after 0900 hours (except under extenuating documented circumstances), the lost or damaged equipment will be the on-duty driver/operator's responsibility.
3. Personal gear/equipment that is issued, i.e. gloves, bunker gear, helmet etc., is the responsibility of that individual to whom the equipment was issued. If you lose or damage it, you pay for it through the accident review process. The Fire Chief will determine reimbursement.
4. If your gear/equipment is missing or stolen, an appropriate investigation will take place to determine the final disposition. However, the employee is still responsible for it under the same guidelines.



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*A.N. Locicero*

A.N. Locicero, Fire Chief

**102.04**

### **ABUSIVE LANGUAGE AND CONDUCT**

1. Employees shall avoid conduct or speech that is subversive to standards of departmental order and discipline. They shall treat each other with the utmost courtesy and respect and at all times, refrain from making derogatory remarks to fellow employees. They shall direct and coordinate their efforts to establish and maintain the highest level of efficiency, morale and achievement. They shall conduct themselves as to bring the greatest harmony to all units in the Department. Ill-tempered behavior or speech shall be avoided.
2. Employees shall not destructively criticize the Department or its policies, programs, actions or officers. Employees shall not perform any acts or make any written or oral statements which tend to bring them into disrepute or ridicule, or which tend to interfere with the reasonable supervision or proper discipline of the Department. Employees shall not gossip about any other member or employee to his or her discredit, whether the subject is true or false. Employees having a grievance against any policy, procedure, or other employee, shall take the matter up through official channels.
3. Employees while on duty shall not use coarse, profane, or insolent language or show disrespect to any employee of Tampa Fire Rescue.
4. Supervisors shall always be just, dignified, and firm in their relations with subordinates and will refrain from violent, abusive or immoderate language in giving orders and directions.
5. All employees shall refrain from cruel treatment of any person, including hazing or Kangaroo Courts. Employees shall not engage in unwanted bodily contact. The liability of any injuries incurred will be that of the participants and appropriate discipline will be administered.



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*A.N. Locicero*

A.N. Locicero, Fire Chief

**102.05**

### **DRUG AND ALCOHOL USEAGE**

1. Employees shall not consume any alcoholic beverages, or use any form of hypnotic, hallucinogenic or narcotic while on duty or report for duty under the influence. Medications prescribed by a licensed physician should be verified for possible ill effects and anyone on duty taking prescribed medication must be authorized by the physician to perform full duties.
2. Employees shall not bring, place or permit any steroid, exhilarant, hypnotic, hallucinogenic, or narcotic to their respective place of duty except in the strict performance of firefighting duties as required by regulations or orders or when it is needed for prompt administration by a licensed physician.
3. Tampa Fire Rescue supports and complies with the City of Tampa Drug Free Workplace policy as outlined in City of Tampa Personnel Manual B33.2.





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A.N. Locicero, Fire Chief

**102.051**

### **RANDOM SUBSTANCE ABUSE EXAMINATION POLICY**

1. The Random Substance Abuse Examination Policy will be administered through the Personnel Office of Tampa Fire Rescue. The Personnel Chief or his/her designee shall be responsible for the notification of all employees to be administered the random substance abuse examination and maintenance of records.
2. Tampa Fire Rescue shall utilize the services of The Randomizer, a third party contractor (referred hereafter as the "vendor") who will be responsible for the random selection process.
3. On the first Monday of each month, Human Resources will upload to the vendor the current database listing of all sworn (bargaining unit) Fire Rescue employees (name and employee number only). The vendor shall perform the random selection of one employee on a bi-weekly basis.
4. After completion of the random selection of one employee, the vendor shall notify the Personnel Chief or his/her designee of the name selected. Notification shall occur in writing, via email. The name of the employee shall be confidential and secured by the Personnel Chief.
  - a. In the event that it is already known by the Personnel Chief that the employee selected has separated from employment, is on worker's compensation or other approved leave for the two week period, the Personnel Chief shall notify the vendor to provide another employee name. The Personnel Chief shall document the reason for the request for the replacement name. This process shall be repeated until a name is provided that can result in testing.



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A.N. Locicero, Fire Chief

**102.051**

### **RANDOM SUBSTANCE ABUSE EXAMINATION POLICY**

5. The Personnel Chief shall notify the selected employee with written notification, served in person, to the selected employee on the date of the employee's first scheduled work shift for the week. This notification directs the employee to immediately report to the collection site for the mandatory random substance abuse examination via transportation by the Personnel Chief. Upon said notification, the employee shall remain at all times with the Personnel Chief until such time as the employee is released after testing.
  - a. The employee shall arrive at the testing facility no later than 1200 hours for testing. If this is not possible, then the Personnel Chief will continue to maintain the confidentiality of the employee's name until such date that the employee is able to be transported to the testing facility prior to 1200 hours.
  - b. In the event that the Personnel Chief, when serving notification becomes aware the employee is not at work or will not be available for the two week period, The Personnel Chief shall contact the vendor for a replacement names as provided in paragraph (4a).
  - c. If the employee is not available on the employee's first scheduled work shift for the week, The Personnel Chief shall continue to maintain the confidentiality of the employee's name until the employee returns to a scheduled work shift during the two week period, at which time the testing process shall proceed. Documentation of the reason for the determination of the testing date (i.e. missed workdays) shall be completed by the Personnel Chief.
6. Refusal to submit to the test shall be grounds for discipline up to and including dismissal.
7. If an employee fails to arrive at the substance abuse examination site within one hour after notification, the Personnel Chief will document as to the cause for the delay.



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A.N. Locicero, Fire Chief

**102.051**

**RANDOM SUBSTANCE ABUSE EXAMINATION POLICY**

8. All employees will act in a professional manner and follow all directives given by the collection site personnel.
9. The collection site personnel shall immediately notify the Personnel Chief, or his/her designee of any employee's refusal to cooperate with procedures set forth herein.
10. Upon completion of the random substance abuse examination, the employee is relieved from duty (RFD) for the remainder of their work shift. They will report back to duty on their next scheduled duty shift.
11. The testing procedures and safeguards provided in this policy are to ensure that all personnel adhere to the integrity of the department's Random Substance Abuse Examination Program.
12. An employee will have a positive drug test reported for any urine drug test which has been verified by the Medical Review Officer if the testing laboratory determines the specimen contains a drug (or metabolite) above the screening and confirmatory test threshold levels.
13. A negative drug test result will be reported for any urine drug test, which has been analyzed by the testing laboratory and found NOT to contain a drug (or metabolite) above the screening levels.
14. A negative drug test result will also be reported for any urine drug test result which has been analyzed by a testing laboratory and found to contain a drug (or metabolite) above the screening and confirmatory test threshold levels, if the Medical Review Officer subsequently determines the result is negative based on verification of prescription information or other acceptable verifiable explanations.
15. The drug testing/urine collection process including collection site chain of custody, facility, specimen minimum amounts and inspection, medical review officer procedures, retention of specimens and all other related matters shall be in accordance with F.S. 112.0455(8), (9), (12), and (13).
16. If the employee tests positive, the requirements set forth in article 37, IAFF Bargaining Agreement shall be implemented.



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*A.N. Locicero*

A.N. Locicero, Fire Chief

**102.06**

**SMOKING AND TOBACCO USAGE POLICY**

1. Tampa Fire Rescue complies with the Florida Clean Indoor Air Act as amended by H.B. 19, October 1, 1992.
2. Smoking is not permitted inside any Fire Department installation, including the apparatus floor. Smokers will go completely outside the building to smoke. The waste products of using tobacco products will be disposed of properly and are not to litter facility grounds.
3. There will be no use of tobacco products by any employee of Tampa Fire Rescue while driving, operating on or in any Department vehicles. There will be no unlighted cigar, pipe, cigarette, or similar object in the mouth of any driver or operator of any Department vehicle. Use of tobacco products is not permitted at any incident, unless the Officer in Command grants permission.
4. All Officers shall be responsible for insuring those employees who chew or dip tobacco products do so in a responsible manner with regard and courtesy to other employees and the public.
5. Sworn employees hired on or after October 1, 1989, but before October 1, 2004 shall be non-smokers, and may not smoke tobacco products of any kind, whether on or off duty. This is a condition of continued employment, and employees are subject to progressive discipline.
6. Sworn employees hired on or after October 1, 2004 shall be non-tobacco users in any form or manner on or off duty for the duration of their employment. This is a condition of continued employment, and employees in violation are subject to progressive discipline.
7. Employees who violate this policy will be subject to progressive discipline.



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**AUTHORIZATION**

*A.N. Locicero*

A.N. Locicero, Fire Chief

**102.07**

### **VIOLENCE IN THE WORKPLACE POLICY**

1. Tampa Fire Rescue supports the policy of “zero tolerance” toward workplace violence.
2. All employees of Tampa Fire Rescue are responsible for helping to maintain a workplace that is free from intimidation, threats, or violent acts.
3. Tampa Fire Rescue employees summarily suspended pending a pre-disciplinary hearing shall not enter any Fire Rescue installation without the express authorization of the Fire Chief. Violation of this Order will subject the offender to trespassing order per Florida Statute 810.09.
4. Refer to City of Tampa Personnel Manual section B38 for City of Tampa policy on workplace violence. (Refer to the City Personnel Manual on the INET).
5. Tampa Fire Rescue employees shall not be in possession of firearms while on duty unless such possession is specifically authorized by the Fire Chief, as a function of the employee’s duties.



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*A.N. Locicero*

A.N. Locicero, Fire Chief

**102.08**

### **PUBLIC RELATIONS POLICY**

1. All personnel of Tampa Fire Rescue shall answer ALL questions from citizens in a courteous manner, to the best of their ability, and if you are unable to supply an answer to the citizen, then you will make every effort to obtain the answer. An employee of the Department shall avoid an argument and give their name in a courteous manner to any person who requests it.
2. Employees must give their name and I.D. number and/or rank upon request, while on Fire Rescue business.
3. Employees shall not give out information concerning the affairs of the Department without the consent of the Fire Chief, or his designee. Any information released to the media at the scene about an incident, is the responsibility of the Incident Commander.
4. All employees shall speak the truth at all times and under all circumstances. In cases in which they are prohibited by regulations of the Department to divulge facts within their knowledge, they will refer them to the appropriate person within the Department.
5. Employees shall not give any testimony or statements to an insurance investigator concerning fires without the permission of the Fire Chief or his designee.
6. Employees who wish to receive visitors of a social nature must receive permission from their supervisors prior to the visit.
7. Visits by civilians will be held to a minimum, not to interfere with normal duties of the station or last beyond 2200 hours.
8. Employees of Tampa Fire Rescue are encouraged to write articles for trade and professional journals, as these can enhance the reputation and image of the Department as we move forward with innovative and positive development as an organization. These articles must be accurate, truthful and timely. Any employee who writes about an aspect of TFR, or identifies themselves as members of TFR, are asked to submit their articles to the Fire Chief for a courtesy review prior to submission to the publisher.



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A.N. Locicero, Fire Chief

**102.081**

**SOCIAL MEDIA POLICY**

1. Social media is defined as a medium designed to be disseminated through social interaction, created using highly accessible and scalable publishing techniques. Examples include, but are not limited to: LinkedIn, Twitter, Facebook, YouTube and MySpace. These technologies can offer ways for users to share information including video, audio, images, website links and other content.
2. Employees are allowed to participate in social media activities while on duty; however the participation must not interfere with their work assignments.
3. Supervisors are authorized to restrict or prohibit on duty social media activity.
4. Except as otherwise authorized by the Fire Chief, or his/her designee, no employee may utilize City computers or devices for the purpose of engaging in social media activities.
5. Employees are prohibited from engaging in social media networking that involves the recording of imagery or audio while on duty.
6. Employees who engage in social media networking must take personal responsibility for ensuring that such activities are consistent with all policies of the department.
7. Employees must refrain from engaging in any social media activity that would disqualify them from performing, or in any way reasonably call into question their ability to objectively perform, any functions of their job.
8. If an individual's status as an employee of TFR is disclosed, revealed, or otherwise made apparent in connection with his/her social media activity, their social media activity must include a prominently displayed disclaimer, to the effect of "The postings on this site are my own and do not necessarily reflect the views of Tampa Fire Rescue or the City of Tampa"
9. Any harassment, bullying, discrimination, or retaliation against a co-worker that would not be permissible in the workplace is not permissible between co-workers online, even if it is done off duty from home and/or on personal computers or devices.
10. Social media activities that involve the posting or discussion of incidents or work related matters online may make the communication s subject to Florida Public Record's Law creating legal obligations for the participants.





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*A.N. Locicero*

A.N. Locicero, Fire Chief

**102.09**

**FINANCIAL RESPONSIBILITIES**

1. Employees will not knowingly issue checks without sufficient funds and will immediately redeem any issued by mistake.
2. Employees must pay, within a reasonable length of time, all proven legitimate financial obligations incurred during their service with the Department.
3. It is the policy of Tampa Fire Rescue that Officers shall not borrow money from subordinates.



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*A.N. Locicero*

A.N. Locicero, Fire Chief

**102.10**

### **POSITIVE WORKPLACE ENVIRONMENT POLICY**

1. Tampa Fire Rescue is committed to the equal treatment of all persons and to providing a harmonious work environment for all employees that is free from conduct that is negative, aggressive, inappropriate, and bullying behaviors. Such incidents threaten the safety, security and well-being of not only those against whom they are directed, but to all who live and work here as well. They give the erroneous impression that the City of Tampa and its officials and employees do not accept the concepts of equal opportunity and treatment under the law. For these reasons, the City considers these incidents to be among the most serious violations of City policy which an employee can commit and deserving of serious disciplinary action up to and including dismissal.
2. Harassment: Harassment is prohibited by law and by City policy. Federal, state and local laws define harassment as discriminatory, objectively offensive, hostile or intimidating conduct which is severe and pervasive and which adversely affects an employee's ability to perform the functions of his or her employment or creates a hostile environment based on any characteristic protected by law. City policy prohibits conduct which does not rise to the level of harassment but which is discriminatory, bullying, coercive, harassing, intimidating, threatening or objectively offensive and creates a hostile environment. Discriminatory or harassing behavior includes conduct which rises to the level of illegality and also includes inappropriate behavior which might constitute a violation of applicable law.
3. Harassment includes comments which are offensive or unwelcome regarding a person's race, color, religion, national origin, sex, sexual orientation, gender identity or expression, age, disability, familial status, marital status, veteran's status, genetic information, socio-economic status or any other characteristic protected by applicable law or because the subject of the conduct is engaging, or has engaged in any protected activity.
4. Harassment also includes the distribution, display or discussion of written material which ridicules, denigrates, insults, belittles or demonstrates hostility, aversion or disrespect toward an individual or group because of national origin, race, color, religion, age gender, sexual orientation, appearance, disability, sexual identity, marital or other protected status.
5. Harassment is prohibited at any time during an employee's working time, on City property or any other place at which an employee is performing his or her work duties. Harassment is also prohibited at any other time or in any other place when the conduct adversely impacts or impairs the ability of the employee committing the harassment to perform the duties of his or her employment or adversely impacts or impairs the ability of other employees in the performance of their duties.



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*A.N. Locicero*

A.N. Locicero, Fire Chief

**102.10**

6. Tampa Fire Rescue prohibits harassment of any kind, including bullying and sexual harassment, and will take appropriate and immediate action in response to complaints or knowledge of violations of this policy. For purposes of this policy, harassment is any verbal or physical conduct designed to threaten, intimidate or coerce an employee, co-worker or any person working for, with, or on behalf of Tampa Fire Rescue. Bullying includes acts or verbal comments that could mentally hurt or isolate a person in the workplace. It can involve negative physical contact and usually involves repeated incidents or a pattern of behavior that is intended to intimidate, offend, degrade or humiliate a particular person or group of people.
7. Sexual harassment: Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when submission to or rejection of such conduct is used as the basis for employment decisions, or creates an intimidating, hostile or offensive working environment. There are two types of sexual harassment:

Quid pro quo harassment - Where submission to the harassment is used as the basis for employment decisions such as promotions, evaluation scores, and better working hours or conditions.

Hostile work environment - Where the harassment creates an offensive and unpleasant working environment. A hostile work environment can consist of verbiage of a sexual nature, unwelcome sexual materials, unwelcome physical contact, texts, emails, cartoons or posters of a sexual nature, unwanted touching or fondling, and lewd or vulgar jokes.

Complaint Process

1. Reporting complaints of harassing conduct may be done verbally or in writing to your supervisor, your district or division chief, any staff officer, a member of the Employee Relations Staff, or the Director of Human Resources.
2. Retaliation against persons who make complaints of harassment, witness harassment, offer testimony, or are otherwise involved in the investigation of harassment complaints will not be tolerated. Complaints of retaliation will be investigated, and appropriate disciplinary action will be taken.
3. Complaints of any type of harassment, bullying or retaliation must be reported. Furthermore, any employee who has good faith knowledge of any type of harassment, bullying or retaliation must report it immediately to their direct supervisor or the Personnel Office. As has always been the case, any failure to report a complaint of any type of harassment, bullying or retaliation will be grounds for discipline, up to and including dismissal.



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A.N. Locicero, Fire Chief

**102.10**

4. No person will prevent, impede, discourage or advise against the filing of a report of discriminatory or harassing behavior.
5. Any person receiving a report of discriminatory or harassing behavior will inform the Director of Human Resources as soon as practicable after receipt of the report.
6. No person receiving a report of discriminatory or harassing behavior will investigate the report unless directed to do so by the Director of Human Resources.
7. No person will withhold information from, fail to cooperate or interfere with an investigation of a report of discriminatory or harassing behavior.

**Confidentiality**

Complaints will be handled with discretion and as confidentially as possible. Tampa Fire Rescue will endeavor to investigate harassment complaints promptly, thoroughly, and fairly. All reports of discriminatory or harassing behavior, the identification of the employee making the report and the investigation of such conduct will be held confidential to the extent practicable. Limited disclosure may be necessary to allow the full and complete investigation of a report. Such disclosure will be limited to the full extent possible. Disclosure may also be required by applicable law.

**Remedial Action**

1. A determination of assignments will be made based on the facts of the complaint, the operational needs of the department, and other relevant factors.
2. In the event the investigation of any report of discriminatory or harassing behavior results in a finding that any person has engaged in behavior which is prohibited by this part, timely and effective action will be taken.



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*A.N. Locicero*

A.N. Locicero, Fire Chief

**102.10**

**Retaliation**

1. No person will suffer retaliation for having made a report of discriminatory or harassing behavior or for participating in any investigation of the report as a reporter, investigator or witness.
2. Retaliation which is prohibited by this part includes any adverse action taken against the reporting or participating employee, harassment, publicizing the report or the making of the report except as provided herein, ridicule, criticism or "shunning." Retaliation includes actions that adversely affect terms and conditions of employment, and include but is not limited to, acts of discrimination, intimidation, and coercion.
3. Any person who suffers retaliation for having made a report, or participating in an investigation of the report will report the retaliation as soon as practicable to the Director of Human Resources.



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*A.N. Locicero*

A.N. Locicero, Fire Chief

**102.11**

**COUNSELING FOR PERFORMANCE IMPROVEMENT AND CAREER DEVELOPMENT**

1. Depending on the circumstances or seriousness of the offense oral counseling is generally the first step in disciplinary action against an employee, but oral counseling may also be used for career development and performance improvement reasons.
2. Oral counseling may be used for the following:
  - A. Reception counseling ( for new employees)
  - B. Explaining standards
  - C. Minor performance problems
  - D. Personal problems that affect performance
  - E. Correcting a problem (can be pre-step to discipline)
  - F. Professional growth
  - G. Career guidance
3. Supervisors shall document all counseling on a TFR-236, Career Counseling Form. The form allows the opportunity for the employee to provide remarks regarding the counseling. The form should be signed by the employee and the supervisor. The employee's signature indicates receipt of the oral counseling and does not imply agreement. If the employee refuses to sign the record, the supervisor should note this refusal on the record.
4. A copy shall be forwarded through channels to the Fire Chief's office, a copy of the document should be provided to the employee and the original should be retained in the employee's pending file.



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*A.N. Locicero*

A.N. Locicero, Fire Chief

**102.12**

**PERSONAL WORK LOCATION AND LOCKER CLEARING POLICY**

1. Once an employee is notified of termination from employment with the City of Tampa, their personal work location (desk, locker, etc.) must be cleared of personal and City issued belongings.
2. A supervisor accompanied by a second employee (witness) would collect the exiting employee's personal belongings, inventory them in writing and secure them in some sort of container. The container would then be transported to the Personnel Chief and then presented to the exiting employee by the Personnel Chief and a witness.
3. The container will be inventoried and then checked off and signed by all present.
4. To ensure that all City of Tampa issued equipment is accounted for; a representative of the Supply Division will be present. The employee's last check will be held until all City issued equipment is turned. The documentation would then be entered into the employee's records to be filed.





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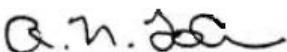
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A.N. Locicero, Fire Chief

**102.13**

**ANTI – FRATERNIZATION POLICY**

1. Employment of relatives continues to be restricted as provided in the City of Tampa personnel manual B24., Nepotism
2. Sexual discrimination and/or sexual harassment continue to be prohibited as provided in the City of Tampa personnel manual B1.1., Equal Employment Opportunity and TFR Rules and Regulations section 102.10
3. Officials of the City shall not appoint, employ, promote or advance any individual with whom they have a close personal relationship.
4. Officials of the City shall not recommend or advocate the appointment, employment, promotion or advancement in or to any position in the City of an individual with whom they have a close personal relationship. A public official advocates an appointment or promotion if the official urges or supports the action either orally or in writing.
5. Public officials and employees who serve as a manager, supervisor, or lead employee are prohibited from having close personal relationships with their subordinate personnel. Any relationship must be disclosed by both of the employees to the Director of Administration so those immediate steps can be taken to resolve conflict with this policy.
6. All employees are discouraged from having close personal relationships with non-subordinate employees. All such relationships must be disclosed by both employees to the Fire Chief and may result in requiring that the employees work different shifts; transferring one employee to another district; a different firehouse, different company; or other action determined to be appropriate by the City.
7. A close personal relationship includes dating, cohabitation, and/or having an intimate sexual relationship. Dating includes, but is not limited to casual dating, serious dating, casual sexual involvement where the parties have no intention to carry on a long-term relationship, cohabitation, and any other conduct or behavior normally associated with romantic or sexual relationships. This definition applies regardless of the sexual orientation of the employees involved.



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A.N. Locicero, Fire Chief

**102.13**

**ANTI – FRATERNIZATION POLICY**

8. Any employee found to be in violation of this policy will be disciplined up to and including dismissal depending on the circumstances of the event.
9. Any individual who is employed, promoted, or advanced, as a result of an official's violation of this policy shall be returned to the status occupied prior to the violation.



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*A.N. Locicero*

A.N. Locicero, Fire Chief

**102.14**

**SEAT BELT POLICY**

1. Purpose - The purpose of the seat belt policy is to reduce incidents of death and injury to City employees and occupants of City vehicles. This policy insures compliance with the "Florida Seat Belt Law" (s.316.664, F.S.) and also sets forth additional requirements for City employees.
2. Definitions:
  - a. City Vehicle - A motor vehicle, equipped with safety belts, either owned, leased, or rented by the City of Tampa that is operated on roadways, streets, or highways.
  - b. For purposes of this policy, privately owned motor vehicles are considered City vehicles any time that they are occupied or operated by a City employee while on City business.
  - c. Restrained by a seat belt - restricted by an appropriately adjusted safety belt that is properly fastened at all times when a motor vehicle is in motion.
3. Use of Seat Belts:
  - a. All occupants of a City vehicle must be restrained by a safety belt.
  - b. Employees who are certified by a physician as having a medical condition that causes the use of a safety belt to be inappropriate or dangerous must submit proof of such certification to their supervisor. Prior to any further operating of a motor vehicle by the employee, the supervisor shall consult with the City Safety section to determine if the certification meets Florida law and if it is also acceptable to the City. The City may still prohibit further operation of a City vehicle by the employee even when the Florida law exemption is met.
4. Enforcement
  - a. Supervisors and managers are responsible for communicating and enforcing the provisions of this policy to include taking appropriate disciplinary action against subordinates found in violation. The Safety Staff of the Department of Administration shall conduct periodic compliance checks and report their findings to the respective department directors.



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*A.N. Locicero*

A.N. Locicero, Fire Chief

**102.14**

### **SEAT BELT POLICY**

#### **5. Penalties**

- a. Any employee found to be in violation of this policy shall be subject to progressive and appropriate disciplinary action, up to and including dismissal.
- b. Any supervisor who fails to require their subordinates to comply with this policy shall similarly be subject to disciplinary action.
- c. Any employee who is injured in a vehicular accident and is not wearing their seat belt in compliance with this policy shall have their Workers Compensation reduced by the maximum amount allowable by law.



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*A.N. Locicero*

A.N. Locicero, Fire Chief

**102.15**

**FLAG ETIQUETTE**

1. Tampa Fire Rescue is a paramilitary organization, where personnel wear uniforms while on duty, but do not regularly wear uniform hats. Military decorum dictates that salutes be rendered in many situations, but especially during the pledge of allegiance, playing or singing of the national anthem, and when called for in formation. These only hold true, however, when in uniform and wearing the uniform hat, and when outdoors or in formation.
2. The officer in charge is responsible for assuring that the approved ball cap and fire helmet is removed when indoors unless otherwise directed and are not considered uniform hats.
3. Outdoors is defined as: anytime personnel are not in a building or structure, or if under a structure without walls, i.e. porches, awnings, review stands, porticos, balconies, covered walks and shelters open at one or both sides to the weather.

**The Pledge of Allegiance and National Anthem**

1. While outdoors in uniform with the hat you shall stand at attention, facing the flag and saluting during the pledge of allegiance. Uniform Hats should be removed when indoors unless personnel are otherwise directed in formation. If indoors, personnel should remove their headdress with their right hand and hold it at the left shoulder, the hand resting over the heart. If not wearing headdress, personnel should come to attention and rest their right hand over their heart.
2. When the national anthem (The "Star Spangled Banner") is played or sung, personnel in uniform and wearing headdress outdoors should stand at attention and render a military salute at the first note and hold the salute through the last note. The salute is rendered to the flag if displayed, otherwise, to the music. If indoors and not in uniform or wearing the uniform hat, personnel should remove any headdress (approved ball caps or fire helmet) with their right hand and place it at the left shoulder, the hand resting over the heart. If not wearing a headdress, individuals should come to attention and rest their right hand over their heart.



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A.N. Locicero, Fire Chief

**103.01**

**PERSONNEL ASSIGNMENTS**

1. It is the policy of Tampa Fire Rescue that all positions are filled. The Assistant Chief/Operations will fill the vacant positions utilizing recommendations from the Division/District Chiefs of the platoon to which the assignment is to be made.
2. Any permanently assigned employee may request a transfer to any open or vacated assignment by submitting a Request for Transfer (TFR 117) through channels to the Personnel Chief.
3. Employees who submit a request for transfer form (TFR 117) and are transferred to another assignment or division do not retain any vested interest in the position they vacated should they wish to return to their previous assignment/division.
4. The Assistant Chief/Operations will make assignments of newly promoted Captains with the approval of the Fire Chief.
5. Employees wishing to trade assignments with other employees must submit a Request for Transfer (TFR 117) through channels to the Assistant Chief/Operations. The Assistant Chief/Operations will **consider** each request individually.
6. Transfers will be made each day to cover for vacancies due to sickness, leave, "R" days, special assignments, etc., for the efficient operation of the department. Selection of personnel to be transferred will be at the discretion of the Company Officer with the approval of the appropriate Division/District Chief.
7. It is the Division / District Chief's responsibility to ensure that the service delivery in their respective districts is operationally feasible. The Division / District Chief will use discretion when requesting jerry personnel.
8. The jerrying of station personnel will be solely at the discretion of the station officer, unless the District Chief requires a specialty.
9. Paramedic Captains and Lieutenants may voluntarily exchange positions as needed to maintain paramedic skills and combat skills. These exchanges for the purpose of cross training will be on a voluntary basis, with both parties agreeing that no higher class will be requested or paid. The exchange will be at the discretion of the District Chief and as staffing permits.



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*A.N. Locicero*

A.N. Locicero, Fire Chief

**103.01**

**PERSONNEL ASSIGNMENTS**

- 10 All TFR F-01 Paramedics and F-04's will become Paramedics of Record.
11. All newly certified Paramedics will become Paramedics of Record within one (1) year of obtaining their state certification.
12. Firefighters (F-01) hired with a Paramedic certificate will also be required to complete the Paramedic of Record certification one (1) year from their hire date.
13. Paramedics assigned to ALS non-transport units will be given six (6) months to obtain their Paramedic of Record.
14. TFR will make every attempt to staff all ALS non-transport units with a minimum of a Captain or Driver Engineer Paramedics or Paramedics of Record.





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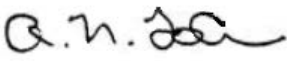
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A.N. Locicero, Fire Chief

**103.011**

**TRANSFER REQUESTS**

1. The below listed criteria will be used to request a transfer for an advertised position.
2. Transfer requests will be accepted on all positions that are vacated for any reason or newly created. These positions will be advertised in the Staff Briefs.
3. Anyone requesting a transfer to an advertised position will have the two-week period to turn in their Request for Transfer (TFR-117) form.
4. The positions will then be filled with the most senior, qualified person requesting the assignment. The following guidelines will be used to fill open positions:
5. Positions will be advertised for a total of two rounds.
6. Anyone leaving the job through retirement, DROP plan, etc., cannot do mutual swaps for their remaining 12 months of service to evade this system. DROP plan members will be evaluated so they do not go to specialized equipment with 24 months or less of remaining service (unless already currently assigned in that specialty).
7. If a position is advertised for a two-week period and there are no transfer requests, management will fill these positions. In this instance, all efforts will be made to transfer the least senior, qualified person.
8. New promotees cannot enter a request for open positions until they have completed their probationary period.
9. Probationary firefighters may not request station assignments until successfully completing their one-year probation. Tampa Fire Rescue reserves the right to move these individuals for the betterment of the department.
10. Any employee who has their current performance evaluation period extended for an unsatisfactory score may not request a transfer or bid to another station until a satisfactory evaluation is obtained.
11. Mutual swaps may be allowed, but cannot be used to circumvent an advertised position. Transfers and swaps can be done to accommodate efficient distribution of experience within the districts/shifts with the approval of the Assistant Chief / Operations.



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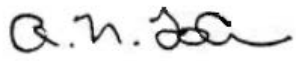
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A.N. Locicero, Fire Chief

**103.011**

**TRANSFER REQUESTS**

12. Requests for transfer must be filled out on a TFR-117 and sent to the Personnel Office. The TFR-117 must be completely filled out (Documentation must be true and accurate. This includes denoting all certifications that are applicable to the position). The TFR-117 must be turned in to the Personnel Office by 1600 hours on the final day of the advertised period. The employee will email the TFR-117 to the Personnel Captain at TFR-Personnelcaptain@tampagov.net. The employee MUST cc their assigned captain and district chief in the email or the TFR-117 will be considered incomplete and the request will be denied.
13. Specialized equipment will be filled by the most senior, qualified person, as outlined in Article 11 of the union contract.
14. Departmental seniority on the job will be used to determine who is assigned to an advertised position.
15. When you request a position, through bid or transfer, and receive that position, you cannot request another position for 12 months.
16. Persons receiving an advertised position through bid will remain in that position for a minimum of 18 months before management can move them, unless there are disciplinary or other extenuating circumstances, such as operational feasibility.
17. All of the above is subject to changes of the current collective bargaining agreement between the City of Tampa and IAFF Local #754.
18. Whereas management has the responsibility for efficient distribution of experience and special qualifications, the city retains all rights reserved in Article 7 of the collective bargaining agreement.



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*A.N. Locicero*

A.N. Locicero, Fire Chief

**103.012**

### **TRANSFER GUIDELINES FOR SPECIALIZED APPARATUS**

1. The following criteria will be used to assist in the selection of advertised positions for specialized apparatus. Management rights will prevail when all else is equal, or qualified employees are available.
2. ALS engines: First priority will be given to paramedics of record and then paramedics will be given second priority. Those paramedics chosen will have six months to become a Paramedic of Record. It is the department's desire to have all ALS engine/truck companies staffed with a minimum of two paramedics. When the vehicles are staffed with a minimum of three assigned paramedics, all subsequent positions will be filled with the senior person requesting the transfer.
3. Rescue 14: Priority to TFR TMRT-trained members or those in training to become members.
4. Rescue 3: (CCT) Must be TFR Critical Care certified to bid or request transfer. Lieutenants that are PFTO will be given first priority. Those chosen will have six months to become a PFTO.
5. Truck 1(Heavy Rescue): First priority to front line USAR team individuals. Secondary consideration may be given to USAR team alternates in the absence of adequate personnel at the vacated position.
6. Station 6: Must have had Haz Mat technician training and certification (160 hours) and individual must be baselined to bid or request transfer.
7. Stations 17 and 19 (Marine Division): Consideration will be given to those individuals that have been assigned to the Marine Division, have undergone marine training and/or also possess boating certifications (i.e. power squadron, and commercial marine captain's license) and swimming capability.
8. Airport Division: Must be TFR ARFF certified in order to be designated and assigned by the fire chief. FAR (Federal Aviation Regulations) 139.319 requires initial and recurrent training for all ARFF firefighters. Individuals shall be trained in all FAA- required subject areas prior to assignment, following site-specific curriculum and airport-specific training materials. Individuals shall also participate in a live-fire drill prior to initial performance of ARFF duties. Consideration will also be given to individuals with certifications or training that will complement the assignment. It will therefore be the responsibility of all ARFF-trained individuals to keep their certifications current and up-to-date on a monthly basis using the curriculum given by the ARFF Division



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**103.012**

**TRANSFER GUIDELINES FOR SPECIALIZED APPARATUS**

9. MacDill Rescue: To be considered for assignment, individuals must successfully pass all required background/military security clearances and complete the application for the Common Access Card (CAC) and all other ID cards necessary to obtain civilian access to MacDill Air Force base. It will therefore be the responsibility of all MacDill approved individuals to keep their certifications current and up-to-date.



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*A.N. Locicero*

A.N. Locicero, Fire Chief

**103.013**

**TRANSFER GUIDELINES FOR SPECIALIZED APPARATUS**

1. Tampa Fire Rescue engages in contracted agreements to provide fire and emergency medical services to external entities. The guidelines for contracted apparatus agreements contain different provisions than those currently established by Tampa Fire Rescue. These agreements vary and are based upon terms and conditions deemed appropriate and agreed upon by both parties.
2. ARFF is an agreement between the Hillsborough County Aviation Authority and Tampa Fire Rescue. The agreement between Hillsborough County Aviation Authority and Tampa Fire Rescue includes contracted fire and emergency medical services.
3. MacDill Rescue 53 is an agreement between MacDill Air Force Base and Tampa Fire Rescue. The relationship between MacDill Air Force Base and Tampa Fire Rescue involves contracted emergency medical services.
4. These contracted services are provided by Tampa Fire Rescue and are operationally guided by the existing Tampa Fire Rescue policies and procedures as well as the contracts and policies, which are external to Tampa Fire Rescue.
5. It is Tampa Fire Rescue's responsibility to ensure that service delivery to the contracted apparatus is operationally feasible. Special considerations may apply when attempting to fill vacancies on specialized equipment. The transfer guidelines for specialized apparatus regulation 103.012 revised May 2018 will apply.
6. Personnel that are not full duty status are not eligible for these assignments until they are returned to full duty.
7. Any questions or information regarding operational procedures for the contracted agreements will be addressed to the fire chief via the chain of command for clarification.
8. At no time will an employee of Tampa Fire Rescue discuss any operations regarding the contracted agreements or engage in contractual issues or negotiations without the approval of fire chief.



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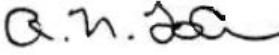
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A.N. Locicero, Fire Chief

**103.02**

**OVERTIME REQUESTS**

1. All requests for overtime must be submitted on a DA 305. All pertinent information must be submitted with the DA 305 form. If the overtime requested is due to a TFR emergency response, then the incident number of the alarm and the address must be included with the request for overtime. A copy of the CAD printout, including incident times, must be attached to the DA 305 for verification. The DA 305 request must be submitted to the District / Division Chiefs within the pay period worked.
2. Authorization of overtime responses for supervisors will be limited to 24 minutes in excess of the arrival time at the station. Any request for more than the above-authorized time will require a written explanation on a DA 52.
3. Authorization of overtime for non-supervisory personnel will not be in excess of the "in quarters" or arrival time at the station.
4. All requests for pre-approved overtime must be submitted to and approved by the Assistant Chief of Operations.
5. When an employee has been placed on the mandatory or voluntary overtime list for the following day, they will remain at the station until 0735 hours, available for hiring while daily staffing needs are being determined.
6. You cannot work in excess of 64 consecutive hours without an 8 hour break; this includes any EOT worked or scheduled to work; exception would be any situation deemed emergent by the Fire Chief or his designee.
7. The District / Division Chiefs will enter all requests for overtime into TeleStaff.



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A.N. Locicero, Fire Chief

**103.021**

**OVERTIME HIRING POLICIES**

1. It is the responsibility of the Shift Commander, as directed by the Fire Chief and/or his/her agents, to ensure proper coverage of all Tampa Fire Rescue (TFR) units.
2. In order to accomplish this goal, the on-duty Shift Commander, or his/her designee, shall create an overtime list made up of names from voluntary and voluntary priority II persons. This list will contain a minimum of: one District Chief (F10), two Captains (F7); two Lieutenants (F5); two Paramedic (F4); two Driver Engineers (F3); and four Firefighters (F1).
3. If a voluntary list of the minimum number of positions can not be completed due to lack of volunteers, a mandatory list shall be created using the "Fill by Rules Mandatory Priority List" in TeleStaff.
  - A. The list should be published via the city e-mail system prior to 1900 hours.
  - B. It is the responsibility of the on-duty personnel to review this list daily. If there are conflicts regarding the mandatory list due to special events, annual leave etc., it is the employee's responsibility to bring this to the attention of the Shift Commander via the chain of command.
  - C. After being notified of a conflict, the on-duty Shift Commander shall make the determination whether or not the individual should be removed from the mandatory list.
  - D. In the event the employee is removed from the mandatory list, an employee of equal rank shall be placed on the mandatory list and be notified by his/her supervisor through the chain of command.
  - E. Any employee, after having completed any compensable amount of mandatory overtime, shall be considered to have completed his/her mandatory overtime obligation and shall not be assigned a mandatory overtime shift prior to available individuals in that classification being assigned a mandatory overtime shift.





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A.N. Locicero, Fire Chief

**103.021**

**OVERTIME HIRING POLICIES**

4. After the Shift Commander has identified the need to hire overtime, he/she shall use the voluntary list first to fill needs.
  - A. Whenever possible, the Shift Commander should attempt to hire position for position.
  - B. When hiring from the voluntary overtime list and "position for position" is not possible, it is acceptable to hire an individual and assign them to ride in a higher position (out of grade).
  - C. If at that time the Shift Commander can not find the rank and/or discipline needed to fill the vacancy and the voluntary overtime list has been exhausted, he/she shall place an "All-Call" over the 911 messaging system to all stations seeking specific needs.
  - D. The Shift Commander will not wait more than ten (10) minutes when possible for a response.
  - E. Individuals responding to an "all call" shall be hired in the order in which their calls were received (position for position).
  - F. If there are no responses, the Shift Commander shall then use the voluntary priority II list to fill needs.
  - G. Individuals refusing a voluntary or voluntary priority II overtime assignment shall have his/her overtime privileges suspended for the period of three months for the first offense; six months for the second offense; and one year for the third offense.
  - H. If the Shift Commander still can not satisfy the position need, he/she shall hire from the mandatory list.
5. Special considerations should be made when attempting to fill vacancies on specialized equipment such as the Marine Division, Airport Division, Haz-mat, MacDill and Truck Companies.
6. The Shift Commander will consult with the Airport Division Chief or his/her designee to determine the eligibility of any given airport relief personnel. Whenever possible the most appropriate FAR 139 Certified ARFF employee qualified to fill the position should be hired to work overtime whether voluntary or mandatory.



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A.N. Locicero, Fire Chief

**103.021**

**OVERTIME HIRING POLICIES**

7. When overtime personnel are no longer needed to fill the position they were hired for, they should be released in the reverse order that they were hired. Consideration should be given to specialized units and disciplines to maintain proper coverage.
8. Whenever possible, mandatory overtime personnel will be released first followed by priority II personnel and then voluntary overtime personnel.
9. The Shift Commander shall take care to equalize the distribution of voluntary overtime and strive to reduce the amount of mandatory overtime hired at any one time.
10. It is the responsibility of the Shift Commander to ensure that the appropriate number and classifications of employees are on duty with limited interruption in service delivery.



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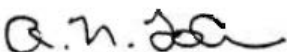
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A.N. Locicero, Fire Chief

**103.03**

**PERFORMANCE EVALUATIONS**

1. Annual performance evaluations will be distributed to the appropriate supervisor by the first of the month, two months prior to the month it is due.
2. The annual performance evaluation will be completed and returned to the Personnel Office by the first of the month, one month prior to the month it is due.  
Example:
  - A. A performance evaluation that covers the period from 4-22-11 to 4-22-12 would be distributed by 2-1-12 and returned to the Personnel Office by 3-1-12.
3. Any employee that is off duty on Worker's Compensation, LOA, etc., for more than 30 days shall have their evaluation period extended. If an evaluation notice is distributed inadvertently for an employee in this category, the evaluation notice should be returned to the Personnel Office for proper processing.
4. Annual evaluations must cover a 12-month period. If the supervisor or subordinate is transferred, a transfer evaluation must be completed for the period supervised, if more than 30 days. This transfer evaluation is put in the employee's pending evaluation file and sent to the next supervisor. When the annual evaluation is due, the supervisor will complete the evaluation for that period of time that he/she supervised the employee. All preceding transfer evaluations will be combined with the annual evaluation to formulate ONE evaluation to be turned in. A twelve-month period must be covered for all uniformed personnel.
5. Probationary evaluations shall be completed and received by the Personnel Office no later than 1 year from the effective date of hire.
6. Promotional probationary evaluations shall be completed and received by the Personnel Office no later than 6 months from the effective date of the promotion.
7. Civilian, non-managerial employees have a six-month probationary period. A performance evaluation is required for new civilian employees by the end of the probationary period.
8. Division/District Chiefs and Supervisors are responsible for assuring that performance evaluations are completed properly and returned to the Personnel Office on time.



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A handwritten signature in black ink, appearing to read "A.N. Locicero".

A.N. Locicero, Fire Chief

**103.04**

### **LIGHT DUTY PROGRAM**

1. The Light Duty Program is designed to provide an opportunity for personnel, unable to perform in their normal assignments due to a line of duty injury or illness, to be productive in alternate assignments. A variety of assignments are available depending on the physical limitations of each affected employee.
2. Tampa Fire Rescue employees who have been released to light duty by their treating workers' compensation physician, shall provide the Occupational Health Office a DA-36 (Physician's Appointment Authorization form), indicating when light duty is to begin, and any physical restrictions that may apply to the employee's light duty assignment.
3. All employees placed on Light Duty by a physician with appropriate forms will notify the personnel office. The Personnel Chief, or his designee, will advise the employee when and where to report, and the nature of the light duty assignment. Failure to contact the Personnel office for placement into the Light Duty program may result in an employee being considered AWL or being charged SICK (SCK) leave. Light duty assignments may be changed and are at the discretion of the Personnel Chief. Personnel will log in or assure placement on a staffing sheet, upon arrival at their place of Light Duty assignment.
4. Employees on Light Duty are subject to emergency recall, if an emergency condition is declared by the Fire Chief, and shall report to their assignment as directed by the Personnel Chief (or designee) and shall be paid at 150%.
5. Unless otherwise directed, employees on light duty will report to the Personnel Office for assignment no later than 0730 hours on their assigned duty days. Exceptions to this starting time could be due to Physician appointments, lab work, other diagnostic assessments or physical therapy, which must be pre-approved by the Occupational Health Office and / or the Personnel Office.
6. When an employee on light duty is off duty sick, the time will be deducted from the employee's sick leave balance.



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*A.N. Locicero*

A.N. Locicero, Fire Chief

**103.04**

**LIGHT DUTY PROGRAM**

7. When an employee on light duty feels they can not perform light duty assignments, due to the injury or illness causing the light duty assignment, and desires their status to be changed, they must notify the Occupational Health Office of their desire. The Occupational Health Office will make an appointment with the workers' compensation physician to make a determination of the employee's status. The employee will return to the Occupational Health Office with the (DA 36) indicating the employee's status.
8. The Personnel Chief, when assigning an individual to a light duty assignment, will notify all appropriate Department Divisions and Personnel.
9. The employee assigned to light duty is expected to perform all duties in an efficient and professional manner.
10. Employees on light duty will continue to be subject to departmental discipline when warranted.
11. Upon release of an employee to full duty, the Occupational Health Nurse (or designee) will inform all of the necessary Division/District Chiefs or Supervisors and the Personnel Office of the employee's status and date for return to full duty.



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*A.N. Locicero*

A.N. Locicero, Fire Chief

**103.05**

### **UNIFORM AND APPEARANCE POLICY**

1. It is the policy of Tampa Fire Rescue that all uniformed personnel adhere to established guidelines for dress and appearance. These guidelines have been established to maintain a high degree of uniformity, professionalism and to provide safety for the employees.
2. When the wearing of a uniform is appropriate for assignment, only departmental issued/authorized uniforms and authorized shoes will be worn. There will be no additional patches or decorative items attached thereto unless authorized by the Fire Chief.
3. All uniform employees while on duty will be dressed in either a Class "A", or Class "B", or Class "C" types of uniform. All shift personnel will report for duty in the appropriate uniform by 0730.
4. Class "A" uniforms are worn for formal events and functions, such as parades, funeral details, award functions, etc., and any other event that requires uniformed employees to be at their best in appearance.
5. Class "B" uniforms are to be worn for normal routine duty shifts, departmental functions, any departmental training, station inspection days or while visiting FIRE Administration or any CITY administrative offices for any reason. The regulation class "B" uniform shall be worn at ALL extra duty assignments unless otherwise specified and approved by the Fire Chief, or his/her designee.
6. Class "C" uniforms may be worn for physical training or while on work details.
7. The wearing of mixed uniform items will not be permitted.
8. When wearing the Class "B" uniform, sweatshirts or long sleeve tee shirts the color of the corresponding uniform shirt may be worn with or under the uniform shirt.
9. **When wearing the Class "A"(at the discretion of the Fire Chief or his/her designee) "B" or "C" uniform, a department approved Black collared sweatshirt, ¼ zippered front, embroidered TFR badge on the left breast, name and (rank optional) embroidered on the right breast with a right breast pocket may be worn over the uniform shirt.**



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A.N. Locicero, Fire Chief

**103.05**

**UNIFORM AND APPEARANCE POLICY**

10. Uniforms will be worn only while on duty or while enroute to or from duty. At no time will any uniform or part uniform be worn while off duty, except with express permission of the Fire Chief.
11. Uniforms or dress regulations for civilian employees and TFR Staff shall be at the discretion of the Fire Chief.
12. The only ball cap style hat authorized to be worn by Tampa Fire Rescue employees shall be the style cap that is issued by Tampa Fire Rescue and can be worn with Class "B" or Class "C" uniforms. It shall be worn appropriately at all times, bill forward. The ball cap can be purchased from any vendor as long as it is exactly the same style, lettering and insignias issued by the TFR supply division.
13. All uniform items shall be maintained in a neat and clean manner. At such time when a uniform is soiled to the point of detracting from the professional image of the Department, personnel will change to a clean uniform.
14. Class "A" Uniforms will consist of :
  - A. All Personnel:
    - 1) Black, lace-type, plain toe shoes, low quarter
    - 2) Polished leather or Corfam material
    - 3) Lace-type, 4 to 6 eyelets, tie type
    - 4) Sole and heel of standard thickness and material
    - 5) Black socks, plain
    - 6) Black uniform trousers
    - 7) Black neckties (Department issue)
    - 8) Black, smooth leather belt, 1-1/2" wide with buckle  
Brass for Officers, Nickel for all other personnel
    - 9) Proper badges and accoutrements are to be worn with uniform  
(shoulder boards, breast badge, name tag)
  - B. Chief Officers:
    - 1) White, long sleeve shirt
    - 2) White uniform cap with badge attached (when directed by Fire Chief)
    - 3) Black uniform jacket (when directed by Fire Chief)





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A.N. Locicero, Fire Chief

**103.05**

**UNIFORM AND APPEARANCE POLICY**

C. Captain/Lieutenant

- 1) White, long sleeve shirt
- 2) Black uniform cap with badge attached (when directed by Fire Chief)
- 3) Black uniform jacket (when directed by Fire Chief)

D. Paramedic/Driver Engineer/Firefighter

- 1) Blue, long sleeve shirt
- 2) Black uniform cap with badge attached (when directed by Fire Chief)
- 3) Black uniform jacket (when directed by Fire Chief)

15. Class "B" Uniforms will consist of:

A. All Personnel:

- 1) Black, lace-type, plain toe shoes or black plain toe boots
- 2) Black or white socks
- 3) Black uniform trousers, or Black "BDU" type cargo pocketed pants (**F07 and below ranks only**). **Only the brand name(s) authorized by the Fire Chief is acceptable.**
- 4) Black, smooth or basket weave leather belt, 1-1/2" wide with buckle, Brass for Officers, Nickel for all other personnel.
- 5) Proper badges and accoutrements are to be worn with uniform(shoulder boards, breast badge, name tag)

B. Chief Officers:

- 1) White, short sleeve shirt
- 2) Black uniform jacket/windbreaker when necessary

C. Captains/Lieutenants

- 1) White, short sleeve shirt
- 2) Black uniform jacket/windbreaker when necessary



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A.N. Locicero, Fire Chief

**103.05**

**UNIFORM AND APPEARANCE POLICY**

- D. Paramedic/Driver Engineer/Fire Fighter:
- 1) Blue, short sleeve shirt
  - 2) Black uniform jacket/windbreaker when necessary
16. Class "C" uniforms for all Operations personnel and ranks where applicable will consist of the Class "B" uniform with the following exceptions:
- A. Officers:
- 1) A white (100% cotton) short/long sleeve tee shirt with the approved departmental emblem.
- B. All other Personnel:
- 1) A gray(100% cotton) short/long sleeve tee shirt with the approved departmental emblem
17. Class "C" uniform is not authorized for non-alarm related activity involving public contact.
18. Class "C" uniforms shall be permitted while participating in physical training or work details.
19. Departmentally issued ribbons will be worn on Class "A" uniforms. Ribbons are optional on Class "B" uniforms at the employees discretion. Ribbons will be centered one-half inch apart, one-half inch above the nametag and shall be uniform in length.
20. Personnel assigned to the Marine Division when working on the boat may wear a special type deck shoe, purchased at their own expense.
21. Personnel assigned to the Special Operations Company are authorized to wear black shoes designed for rappelling.
22. TMRT personnel, when on operations, will wear appropriate attire.
23. Employees who require special consideration concerning uniforms due to medical conditions must provide medical documentation and approval from the Chief of Operations.



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**103.05**

### **UNIFORM AND APPEARANCE POLICY**

24. Employees authorized to wear shorts shall wear them as issued and the length of shorts shall not be altered.
25. The only baseball style windbreakers authorized for wear by TFR employees shall be the same style black windbreaker as issued by Tampa Fire Rescue.
26. Only TFR issued nametags shall be authorized for wear by TFR employees. Employees shall not alter, or decorate nametags in any way.
27. The optional attachment indicating "SERVING SINCE YYYY" may be attached to the bottom of the nametag; the color of the attachment must match the color of the issued nametag. The attachment may be purchased at the employees' expense.
28. Title and Rank Insignia:

<u>TITLE</u>	<u>INSIGNIA</u>	<u>EPAULET/STRIPES</u>
Fire Chief 3/8"	5 Trumpets (CC) on red	(1) 1" (4)
Assistant Chiefs 3/8"	4 Trumpets (CC) on red	(1) 1" (3)
Staff Division Chiefs 3/8"	3 Trumpets (CC) on red	(1) 1" (2)
Shift Division Chiefs 1/16"	3 Trumpets (CC)	(1) 1" (1) 3/8" (1)
Quality Management Officer	ACD	Appropriate as to rank
Materials & Equipment Coord.	ACD	(1) 1"
<b>Auto Repair Center Supervisor</b>	<b>ACD</b>	<b>(1) 1"</b>
<b>Fire Comm. Supervisor</b>	<b>ACD</b>	<b>(1) 1"</b>
Budget Analyst	ACD	(1) 1"
District Chief	2 Trumpets (Crossed)	(3) 3/8"
Rescue Division Officer	2 Trumpets (Crossed)	(3) 3/8"
Investigation/Inspections Supv	ACD	(3) 3/8"
Fleet Mechanic Supervisor	ACD	(2) 3/8"
(1) 1/16"		
Fire Captain	2 Trumpets (P)	(2) 3/8"



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**103.05**

**UNIFORM AND APPEARANCE POLICY**

Communication Supervisor	ACD	(2) 3/8"	
EEMSO	ACD	Appropriate as to rank	
Fire Inspector/Investigator	ACD	(2) 3/8"	
(1) 1/16"			
Airport Training Officer	ACD	(1) 3/8"	(1)
1/16"			
Asst. Fire Inspector / Investigator	ACD	(1) 3/8"	
Rescue Lieutenant	1 Trumpet	(1) 3/8"	
<b>Specs Officer</b>	<b>ACD</b>	<b>(1) 1"</b>	
Paramedic	ACD	None	
Driver Engineer	ACD	None	
Fire Fighter	None	None	

(CC) = Crossed and Circled

(ACD) = Approved Collar Device

(P) = Parallel



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***Rules And  
Regulations***

**Topic:**  
**PERSONNEL  
REGULATIONS**

**AUTHORIZATION**

*A.N. Locicero*

A.N. Locicero, Fire Chief

**103.051**

**EMBLEM USAGE**

The words "Tampa Fire Rescue", the TFR emblem, the TFR badge, the TFR logo or the City of Tampa emblem, logo or seal will not be used for other than departmentally issued uniforms without the expressed written consent, approval of the Fire Chief or his/her designee.

The placement of TFR emblems on plain clothes constitutes turning that clothes article into a "uniform" and this may not be done without the approval of the Fire Chief or his/her designee.



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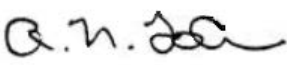
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**AUTHORIZATION**

  
A.N. Locicero, Fire Chief

**103.06**

**PERSONAL APPEARANCE**

1. It is each Officer's / Supervisor's responsibility to ensure that all personnel under their supervision present a neat and professional appearance. It is each employee's responsibility to take pride in his or her appearance at all times and to maintain a proper public image.
2. While on duty (representing the department in any capacity) in uniform, the length and/or bulk of the hair shall not be excessive or present a ragged, unkempt, or extreme appearance.
3. While there are many hairstyles that are acceptable on Tampa Fire Rescue, no hairstyle shall lessen the protection of required safety equipment, prevent the proper fit of headgear or in any way expose the employee to added danger of personal injury.
4. The length of the hair on the back of the head shall not extend below the bottom of the collar of the uniform shirt when the employee stands at attention. Hair shall not extend below the bottom of the ear and shall be uniform in length on the back of the head. Hair shall not interfere with the fit of the dress uniform cap.
5. All employee hair lengths or styles must not extend below the eyebrows.
6. Uniformed employees are permitted to maintain their hair in a bun or any variation that resembles this hairstyle. This style must be securely pinned up above the collar in such a manner to conform to this policy for the duration of their tour of duty.
7. Any color of hair other than natural hair shades i.e. blonde, brunette, black, or red shall not be permitted.
8. Any hairstyle that is not within the criteria of this policy is subject to the approval of the Fire Chief (or designee). Radical hair designs are not acceptable.
9. Wigs or hairpieces will not be worn while on duty or in uniform except for cosmetic reasons to cover natural baldness or physical disfiguration. If a wig is worn while in uniform, it will conform to the hair style regulation and shall not interfere with the duties or cause a safety hazard to the employee.



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**AUTHORIZATION**

*A.N. Locicero*

A.N. Locicero, Fire Chief

**103.07**

**FACIAL HAIR AND SIDBURNS**

1. Sideburns may extend ½" below the bottom of the ear and must be neatly groomed. A slight flare is permitted, provided the flare does not extend into that portion of the face that provides a face mask seal.
2. Mustaches must be neatly trimmed; top lip line, with mouth closed, and must be visible. The mustache must not extend beyond the corners of the mouth more than ½" vertically or horizontally. Mustaches shall be of the natural shade of the employee's hair color.
3. Facial hair such as beards, goatees, esquires, soul patches, or antillios are not permitted.
4. Employees will report to duty and maintain the appearance of being clean-shaven during their tour of duty.





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**AUTHORIZATION**

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A.N. Locicero, Fire Chief

**103.08**

**WEARING OF JEWELRY POLICY**

1. Tampa Fire Rescue authorizes the wearing of jewelry by employees while on duty, but due to the possible severe safety hazards that jewelry may impose, the following restrictions apply. The following apply to all uniform employees while on duty:
  - A. Employees who are subject to emergency response will limit wrist jewelry to:
    1. Wristwatch; watchbands will be no wider than the outer limits of the watch case.
    2. Medical alert bracelet
    3. Rubber wristbands for various causes, organizations
    4. Metal type memorial or MIA wristbands
  - B. Necklaces/chains worn around the neck are permitted as long as they are concealed beneath the shirt.
  - C. The wearing of rings is not recommended as it is a serious safety hazard to the employee. Rings, which interfere with the rapid donning of gloves or other protective clothing, are not permitted.
  - D. Earrings are not permitted while on duty.
  - E. The wearing of visible body jewelry is not permitted while on duty or in uniform representing Tampa Fire Rescue.



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**AUTHORIZATION**

*A.N. Locicero*

A.N. Locicero, Fire Chief

**103.081**

### **TATTOO POLICY**

1. Sworn personnel hired on or after January 7, 2011 shall have no tattoo or decal, or any portion thereof, visible to the public while wearing the uniform.
2. Personnel shall not obtain any tattoo or decal of which any portion would be visible to the public when in Class B or C uniform.
3. No modification to the uniform shall be made in order to cover a tattoo or decal obtained after January 7, 2011.
4. Employees hired prior to January 7, 2011 with a tattoo or decal, or portion of a tattoo or decal visible to the public while in Class B or C uniform, shall be exempt, provided they do not: re-ink, color, enlarge, or otherwise modify an existing tattoo or decal in any way to make it more prominent



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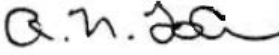
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A.N. Locicero, Fire Chief

**103.09**

**ADMINISTRATIVE DRESS CODE**

1. Purpose: To establish procedures for acceptable dress and appearance of administrative employees.
2. Administrative employees are required to maintain a professional appearance in keeping with the duties of their respective jobs.
3. Employees who are provided uniforms are required to wear appropriate well-maintained uniforms.
4. When an employee's dress or grooming does not comply with the dress code, the immediate supervisor has the responsibility to require an employee to modify said dress or grooming and may send the employee home to change on the employee's own time.
5. Supervisors and the executive staff have the overall responsibility of ensuring employees are properly dressed. However, it is the responsibility of the individual concerned to use discretion regarding the appropriateness of attire. Should employees have questions regarding particular attire, they should consult their supervisor before wearing that attire to work.
6. The following dress code applies to sworn and civilian members of TFR assigned to work in the administrative offices.
7. Staff Officers: Daily wear: Class B uniform or business dress attire, Class A uniform on special occasions, as specified by the Fire Chief. Men: Long sleeve collared shirt and necktie worn with slacks. Business suits or sports coats optional. Women: Suit (including business pantsuit), dress, or blazer with skirt or tailored slacks.
8. Civilian Employee's: Daily wear: Business casual attire is defined as follows:
  - A. Men: Collared shirt (including turtleneck) banded collar shirt may be worn. Pants and slacks including khakis, Dockers, corduroy, wool flannel and linen slacks are appropriate for the office, either with or without a blazer. Dress shoes and socks.
  - B. Women: Similar to above, including dresses or skirt with blouse or sweater, slacks or pantsuits. Appropriate footwear – no flip-flops, slippers or beach shoes.



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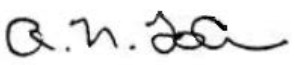
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A.N. Locicero, Fire Chief

**103.09**

**ADMINISTRATIVE DRESS CODE**

9. Casual Friday Dress:

- A. Staff Officers: Class B Uniforms, long sleeve, collared shirts (including turtleneck) banded collar, or polo-type shirts may be worn if they display departmental logo or if departmental belt badge is displayed. Pants will be dress, khakis, Dockers, corduroys, wool flannel or linen slacks.
- B. Civilian employees: Casual dress, with the exceptions of the following inappropriate dress items: T-shirts, Lycra, spandex, midriff tops, tank-tops, Hawaiian shirts (okay on PAYDAY FRIDAY), bathing suits, sandals (flip-flops, open toe flats), athletic shoes, industrial work shoes, hiking boots, bare feet, over the knee boots, athletic wear, including sneakers, hats or flannel fabric clothing, visible foundation garments. In addition, no casual Capri or cargo pants, and no jeans.



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**AUTHORIZATION**

*A.N. Locicero*

A.N. Locicero, Fire Chief

**104.01**

**NON LINE OF DUTY INJURY OR ILLNESS REPORTING PROCEDURES**

1. This section is designed to provide guidelines to assist those employees having a non-line-of- duty injury or illness in the reporting process.
2. This section will also protect the privacy of the employees who report an injury or illness.
3. All paperwork completed by employees or their supervisors shall be filled out legibly and turned in on the date of the healthcare provider's appointment. Forms are available in the "Forms Doc" program located on the City of Tampa Intranet, and will be utilized at all times. Forms that are not located in "Forms Doc" (i.e. carbon copy forms) can be obtained at any fire station.
4. Anytime Tampa Fire Rescue sworn personnel see a healthcare provider for examination or treatment, he or she must provide a fully and properly executed TFR-10 indicating the date that the employee is able to return to duty. The TFR-10 must be signed by the healthcare provider providing the treatment that is the subject of the TFR-10. Acceptable healthcare providers are those listed as acceptable in the guidelines for the administration of the Family Medical Leave Act. The healthcare provider must certify that the employee is fully capable of performing all job tasks as defined by the NFPA 1582 for regular duty.
5. In order to return to full duty from a non-line-of-duty illness, injury, or pregnancy, the employee shall complete a Report of Absence from Duty Due to Illness, Injury, or Pregnancy, (TFR-130).
6. In order to ensure the highest level of health and safety for all Tampa Fire Rescue personnel, the City may require a fitness for duty evaluation by a healthcare provider of a type and specialty selected by the City as a condition of being released to full duty.
7. Employees must submit to their supervisor a completed TFR-10 for every healthcare provider appointment before returning to duty. No employee shall work without having obtained and delivered a TFR-10 when required to do so. Supervisors will ensure that the completed TFR-10 is forwarded to the Occupational Health Office. The contents of the TFR-10 are not to be documented in the station log book at any time.
8. Supervisors are responsible for the legibility, accuracy, and completeness of all paperwork completed by their subordinates. Supervisors and employees who repeatedly submit incorrect or late paperwork may be subject to departmental disciplinary action.



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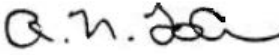
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**AUTHORIZATION**

  
A.N. Locicero, Fire Chief

**104.01**

9. If employees are unable to report to duty, employees must request time off via TeleStaff. All employees reporting off duty due to an injury or illness on a duty day must do so by 0600 hours each and every shift or day that they will be absent. The employee will request the type of leave applicable to their circumstance in TeleStaff. (For the Communications Division, the employee will call in and report to a supervisor, this call shall occur on a non-recorded line).
10. When an employee's duty status is changed they will refer to Rules and Regulations 104.03, Duty Status.
11. The officer receiving employee documentation (whether the employee's supervisor or not) shall record in the logbook the name of the person providing the documentation (i.e. a TFR-10) and the time submitted to the District Chief for transmittal to Occupational Health. The reasons for the requests for leave are NOT to be documented in the station logbook at any time.
12. A TFR 130 is required for sick leave use.
13. Ultimately, it is the station Captain who is responsible for making sure that all forms and the log book entries associated with any leave usage are completed and accurate. Any completed documentation should be delivered in a timely manner.
14. It is imperative to protect the employee's privacy with regard to reporting injury or illness. All forms describing an employee's use of leave as it relates to illness or injury shall be placed in an inter-departmental envelope and sealed with tape and sent to the Occupational Health Office.



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**AUTHORIZATION**

*A.N. Locicero*

A.N. Locicero, Fire Chief

**104.02**

**LINE OF DUTY INJURY OR ILLNESS**

1. All line-of-duty injuries or illnesses will be reported to the employee's immediate supervisor at the time of the injury or illness, and the appropriate details relating to the injury will be logged in the station log book.
2. Proper forms must be completed and submitted immediately for all injuries to the back, neck, head, joints or bones. Individuals with injuries of this nature must be seen by a physician during the same shift that the injury occurred. The physician will then determine the employees duty status.
3. All employees injured in the line-of-duty, who require the service of a physician, must have the physician complete the Physician's Appointment Authorization form (HR-36) at every appointment.
4. The HR-36 form is required for all workers' compensation-related illnesses or injuries, even after the employee has reached MMI.
5. All required forms must be completed on the same shift during which the incident occurred and shall to be forwarded to the Occupational Health Office. It is the responsibility of the employee and their supervisor to complete and submit the required forms by the end of the affected duty day. There are time limits and deadlines involved in the claims process. If the forms are not completed and filed promptly, Department of Labor fines may be imposed upon the City, the workers' compensation claim may be denied by the workers' compensation carrier, and/or disciplinary action may be taken against the employee and the supervisor.
6. The completed HR-36 form will be delivered to an appropriate fire station, or the Occupational Health Office, as soon as possible after every physician's appointment. Employees, who are unable to return the completed HR-36 form immediately to the Occupational Health Office, must contact the Occupational Health Office following the physician's appointment to indicate their duty status.
7. All employees shall follow the instructions of the workers' compensation physician relative to visits for further treatment or observation, diagnostic testing, physical therapy, etc.
8. If an employee does not go to the doctor at the time they are injured, or before they are relieved of their tour of duty, and at a later date decide or discover that they need to see a physician, they must make a line-of-duty physician's appointment through the Tampa Fire Rescue Occupational Health Office.





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*A.N. Locicero*

A.N. Locicero, Fire Chief

**104.02**

**LINE OF DUTY INJURY OR ILLNESS**

9. On weekends, holidays, or if the Occupational Health Office is closed, employees shall contact the on-call Occupational Health Nurse to receive authorization for initial treatment and for coordination of their medical care. The on-call Occupational Health Nurse will be paged via the Communications Division.
10. The supervisor in charge shall report all serious injuries by telephone to the TFR Communications Division, giving sufficient details of the injury or illness, as necessary. The Communications Division will dispatch a rescue car, as appropriate. The on-call Occupational Health Nurse will provide treatment authorization and designate the destination for medical care. The rescue car personnel will determine if any emergent treatment is necessary on scene and during transport and will deliver the injured or ill employee to the authorized medical facility.
11. If the employee is placed in a light-duty or off-duty status, the TFR Communications Division shall notify the appropriate personnel ("firefighter injured group page").
12. The supervisor in charge shall conduct a thorough investigation of the injury or illness by:
  - A. Interviewing the injured employee and any witnesses.
  - B. Reviewing all pertinent documentation such as: DWC-1, HR-307B, DA-307A.
  - C. Examining the scene where the injury occurred and any and all devices, equipment, obstacles, etc. which may have been involved in, or contributed to, the injury or illness.



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**AUTHORIZATION**

*A.N. Locicero*

A.N. Locicero, Fire Chief

**104.02**

**LINE OF DUTY INJURY OR ILLNESS**

13. TFR forms necessary for the following injuries or illnesses:
  - A. Minor injury or illness, which does not require attention of a physician:
    1. DWC-1, First Report of Injury or Illness.
    2. HR-307B, Accident/Illness Cause Analysis.
  - B. Injury or Illness involving lost time and/or medical treatment:
    1. DWC-1, First Report of Injury or Illness.
    2. HR-307B, Accident/Illness Cause Analysis.
    3. HR-36, Physician's Appointment Authorization forms.
  - C. Minor exposure to contagious disease (no treatment):
    1. DWC-1, First Report of Injury or Illness.
    2. DA-307A, Blood and Body Fluid Exposure form.
    3. HR-307B, Accident/Illness Cause Analysis.
  - D. Hazardous exposure to contagious disease (with treatment):
    1. DWC-1, First Report of Injury or Illness.
    2. DA-307A, Blood and Body Fluid Exposure form.
    3. HR-307B, Accident/Illness Cause Analysis.
    4. HR-36, Physician's Appointment Authorization forms.
14. All line of duty injuries or illnesses shall be entered into the appropriatedepartmental log books, excluding the type of injury or illness.



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**AUTHORIZATION**

*A.N. Locicero*

A.N. Locicero, Fire Chief

**104.03**

**DUTY STATUS**

1. When an employee is on any kind of light duty and that employee's duty status is changed, (i.e. light duty to full duty or light duty to off work or any impending surgeries) the employee will notify the Occupational Health Office @ 813-242-5343, the Personnel Office @ 813-274-7008, your immediate supervisor and your Division/District Chief (through channels). The employee will also notify the Occupational Health Office of the next scheduled physicians' appointment.
2. Personnel assigned to a variable (24hr.) Light Duty schedule shall report to their regular station assignment after being released from their Light Duty assignment, usually at the close of the business day (1630).
3. Employees with a Line of Duty injury that are in need of physical therapy in order to return to full duty will follow these guidelines:
  - A. When an employee is out of work on a Line of Duty injury and requires physical therapy, the employee may choose the location of their therapy within the guidelines of Worker's Compensation.
  - B. When the employee returns to a light duty assignment from a Line of Duty injury, and chooses to have their therapy on duty, the employee must complete their therapy within the City Limits of Tampa as they are on City of Tampa time. Every effort will be made to accommodate appointments on duty, bearing in mind the best interest of the employee's health and return to full duty will be taken into consideration.
  - C. If the employee having the Line of Duty injury and is assigned to light duty wishes to retain their physical therapist that is not within the city limits, the employee must do so at the beginning (0730-0830) of the shift. This may be done only within the surrounding counties, one county removed. This also requires approval from the Fire Chief, or his designee
  - D. When an employee is on light duty (Line of Duty or Non-Line of Duty) and would like to dine out in a restaurant, for any reason, personnel are not permitted to leave the city limits, for meals, and should stay in reasonable proximity to their home base; i.e., station 1, training, supply, prevention, etc. The employee will be allowed 1 hour, including travel time, and must be in their class "B" uniform. This must be done with approval of their reporting supervisor.



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*A.N. Locicero*

A.N. Locicero, Fire Chief

**104.04**

**REPORTING OFF DUTY**

1. All employees reporting off duty due to an injury or illness on a duty day must do so by 0600 hours each and every shift or day that they will be absent. The employee shall request the type of leave applicable to their circumstance in TeleStaff.
2. All off-duty, Non-Line of Duty injuries or illnesses which require the service of a physician or dentist shall require a written release from the physician, (TFR-10), stating the nature of the injury or illness and the date that the injured or ill person is able to return to light duty or full duty. The TFR-10 must be submitted to the Occupational Health Office or accompany the employee upon returning to duty. (Refer to R&R 104.01).
3. Employees, who schedule necessary medical or dental appointments (other than worker's compensation appointments) while on duty, will be charged sick leave. Refer to Rules and Regulations 104.05 regarding the use of SKW (Sick-Wellness Center).
4. Employees on a variable work week schedule should make every effort to schedule routine medical or dental appointments on non-duty days. If an employee must schedule a routine appointment (medical or dental appointments), surgery, or medical procedures on a duty day, a Request for Leave must be submitted and approved via TeleStaff.
5. Any employee having a Non- Line of Duty medical or dental appointment while on duty must have the physician or dentist complete a TFR-10 prior to returning for duty. All forms will be forwarded to the Occupational Health Office.
6. Light duty employees shall contact the Personnel Office by calling 274-7008 by 0600 hours regarding any change in duty status, notification of physician's appointments, notification of other Worker's Comp related appointments, or to report off duty due to SCK, SKO, or ANN. This phone has been set up with voicemail to receive these calls.



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**AUTHORIZATION**

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A.N. Locicero, Fire Chief

**104.04**

**REPORTING OFF DUTY**

7. When an employee is on duty and a non-line-of-duty illness occurs or an emergency situation arises that would cause the employee to go off duty, the employee must notify their immediate supervisor of the situation or illness and the need to be placed off duty. The supervisor will notify their immediate supervisor (D/C or Division Manager) that an employee needs to be placed off duty. The employee's immediate supervisor will make the appropriate entries into the logbook i.e. time off, type of leave or reason off. In addition, TeleStaff will reflect the employee's time out and the appropriate pay code.
8. If the employee has jerryed in to your station or is working an EOT, the supervisor will notify the employee's home assignment by talking directly with that supervisor and the appropriate changes will be made in TeleStaff.



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*A.N. Locicero*

A.N. Locicero, Fire Chief

**104.041**

**RECORD OF UNSCHEDULED LEAVE**

1. Unscheduled leave is defined as any leave used without prior approval.
2. Unscheduled leave includes emergency annual leave (ANN, FE), sick leave self (SCK), sick leave other (SKO), or funeral/death leave (DEA).
3. Unscheduled leave shall be tracked through TeleStaff via a Summary Payroll Report.
4. The Telestaff Summary Payroll Report will be attached to the employee's annual, probationary, or transfer evaluation and placed in their personnel 201 file.



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*A.N. Locicero*

A.N. Locicero, Fire Chief

**104.05**

**SICK LEAVE**

1. All full-time employees will accrue sick leave. Accrual rates for bargaining unit members are listed in the current collective bargaining agreements.
2. In the event of a new hire or termination, partial sick leave shall accrue according to the first or last day the employee actually worked or was on paid leave.
3. Any time an employee is on any type of leave without pay (i.e., suspensions, leave of absence, unpaid military leave, absence without pay, or absence without leave), the leave shall not be credited towards the calculation of sick leave accrual for the payroll period.
4. Employees may be authorized the use of sick leave as soon as it is accrued. There is no maximum amount of sick leave which an employee may accumulate.
5. Sick leave shall be allowed in cases of:
  - A. Actual illness or disability (SCK).
  - B. Medical and dental appointments (SCK or SKW).
  - C. To provide care for an ill child, spouse, legal dependent, parent, or family member. See current collective bargaining agreement for time limits on this provision (SKO).
  - D. Confinement at home due to quarantine (SCK).
6. The supervisor may require acceptable medical substantiation from a licensed physician before authorizing sick leave. If the amount of sick leave requested would exceed three days per calendar year or if the supervisor feels the employee is abusing the use of sick leave. Abuse of sick leave is defined as use greater than three days for 40-hour employees and 72 hours for variable employees per calendar year. Acceptable medical substantiation from a licensed physician shall be required in the case of combined use of sick leave (i.e., combining sick leave with any other type of time off, annual leave, and incentive leave, R-day, etc.). Acceptable medical substantiation from a licensed physician shall be required in the case of concerted use of sick leave (i.e., a predetermined day that a group of employees request sick leave). The City requires medical substantiation when any employee utilizes sick leave contiguous with separation from employment.





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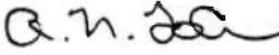
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A.N. Locicero, Fire Chief

**104.05**

**SICK LEAVE**

7. An employee who has been authorized the use of sick leave shall not later receive a negative comment/score on the performance evaluation, if supporting documentation is attached to the evaluation, (under the category of "Dependability") unless the employee had previously been notified of lacking acceptable medical substantiation, not adhering to procedures, or otherwise abusing sick leave.
8. Excessive use of sick leave (as defined in paragraph 6 of this section) per calendar year, and not validated as a chronic illness or prolonged non-line-of-duty injury will be considered abuse of sick leave. This can have impact on the annual performance evaluation and can have a bearing with regard to promotional opportunities.
9. If the amount of sick leave used is in excess of three consecutive work days for 40- hour employees and three consecutive 24-hour shifts for variable employees, a TFR-10 signed by a licensed physician may be required. However, if the City feels that an employee is using an excessive amount of sick leave or abusing his/her sick leave privileges, it may require a TFR-10 signed by a licensed physician before approving any sick leave request.
10. Employees reporting off duty due to the illness of a child, spouse or legal dependent shall follow the same procedure outlined in Rules and Regulations 104.03(1) and (2). See the current collective bargaining agreement for the hours allotted and family members covered.
11. The use of SKW (Sick-Wellness Center) is allowed for appointments to the Employee Wellness Centers. The appointment must be coordinated and approved through the immediate supervisor prior to the appointment time. The District/ Division Chief has the final authority to allow the appointment to proceed.
12. The city authorizes up to two hours of leave time for appointments, including travel time to and from the appointment. A request for leave must be submitted via TeleStaff as (SKW), but the time used will not be charged to the employee's sick leave balance.



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**AUTHORIZATION**

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A.N. Locicero, Fire Chief

**104.05**

**SICK LEAVE**

13. The Employee Wellness Center will provide the employee a document verifying the date, arrival time, and departure time of the appointment. This document must be submitted to the District / Division Chief or the time used will be charged to the employee's sick leave balance.
14. SKW in excess of two hours will be deducted from the employee's sick leave balance.
15. Use of SKW leave shall not have a negative effect on an the employees evaluation.



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**AUTHORIZATION**

*A.N. Locicero*

A.N. Locicero, Fire Chief

**104.051**

**PERSONAL USE OF SICK LEAVE (PERSONAL LEAVE DAY):**

1. The code "SKP" is used to indicate use of sick time for personal leave.
2. An employee who is assigned to a variable work schedule with less than 10 years of continuous service may be granted a maximum of 48 hours of accrued sick leave per calendar year for personal (non-illness) purposes.
3. An employee who is assigned to a 40 hour work schedule with less than 10 years of continuous service may be granted a maximum of 40 hours of accrued sick leave per calendar year for personal (non-illness) purposes.
4. Employees who are assigned to a variable work schedule with 10 or more years of continuous service may be granted a maximum of 57.6 hours of accrued sick leave per calendar year for personal (non-illness) purposes.
5. An employee who is assigned to a 40-hour work schedule with 10 or more years of continuous service may be granted a maximum of 48 hours of accrued sick leave per calendar year for personal (non-illness) purposes.
6. SKP is not to be used as unscheduled leave and must be requested and approved in advance via TeleStaff. The SKP request must be submitted a minimum of one shift prior to the date requested.
7. Personal Leave shall not be used to cover tardiness.
8. Personal Leave may not be used on a designated City of Tampa holiday, the actual (calendar) holiday itself or contiguous to the employee's separation from employment.
9. Personal Leave may not be coupled with scheduled annual leave.
10. Personal Leave may not be coupled to a KEL day.
11. Personal Leave may not be used to cover an EOT.



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*A.N. Locicero*

A.N. Locicero, Fire Chief

**104.051**

**PERSONAL USE OF SICK LEAVE (PERSONAL LEAVE DAY)**

12. The employee is responsible to ensure that he/she has a sufficient balance of sick leave to cover the period of time requested.
13. Personal Leave may be used for up to 24 hrs. for variable work week employees and 8 hours for 40 hour work week employees per occurrence. It may not be used for consecutive days or shifts.
14. Personal Leave (SKP) is not to be counted as unscheduled leave use for evaluation purposes.
15. For the purposes of calculating overtime, Personal Leave (SKP) is not considered towards hours worked.



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**AUTHORIZATION**

*A.N. Locicero*

A.N. Locicero, Fire Chief

**104.06**

**ANNUAL LEAVE**

1. All full-time employees will accrue annual leave. Accrual rates and bonus leave accrual rates for bargaining unit employees are listed in the current collective bargaining agreements.
2. In the event of a new hire or termination, partial annual leave shall accrue according to the first or last day the employee actually worked or was on paid leave.
3. The employee is responsible for ensuring that they have a sufficient balance of annual leave to cover the period of time requested and it must be approved in advance in TeleStaff.
4. Annual leave may not be used to cover periods of tardiness.
5. During the first six months of employment employees shall not be authorized the use of annual leave.
6. An employee, who is a candidate for public office, may not use annual leave for campaign functions or activities.
7. Every employee who has completed one (1) year of service shall be afforded the opportunity to schedule two (2) weeks of annual leave in accordance with published vacation schedule if properly requested.
8. Annual leave may be used for emergency annual if approved via TeleStaff.
9. Cancellation of scheduled leave will be submitted via TeleStaff.
10. An employee who becomes ill while on authorized annual leave may request the annual leave be changed to sick leave provided the employee presents acceptable medical substantiation. This provision does not apply for an illness of the employee's spouse or child.



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*A.N. Locicero*

A.N. Locicero, Fire Chief

**104.06**

**ANNUAL LEAVE**

11. Upon termination, an employee will be paid a lump sum for unused annual leave up to but not exceeding 240 hours for 40 hour work week, and 312 hours for variable work week employees at the employees hourly rate of pay as of the date of separation unless:
  - A. An employee has less than six months continuous service with the City.
  - B. An employee who fails to give a 14 calendar day notice prior to termination shall have one day of leave deducted for each calendar day short of 14 days.
12. An employee who exhausts their annual leave may request the use of leave without pay (AWP) or request a leave of absence, see Leave of Absence 104.10 or Absence Without Pay 104.11.



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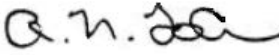
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**AUTHORIZATION**

  
A.N. Locicero, Fire Chief

**104.07**

**ANNUAL MILITARY LEAVE**

1. Annual military leave is an authorized absence from work with pay, due to the request of the Armed Services to fulfill regular military duties, field training and/or emergency military obligations.
2. To be eligible for military monthly training throughout the year, an employee must have previously completed basic training.
3. Employees on authorized monthly military training leave shall receive regular pay based on their normal assigned work hours. This is to be requested in TeleStaff by the employee. This is coded in TeleStaff as MIL.
4. An employee requesting the use of annual military leave (two-week obligation) must submit a Request for Leave form (DA-24) in advance to the Personnel Office through channels. The employee must attach a copy of the military orders indicating when and where to report for duty and the duration of the leave to the request. The approved military leave begins on the effective date of the military order. A request for the military leave dates shall also be requested in TeleStaff by the employee.
5. Paid annual monthly military leave shall not exceed 240 hours annually. Request for leave in excess of 240 hours will be granted using annual leave, compensatory leave or AWP. The calculation of the 240 hours for variable work week employees shall be in accordance with City of Tampa policy.
6. The employee must notify the Personnel Division within 24 hours of notification of potential or impending military deployment, other than annual monthly training assemblies. The employee must then schedule time to report to the Personnel Division to sign appropriate leave documents and designation of benefits forms so as to not cause disruption of pay or benefits while the employee is deployed. Signed orders and statement of base monthly salary statement is required to process deployment leave to ensure continuity of benefits.
7. Post deployment debriefing periods are not considered part of the deployment and the employee will not be paid during this time.
8. Upon return from approved military deployment an employee shall return to the same position held prior to taking leave.
9. This policy shall be adjusted and administered to comply with state and federal laws.





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*A.N. Locicero*

A.N. Locicero, Fire Chief

**104.07**

**ANNUAL MILITARY LEAVE**

10. Telestaff rules will apply as follows:
- A. Weekend military monthly training: This is training and not a deployment, no orders will be required. The employee will request leave in Telestaff as MIL.
  - B. Annual Military training (two-week obligation): This is training and not a deployment. Orders must be submitted. The employee will request leave in Telestaff as MIL and submit the orders and a Request for Leave (DA-24) to the Personnel Office through channels.
  - C. Employee activated for a deployment: The member is called to report for a specified time period. Orders must be submitted. The City of Tampa Human Resources Office will make approvals and necessary adjustments in TeleStaff.



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*A.N. Locicero*

A.N. Locicero, Fire Chief

**104.08**

**FUNERAL LEAVE**

1. Funeral leave shall be allowed in cases of a death in the immediate family or a relative as defined in the current collective bargaining agreement between the City of Tampa and IAFF local #754.
2. For use of Funeral Leave and Funeral Leave hours refer to current collective bargaining agreements.
3. Members should request Funeral Leave via TeleStaff prior to 0600 on their duty day. In TeleStaff, select the work code Funeral Leave and in the adjacent drop down box select the relative relation.
4. If the employee is unable to make said changes in TeleStaff prior to 0600 they should contact the on duty officer at their work location or the District / Division Chief and provide information such as name of relative, location of funeral and the amount of time off needed. If you are unable to make contact with your work location or the District / Division Chief you should contact dispatch at (813) 232-6805.
5. The officer receiving the call shall record the information in the Station or Division log. This information shall be reported immediately to the appropriate Division / District or supervisor.
6. The Personnel Office would like to be notified of funeral arrangements when they have been finalized.



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*A.N. Locicero*

A.N. Locicero, Fire Chief

**104.09**

**JURY DUTY / COURT APPEARANCE**

1. Employees shall notify their immediate supervisor and request time off using the work code Jury Leave via TeleStaff. The request should be made as far in advance as possible of impending jury duty or court attendance so work schedules can be adjusted.
2. Employees requesting payment for court attendance shall complete a (DA-305 form) and submit through channels to the Personnel Office.
3. The employee's immediate supervisor shall request that the employee present proof of the subpoena and attendance in court before authorizing payment of this leave.
4. Mileage allowance is considered to be included in payment of fees for jury duty or court attendance, or making sworn deposition.
5. For payment amounts refer to appropriate collective bargaining agreements.
6. Employees who are subpoenaed as a witness to testify or make a deposition, during off duty time, shall be compensated in accordance with the policy of the Fire Chief and the current collective bargaining agreement. This applies only to court attendance, which directly relates to the performance of the employee's job assignments.
7. Employees must comply with the subpoena and will be compensated in accordance with the current collective bargaining agreement.
8. Any monies received for mileage or time must be turned into the City if the employee is requesting to be compensated through the City.



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*A.N. Locicero*

A.N. Locicero, Fire Chief

**104.091**

**CITY EMPLOYEES AS WITNESSES IN CASES WHERE THE CITY IS NOT A PARTY**

1. The process that should be followed, when an employee is subpoenaed as a witness is as follows:
2. The employees should verbally notify his/her supervisor with all of the relevant facts.
3. The supervisor should contact the Personnel Chief with all of the relevant facts. The Personnel Chief will contact the Department's legal advisor in the City Legal Department with all of the relevant facts and report back to the employee's supervisor.
4. The legal advisor should then make contact with the Chief Assistant City Attorney with all of the relevant facts so the he/she can make a determination as to whether it is necessary for litigation counsel to accompany the City witness and if so, which litigator will attend.
5. With respect to the issue of whether a City employee is compensated while he/she is testifying, the City Personnel Manual (section B13) addresses this issue.
6. With respect to a request to interview a City employee, without a subpoena, the City has no obligation to accommodate such a request; and unless there are some extenuating circumstances, we should discourage the policy of voluntarily producing City employees for interviews in the absence of subpoenas.



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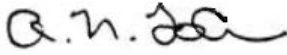
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A.N. Locicero, Fire Chief

**104.011**

**PREGNANCY LEAVE PROCEDURES**

1. This section is designed to provide guidelines to assist a pregnant firefighter with the reporting process. For purposes of this policy, pregnancy is subject to all reporting requirements listed in these procedures.
2. This section will also protect the privacy of the employees who report a pregnancy.
3. All paperwork completed by employees or their supervisors shall be filled out legibly and turned in on the date of the healthcare provider's appointment. Forms are available in the "Forms Doc" program on the City of Tampa Intranet and shall be utilized at all times. Forms that are not located in "Forms Doc" (i.e. carbon copy forms) can be obtained at any fire station.
4. Pregnant Tampa Fire Rescue personnel who require the service of a healthcare provider shall provide a TFR-10 addressing the pregnancy, indicating the date that the employee is able to return to duty, and must be signed by the healthcare provider providing the treatment that is the subject of the TFR-10. Acceptable healthcare providers are those listed as acceptable in the guidelines for the administration of the Family Medical Leave Act. The healthcare provider must certify that the employee is fully capable of performing all job tasks as defined by NFPA 1582 for regular duty.
5. A pregnant firefighter can request light duty at any time without proof of their physical inability to do the essential job tasks or for the best interest of the baby. Firefighters electing not to request light duty or delaying a request for light duty must provide a fully and properly executed TFR-10 in order to return to work.
6. In order to return to full duty from a non-line of duty illness, injury, or pregnancy, the employee shall complete a Report of Absence from Duty Due to Illness, Injury, or Pregnancy, (TFR-130) and must be physically able to perform all essential functions of the job in accordance to NFPA 1582.
7. In order to ensure the highest level of health and safety for all Tampa Fire Rescue personnel, the City may require a fitness for duty evaluation by a healthcare provider of a type and specialty selected by the City as a condition of being released to full duty.



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A.N. Locicero, Fire Chief

**104.011**

8. Employees must submit to their supervisor a completed TFR-10 for every healthcare provider appointment before returning to duty. No employee shall work without having obtained and delivered a TFR-10 when required to do so. Supervisors will ensure that the completed TFR-10 is forwarded to the Occupational Health Office. The contents of the TFR-10 are not to be documented in the station log book at any time.
9. Supervisors are also responsible for the completeness of all paperwork completed by their subordinates.
10. An employee reporting off duty shall request the type of leave applicable to their circumstance in TeleStaff (for the Communications Division, this shall occur on a non-recorded line).
11. The officer receiving employee documentation (whether the employee's supervisor or not) shall record in the logbook the name of the person providing the documentation (i.e. a TFR-10) and the time submitted to the district chief for transmittal to Occupational Health Office. The reasons for the requests for leave are NOT to be documented in the station logbook at any time.
12. Ultimately, it is the station captain that is responsible for making sure that all forms and the log book entries associated with any leave usage are completed and accurate. All completed documents should be delivered in a timely manner.
13. The employee's supervisor will accurately maintain a TFR 319 form in the employee's pending file.
14. All forms describing an employee's use of sick leave (SCK) or sick other leave (SKO) shall be placed in an inter-departmental envelope and sealed with tape and sent to the Occupational Health Office.



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*A.N. Locicero*

A.N. Locicero, Fire Chief

**104.012**

**LACTATION ACCOMMODATION**

1. Tampa Fire Rescue supports postpartum employees who have chosen to breastfeed their children.
2. Tampa Fire Rescue will provide a place which shall not be a bathroom but which is shielded from view, and free from intrusion from coworkers and the public, and may be used to express breast milk for up to one year after childbirth. The City maintains mother's rooms at various locations which may be used for the expression of breast milk at reasonable times.
3. Postpartum employees who choose to express breast milk will be allowed reasonable break times for that purpose. If an employee needs additional breaks or time beyond the time provided for, then the supervisor will ensure appropriate leave time is used to compensate for any time over the approved time periods in the schedule. Alternatively, an arrangement to make up the time within the same week is acceptable. Employees who make use of this accommodation are not relieved of their obligation to perform all essential job tasks as required.
4. Employees who choose to express breast milk at work will not be subject to harassment or treated differently.





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*A.N. Locicero*

A.N. Locicero, Fire Chief

**104.10**

**LEAVE OF ABSENCE**

1. A Personal Leave of Absence without pay is granted for special education, personal business, family illness or other such approved reasons.
2. A Medical Leave of Absence without pay is granted to an employee for medical reasons, including pregnancy and childbirth, as certified by a physician. Medical leave is granted only after sick leave benefits in excess of 40 hours have been exhausted for employees on a 40 hour week, and 48 hours for employees who are on a variable work week.
3. The decision to grant an employee a Leave of Absence is at the discretion of the Fire Chief (or designee) with the concurrence of the City Director of Administration (or designee).
4. A Leave of Absence shall be granted only when it will not result in harm to the interest of the City as an employer.
5. A Leave of Absence is a privilege the City may grant to employees, not rights to which they are entitled.
6. An employee must be assigned at least 40 hours of work per week and must have completed a least one-year of continuous service with the City to be eligible to request a Leave of Absence.
7. The employee must submit requests for Leave of Absence at least four weeks in advance. In cases of emergency, the time limit may be waived. Requests for Medical Leave of Absences must include a licensed physician's certification of illness or maternity with an expected return to work date.
8. A Personal or Medical Leave of Absence may be granted for a specified period greater than 14 calendar days but not in excess of six (6) continuous calendar months.
9. The Fire Chief may grant two extension periods that do not exceed three (3) months each, to the original Leave of Absence with the approval of the City Director of Administration (or designee).
10. At the discretion of the City Director of Administration (or designee) an additional extension may be granted in extra-ordinary circumstances.



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*A.N. Locicero*

A.N. Locicero, Fire Chief

**104.10**

**LEAVE OF ABSENCE**

11. A period of less than 14 calendar days may be granted as excused leave without pay at the discretion of the Fire Chief.
12. Upon the expiration of a Leave of Absence, the employee must request reinstatement. Request for reinstatement from a Medical Leave of Absence must include a physician's authorization to return to work. Reinstatement shall be to the position occupied at the time the leave was granted or to a similar position in the same class and at the same pay. Seniority, rate of pay and other benefits shall commence upon return to work.
13. The failure of an employee to report promptly for duty at the expiration of the Leave of Absence shall be just cause for the Fire Chief to terminate the employee.
14. An employee shall be subject to immediate termination if the employee claims or receives Unemployment Compensation, or accepts other employment during the approved Leave of Absence.
15. If required, by the conduct of the Department's official business, a previously granted Leave of Absence may be terminated. The Fire Chief must give written notification two (2) weeks in advance to the City Director of Administration (or designee) and the employee, stating that if the employee does not report to work on the specified date, the employee will be terminated.
16. No position held by an employee who is on an approved Leave of Absence may be filled on a permanent basis; however, the position may be filled on a temporary assignment.
17. All employee benefits will cease during a Personal Leave of Absence. Health and Life insurance may be continued at the employee's expense.
18. An employee granted a Medical Leave of Absence will continue to receive City sponsored Health and Life insurance benefits for a maximum of six (6) months. The cost of this insurance will become the expense of the employee if an extension to the Leave of Absence is granted.
19. An employee on any Leave of Absence does not accrue Sick or Annual leave.



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*A.N. Locicero*

A.N. Locicero, Fire Chief

**104.10**

**LEAVE OF ABSENCE**

20. The length of a Leave of Absence in excess of 30 calendar days shall not be credited towards continuous service for the purpose of calculating Longevity Awards, Annual Leave Bonus Days, Salary Review Dates or Retirement. The exception to this shall be a Workers Compensation Leave of Absence.



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*A.N. Locicero*

A.N. Locicero, Fire Chief

**104.11**

**ABSENCE WITHOUT PAY**

1. An Absence without Pay (AWP) is only to be administered on an emergency basis. It may not be used to cover repeated tardiness or time periods during which the employee should properly request use of Sick or Annual Leave.
2. An Absence Without Pay is calculated in tenths of an hour as shown below:

If absent from 06 to 11 minutes, charged	0.1 hour
12 to 17 minutes	0.2 hour
18 to 23 minutes	0.3 hour
24 to 29 minutes	0.4 hour
30 to 35 minutes	0.5 hour
36 to 41 minutes	0.6 hour
42 to 47 minutes	0.7 hour
48 to 53 minutes	0.8 hour
54 to 59 minutes	0.9 hour
60 to 65 minutes	1.0 hour
3. If absent for 66 minutes or more, repeat the above. For example, if absent 1 hour and 25 minutes, the employee will be charged 1.4 hours.
4. Absences without Pay shall not be credited towards the accrual of Sick or Annual Leave.
5. For more detail on Absence without Pay refer to current collective bargaining agreement.



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*A.N. Locicero*

A.N. Locicero, Fire Chief

**104.12**

**ABSENCE WITHOUT LEAVE**

1. Absence without leave (AWL) is an absence for any part of a workday that is not approved by the immediate supervisor in writing. The immediate supervisor shall complete TFR 118 and forward through channels to the Personnel Office.
2. An Absence without leave is only to be administered as a corrective disciplinary action. Written documentation of an Absence Without Leave in the form of a reprimand or other disciplinary action must be provided to the employee, filed in the departmental personnel file and a copy sent to Employee Relations to be placed in the employee's City personnel file.
3. An Absence without leave shall be without pay and is calculated in tenths of an hour, (see Absence Without Pay Section 104.11).
4. An employee who is Absent Without Leave (AWL) for three (3) consecutive work days may be dismissed as quit without notice.
5. Absences Without Leave shall not be credited towards the accrual of Sick and Annual leave.



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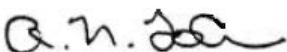
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A.N. Locicero, Fire Chief

**104.13**

**PROFESSIONAL LEAVE**

1. Professional Leave is the authorized absence of an employee from normal work hours and duties in order to participate in or attend an event outside of Hillsborough County which will contribute to the effectiveness of the employee's job performance, the operation of the work unit, enhance the employee's professional credentials, or that is required by job duties. Professional Leave is normally authorized when City funds have been authorized to the employee for travel expenses, transportation, instructional fees, registration fees, materials, etc.
2. Professional Leave does not include:
  - A. Attendance at courses authorized through the Tuition Reimbursement Program.
  - B. Seminars or workshops held by the City of Tampa Training Division or any training held within Hillsborough County.
  - C. Professional Leave shall not be authorized if the employee will receive any remuneration from the sponsoring organization such as speaker's fees, stipends, etc.
  - D. Professional Leave shall not be authorized if the event is sponsored by any organization or group which restricts its membership or attendance on the basis of race, sex, creed, color, national origin, language, handicap, or political affiliation.
3. Any City employee regardless of employee status may be authorized the use of Professional Leave. Professional Leave must be authorized in advance by the Fire Chief.
4. The employee must submit a DA24 requesting the Professional Leave, a DA52 explaining the details of the request and any supporting brochures or flyers.
5. The employee receives the regular rate of pay while on authorized Professional Leave up to the authorized number of work hours. Employees may be eligible for additional compensation beyond their normal assigned hours. This is dependent on the type and time of travel and duration of the training. Determination and authorization for credit of any time beyond the normal assigned hours shall be reviewed by the Fire Chief (or designee) on a case by case basis in order to comply with the Fair Labor Standards Act.



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**AUTHORIZATION**

*A.N. Locicero*

A.N. Locicero, Fire Chief

**104.14**

**EXCHANGE OF TIME**

1. Gzej cpi gu'qh'Vlo g'uj qwf "dg'tghngevf "cu'uwej "kp"VgrgUchh0Wpf gt"pq" ekteuo ucpegu'y kniGzej cpi g'qh'Vlo g'ecwug'yj g'Ekw{ "q"dg'ikcdng'hqt"yj g"go r m{ gg" pqv'hwkknpi "yj g'Gzej cpi g'qh'Vlo g'eqo o ko gpv0Gzej cpi g'qh'Vlo g'uj cni'pqv' tguwn'kp"cp{ "o qpgvt{ "equv'q"yj g'Ekw{ 0Gzej cpi gu'qh'Vlo g'ctg'dcti clpgf "hqt"kp"yj g" ewtgpv'eqngev'xg'dcti clpki "ci tggo gpv0

2. Go r m{ ggu'o c{ "dg'r gto kwgf "q"o cng'lp/i tcf g'gzej cpi gu'qh'Vlo g'qh'qpg'f w{ "f c{ " qt'rguu'y kj "yj g'er r tqxcn'qh'yj g'ko o gf kcy'uw gtakuqt"cpf "F kxkukqp lF kntlev'Ej lgh0' Gzej cpi g'qh'Vlo g'hqt"o qtg'yj cp"qpg'f w{ "f c{ "qt'dgy ggp"go r m{ ggu'qh'f khtg'gpv' tcpn'qt"i tcf g'o c{ "dg'r gto kwgf "y kj "r tkqt"er r tqxcn'qh'yj g'uw gtakuqt."F kxkukqp l F kntlev'Ej lgh'cpf "yj g'Ej lgh'qh'Qr gtcv'qpu"qt"j ku'f guki pgg0

3. Ej lgh'Qh'legtu'y kni'gxcn'cyg"gej "Gzej cpi g'qh'Vlo g'Tgs wguv'q"gpwtg"yj cv" qr gtcv'qpcn'gh'gev'xg'gp'gu'lu'o clp'clpgf 0Qw'qh'I tcf g'Gzej cpi g'qh'Vlo g'o c{ "dg" cwj qtk gf "wkn'kpi "yj g'hqmy kpi "i wkf gnp'gu<

1. Out of Grade Exchange of Time will focus on utilizing persons one position away from their own, i.e., Diver Engineer to Firefighter, Firefighter to Paramedic, Lieutenant to Paramedic, Captain to Chief or vice versa.
2. There will be no Out of Grade Exchange of Time for the following positions or vice versa unless approved by the Chief of Operations for cases of extenuating circumstances:
  - a. Firefighter to Chief
  - b. Firefighter to Captain
4. Gzej cpi g'qh'Vlo g'dgy ggp"go r m{ ggu'y kj "f khtg'gpv'y qtm'uej gf wgu"xct'kcdng'xu0 "40 hour) shall not be authorized.
5. Hckwtg'q'hqmy "r tqr gt"Gzej cpi g'qh'Vlo g'r tqegf wtgu"qt" c'hckwtg'q'r tqr gtn{ " hwkkn'Gzej cpi g'qh'Vlo g'qdri cv'qpu'o c{ "dg'i tqwpf u'hqt" f'kuek r'pct{ "ce'v'qp<
  1. 1st Offense - TFR 236 and a 3 month moratorium on exchanges of time.
  2. 2nd Offense – Written Reprimand and 6 month moratorium on exchanges of time.
  3. 3rd Offense – Progressive discipline and all future EOT(s) will be denied.





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*A.N. Locicero*

A.N. Locicero, Fire Chief

**104.14**

**EXCHANGE OF TIME**

6. K'ku'y g'tgur qpukdkk\ 'qh'y g'go r m\{ gg'y j q'tgs wguu'y g'Gzej cpi g'qh'Vlo g'q'gpwtg" y cv'y g'tgs wguv'ku'ceewtcvg\ 'tghgevgf 'lp'VgrgUchH0Vj g'qr 'pqvg'dqz 'lp'VgrgUchH'o wuv" j cxg'y g'tcpm'pco g'cpf 'y g'cuuki po gpv'qh'y g'r gtuqp'y qtnkpi 'hqt'f{qw0K'cf f kkp."y g" tcpm'pco g'cpf 'cuuki po gpv'qh'y g'uwr gtxluqt'y j q'cr r tqxgf 'k'uj qwr 'cnuq'dg'lpemf gf O' Vj g'dqvqo 'pqvg'dqz 'uj qwr 'eqpvclp'y g'tcpm'pco g'cpf 'cuuki po gpv'qh'y g'r gtuqp" y cpvpi 'qhH0K'cf f kkp."y g'tcpm'pco g'cpf 'cuuki po gpv'qh'y g'uwr gtxluqt'y j q" cr r tqxgf 'k0Cp'go ck'uj qwr 'dg'ugpv'ltqo 'y g'go r m\{ gg'y qtnkpi 'hqt'f{qw'q'y j g" uwr gtxluqt'eqphkto lpi 'y g'f'cv'cpf 'vlo g'y g\ 'ci tgg'v'y qtn0"
7. When an employee has agreed to an Exchange of Time they will be held responsible for the scheduled work time. An employee not fulfilling their agreement will be charged with the time off duty according to the reason off duty.
8. The same rules and procedures as any other exchange of time govern Exchange of Kelly Days.
9. Personnel on Light Duty are not eligible to participate in the Exchange of Time program. The only exception to this rule is if you are placed on LOD light duty and have a pre-approved Exchange of Time(s) where the other employee is working for you. This Exchange of Time must have been preapproved in Telestaff prior to the date of injury. Personnel that were committed to work an Exchange of Time prior to being placed on Light Duty are responsible to fulfill that commitment. This can be accomplished either with another person, after the appropriate approval has been obtained, or the person on Light Duty will be charged with the time off duty either EOS or EOA, according to the reason off duty.
10. Although a non-line of duty illness / injury is not the fault of the employee, the prior approved EOT must be fulfilled.
11. The injured firefighter that is scheduled to work the EOT will notify the Chief 1 on duty and the Firefighter he or she should be working for of his or her light duty status. The injured firefighter will advise how he or she will fulfill the commitment. The Chief 1 will notify the appropriate District Chief. If there is no chance of advanced notice, the person on light duty will be charged the appropriate EOS or EOA leave.



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A.N. Locicero, Fire Chief

**104.14**

**EXCHANGE OF TIME**

12. Exchanges of time between employees of managerial position ("M" pay grades) and bargaining unit employees (F01 to F10) is not permitted.
13. Exchange of Kelly Day (SPA Day) for managerial ("M" pay grade) employees is not permitted.
14. The maximum numbers of hours that an employee may be out of balance between EOT and EPA is 312 hours, per calendar year. With extenuating circumstances, a request for approval of EOT or EPA, when more than 312 hours of balance, will be at the sole discretion of the Fire Chief, through channels.
15. Probationary firefighters may not participate in Exchange of Times until after they have completed 30 calendar days in their station assignment (Exceptions may be made for extenuating circumstances however such request must be approved in advance and are at the discretion of the Division or District Chief).



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*A.N. Locicero*

A.N. Locicero, Fire Chief

**104.15**

**TFR SICK BANK BY – LAWS**

1. **OBJECTIVE:** Establish a voluntary Sick Leave Bank for Sworn Fire Department employees.
2. **AUTHORITY:** By order of the Fire Chief: Committee/Guidelines attached.
3. **METHOD OF OPERATION:**

**BACKGROUND:** In the past, cases have occurred in which employees have suffered illness over a prolonged period of time that expended all annual, compensatory and sick leave, leaving them without other means of support. As a fringe benefit, this procedure establishes a Sick Leave Bank to assist participation employees to draw, for a limited period of time, on a bank for additional leave.

**PARTICIPATION:** Membership in the Sick Leave Bank is voluntary on an individual basis and is available to all Sworn Fire Department Employees. A member may withdraw from membership in the Bank at any time; however, no credit will be given for hours contributed, except as specified under Eligibility, Paragraph 2. A member need not pay back time from the Sick Bank.

**ELIGIBILITY:** Requirements for eligibility in the Sick Leave Bank are:

- (1) Employment by the Fire Department for six (6) months or more.
- (2) Membership in the Sick Leave Bank, a minimum of thirty (30) calendar days, prior to any illness or disability that will result in leave withdrawal from the Bank.
  - (a) Each participating member shall allocate eight (8) hours to the bank reserve to be deducted from only accrued sick or annual leave time. Leave contributed is non-returnable for the life of the Sick Leave Bank, except that in the event the Sick Leave Bank Committee should vote not to allow a member to withdraw time benefits. Then the member shall be entitled to withdraw all the hours they have deposited up to that time and said member shall be expelled from membership in the Sick Leave Bank. An expelled member may rejoin the Bank by application to, and approval from, the committee after a period of six-(6) months' time following expulsion.



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**104.15**

### **TFR SICK BANK BY – LAWS**

- (b) When the reserve in the Sick Leave Bank has been reduced to 250 hours, each member must allocate eight (8) hours to remain eligible. The procedure to be used will be determined by the Committee.

COMMITTEE STRUCTURE: A Sick Bank Committee composed of six (6) sworn Fire Department employees.

- (1) Two (2) members, promoted position, F-1 to F-2  
Two (2) members, promoted position, F-3 to F-5  
Two (2) members, promoted position, F-6 to F-10

Note: Each category listed above will consist of one (1) appointed and one elected member.

- (2) If an appointed or elected member is promoted during their tenure, they will continue to serve the remainder of their term. Every attempt will be made at next election to maintain the balance of the committee structure.
- (3) Committee Chairman and Co-Chairman to be elected by the committee and will fill post for a one- (1) year term.
- (4) Initially, the elected committee members shall be elected by the membership. The person receiving the most number of votes will be elected for a three- (3) year term. The person with the next highest number of votes will serve a two- (2) year term, and the person receiving the third highest number of votes will serve for a one- (1) year term. Thereafter, election terms shall be for three- (3) years and an election shall be held annually to replace the retiring committee member, There shall be no limit to the number of terms a committee member may serve. The date of elections shall be on or about the 1<sup>st</sup> of November.
- (5) The existing Committee to act as an Election Committee.
- (6) The three (3) appointed members to be appointed by the Fire Chief on the same yearly basis at time of election of the three (3) elected members.
- (7) In the event a vacancy occurs for any reason, the post shall be filled by appointment of the Fire Chief until the end of the Fiscal year.



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A.N. Locicero, Fire Chief

**104.15**

**TFR SICK BANK BY –LAWS**

**RECORDS:** The Personnel Chief shall maintain records of contributions and withdrawals from the Sick Leave Bank. He, or his representative, shall attend all board meetings and he shall be an advisory member of the Sick committee but shall have no vote on matters before the Committee, except as specified under Committee Procedure.

**CONTRIBUTIONS:** Applicants for participation in the Bank shall sign an application form #P-123, authorizing the withdrawal of eight (8) hours from either their accrued sick or annual leave for deposit in the sick Leave Bank. The Form may be used to authorize the withdrawal of additional eight- (8) hours, whenever the committee determines the balance remaining in the Bank reserve has been reduced to 250 hours. Members will be notified when withdrawal is to occur.

**LEAVE WITHDRAWAL, USAGE AND TERMINATION**

- (1) **REQUIREMENT:** All sick leave and annual leave credited to a member must be used before Sick Leave Bank benefits can be applied to the member's account.
- (2) **APPLICATION:** Requests for a withdrawal from the Sick Leave Bank must be submitted in memorandum form to the Committee and shall provide the following information or attachments:
  - a) Name and employee number.
  - b) Date illness and disability began.
  - c) Statements from the Personnel Department certifying the employee's leave balances.
  - d) A Physician's Statement describing the illness or disability and estimated length of time until return to job.
  - e) Written verification of intent to return to Firefighting duties, and not apply for a Non-Line of Duty Retirement.
- (3) **MAXIMUM USAGE:** A participant may be authorized to use leave from the Sick Leave Bank for a maximum of 1,200 consecutive hours (six months), per accident/injury or illness. A member shall not be required to pay back time used from the Bank except as authorized under Termination of Leave. Paragraphs a and b.



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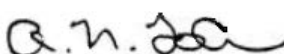
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**104.15**

**TFR SICK BANK BY – LAWS**

**(4) TERMINATION OF LEAVE:**

- a) If the sick bank committee determines that a member has abused the sick bank falsified information, or was otherwise not eligible for leave, the member shall be required to repay any leave previously approved and shall be subject to disciplinary action including termination.
- b) A member who is on approved leave and whose medical condition improved sufficiently to return to work, shall notify their immediate supervisor and Personnel Office immediately.
- c) Usage of leave previously approved shall cease upon the physician's release to return to work. A member who fails to advise the Personnel Office of the physician's release to return to work shall be required to repay any leave previously authorized and shall be subject to disciplinary action including termination.

**COMMITTEE PROCEDURE**

1. The Committee will meet when:
  - A. Leave applications for withdrawal has been made: also to rule on the eligibility of the applicant and if they have abused Sick Leave Benefits according to the Committee.
  - B. The time at which the existing Committee chairman or majority of the committee expresses their desires for a meeting.
2. Meetings to be held at Tampa Fire Department Headquarters, or a location of approval by the majority of the Committee.
3. The six- (6) members are to govern: Four (4) members make a quorum for rulings, simple majority rule. In the case of a tie vote, on any matter, the Personnel Chief shall cast the deciding vote.
4. Only the applicant and his/her current and/or previous supervisors will be allowed to testify at the hearing.





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*A.N. Locicero*

A.N. Locicero, Fire Chief

**104.16**

**WORKERS' COMPENSATION LEAVE OF ABSENCE**

1. A workers' compensation leave of absence without pay is provided to an employee who, after having reached maximum medical improvement or after twelve months of temporary total disability, has not been able to perform the duties of his/her former position; and who is otherwise eligible as specified herein. The workers' compensation leave of absence enables the employee to continue to recuperate. This applies only when light duty as per Section 103.04 does not apply.
2. Definitions:
  - A. **MAXIMUM MEDICAL IMPROVEMENT:** The date after which recovery or lasting improvement can no longer reasonably be anticipated. Only a physician authorized by the City of Tampa Claims Section is authorized to determine a maximum medical improvement date.
  - B. **TEMPORARY TOTAL DISABILITY:** The recuperative period of time during which an individual is not able to perform duties at full capacity. Only a physician authorized by the City of Tampa Claims Section is authorized to determine the temporary total disability recovery date.
3. All employees, regardless of length of service, are eligible for workers' compensation leave of absence. The decision to place an employee on this leave is at the discretion of the Fire Chief with the concurrence of the Director of Administration (or designee). This action does not require a request from the employee.
4. Workers' compensation leave of absence may be granted for a specific period greater than fourteen (14) calendar days but not in excess of six (6) continuous calendar months. The Fire Chief may grant two (2) extension periods that do not exceed three (3) months each, to the original leave of absence with the approval of the Director of Administration (or designee). A period of less than fourteen (14) calendar days may be granted as excused Leave Without Pay (AWP) at the discretion of the Fire Chief.
5. For exception to the length of leave for sworn employees, refer to the current collective bargaining agreement.





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A.N. Locicero, Fire Chief

**104.16**

**WORKERS' COMPENSATION LEAVE OF ABSENCE**

6. Any reinstatement shall require acceptable medical substantiation by the authorized physician. If the employee's physical condition is such that the employee is able to perform the job, the employee will be reinstated to the classification occupied at the time the leave was granted. All benefits shall commence again when an employee is reinstated to a former or new position.
7. An employee granted workers' compensation leave of absence would continue to receive the same health and medical insurance benefits as when the employee was active for a maximum of six months. The total cost of this insurance will become the expense of the employee if an extension to the leave of absence is granted. Failure of an employee to remit said cost to the City would result in cancellation of insurance and the employee will be subject to any re-enrollment procedures required by the City's group insurance policies.
8. Employees who are enrolled in dental and/or optional insurance policies are responsible for contacting the applicable company to arrange for direct payments to continue coverage. Failure to make payments will result in the company canceling coverage.
9. All benefits shall commence again when an employee is reinstated to their former position.



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*A.N. Locicero*

A.N. Locicero, Fire Chief

**104.17**

**FAMILY & MEDICAL LEAVE**

1. City of Tampa leave policies and collective bargaining agreements provide eligible employees with annual leave, sick leave, sick leave banks, personal and/or medical leave of absences, absence without pay, and various other accommodations based on an employee's need for an absence from work due to a medical condition of the employee or the employee's eligible family member.
2. For family and medical leave circumstances, eligible employees are currently permitted to utilize a portion of their sick leave balance for care of specified family members (see applicable policy or collective bargaining agreement). Usage of annual leave, Absence Without Pay (AWP), or a personal Leave of Absence may be approved for care of family members not specified and/or for absences beyond the allowable sick leave maximum usage.
3. For the employee's medical condition, eligible employees are currently permitted to use their sick leave balance, the Sick Leave Bank, annual leave, Absent Without Pay (AWP), or a medical Leave of Absence subject to approval.
4. The Family & Medical Leave Act requires that the City authorize certain eligible employees up to twelve weeks of leave per year for certain qualifying events.
5. In calculating the twelve-week period under the FMLA, employees will continue to first use any paid leave balances, as applicable, per the applicable policy. The twelve (12) week period occurs on a calendar year basis and is inclusive of both paid and unpaid leave. It is cumulative in cases where the leave is utilized on an intermittent basis (for example when an employee takes leave periodically for care of an ill child rather than for a consecutive period of 12 weeks). Intermittent leave is calculated as the total hours the employee is assigned per week multiplied by 12 weeks.
6. The status of pay and benefits shall be in accordance with the applicable leave status as stated in the policy (Rules and Regulations or Collective Bargaining Agreements and the City personnel manual).



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*A.N. Locicero*

A.N. Locicero, Fire Chief

**104.17**

**FAMILY & MEDICAL LEAVE**

7. The City must permit use of applicable leave status for eligible employees under the following conditions:
  - A. For birth of a son or daughter, and to care for the newborn child.
  - B. For placement with the employee of a son or daughter for adoption or foster care.
  - C. To care for the employee's spouse, son, daughter, or parent, with a serious health condition.
  - D. Because of a serious health condition that makes the employee unable to perform the functions of the employee's job.
8. Further information concerning the above requirements and the federal regulations is available from the City of Tampa Employee Relations Division. Assistance will be provided regarding definitions and medical documentation in accordance with the federal regulations.



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*A.N. Locicero*

A.N. Locicero, Fire Chief

**104.18**

**MENTORING LEAVE**

1. The City of Tampa has implemented policy on the “Employee Involvement Program – Mentoring Program”, to provide and encourage a flexible means by which City of Tampa employees can volunteer in the local school system and community programs focused on mentoring. Employees may be granted up to 1 hour per week plus ½ hour travel time per usage.
2. Sworn employees may participate in the program providing that:
  - a. An overtime situation is not created
  - b. Approval shall not negatively impact any scheduled training or other company activity
  - c. A request is submitted via TeleStaff (Mentoring Leave, MTR) and is approved by the Division/District Chief at least one shift in advance for variable work week employees.
  - d. 40-hour week employees should have their request submitted in TeleStaff and approved by their immediate supervisor at least 1 day in advance so as to not interrupt the balance of the workplace.
3. The employee must complete a “Volunteer Application” available through the personnel office.
4. Background checks are performed on all applicants prior to acceptance.
5. The employee must provide their supervisor a copy of the letter of acceptance and forward a copy, through channels, to the personnel office.
6. Commitment is through the public school’s calendar year.
7. Interested employees must attend a mandatory training/orientation program.
8. Prior to initially approving any mentoring leave, the employees supervisor shall contact the City’s Youth Corps and Volunteer Coordinator 274-5909, or the City’s Neighborhood and Community Relations Department 274-8789 to verify that the employee is an active participant in the program.



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A.N. Locicero, Fire Chief

**104.18**

**MENTORING LEAVE**

9. The supervisor and the employee shall review together, in its entirety, Section B32.2A to insure that requested leave is within the city policy and that the employee understands the entire policy, and both shall sign a copy of the policy and forward the original, through channels, to the Personnel Chief.



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*A.N. Locicero*

A.N. Locicero, Fire Chief

**104.19**

**FLOATING HOLIDAY**

1. Employees with one year of continuous service may request to observe one floating holiday during the payroll fiscal year in addition to the eleven designated holidays specified in the collective bargaining agreement article 22.1.
2. A floating holiday shall be taken as time off with pay for one 9.6 hour increment for employees assigned to a variable work week scheduled or one 8.0 hour increment for employees assigned to 40 hour work week.
3. A floating holiday shall be requested via Telestaff and will require approval. The floating holiday must be approved in advance. The floating holiday is not to be used as unscheduled leave and cannot be used for emergency annual or to cover periods of tardiness.
4. In the event that an employee fails to utilize the floating holiday within the payroll fiscal year, there shall be no carryover of the unused time to the next payroll fiscal year nor cash payment in lieu of usage. Employees shall not be eligible for payment of unused floating holiday time upon separation from employment for any reason.
5. The floating holiday must be taken in the 9.6 or 8.0 increments ONLY; Employees may not break up the time for multiple periods
6. Scheduling the floating holiday will follow the guidelines as set forth by the Assistant Chief of Operations for scheduled annual leave.



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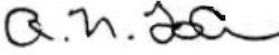
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A.N. Locicero, Fire Chief

**104.20**

**PARENTAL LEAVE**

1. Purpose – The City of Tampa supports employees who become parents to ensure they can contribute fully in the workplace and also meet the needs of their families. The availability of paid maternity leave, for example, has been shown to increase the likelihood that mothers return to their jobs following the birth of a child, and paid maternity and paternity leave has been shown to improve the health and development outcomes of the infant. In addition, it is critically important for parents and their newborn, newly adopted child, or foster child to have the opportunity to form strong family attachments and relationships.
2. The City of Tampa grants Parental Leave to eligible employees to provide continued income following:
  - A. The birth of a son or daughter and to care for the newborn child;
  - B. The placement with the employee of a child for adoption or foster care.
3. Eligibility – An employee must be assigned at least 40 hours of work per week and must have completed at least one year of continuous service with the City to be eligible for Parental Leave.
4. Length - Parental Leave is available to both male and female employees and is limited to one continuous 320 hour period per calendar year for the primary care giver/ maternity leave and one continuous 80 hour period per calendar year for the secondary care giver/paternity leave.
  - A. The primary care giver/maternity leave status is the person who has primary responsibility for the care of a child immediately following the birth (and is typically also recovering from childbirth) or the coming of the child into the adoptive or initial foster care and control of the parent for the first time.
  - B. The secondary care giver/paternity leave status is the person who has a spouse or partner that is serving as the primary care giver, because there can only be one person designated as the primary care giver.
  - C. If both parents work for the City of Tampa, only one employee can be designated as the primary care giver.
  - D. Parental Leave shall count as part of the Family Medical Leave Act (FMLA), should the employee be otherwise eligible for FMLA.
  - E. Additional paid or unpaid leave time shall be authorized in accordance with the applicable leave policies for Annual Leave, Sick Leave, Personal/Medical Leave of Absence, and Leave Without Pay. This additional paid or unpaid leave time shall not be denied when it is part of the twelve week FMLA requirements (see B11.4).





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**Topic: DUTY  
STATUS And  
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**AUTHORIZATION**

*A.N. Locicero*

A.N. Locicero, Fire Chief

**104.20**

**PARENTAL LEAVE**

5. Requests for Parental Leave – Requests for Parental Leave must be submitted by the employee at least four weeks in advance. In cases of emergency, the time limit will be waived. The request must include a licensed physician's certification of maternity with an expected delivery date, which is updated based on the actual date of delivery. In cases of adoption or foster child placement, the employee shall submit appropriate documentation of the adoption or foster child placement. Employees are required to complete an affidavit attesting to their role as primary or secondary care giver and are subject to disciplinary action, up to and including dismissal, if false information is provided. Requests for Parental Leave shall be subject to the approval of the Director of Human Resources.
6. Benefits
  - A. An employee on Parental Leave shall continue to accrue sick and annual leave.
  - B. Parental Leave shall be treated as any other paid leave status and is credited towards continuous service for the purpose of calculating annual longevity awards, annual leave bonus hours, salary review dates, and seniority. Parental Leave shall not be credited as time worked for purposes of calculating overtime and shall not be eligible for shift premium pay.
  - C. An employee on Parental Leave shall continue to receive the same health and life insurance benefits as when the employee was active.
  - D. When a designated holiday falls during the Parental Leave period, the employee shall receive the holiday pay and shall not be charged with Parental Leave. This shall not apply to sworn firefighters covered by the IAFF contract who will receive holiday pay in accordance with the union contract.
7. Reinstatement – Upon the expiration of the Parental Leave, the employee returns to the position occupied at the time the leave was granted. Reinstatement of an employee who gave birth requires acceptable medical substantiation that the employee is medically authorized to return to work.



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*A.N. Locicero*

A.N. Locicero, Fire Chief

**104.20**

**PARENTAL LEAVE**

8. Termination of Leave

- A. An employee shall be subject to immediate termination and repayment of any leave approved if the employee claims or receives unemployment compensation or accepts other employment during the approved leave.
- B. If the Director of Human Resources determines that an employee has abused, falsified information or was otherwise not eligible for leave, the employee shall be required to repay any leave previously approved and shall be subject to disciplinary action including termination.
- C. An employee who decides to voluntarily resign, retire, or otherwise terminate their employment with the City, shall be subject to repayment of any leave approved.
- D.

The failure of an employee to report promptly for duty at the expiration of the leave shall be just cause for the City to terminate the employee.

- 9. Employees shall not be authorized to work extra duty/off duty jobs for the Tampa Police Department or the Tampa Fire Rescue Department during Parental Leave.
- 10. Effective Date – This policy shall be effective for a birth or placement (adoption/foster care) of a child on or after January 29, 2017.



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*A.N. Locicero*

A.N. Locicero, Fire Chief

**105.01**

### **TUITION REIMBURSEMENT POLICY**

1. The purposes of the Tuition Reimbursement Program are:
  - A. To encourage Tampa Fire Rescue employees to improve their knowledge and skills.
  - B. To increase the quality of work performed by Department employees through the pursuit of study directly related to their career goals.
  - C. To prepare Department employees for promotional opportunities within the Organization.
2. All Tampa Fire Rescue Department employees who have completed six (6) continuous months of service are eligible for the Tuition Reimbursement program.
3. For the amounts of reimbursement, refer to the current collective bargaining agreement, or City of Tampa Personnel Manual.
4. The following are conditions for Approval:
  - A. Prior to enrolling in a course, approval of the subject matter must be obtained from the Training and Development Unit. Applications (DA61) will not be approved if they are submitted after the start of the course.
  - B. Reimbursement shall be made only for course work completed at approved public, business or trade schools, accredited colleges or universities and for courses completed through accredited correspondence schools.
  - C. Applications will not be considered if the course work is available to the employee through in-service training by the City. (Exception will be considered on an individual basis).
  - D. Seminars will not be considered eligible courses unless they include a graded evaluation of performance.



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*A.N. Locicero*

A.N. Locicero, Fire Chief

**105.01**

**TUITION REIMBURSEMENT POLICY**

- E. All courses required for an approved degree are reimbursable; however even though electives are needed for total credits in pursuit of a college degree, they will not be approved if they are not directly related to present job performance.
- F. Reimbursement shall be made only for course work in which the applicant receives a satisfactory or passing grade or better. Employees must present an official report of the grade. The applicant must also present an official school receipt or cancelled check indicating the cost of tuition for the course.
- G. Tuition Reimbursement Applications (DA61) will not be carried over from one fiscal year to another and are subject to cancellation if reimbursement documentation is not submitted at least thirty (30) days after course completion.
- 5. An employee, who resigns, retires or is dismissed from the City before completion of the approved training is no longer eligible for reimbursement. An employee who is laid off during the training is eligible for reimbursement upon successful completion of the training and submission of the required documentation.
- 6. Courses should be taken on other than normal work hours. Arrangements for use of annual leave or leave without pay, or exchange of time to attend courses must be made at the discretion of the Division/District chief in view of the needs of the Department.
- 7. An employee receiving a scholarship or grant for education may be eligible for Tuition Reimbursement. The Department of Human Resource's Training and Development Unit will review the tuition reimbursement application and grant or scholarship documentation for eligibility. Such scholarships and grants include, but are not limited to, GI benefits, Social Security benefits, and tuition waivers. Persons receiving bona fide educational loans are eligible for reimbursement.
- 8. The immediate supervisor shall sign the Tuition Reimbursement Application (DA61) and forward it to the Department of Human Resource's Training and Development Unit (Mail code **016A7N**). The final decision on approval will be based upon the criteria for tuition reimbursement and recommendation of the Department.



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*A.N. Locicero*

A.N. Locicero, Fire Chief

**105.01**

**TUITION REIMBURSEMENT POLICY**

9. In order to receive reimbursement, the approved employee must submit 2 copies of proof of payment and 2 copies of an official report of the grade (a grade of "C" or better, or a "Satisfactory") within 30 days of completing the course.
10. If an approved applicant receives an "Incomplete" or comparable deferred grade, the employee will not be reimbursed until the "Incomplete", has been removed. The "incomplete" must be removed by the end of the City's fiscal year in which the original application was made, or the applicant will not receive reimbursement. (Special cases will be handled on a case by case basis).
11. Changes in the course or amount of the fee on the approved Tuition Reimbursement Application (DA61) may be made only with the permission of the Department of Human Resource's Training and Development Unit.



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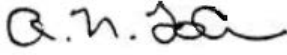
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A.N. Locicero, Fire Chief

**105.02**

**CRITICAL INCIDENT STRESS MANAGEMENT PROGRAM**

1. Tampa Fire Rescue shall provide Critical Incident Stress Management services to its personnel as a member of the State of Florida Region VI Critical Incident Stress Debriefing Team in accordance with its guidelines.
2. Critical Incident Stress Management (CISM) Program: Studies of major incidents have revealed that a significant number of emergency personnel experience some form of stress related symptoms following the incident. Many of these symptoms were transitory and most personnel suffered no long-term detrimental effects. However, studies have also revealed that a small percentage of personnel do experience continuing, long term, detrimental effects resulting from exposure to such incidents. Some of these effects have been delayed, surfacing later after a period of no apparent symptoms. Without professional intervention, personnel experiencing the long-term effects show declining work performance, deterioration of family relationships, and increased health problems. The objective of the Critical Incident Stress Management Program is to provide professional intervention immediately following such incidents in order to minimize stress reactions experienced by Fire Rescue personnel.
3. Critical Incident: A critical incident is defined as any incident that evokes extraordinary emotion on the part of the emergency workers and overwhelms their ability to cope, either at the scene or later.
4. It shall be the policy of Tampa Fire Rescue to initiate a CISM intervention when a specific incident is identified as a critical stress related incident. Such incidents may include, but are no limited to the following:
  - A. Death or serious injury of a Tampa Fire Rescue member occurs on or off shift.
  - B. Death or serious injury of a Police Officer when Tampa Fire Rescue personnel are involved.
  - C. Death or serious injury of a civilian involving Fire Rescue operations.
  - D. Significant events involving children.
  - E. Prolonged incidents that end in a loss of life.
  - F. Any significant event which overwhelms ones usual coping mechanisms.



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*A.N. Locicero*

A.N. Locicero, Fire Chief

**105.02**

**CRITICAL INCIDENT STRESS MANAGEMENT PROGRAM**

5. Critical Incident Stress: Originates with a specific powerful event and can be identified by a variety of signs and symptoms, i.e.: intrusive images such as nightmares and “flashbacks”, a strong fear that the event may reoccur, withdrawal from normal activities, depression, anxiety, etc.
6. Critical Incident Stress Debriefing: consists of an organized discussion with emergency personnel brought together to defuse the potential for long term emotional trauma disorders. The structured discussion emphasizes that emergency workers are experiencing normal responses to abnormal events. They are not extraordinary or unusual.
7. NOTE: Critical Incident Debriefings/Defusing are not a critique of Fire Rescue operations, and performance issues will not be discussed during the debriefing. The debriefing / defusing process provides a format in which individuals can discuss their feelings and reactions, thus reducing the stress that results from exposure to critical incidents. ALL DEBRIEFINGS / DEFUSINGS WILL BE STRICTLY CONFIDENTIAL, WITH ONLY PERSONNEL INVOLVED IN THE INCIDENT PARTICIPATING.
8. TEAM MEMBERS INCLUDE:
  - A. Mental Health Professional / Facilitator: A mental health professional who is a licensed clinician and is trained in disaster psychology, crisis intervention, stress level assessment, and the use of the formal critical incident stress debriefing model by the International Critical Incident Stress Foundation.
  - B. Mental Health Professional / C0-Facilitator: A mental health professional working with or under the direction of the Mental Health Clinical Director, who has met the requirements of, and holds active status in region VI CISM team.
  - C. Team Liaison: A peer member(s) of Tampa Fire Rescue appointed by the Chief of Operations whose responsibility it will be to function as a liaison between T.F.R. team members, and Region VI CISM organization.
  - D. Peer Member: A person trained to provide support to peers who face the same pressures and experiences. Peer Members work with those who volunteer for support or seek out those exposed to a critical incident.





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*A.N. Locicero*

A.N. Locicero, Fire Chief

**105.02**

**CRITICAL INCIDENT STRESS MANAGEMENT PROGRAM**

9. The Critical Incident Stress Debriefing Team consists of stress oriented counseling professionals as well as trained Fire Rescue Personnel. A typical team will be composed of one Mental Health Professional / Facilitator, one Mental Health Professional / Co-Facilitator, and one or two Peer Members. The counseling professionals will administer any follow up care.
10. The responsibility of the CISM team is to provide an organized approach to the management of stress responses for Fire Rescue personnel having been exposed to, or showing signs of, traumatic stress experienced in the line of duty.
11. Fire Rescue personnel shall be alert to recognize, and promptly report any event or changes in behavior that may adversely affect Tampa Fire Rescue personnel.
12. Company Officers shall be responsible for immediately reporting any incident, situation, or behavior that may require CISM intervention. Reports shall be made to the Division / District Chief.
13. Chief Officers shall notify the Chief of Operations, or in his absence, the Division Chief on duty.
14. The Chief of Operations, or in his absence, the Division 1 Chief will contact the Region VI CISM team or the TFR CISM team liaison and advise them of a critical incident situation, and advise them of any actions taken; i.e.: Place all affected companies out of service and request CISM intervention, etc.
15. Upon notification, the on-call team administrator will contact the Chief of Operations / Division Chief or the team liaison to gather information and initiate appropriate actions necessary to assure that all affected members receive proper assistance.



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**105.02**

**CRITICAL INCIDENT STRESS MANAGEMENT PROGRAM**

16. Critical incident debriefings / defusing shall be conducted in a location remote from the incident scene and in an area which will comfortably accommodate all personnel. All group / individual interventions will be confidential.
17. Any discussion, opinions, or observations associated with a CISM intervention shall not be cause for transfers, hamper promotional opportunities, or result in disciplinary action.
18. Individuals who feel a need to seek assistance regarding a critical incident may contact the team directly.
19. NOTE: At the discretion of the Fire Chief, all individuals may be directed to attend CISM intervention sessions.
20. Demobilization services will be reserved for large scale, highly intense or unusual events, such as large-scale disaster operations. The objectives of a demobilization are to:
  - A. Provide a place for a disengaged (not returning to service) unit, away from the scene in a comfortable atmosphere, to rest and get something to eat or drink before returning to quarters.
  - B. Provide information on stress-related effects, and support services available.
  - C. Provide a place for command officers to give closing remarks or incident updates.
  - D. Provide a resource for initial ventilation of feelings if necessary.



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*A.N. Locicero*

A.N. Locicero, Fire Chief

**105.02**

**CRITICAL INCIDENT STRESS MANAGEMENT PROGRAM**

21. Guidelines for Demobilization Services:
- A. MAKE SURE THAT THE UNIT WILL NOT BE RETURNING TO SERVICE BEFORE INITIATING DEMOBILIZATION SERVICES FOR THAT UNIT.
  - B. The demobilization center can be located in any large area where it is possible to carry out the activities.
  - C. Demobilization services can be handled by several Mental Health Team Members and Peer Support Members not otherwise engaged in incident activities.
  - D. Command will determine if a demobilization site shall be established. All disengaged units and personnel will be processed through the Demobilization Center.



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**105.03**

**MILEAGE REIMBURSEMENT POLICY**

1. The following will be used in approving or disapproving mileage reimbursement:
2. Mileage reimbursement will be paid for travel from a fixed facility to an authorized destination. Mileage will be approved only for travel that occurs during normal duty hours. Mileage will be paid out monthly on the employee's paycheck under earning code EAA and the pay cycle is B2.
3. Travel from home to a station is not approved.
4. Travel from station to station while on-duty is approved.
5. The use of a personal vehicle to travel to an overtime assignment while off-duty is not approved, unless that travel begins at an on-duty assignment.
6. Travel from home to a department physical is not approved, but travel from the physical to an on-duty station assignment is approved.
7. Mileage for Workers Compensation appointments is not approved for city reimbursement, but may be reimbursable through Workers Compensation (see Personnel or Occupational Health for information).
8. Travel from home to a training event, for which overtime pay is received, such as Smallpox Task Force or Dog Training, is not approved.
9. Travel to a sponsored event, acting on behalf of TFR may be approved with prior authorization from a supervisor. Documentation required.
10. Mileage will be turned in monthly, by the 5<sup>th</sup> of each month on the form FIN168, there no longer is a supplemental form FIN169, if you need more lines use an additional FIN168. Multiple forms for multiple months will not be accepted.
11. All mileage **MUST BE VERIFIED BY THE SUPERVISOR** approving the travel from: the department approved mileage chart or to and from odometer readings or from a "Mapquest" or "Google" or "AAA" or equivalent mileage verification map. If using the verification maps, they must be attached to the FIN168 when turned in for consideration.



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*A.N. Locicero*

A.N. Locicero, Fire Chief

**105.03**

**MILEAGE REIMBURSEMENT POLICY**

12. Travel to out-of-town training event, seminars, etc, is not approved for mileage reimbursement. Such travel is reimbursed through the Travel and Training budget with prior approval of the Fire Chief.
13. FIN168's are designed to accommodate only 1 MONTH per form. Forms with multiple months will be returned to the supervisor for correction.
14. FIN168's must include the requestors' employee number to be considered for reimbursement. Forms without the employee number will be returned to the supervisor for correction.



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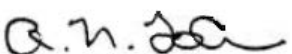
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A.N. Locicero, Fire Chief

**105.04**

**FIRE RESCUE AWARDS POLICY**

This policy defines and contains guidelines for the various awards recognized by Tampa Fire Rescue. Any person including, but not limited to, all sworn personnel, civilian personnel, citizens, and city employees may submit recommendations for an award. All recommendations shall be made in writing. Recommendations should include a narrative describing the action or events for which the individual or individuals are being recognized. Recommendations shall be forwarded to the fire chief through channels via the Tampa Fire Rescue Awards Review Board (ARB). The ARB will review all recommendations. A majority vote of board members will be utilized to render award decisions that will be presented to the fire chief for final approval. In the event of a tie the fire chief will make the final determination. If a current member of the ARB is nominated for an award, review of the nomination will be done by the fire chief and his staff.

The following is a list of awards that Tampa Fire Rescue presents to deserving personnel and citizens. The fire chief must approve all awards. Posthumous awards will be presented to the employee's surviving spouse or children.

- A. **GOLD CROSS AWARD (Gold Maltese Cross).** Awarded to any sworn employee of Tampa Fire Rescue who sacrificed his/her life while saving or attempting to save the life of a civilian or a fellow firefighter.
- B. **SILVER CROSS AWARD (Silver Maltese Cross).** Awarded to any active sworn employee of Tampa Fire Rescue who died while in the line of duty.
- C. **BRONZE CROSS AWARD (Bronze Maltese Cross).** Awarded to any active sworn employee of Tampa Fire Rescue who dies from non-line of duty reasons.
- D. **MEDAL OF VALOR (Gold).** Awarded to a sworn employee of Tampa Fire Rescue who performs a personal act of courage under especially hazardous conditions in order to attempt/effect the rescue of a civilian or fellow firefighter.
- E. **MEDAL OF VALOR (Silver).** Awarded to a sworn employee of Tampa Fire Rescue who knowingly places themselves in a position of exceptional danger or substantial physical hardship while on or off duty, in order to remedy the situation at hand.
- F. **MEDAL OF VALOR (Bronze).** Awarded to any civilian or non-Tampa Fire Rescue sworn employee who knowingly places themselves in a position of substantial physical hardship in order to remedy the situation at hand.



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*A.N. Locicero*

A.N. Locicero, Fire Chief

**105.04**

### **FIRE RESCUE AWARDS POLICY**

- G . ESPRIT DE CORPS. Awarded to any group of two or more sworn employees of Tampa Fire Rescue who have performed their duties exceptionally well and cohesively while faced with danger, opposition, and/or hardship. Recipients will be awarded a plaque, a green citation bar, and a company plaque.
- H . DISTINGUISHED SERVICE AWARD. Awarded to any sworn or civilian employee of Tampa Fire Rescue who commits an act of service or merit in a non-emergency function that brings honor and distinction to Tampa Fire Rescue.
- I . CERTIFICATE OF MERIT. Awarded to any sworn individual or civilian for serving above and beyond the call of duty in which the outcome of a situation or working condition was greatly affected in a positive manner. This may occur on or off duty. This award may also be presented to any individual or organization that has assisted Tampa Fire Rescue unselfishly, or a victim to whom we have responded.
- J . TAMPA FIRE RESCUE ALLEGIANCE AWARD. Awarded to any civilian whose actions have greatly benefited Tampa Fire Rescue.
- K . LIFETIME ACHIEVEMENT AWARD. Awarded to any Tampa Fire Rescue employee, active or retired, who has demonstrated superior performance of duties and attitude throughout their career with the department.
- L . LETTER OF COMMENDATION. The awards committee may write a letter at any time to an employee for commendable performance of duties. A copy shall be forwarded through channels to be placed in the employee's personnel file.





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*A.N. Locicero*

A.N. Locicero, Fire Chief

**105.04**

## **FIRE RESCUE AWARDS POLICY**

M. FIREFIGHTER OF THE YEAR / QUARTER. Awarded to an individual who demonstrates exemplary character and performance throughout the year. Individuals to be considered may not necessarily have been involved in any one specific incident.

Examples of criteria:

1. Qualified as a Field Training Officer or equivalent.
2. Displays pride and esprit de corps on and off duty.
3. Displays willingness to provide efforts to improve the department in many areas of operation.
4. Individual involvement in civic activities.

Consideration by the ARB will be given to any sworn member of Tampa Fire Rescue who meets the following criteria:

1. No discipline in the individual's pending file in the past year.
2. No discipline in the individual's pending file in the past year.
3. Must have written recommendations from a minimum of one chief officer and one captain.
4. Must have a minimum of two individuals from the department speak on their behalf at an ARB meeting (In addition to the written recommendations by a chief officer and a captain).
5. Individuals nominated for Firefighter of the Year remain eligible to be nominated for other awards. In addition, there are no restrictions to the number of times an individual may be nominated or awarded Firefighter of the Year.

Firefighter of the Year will be selected from the four Firefighter of the Quarter recipients.



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*A.N. Locicero*

A.N. Locicero, Fire Chief

**105.05**

### **FIRE RESCUE CHAPLAINCY PROGRAM**

1. The purpose of the Chaplaincy Program is to assist with the spiritual needs and personal well-being of Fire Rescue Personnel. To assist with the spiritual needs and personal well-being of tragedy stricken citizens where Fire Rescue is involved, and to assist Fire Rescue personnel or citizens by notifying their minister or a minister of like faith.
2. The Chaplain in primary duty status should be notified immediately by TFR Communications Division of the following:
  - A. All major fires or incidents involving a large number of casualties, aircraft crashes, major accidents, explosions, etc.
  - B. When individuals are believed or known to be trapped in any fire, cave-in, and plane crash or other catastrophe.
  - C. Where there is a death or serious injury:
    - 1) To any Fire Rescue personnel, whether in the line of duty or otherwise.
    - 2) Immediate family of Fire Rescue personnel
  - D. When there is hospitalization of any Fire Rescue personnel.
  - E. At the request of the Incident Commander.
3. Although the Communications Division will usually dispatch a Chaplain, there will be times when individuals, within Tampa Fire Rescue will contact a Chaplain directly for personal reasons. This may be done through the Chaplain's office or home and is definitely encouraged.



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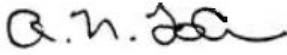
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A.N. Locicero, Fire Chief

**105.06**

**CITIZEN COMPLAINTS**

1. Citizen complaints will be managed in the following manner:
2. A TFR-348 (Tampa Fire Rescue Complaint Form) will be completed and forwarded to the Chief of Operations for distribution to the appropriate Division to resolve.
3. The individual assigned to resolve the complaint will complete a narrative (using a DA52) detailing how, when and if the complaint was resolved.
4. What actions were taken to resolve the complaint?
5. What actions did the complainant feel would resolve the issue?
6. The Rescue Chief will keep a file of all complaints regarding medical treatment and patient care.
7. The Chief of Operations will keep a file of all complaints regarding suppression issues.
8. The Chief of Operations and the Personnel Chief will manage complaints regarding personnel conduct that is not job specific or performance oriented. These will be kept on file in the Personnel Chief's office.
9. The Administrative Chief will manage all complaints regarding personnel in his/her Divisions. These will be kept on file in the Administrative Chief's office.
10. The Fire Marshall will keep a file of all complaints regarding fire code issues.
11. The Fire Chief will handle all complaints regarding the Training Division, Occupational Health and Emergency Management.
12. The Fire Chief will be informed of all complaints and their status on a daily basis.
13. The Fire Chief's Executive Aid will keep a copy of the TFR-348 on file.



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A.N. Locicero, Fire Chief

**105.07**

## **PATIENT CARE PEER REVIEW COMMITTEE POLICY**

### **Patient Care Peer Review Committee**

#### **Concept of Policy:**

1. Among the responsibilities of the Rescue Office is to investigate any patient care complaint that is reported to the office. All complaints will be fully investigated for their validity, and if necessary, corrective action will be taken.
2. A Peer Review committee will be part of the process. A Peer Review is simply establishing a review team of peer professionals to do an evaluation of how policy, protocol, and procedures were followed for the incident in question. The Peer Review Committee will review cases as they arise. The Peer review committee will consist of paramedics and EMT's from each shift, of varying rank, approved by the Medical Director. In addition, an individual from an outside healthcare organization, or a mid- upper level manager may be involved in the process. The committee members will remain anonymous. All recommendations by the committee shall be based on their professional experience and the current policies and protocols.
3. Only four shift personnel will be used at any one time. They will be used on a rotational basis as to not diminish operational manpower for any shift if a peer review meeting is warranted. All members involved in the peer review committee will sign confidentiality agreements stating the incident will only be discussed at the time of the meetings, and no outside discussion will take place.
4. Paramedics / EMTs involved in the complaint will remain anonymous to the committee. All references to a particular unit or personnel involved in a complaint will be deleted from information given to the committee for their consideration.



**Subject:**  
**SECTION 105.00**

REVISED:  
02/01/2013

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**Rules And  
Regulations**

**Topic:**  
**MISCELLANEOUS**

**AUTHORIZATION**

*A.N. Locicero*

A.N. Locicero, Fire Chief

**105.07**

**PATIENT CARE PEER REVIEW COMMITTEE POLICY**

**Patient Care Complaint Policy:**

1. Complaints received from physicians, nurses, paramedics and/or EMT's by anyone involved with Tampa Fire Rescue will be referred to Quality Management Officer prior to being submitted. All complaints will be in writing. Participating institutions are expected to provide copies of the TFR medical record i.e. electronic patient care report, private ambulance chart, ER chart, and in house records as appropriate to document the complaint.
2. Complaints of an administrative or non-medical nature will be forwarded to the Quality Management Officer for review. If it is deemed the situation is of an interpersonal skills nature i.e. attitude issue, rudeness, the complaint will be forwarded to the Assistant Chief of Operations, and then to the appropriate Division/District Chief for appropriate action.
3. Complaints referring to private ambulance companies will be forwarded to the Quality Improvement Office for review.
4. Citizen complaints will be placed on a TFR 348 (TFR Complaint Form) and forwarded to the Chief of Operations for distribution to the Rescue Chief or in their absence, the Quality Management Officer. The Rescue Chief will review the complaint with the Quality Management Officer. After evaluation by the Quality Management Officer, the complaint is deemed to be of a medical nature and potentially justified, will be forwarded with all documents, in a timely manner, to the Medical Director for review.
5. All professional complaints will be reviewed with the personnel involved and the Quality Management Office. The office will perform the initial evaluation. Depending on the perceived severity of the complaint, the Rescue Chief may be requested to be present during the interview.
6. The medical complaint procedure will result in a finding that is either justified or unjustified, indicating a deficit in knowledge or performance of the paramedic / EMT. Any complaint that is deemed justified by the Medical Director will be referred to the Peer Review committee that will make a recommendation to the Medical Director regarding the remedial level and activities.



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A handwritten signature in black ink, appearing to read "A.N. Locicero".

A.N. Locicero, Fire Chief

**105.07**

### **PATIENT CARE PEER REVIEW COMMITTEE POLICY**

7. As this procedure does not result in a recommendation for discipline, union representation and / or legal counsel are not required.
8. At any point in the process an employee may opt out of the Peer Review process. The peer review process is a part of the Medical Quality Assurance component of Tampa Fire Rescue's medical system. By opting out of the Peer Review process you may lose any/or all confidentiality provided by the Medical Quality Assurance component.
9. If the Peer Review process results in a recommendation to have a Paramedic being removed from functioning as a Paramedic of Record the removal will be administrative until the problem is resolved.

Administrative removal from functioning as a Paramedic of Record will not affect the employees pay.

### **Medical complaints may be made on the following grounds:**

1. Misrepresentation of information for certification at any level.
2. Has engaged or attempted to engage in, or represented himself/herself as entitled to perform, any service not authorized by his / her level of certification and current protocols.
3. Has demonstrated incompetence or has shown himself / herself otherwise unable to provide adequate service.
4. Has demonstrated unprofessional conduct in the course of providing service.
5. Has violated written patient care protocols, medical policies, standing orders or special orders which have been approved by TFR.
6. Has failed to maintain skills.



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*A.N. Locicero*

A.N. Locicero, Fire Chief

**105.07**

**PATIENT CARE PEER REVIEW COMMITTEE POLICY**

**Remedial Education Policy:**

1. **Level A:** Restorative coaching on medical policies / procedures or educational review. Review of incident with QI officer and/or Medical Director. No further action required.
2. **Level B:** Educational activities designed to address deficit, not to exceed eight (8) hours. This will be completed in one calendar month. May include classes, required reading, workbook activities, one-on-one teaching, time with preceptors, Skills Lab personnel, PFTO, MD or any combination of the above, as deemed necessary.
3. **Level C:** Written / Skills testing and inclusive of activities designated in Level B.
4. **Level D:** Paramedic to function as a third medic with a PFTO (Paramedic Field Training Officer). The time limit will be specified when the recommendation given. Educational activities to address the deficiency will be assigned. These activities must be completed by a prescribed date identified by the Rescue Office. Evaluation of the successful completion of this level may be by field evaluation, written testing, skill testing, or any combination of these.
5. **Level E:** The paramedic is to be removed from functioning as a medic until educational deficiencies are corrected to the satisfaction of the Medical Director and TFR Administration. These activities must be completed by a prescribed date identified by the Rescue Office. Education and evaluation procedures as noted above in Level D.
6. Failure to satisfactorily complete the level noted would result in removal of the person from actively functioning as a paramedic (See level E).
7. The paramedic will receive written notification of expectations for all actions over Level "A". The written test will require 80% to pass. Skill testing must be a pass; field evaluation must be satisfactory.