
	<b>BROKEN ARROW FIRE DEPARTMENT ADMINISTRATIVE OPERATING PROCEDURES</b>	
	<b>CHAPTER: III – GENERAL</b>	<b>APPROVED BY:</b> Chief Jeremy K. Moore
<b>SUBJECT 1: Uniforms</b>		<b>CODE#</b> 1.III.1
Initiated: Sept. 01, 2006		Revised: 07-01-2016 <del>7</del>

### B. Prefix

- .1 This uniform policy supersedes and overrides any and all MOU's, Past Practices, and / or previous AOP's. All previous versions and agreements are hereby null and void.
- .2 The objective of this section is the implementation of standards, guidelines, and directives intended to ensure the safety of department members as well as to attain and maintain the public confidence which results from a professional appearance. These guidelines are further intended to provide consistency and conformity in this area.

### C. Administrative Policy

- .1 Members will wear the regulation uniform authorized for the particular activity in which they are engaged. The "Classes" of uniforms specified in this section are the MINIMUM regulations for the authorized activities listed. Throughout this section the term "uniform" implies the authorized uniform to be worn while on duty. Members are allowed to wear the uniform class exceeding the minimum uniform required.
  - i. Members will equip themselves with the uniform to perform their regularly assigned duties and properly wear the authorized insignias and appurtenances.
  - ii. At NO time will Structural Firefighting gear be substituted for Regulation uniform pants or jacket except when used in emergency response and appropriate training evolutions.
  - iii. If any change to the regulation uniform is requested and approved by the Fire Chief, members / employees shall be given six (6) months to comply.
  - iv. Members of a work unit (i.e., a Fire Company) will wear the class of uniform as determined by their commanding/company officer. Members of the same work unit shall wear the same class of uniform when attending group functions and/or exercises as determined by the commanding officer.
  - v. Only insignias and appurtenances approved by the Fire Chief shall be worn on ALL classes of uniform.
  - vi. Faded, worn or damaged clothing is NOT acceptable. This includes faded


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and/or cracked lettering / markings on ALL uniform classes.

- vii. Sleep attire should consist of no less than an appropriate Class "D" shirt and Class "D" shorts.
- 2. The Fire Chief and Assistant Fire Chief may wear civilian clothes as authorized by the Fire Chief. Staff personnel assigned to the Fire Administration Office may wear civilian clothes, as authorized by the Fire Chief, when on special assignments outside the City of Broken Arrow.
- 3. At no times shall any Non-NFPA compliant OR Non- 100% cotton garment be worn during suppression activities.
- 4. Uniforms and Civilian clothing shall be neat, clean, pressed, buttoned, shirt tucked in, shoes / boots shall be securely tied, zipped, and/or fastened, clean and/or shined at ALL times.
- 5. Undershirts worn with uniform shirts will be of a like color (white, Navy Blue, black). Long sleeved undershirts may be worn with long sleeved uniform shirts only. Cadet undershirt color will be determined by the Deputy Chief of Training.
- 6. Field Operations personnel will maintain, at their duty stations, one (1) complete clean Class B Uniform, one (1) complete clean Class C and one (1) Class D Work Uniform in addition to the Uniform being worn.
- 7. Regulation Physical Fitness attire shall at NO time be worn: During Fire Station tours, During Calls for service both Emergency and Non-Emergency, in public view (Exception: Physical Fitness training, Fire Station yard work, working in apparatus bay).
- 8. For the purpose of definition, for this section, "Administrative Staff Officers" shall include; the Fire Chief, Assistant Fire Chief, Deputy Fire Chiefs, Fire Marshal, Fire Investigator, Training Majors, and Training Officers.

#### **D. Uniforms**

- .1 The following has been established as the regulation uniforms authorized for all Broken Arrow Fire Department sworn personnel.

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## .2 Class "A" Dress Uniform

### i. Authorized Activities – Class "A" uniforms shall be worn during the following activities:

1. Formal Department Activities
2. Funerals
3. Other functions as authorized by the Fire Chief on an individualized basis
4. Members on duty, and those not possessing a Class A dress uniform may wear a Class B uniform

### ii. Dress Uniform Hat (optional)

#### 1. Chief Officers


- a. *Brand:* Lighthouse or equivalent
- b. *Style:* White N.Y. style Bell
- c. Gold row scramble eggs on black bill (Deputy Chief and Above)
- d. Gold lace chinstrap
- e. Gold "FD" side screws
- f. Gold Button Style cap device:
  - i. Fire Chief – 5 bugles
  - ii. Assistant Chief – 4 bugles
  - iii. Deputy Chief – 3 bugles
  - iv. Battalion Chief – 2 bugles crossed
  - v. Fire Marshal – 2 bugles crossed
  - vi. Major – 2 bugles crossed

#### 2. Operations Personnel

- a. *Brand:* Lighthouse or equivalent
- b. *Style:* Black N.Y. style bell
- c. Plain black bill
- d. Silver lace chinstrap
- e. Silver "FD" side screws
- f. Silver Button Style cap device:
  - i. Captain – 2 bugles parallel
  - ii. Fire Investigator – 2 bugles crossed
  - iii. Training Officer – 2 bugles crossed
  - iv. Lieutenant – 1 bugle
  - v. Firefighter – scramble circle

#### 3. Honor Guard


- a. *Brand:* Lighthouse or equivalent
- b. *Style:* White N.Y. style bell

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- c. Plain black bill
- d. Black chinstrap w/ red stripe
- e. Silver "FD" side screws
- f. Silver scramble circle cap device

**iii. Dress Uniform Jacket**

1. *Brand:* Lighthouse Signature Line or equivalent
2. *Style:* Double breasted
3. *Weight:* 12oz
4. *Finish:* Tropical Worsted
5. *Blend:* 55% Polyester / 45% Wool
6. *Lining:* ½ of the inside 100% Polyester
7. *Color:* Naval Officer Blue (black)
8. *Button Holes:* Military type cloth bound holes
9. *Pockets:* One welt breast pocket AND two lower open welt pockets
10. *Buttons:* 6 buttons color keyed to hat appurtenances
11. *Badge Tab:* Metal centered 1" above breast pocket
12. *Striping:* Shall begin 2 ¾" above cuff, with ¼" space between stripes, stripes shall be ½" in total width and proceed all the way around the sleeve as follows:
  - a. Fire Chief – 5 gold stripes
  - b. Assistant Chief – 4 gold stripes
  - c. Deputy Chief – 3 gold stripes
  - d. Battalion Chief ~~Stripes~~ – 2 gold stripes
  - e. Fire Marshal – 2 gold stripes
  - f. Major – 2 gold stripes
  - g. Fire Investigator – 2 silver stripes
  - h. Training Officer – 2 silver stripes
  - i. Captain – 2 silver stripes
  - j. Lieutenant – 1 silver stripe
  - k. Firefighter – 1 blue stripe
  - l. Honor Guard – striping according to rank
13. *Longevity Marks:* Maltese cross shall be centered above striping on left sleeve with 1 Maltese cross denoting every 5 years of service as follows:
  - a. Chief Officers and Majors – gold Maltese cross
  - b. Line Officers – silver Maltese cross
  - c. Firefighter – blue Maltese cross
14. **Shoulder Patch / Badge / Bugles / Nametag per Section F "Appurtenances"**

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**iv. Dress Uniform Shirt**

1. *Brand:* Elbeco or equivalent
2. *Style:* Paragon Plus
3. *Color:* White
4. *Sleeve:* Long sleeve
5. *Fabric:* 65% Polyester / 35% combed cotton
6. *Pockets:* Two pleated AND scalloped pockets
7. *Badge Tab:* Centered above left pocket
8. Military creases
9. Cross stitched epaulets
10. No button down collar
11. Shoulder Patch / Badge / Bugles / Nametag per **Section F "Appurtenances"**

**v. Dress Uniform Gloves**

1. *Brand:* none specified
2. *Style:* none specified
3. *Color:* White
4. Plain (NO grippers except honor guard)

**vi. Dress Uniform Tie**


1. *Brand:* none specified
2. *Style:* none specified
3. *Fabric:* none specified
4. *Width:* none specified
5. *Color:* black
6. Regular

**vii. Dress Uniform Belt**

1. *Brand:* none specified
2. *Style:* Basket weave or Plain
3. *Width:* 1 ½"
4. *Color:* Black
5. Buckle color keyed to jacket button color

**viii. Dress Uniform Pants**

1. *Brand:* Lighthouse Signature Line
2. *Color:* Navy Officer Blue (black)
3. *Weight:* 12oz
4. *Finish:* Tropical Worsted

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5. *Blend:* 55% Polyester / 45% Wool
6. *Closure:* Zipper fly-hook and eye fastener
7. *Pockets:* 2 side and 2 hip

**ix. Dress Uniform Socks**

1. *Brand:* none specified
2. *Style:* Dress
3. *Color:* Black
4. NO low profile OR no-show socks allowed

**x. Dress Uniform Shoes**


1. *Brand:* Perma-shine
2. *Style:* Low quarter, military style
3. *Color:* Black

**xi. Honor & Color Guard Accessories**

1. Honor Guard
    - a. Red shoulder cord
    - b. Red Ascot
  2. Color Guard
    - a. White shoulder cord
    - b. White Ascot
    - c. White gloves w/ gripper dots
  3. Pipe Band
    - a. Firefighter tartan Kilt, White socks, sporran, glengarry
    - b. Class A shirt with nameplate, badge, bugles per **Section "F"**
- Appurtenances**
- c. Black tie
  - d. Black shoes

**xii. Dress Uniform Raincoat**

1. *Brand:* Anchor or equivalent
2. *Style:* Double Breasted
3. *Color:* Black
4. *Length:* Full Length
5. *Collar:* Notched
6. With Epaulets and belt
7. Removable Liner

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**xiii. Appurtenances**

1. Per Section F “Appurtenances”

**.3 Class “B” Uniform**

**i. Authorized Activities - Class “B” Uniforms may be worn during the following activities:**

1. Emergency response
2. Semiformal department functions
3. Parades and ceremonies
4. Other functions as authorized by the Fire Chief on an individualized basis
- 4.5. At the Public Safety Complex

**ii. Required Activities - Class “B” Uniforms shall be worn during the following activities:**

5.6. When at City / Government Offices except the Public Safety Complex

**NOTE:** Not applicable at Fire Stations or Fire Training Center

6.7. Public Education Presentations

7.8. Training conducted in public locations such as:


- a. Hospitals
- b. Churches
- c. Schools/Daycares

8.9. When the outside temperature equals or exceeds 90 degrees, Class “B” uniform shirts shall not be worn for outside activities. Captains shall have the discretion to approve the appropriate Class “C” OR Class “D” Uniform Shirt for outside activities.

**iii. Regulation Uniform Shirt**

**9.10. Firefighter through Captain**

- a. Brand: Workrite, or equivalent as approved by Fire Chief
- b. Fabric: 100% Nomex
- c. Color: Light blue
- d. Sleeve: Long and Short sleeve
- e. Pockets: Left and Right button down
- f. No Epauettes
- g. No button down collar
- h. BAFD approved—patch, badge, bugles, nameplate per Section F “Appurtenances”

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**10.11. Battalion Chief, Administrative Staff Officers**

- a. Brand: Duracloth, Flying Cross, Elbeco, or equivalent as approved by Fire Chief
- b. Fabric: 65% Polyester / 35% Cotton Blend
- c. Color: White
- d. Sleeve: Long and Short sleeve
  - i. Regulation tie shall be worn with long sleeve shirt
- e. Pockets: Left and Right button down
- f. No Epaulettes
- g. No button down collar
- h. White 100% cotton crew neck undershirt required
- i. BAFD approved patch, badge, bugles, and nametag per **Section F "Appurtenances"**

**iv. Regulation Uniform Pant**

**11.12. Firefighter through Captain**

- a. Brand: Workrite, 5.11 BDU style, or equivalent
- b. Style: Plain front, Hemmed plain bottoms
- c. Fabric: Nomex or 100% NFPA approved cotton
- d. Color: Navy blue

**12.13. Battalion Chief, Administrative Staff Officers**

- a. Brand: none specified
- b. Style: Plain front, Hemmed plain bottoms
- c. Fabric: Nomex or 100% NFPA approved cotton or other approved fabric blend
- d. Color: Black

**v. Regulation Socks**

**13.14. Brand: none specified**

- a. **Optional:** (Administrative Staff Officers Only)  
Other approved fabric blend

**14.15. Color: Black**

- a. **Optional:** White allowed with boots only

**vi. Regulation Shoes / Boots**


**15.16. Brand: none specified**

**16.17. Color: Black (completely black)**

**(NO color contrasting logos or trademarks)**

**17.18. Style: none specified**



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~~18-19.~~ Shall be clean and/or shined at all times

~~19-20.~~ Shall be securely zipped, fastened, and/or tied at all times

**vii. Regulation Belt**

~~20-21.~~ Brand: none specified

~~21-22.~~ Style: Plain or basket weave

~~22-23.~~ Color: Black

~~23-24.~~ Width: 1 ½" wide

~~24-25.~~ Buckle color keyed to Appurtenances

~~25-26.~~ Firefighter style belt buckle may be worn with approval by the Fire Chief

**viii. Regulation Jacket (Optional)**

~~26-27.~~ Brand: none specified

~~27-28.~~ Color: Navy Blue

a. **Optional:** (Administrative Staff Officers, Battalion Chief) Black

~~28-29.~~ Style: 3 season, as approved by Fire Chief

a. **Optional:** Windbreaker (Firefighter or Police style)

~~29-30.~~ Patches per Section F "Appurtenances"

~~30-31.~~ Insignia per Section E "Insignia"

**ix. Regulation Tie (Administrative Staff Officers Only)**

~~31-32.~~ Brand: none specified

~~32-33.~~ Style: none specified

~~33-34.~~ Width: none specified

~~34-35.~~ Fabric: none specified

~~35-36.~~ Color: Black

~~36-37.~~ Shall be worn with long sleeve shirt

**.4 Class "C" Work Uniform**

**i. Authorized Activities: Class "C" Uniforms may be worn during the following activities:**


1. Emergency response

2. Daily station activities

3. Field training

4. Other functions as authorized by the Fire Chief on an individualized basis

4-5. When inside the Public Safety Complex in lieu of Class "B" uniform shirt.

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ii. **Required Activities - Class "C" Uniforms shall be worn during the following activities:**

- 5-6. When dining out
- 6-7. In services not at the Fire Station
- 7-8. Trips to the grocery store

iii. **Golf Style Shirt**

- 8-9. Brand: none specified
- 9-10. Style: 3 button, collared
- 10-11. Sleeve: short sleeve only
- 11-12. Fabric: Poly-blend Fabric
- 12-13. Color: Navy Blue
- OPTIONAL:** (Administrative Staff, Battalion Chief Only)  
White, Black
- 13-14. Buttons must color match shirt
- 14-15. No button down collars allowed
- 15-16. Must be worn over a plain 100% cotton crewneck color matching undershirt OR Class "D" Uniform color matching shirt
- 16-17. Shall be embroidered per **Section E "Insignia"**

iv. **5.11 Job Shirt**

- 17-18. Brand: 5.11 or equivalent as approved by Fire Chief
- 18-19. Style: Collared, 1/4 zipper
- 19-20. Fabric: 100% cotton
- 20-21. NO denim or canvas detailing
- 21-22. Sleeve: Long sleeve only
- 22-23. Must be worn over a plain 100% cotton crewneck color matching Class "D" Uniform under shirt
- 23-24. Color: Navy Blue
- OPTIONAL:** (Administrative Staff, Battalion Chief Only): Black
- 24-25. Shall be embroidered per **Section E "Insignia"**


v. **Regulation Uniform Pant**

- a. Same as Class "B"

vi. **Regulation Shoes / Boots**

- a. Same as Class "B"

vii. **Regulation Socks**

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a. Same as Class "B"

viii. Regulation Belt

a. Same as Class "B"

ix. Regulation Hat / Stocking Cap (Optional)

~~25-26.~~ Brand: None specified

~~26-27.~~ Style: none specified

~~27-28.~~ Fabric: none specified

~~28-29.~~ Color: Navy Blue

**OPTIONAL:** (Administrative Staff Officers, Battalion Chief Only)

a. Black

~~29-30.~~ Shall be embroidered per Section E "Insignia"

~~30-31.~~ Shall be kept clean at all times

~~31-32.~~ Shall be worn forward at all times

~~32-33.~~ May be worn with Class "C" AND Class "D" uniform Only

~~33-34.~~ **Shall not be worn in following locations:**

a. Churches

b. Restaurants

c. City / Government Offices

d. Schools

e. ANY location where the wearing of Hat / Stocking Cap would be offensive to the owner / occupant

.5 Class "D" Work Uniform

i. Authorized Activities: Class "D" Uniforms may be worn during the following activities:

1. Emergency response

2. Physical fitness

3. Daily station activities

4. Training activities


5. Other functions as authorized by the Fire Chief on an individualized basis

ii. Regulation T-Shirt

6. Brand: Russell, Hanes Beefy-T, Gildan or equivalent

7. Style: crew neck

8. Sleeve: Long and Short sleeve

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- 9. Fabric: 100% cotton
- 10. Color: Navy Blue  
**OPTIONAL:** (Administrative Staff Officers, Battalion Chief Only)  
 White or Black
- 11. Shall be imprinted per **Section E “Insignia”**

**iii. Regulation Sweatshirt**

- 12. Brand: none specified
- 13. Style: crew neck
  - a. **OPTIONAL:** “Hoodie” style, Zipper style
- 14. Sleeve: Long sleeve only
- 15. Fabric: 100% cotton
- 16. Color: Navy Blue  
**OPTIONAL:** (Administrative Staff Officers, Battalion Chief Only)  
 Black, White
- 17. Shall be imprinted per **Section E “Insignia”**


**iv. Regulation Uniform Pant**

- a. Same as Class “B”

**v. Regulation Shorts**

- 18. Brand: none specified
- 19. Style: none specified
- 20. Fabric: 100% cotton
- 21. Color: Navy Blue  
**OPTIONAL:** (Administrative Staff Officers, Battalion Chief Only) Black
- 22. Shall be imprinted per **Section E “Insignia”**
- 23. 5.11 or equivalent as approved by the Fire Chief shall be allowed when hydrant testing only  
**OPTIONAL:** (Administrative Staff Officers, Battalion Chief Only)  
 As allowed per Fire Chief
  - a. Brand: 5.11 or equivalent
  - b. Style: Tactical Shorts
  - c. Fabric: 100% cotton
  - d. Color: Navy Blue**OPTIONAL:** (Administrative Staff Officers, Battalion Chief Only)  
 Black, Khaki

**vi. Regulation Shoes / Boots**

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- 24. Brand: none specified
- 25. Color: Black (completely black)  
(NO color contrasting logos or trademarks)
- 26. Style: none specified
- 27. Shall be clean and/or shinned at all times
- 28. Shall be securely zipped, fastened, and/or tied at all times
- 29. Athletic style shoes shall be worn with Regulation Shorts

**vii. Regulation Socks**

- a. Same as Class "B"

**viii. Regulation Belt**

- a. Same as Class "B"

**ix. Regulation Hat / Stocking Cap (Optional)**

- a. Same as Class "C"

**30. Shall not be worn in following locations:**


- a. Same as Class "C"

**x. Regulation Coveralls (Jumpsuit)**

- 31. Brand: none specified
- 32. Style: none specified
- 33. Fabric: 100% NFPA approved cotton, Nomex, Flamex, PBI
- 34. Color: Navy Blue  
**OPTIONAL:** (Administrative Staff Officers, Battalion Chief Only)  
Black, PBI brown
- 35. Shall be imprinted per Section E "Insignia"

**.6 Regulation Physical Fitness Clothing**

- A. Employees/members may change into proper attire for the activity. If this attire is different than regulation t-shirt and pants, turn-out gear will be made ready and be worn during the entire emergency response and including the return trip to the station.
- B. At no time shall Physical Fitness Clothing be worn:
  - 1. During Fire Station tours
  - 2. In public view
    - a. Exception: Physical Fitness training, Fire Station yard work, working in apparatus bay

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3. During Calls for service both Emergency and Non-Emergency (Except when worn under bunker gear or jumpsuit)

4.

**C. Regulation Workout Shorts**

5. Brand: none specified
6. Style: none specified
7. Fabric: 100% cotton
8. Color: Navy Blue
- OPTIONAL:** (Administrative Staff Officers, Battalion Chief Only) Black
9. Shall be imprinted per **Section E "Insignia"**

**D. Regulation Workout Sweatpants**

10. Brand: none specified
11. Style: none specified
12. Fabric: 100% cotton
13. Color: Navy Blue
- OPTIONAL:** (Administrative Staff Officers, Battalion Chief Only) Black
14. Shall be imprinted per **Section E "Insignia"**

**E. Regulation Shoes / Footwear**

15. Brand: None Specified
16. Color: None Specified
17. Style: None Specified
18. Shall be neat and clean at all times
19. Shall be securely zipped, fastened, and/or tied at all times


**F. Regulation Socks**

- a. Same as class "B"

**E. Insignia / Embroider Design Specifications**

**.1 Approved RANK / Position insignias:**

- i. FIREFIGHTER
- ii. LIEUTENANT
- iii. CAPTAIN
- iv. BATTALION CHIEF
- v. TRAINING OFFICER
- vi. TRAINING MAJOR
- vii. FIRE INVESTIGATOR

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- viii. FIRE MARSHAL
- ix. DEPUTY FIRE CHIEF
- x. ASSISTANT FIRE CHIEF
- xi. FIRE CHIEF

**2 Golf Style Shirt**

- i. BAFD insignia with rank / position shall be centered over the Left chest centered 1/2" above bottom button on 3 button shirt as shown below
  - 1. Maltese Cross:
    - a. Shall not exceed 2.5" from point to point in total width / height
    - b. Shall be in a similar color as shown below
    - c. Shall be in a similar design as shown below
    - d. Upper quadrant shall read "RESCUE"
    - e. Lower quadrant shall read "E.M.S."
  - 2. "BROKEN ARROW FIRE" shall be in all caps and shall be 5/16" tall with color according to rank
  - 3. "RANK" shall be in all caps and shall be 3/8" tall centered under Maltese cross with color according to rank
- ii. Members LAST name shall be centered over Right chest centered 1/2" above bottom button on 3 button shirt as shown below
  - 1. "NAME" shall be in all caps and shall be 1/2" tall centered on Right chest with color according to rank



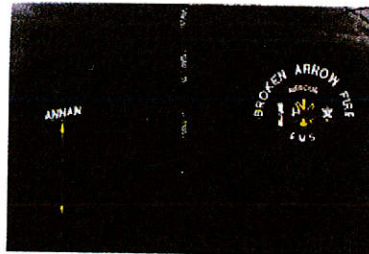
- iii. Firefighter through Captain, Training Officer, Fire Investigator
  - 1. "BROKEN ARROW FIRE" "RANK" and "NAME" shall be in all caps and White lettering
- iv. Battalion Chief and Administrative Staff Officers
  - 1. "BROKEN ARROW FIRE" "RANK" and "NAME" shall be in all caps and Gold lettering
  - 2. **Optional:** Black lettering may be substituted on white shirt
- v. The approved BAFD insignia shall be: (rank of Captain used as example only)

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<b>SUBJECT 1: Uniforms</b>		CODE# 1.III.1
Initiated: Sept. 01, 2006	Revised: 07-01-20167	




### 3 Job Shirt

- i. BAFD insignia with rank / position shall be centered over the Left chest with insignia centered 3 1/2" above seam line
  1. Maltese Cross:
    - a. Shall not exceed 2.5" from point to point in total width / height
    - b. Shall be in a similar color as shown below
    - c. Shall be in a similar design as shown below
    - d. Upper quadrant shall read "RESCUE"
    - e. Lower quadrant shall read "E.M.S."
  2. "BROKEN ARROW FIRE" shall be in all caps and shall be 5/16" tall with color according to rank
- ii. Members LAST name shall be centered over Right chest with "NAME" centered 3 1/2" above seam line
  1. "NAME" shall be in all caps and shall be 1/2" tall centered on Right chest with color according to rank



- iii. Firefighter through Captain, Training Officer, Fire Investigator
  1. "BROKEN ARROW FIRE" and "NAME" shall be in all caps and White lettering
- iv. Battalion Chief and Administrative Staff Officers



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1. "BROKEN ARROW FIRE" and "NAME" shall be in all caps and Gold lettering
- v. The approved BAFD insignia shall be: (rank of Captain used as example only)



#### .4 Jacket

- i. BAFD insignia shall be centered over the Left chest
  1. Maltese Cross:
    - a. Shall not exceed 2.5" from point to point in total width / height
    - b. Shall be in a similar color as shown below
    - c. Shall be in a similar design as shown below
    - d. Upper quadrant shall read **"RESCUE"**
    - e. Lower quadrant shall read **"E.M.S."**
  2. **"BROKEN ARROW FIRE DEPT"** shall be in all caps and shall be 5/16" tall with color according to rank
- ii. Members LAST name shall be centered over Right chest
  1. **"NAME"** shall be in all caps and shall be 1/2" tall centered on Right chest with color according to rank
- iii. **Firefighter through Captain, Training Officer, Fire Investigator**
  1. "BROKEN ARROW FIRE" and "NAME" shall be in all caps and White lettering
- iv. **Battalion Chief and Administrative Staff Officers**
  1. "BROKEN ARROW FIRE" and "NAME" shall be in all caps and Gold lettering
- v. The approved BAFD insignia shall be



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**.5 T-shirt / Sweatshirt**

- i. BAFD insignia with rank / position shall be centered over the Left chest
  1. Maltese Cross:
    - a. Shall not exceed 2.5" from point to point in total width / height
    - b. Shall be in a similar design as shown below
    - c. Upper quadrant shall read "RESCUE"
    - d. Lower quadrant shall read "E.M.S."
    - e. Color according to rank
  2. "BROKEN ARROW FIRE" shall be in all caps and shall be 5/16" tall with color according to rank
  3. "RANK" shall be 3/8" tall centered under Maltese cross with color according to rank
- ii. The approved BAFD insignia for front of shirt shall be: (rank of Lieutenant used as example only)



- iii. Members LAST name shall be centered over Right chest
  1. "NAME" shall be in all caps and shall be 7/16" tall centered on Right chest with color according to rank
- iv. The approved BAFD insignia for the back of shirt shall be:
  1. "BROKEN ARROW" shall be in all caps 1 1/4" tall with color to rank matching front imprint
  2. "FIRE" shall be in all caps 2 5/8" tall with color to rank matching front imprint



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**v. Firefighter through Chief Officer**

1. Shall be in all caps and White lettering
2. **OPTIONAL:** (Battalion Chief and Administrative Staff Officers)  
Black lettering with White shirt

**.6 Workout Shorts / Sweat Pants**


- i. BAFD insignia rank / position shall be centered over the Left leg
  1. Maltese Cross:
    - a. Shall not exceed 2.5" from point to point in total width / height
    - b. Shall be in a similar design as shown below
    - c. Upper quadrant shall read "RESCUE"
    - d. Lower quadrant shall read "E.M.S."
    - e. Color according to rank
  2. "BROKEN ARROW FIRE" shall be in all caps and shall be 5/16" tall with color according to rank
  3. "RANK" shall be 3/8" tall centered under Maltese cross with color according to rank
- ii. The approved BAFD insignia shall be: (rank of Lieutenant used as example only)



- iii. Members LAST name shall be centered over Right leg
  1. "NAME" shall be in all caps and shall be 7/16" tall with color according to rank
- iv. **Firefighter through Captain, Training Officer, Fire Investigator**
  - a. Font shall be in all caps and White lettering
- v. **Battalion Chief and Administrative Staff Officers**
  - a. Font shall be in all caps and White lettering

**.7 Hat / Stocking Cap**

- i. Front Embroidery shall be centered vertically and horizontally on the front two panels of the hat (centered horizontally on front of stocking cap)  
**Optional:** Members Last Name may be centered on lowest point of rear of hat /

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- stocking cap
- ii. Lettering shall be in all caps 3/8" tall with color according to rank
  1. **Firefighter through Captain, Training Officer, Fire Investigator**
    - a. "BROKEN ARROW FIRE" and "NAME" shall be in all caps and White lettering
  2. **Battalion Chief and Administrative Staff Officers**
    - a. "BROKEN ARROW FIRE" and "NAME" shall be in all caps and Gold lettering
- iii. The approved BAFD insignia shall be




## F. Appurtenances

### .1 Bugles

- i. Bugles shall be worn on the collar with the flare of the bugle(s) pointed at the farthest portion of the collar, 1 ½" from the furthest point of the collar
  1. Brand: none specified
  2. Size:
    - a. Shirts: 5/8"
    - b. Coats: 3/4"
  3. Style / Color:
    - a. Fire Chief – 5 bugles - gold
    - b. Assistant Chief – 4 bugles - gold
    - c. Deputy Chief – 3 bugles - gold
    - d. Battalion Chief – 2 bugles crossed - gold
    - e. Fire Marshal – 2 bugles crossed - gold
    - f. Major – 2 bugles crossed – gold
    - g. Captain – 2 bugles parallel – silver
    - h. Training Officer – 2 bugles crossed - silver
    - i. Fire Investigator – 2 bugles crossed - silver
    - j. Lieutenant – 1 bugle - silver
    - k. Firefighter – scramble circle - silver

### .2 Badges

- i. Badges and badge holders shall be centered on the left chest above left chest pocket

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- ii. Brand: none specified
- iii. Size:
  - 1. Class A Jacket
    - a. 2 11/16" x 1 1/8" 'large' badge
  - 2. Class A Shirt & Class B Shirt
    - a. 2" 'square' Maltese cross badge
- iv. Color: color keyed to match bugles
  - 1. Gold badges to be a sta-brite
  - 2. Silver badges to be chrome plated

**.3 Shoulder Patches**

- i. BAFD shoulder patch shall be centered on the left shoulder sleeve 1 ½" below shoulder seam.
- ii. **Class B Uniform Only:** Optional EMT/Paramedic shoulder patch shall be centered on the right shoulder sleeve 1 ½" below shoulder seam.

**.4 Nametags**

- i. Shall be centered on the right breast pocket flap ¼" below the top of the pocket.
- ii. **Optional:** Class "A" Jacket – center on Breast pocket
- iii. Engraving shall be in all caps

**iv. Firefighter through Captain**

- 1. Class B
  - a. Style: Chrome plated metal
  - b. Engraving: Last Name
- 2. Class A Jacket AND Shirt (**Optional**)
  - a. Style: Chrome plated metal
  - b. Engraving: Last name


**v. Battalion Chief and Administrative Staff Officers**

- 1. Style: Gold plated metal
- 2. Engraving: Last name
- 3. Class B required / Class A **Optional**

**.5 Service Award Pins**

- i. Optional for Class "A" Dress Uniform
- ii. Optional for Class "B" Regulation Uniform Shirt
- iii. Shall be centered on the right chest ¼" above right chest pocket


**G. Jewelry**

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- .1 Wrist watches may be worn at the discretion of each individual member
- .2 Wedding rings may be worn at the discretion of each individual member.
  - i. Consideration should be given to alternate styles of wedding rings such as siliconized rubber "safety" rings to promote safety by the wearer.
- .3 A small chain may be worn beneath the shirt while on duty.

#### H. Ballistic Vest

- .1 Body Armor approved for duty use: Minimum threat level II or IIA
- .2 Concealable and External Body Armor are approved models.
- .3 **Mandatory Wear:** Uniformed fire prevention personnel shall wear assigned body armor as part of the Class "B" and/or Class "C" uniform when carrying firearms.
- .4 **ALL members shall wear body armor while participating in Department approved firearms / range training exercises**  
**Exception:** Fire Prevention personnel may opt not to wear a ballistic vest while wearing Class "A" uniforms.

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<b>SUBJECT: 6 – MINIMUM STAFFING</b>		CODE# 1.III.6
Initiated: Sept. 01, 2006	Revised: July 1, 2017	

## A. PURPOSE

To establish Fire Department policy regarding the minimum number of personnel on duty during a 24-hour shift. This revised version of the Minimum Staffing Policy supersedes and replaces any prior version of the Minimum Staffing Policy as well any related Memorandums of Understanding (MOU) including the MOU concerning the opening of Station 6, dated March 7, 2008 and the Ladder One staffing MOU.

## B. POLICY

1. The minimum staffing needed per shift will be ~~thirty-four (34)~~thirty-six (36) on duty personnel as follows:

There shall be a minimum of one (1) Battalion Chief, seven (7) Suppression Units (one of those units must be designated as a Ladder) and ~~six (6)~~seven (7) EMS Squads.

There shall be a minimum of three (3) personnel per suppression unit. For purposes of this section of the AOP, a suppression unit is defined as an Engine, Quint or Ladder.

There shall be a minimum of two (2) personnel per frontline EMS Squad.


2. However, within 30 calendar days of the opening of new Fire Station # 3, but not later than January 31, 2019 the minimum staffing listed above will change to the following:

The minimum staffing needed per shift will increase to ~~thirty-seven (37)~~thirty-nine (39) on duty personnel as follows:

There shall be a minimum of one (1) Battalion Chief, seven (7) Suppression Units, ~~six (6)~~seven (7) EMS Squads and one (1) Ladder/Rescue Unit.


There shall be a minimum of three (3) personnel per suppression unit or ladder. For purposes of this section of the AOP a suppression unit is defined as an Engine or Quint.

3. It is the responsibility of the Station Captains to immediately notify the Battalion Chief any time staffing at the station falls below the minimum. Captain will not allow personnel to leave duty unless properly relieved.
4. Callback will begin when the total shift staffing falls below ~~thirty-four (34)~~thirty-six (36), (thirty-nine (39) ~~thirty-seven (37)~~ upon the opening of new Fire Station # 3, but no later than January 31<sup>st</sup>, 2019.). If callback becomes necessary because of sick leave, the normal callback policy shall be used.

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5. Members in the following positions shall be eligible to be placed on the callback list:
  - a. Firefighter (Including Basics, Intermediates, Specialists, and Paramedics)
  - b. Lieutenant
  - c. Captain
  - d. Battalion Chief
  
6. The rate of pay for working callback will be time and one-half the employee's regular hourly rate.
  
7. A voluntary list of personnel willing to work callback will be established and updated as necessary. Placement of personnel on the list will be based on seniority and personnel will be used on a rotating basis. Callback will be made using the highest seniority employee on the list that there is a vacancy that he/she can be used in.
  - a. Example: A captain is next up on the list and the highest position available is a Lieutenant position. The callback would be for the first employee that could drive. The next callback then would go back to the highest seniority employee that has not been called.
  - b. This simply means that you always start at the top of the list with those that have not been called or used and use the highest seniority employee next in line if position to use is available.
  
8. Personnel on shift with rank of position prior to callback will fill all positions. No employee on shift will work a position below his rank if callback is needed.
  
9. When a person is called and they decline to work or there is no answer an indication of the date of the failed attempt to call back this person will be placed next to this person's name on the list. The Battalion Chief will then move to the next name on the list. This process will continue until a volunteer is found.
  
10. In the event a member is called back for a period of four (4) hours or less, said employee shall maintain the same position on the list prior to being called back. In the event a member is unavailable for call back due to his/her participation in a pre-approved department sanctioned function, that member shall maintain the same position on the list prior to being called back. If an employee turns down the opportunity to work call back, regardless of length of time, the Battalion Chief shall place the date by their name and move on to the next eligible employee
  
11. In the event a member is called back for a period of four (4) hours or less, said employee shall maintain the same position on the list prior to being called back. If an employee turns down the opportunity to work call back, regardless of length of time, the Battalion Chief shall place the date by their name and move on to the next eligible employee



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## 12. SCHEDULING CALLBACK:


- a. Holdover, if needed, will be rank for rank.

Example: If a Captain or Acting Captain calls in sick the Captain at that station is held over until relieved by a callback person.

- b. In the absence of the Battalion Chief, and in the event a Battalion Chief is not up on the callback list, a Captain will be named as Acting Battalion Chief.
- c. Any chief officer with operational command experience may fill in for a Battalion Chief during emergency situations not to exceed 4 hours.
- d. No employee will work in excess of 48 hours, unless it is an emergency.
- 1) If a firefighter works his assigned shift and is held over then he must be relieved at the conclusion of the 48 hours.
  - 2) If a firefighter works a 24 hours shift of callback and then works his assigned shift he must be relieved at the conclusion of the 48 hours worked.
- e. After working 48 hours firefighters must be off-duty a minimum of 24 hours before becoming eligible for callback.
- f. No employee is eligible for callback if he is on any leave, suspension, etc.

Example: If a firefighter is off on sick leave, he shall not be called back to work until he has worked a regular scheduled shift. Vacation/Holiday shift shall be considered time worked.

- g. It is the firefighter's obligation to notify the Battalion Chief/Acting Battalion Chief that he is not eligible for callback.
- h. Employees who have been on extended sick leave or injury leave are ineligible for callback until "release to work slip" is delivered to an on-duty Battalion Chief.
- i. If an employee takes sick leave four times in a six (6) month period the employee shall be removed from the callback list for six (6) months.
- 1) NOTE: This does not mean four (4) days of sick leave taken. This would refer to 4 events of sick time off.

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2) Example: If an employee is off three (3) consecutive shifts it would constitute one (1) sick leave time; or if an employee takes a few hours of a shift it would be one (1) sick leave time.

j. No employee is eligible for callback if he is not available for the full callback period.

- 1) Example: A firefighter is scheduled to be in EMT school during the time that callback is needed; he may not work the callback period.
- 2) Example: If a person is scheduled for callback and circumstances change (i.e. a vacation or holiday is canceled) his callback duty will be canceled.
- 3) Example: A firefighter is scheduled to work callback for a specific day in advance. A vacation cancellation takes place and callback is not needed. Then the use of this callback firefighter is no longer needed and is canceled.

k. Members/employees may trade time while on callback as long as the member/employee complies with the below listed requirements:

- 1) Trade time during callback shall be limited to six (6) hours or less for any single callback period. Trade time beyond six (6) hours can be approved at the discretion of the Battalion Chief or Fire Chief.
- 2) Employee requesting trade time during callback must report to work prior to making such a request to the Battalion Chief. This provision is waived provided the trade time period begins at 0700 hours and with approval from the Battalion Chief.
- 3) In the event a member is unavailable for callback due to paramedic class, clinical, or activities pre-approved by the Fire Chief, that member shall maintain the same position on the callback list that they held prior to being called back. This provision does not apply to members attending college course work.
- 4) Any employee trading time during callback who fails to return within the approved period, shall be immediately relieved from callback duty and forfeit their next callback opportunity and may be subject to discipline.
- 5) It shall be the employee's responsibility to repay the trade time within one year. The city shall have no obligation to compensate members for unpaid trade time.

13. If staffing cannot be accomplished with voluntary callback, mandatory minimum-manning callback will begin with the least senior employee on the callback list and work up the list as needed.

14. If an employee is going on vacation he will not be held over or subject to mandatory callback.

~~15.~~ The Battalion Chief has the authority to make exceptions to this policy that best fits the needs of the department.



**BROKEN ARROW FIRE DEPARTMENT  
ADMINISTRATIVE OPERATING PROCEDURES**

**CHAPTER: III – GENERAL**

**APPROVED BY:**  
Chief Jeremy K.  
Moore


**SUBJECT: 6 – MINIMUM STAFFING**

**CODE#**  
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Revised: July 1, 2017

END

	<b>BROKEN ARROW FIRE DEPARTMENT ADMINISTRATIVE OPERATING PROCEDURES</b>	
	<b>CHAPTER: IV – PERSONNEL</b>	<b>APPROVED BY: Chief Jeremy K. Moore</b>
<b>SUBJECT 7: <del>Future Lieutenant Skills Training Program</del> <u>Officer Development</u></b>		<b>CODE# 1.IV.7</b>
Initiated: 07-01-2016		Revised: 07-01-2017

Officer Development Program

.1 The objective of this program is to help make a smooth transition from one's current rank to the next higher rank. The Training Program can be used during emergency and non-emergency incidents.

.2 Future Lieutenant

• Effective July 1, 2017 completion of the requirements as outlined in the "Future Lieutenant Skills Development Program Task Book" (Task Book) shall be a prerequisite to signing up for all future Lieutenant promotional processes. As recommended, periodically management shall update the Task Book.

• Must have been on the Broken Arrow Fire Department for a minimum of 3 years and have been a Relief Fire Equipment Operator for 1 year.

• Can only participate in this training program if directly supervised in the presence of a Captain or Lieutenant at all times.


• Acting Captains (Lieutenant) must have a minimum of one year's experience as a Lieutenant.

The use of this program is under the discretion and approval of the Battalion Chief and Captain or Acting Captain. Captains and Acting Captains are still responsible for the actions and safety of their company at all times.

Future Lieutenant Skills Training Program

.1 The objective of this program is to help make a smooth transition from Relief Fire Equipment Operator to the position of Lieutenant/Acting Captain. The Training Program can be used during emergency and non-emergency incidents.

The parties will jointly develop a ~~Future Lieutenant Skills Training Program during Fiscal Year 2017~~, which should include at a minimum the following considerations:


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- ~~A check off sheet can be used to show the progress of the trainee. The trainee, under the direct supervision of his/her Captain or Lieutenant, will learn and practice the following:~~

- ~~How to fill out the daily attendance reporting and scheduling~~
- ~~Proper procedures for station and apparatus repairs and supplies~~
- ~~How to enter incident data into the computer~~
- ~~How to use Email~~
- ~~Where to find documents and forms on the intranet~~
- ~~How to use the Incident Command System (ICS)~~
- ~~How to read map, apartment books~~
- ~~What resources are available for mitigating emergency incidents?~~
- ~~Proper radio communications~~
- ~~General daily functions of the Company Officer~~

~~2~~ Guidelines for Using the Program

- ~~Must have been on the Broken Arrow Fire Department for a minimum of 3 years and have been a Relief Fire Equipment Operator for 1 year.~~
- ~~Can only participate in this training program if directly supervised in the presence of a Captain or Lieutenant at all times.~~
- ~~Acting Captains (Lieutenant) must have a minimum of one year's experience as a Lieutenant.~~

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~~The use of this program is under the discretion and approval of the Battalion Chief and Captain or Acting Captain. Captains and Acting Captains are still responsible for the actions and safety of their company at all times.~~

~~3 Other Considerations~~

~~• 20 Acceptable shifts must be completed prior to any firefighter being eligible for promotion to Lieutenant.~~

# **BROKEN ARROW FIRE DEPARTMENT**



## **Future Lieutenant Skills Development Program Task Book**

**THIS TASK BOOK IS ASSIGNED TO:**

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July 1<sup>st</sup>, 2017

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**This Task Book is Assigned to:**

**Participant:** \_\_\_\_\_

**And was Initiated on:**

**Date:** \_\_\_\_\_



## Introduction

Congratulations! You have made a personal commitment to prepare yourself for future leadership responsibilities within the Broken Arrow Fire Department. The following task book was constructed with the intent to create a program that would continue to improve the capability of the Broken Arrow Fire Department to deliver exceptional service to our customers, both external and internal. The committee members responsible for its' creation took their responsibility very seriously and have compiled a series of tasks intended to guide you through a personal development process that will aid you in preparing for future leadership roles, with a specific emphasis on fulfilling the position of a lieutenant working out of class as the company officer. While completion of this task book in no way ensures that one will be successful in attaining promotion to the position of lieutenant, our hope is that all members involved in this process do so with the clear knowledge that their efforts will not go unrewarded. This committee feels strongly that the benefits reaped by successful completion of this task book will be directly related to the time and effort each individual puts into the process.

The specific exercises you will be tasked with throughout this book were designed to prepare you for some of the actual duties you would face as a company officer. Covering every imaginable situation that a company officer may face is well beyond the scope and intent of this document. The following tasks do represent a significant portion of those responsibilities, ranging from administrative duties to the steps a first arriving officer would take during a multi-company emergency incident. While the exact make-up and design of future promotional exams cannot be known, a thorough understanding of the concepts borne out through this document will certainly increase a participant's ability to perform under a variety of situations, and this will serve you well in your current position as well as prove helpful in preparing you for promotion.

As the fire service continues to adapt to the increasing demands of the communities it serves, so this document must adapt and change on a periodic basis, so that it continues to provide value to those who undertake its' completion. The endeavor of this committee, your fire department management, and Local #2551, is that this task book is reviewed and regularly updated to meet the above criteria.

Sincerely,

Officer Development Committee

## **Program Purpose**

The Future Lieutenant Skills Development Program is a standardized program designed to provide a methodical and intentional approach in developing the necessary skills for a firefighter to test for and fulfill the role of Lieutenant in the Broken Arrow Fire Department. The Task Book provides the applicant an opportunity to demonstrate key job performance requirements while working in their respective organization. This task book is an evaluative tool designed to document that a participant has demonstrated certain requisite skills required to meet specific NFPA 1021 job performance requirements, Administrative Operating Procedures (AOP) and Emergency Operating Procedures (EOP). Selected skill objectives in the task book are a supplement to the student learning outcomes and objectives met by successfully completing the Future Lieutenant Skills Development Program curriculum. The applicant is responsible for the maintenance, completion, and submission of this document, including obtaining the required signatures.

The evaluator is a direct supervisor. This will typically be a captain, but a lieutenant with at least one year in a supervisory role or person designated by the fire chief or battalion chief who is responsible for overseeing the performance or activity of the participant may also serve in this role. The evaluator documents first hand observation of the requisite skills of the participant and attests by signature when a task has been demonstrated.

## **Initiating Future Lieutenant Skills Development Program**

To initiate a task book and begin training to qualify to test for the position of Lieutenant, follow these guidelines:

- Meet with your supervisor to determine if you are eligible to begin the Future Lieutenant Skills Development Program. To be eligible to receive a task book, you must have completed three (3) years of service, and held the position of relief driver for at least one (1) year.
- State your intention to participate in the Future Lieutenant Skills Development Program through electronic mailing the Deputy Chief of Training, and carbon copying your Battalion Chief, Captain, and Lieutenant.
- Obtain a blank task book from the Deputy Fire Chief of Training. Enter the start date on which you begin the required tasks.

## Program Participation Requirements

### Minimum Requirements:

- Broken Arrow Fire Department employee for a minimum of three years.
- Broken Arrow Fire Department Relief Driver for a minimum of one year.
- Valid motor vehicle operator's license.
- Current Emergency Medical Technician certification.
- Current CPR certification.
- Firefighter I IFSAC certification
- NIMS ICS 100
- NIMS ICS 200
- NIMS ICS 700
- NIMS ICS 800
- NFA Q0318 – Fire Service Supervision
- NFA Q0494 – National Fire Incident Reporting System (NFIRS)

### Recommended Certifications and On-Line Classes:

- Firefighter II IFSAC certification
- Fire Officer I IFSAC certification
- Fire Officer II IFSAC certification
- Fire Instructor I IFSAC certification
- Fire Instructor II IFSAC certification
- NIMS ICS 300
- NIMS ICS 400
- College credit hours or a degree from an accredited university

\* All minimum requirement licenses and certifications must be attached to task book.

\* The list of requirements above does not create any expectation that the city will provide these classes or pay travel or tuition expenses, outside of those already agreed upon elsewhere in the collecting bargaining agreement.

Note: The City and Local #2551 agree that this task book must be completed prior to any firefighter being eligible to test for the rank of Lieutenant. The candidate's eligibility is valid for the current process only. Regardless of a Lieutenant candidate previously completing a task book and the three (3) pre-eligibility acting officer rides, these tasks must be repeated for each promotion attempt and may not begin until the first promotion of the preceding process. Furthermore, the parties agree that all eligible members will be afforded equal opportunity to participate in the program.

## Task Book Administrative Elements

### Task #1 - Maintaining the Daily Roster Program

Under the supervision of your company officer, maintain an accurate daily roster for your fire station throughout a shift including all updates and changes that occur during the shift. You will also manage the roster for your station as projected for the start of the following shift. Please perform this task at least 3 times.

#1 – Date: \_\_\_\_\_ Station \_\_\_\_\_ Shift: \_\_\_\_\_ Officer Signature: \_\_\_\_\_

#2 – Date: \_\_\_\_\_ Station \_\_\_\_\_ Shift: \_\_\_\_\_ Officer Signature: \_\_\_\_\_

#3 – Date: \_\_\_\_\_ Station \_\_\_\_\_ Shift: \_\_\_\_\_ Officer Signature: \_\_\_\_\_

### Task #2 – Entering a Training Report

Complete at least 3 training reports for company training or this skills development program. Input them electronically on your own under the supervision of your company officer, including a narrative. Record the date and the 3-digit training code below along with the course name.

#1 – Date: \_\_\_\_\_ Training Code & Name: \_\_\_\_\_

#2 – Date: \_\_\_\_\_ Training Code & Name: \_\_\_\_\_

#3 – Date: \_\_\_\_\_ Training Code & Name: \_\_\_\_\_

### Task #3 – Completing a Maintenance Repair Request

Complete and submit at least 3 maintenance repair request for your apparatus or station. Must include a short narrative of the issue.

#1 – Date: \_\_\_\_\_ Station: \_\_\_\_\_ Shift: \_\_\_\_\_

#2 – Date: \_\_\_\_\_ Station: \_\_\_\_\_ Shift: \_\_\_\_\_

#3 – Date: \_\_\_\_\_ Station: \_\_\_\_\_ Shift: \_\_\_\_\_

Company Officer Signature: \_\_\_\_\_

**Task #4 – Review Proper Vehicle Accident Reporting Procedures**

Locate the city vehicle accident reporting form on your apparatus and review it with your company officer. Afterwards, be able to answer the following questions:

#1 – Where on your primary fire apparatus is the form located?: \_\_\_\_\_  
\_\_\_\_\_

#2 – Where on your station's squad is the form located?: \_\_\_\_\_  
\_\_\_\_\_

#3 – In which section of the AOP is this procedure located?: \_\_\_\_\_  
\_\_\_\_\_

#4 – Per the AOP, list two circumstances in which you should request law enforcement to complete a police report?: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_ C.O. Signature: \_\_\_\_\_

**Task #5 – Contacting the Employee Assistance Program**

Review the procedures for contacting the EAP. Answer the following questions:

#1 – What is the phone number to contact the EAP? : \_\_\_\_\_

#2 – List 3 of the services provided by the Employee Assistance Program:

1.) \_\_\_\_\_

2.) \_\_\_\_\_

3.) \_\_\_\_\_

**Task #6 – Service Connected Accident/injury Reports**

Print off and review both the Supervisor Accident/Injury Report Form and the Physician's Report Form and answer the following questions:

#1 – When is the Physician report necessary?: \_\_\_\_\_  
\_\_\_\_\_

#2 – Who all must sign the Supervisor Accident / Injury Report? \_\_\_\_\_  
\_\_\_\_\_

**Task #7 – Update the Fleet Status Board**

Under the Company Officer's supervision, the participant shall access the fleet status board and update it to reflect their apparatus at the city shop and a reserve from physical resources located in their station in its place. The participant will then reverse the changes to reflect the current apparatus status.

Date: \_\_\_\_\_

Company Officer Signature: \_\_\_\_\_ Name: \_\_\_\_\_

**Task #8 – Update the Radio Status Board**

Access the radio status board and review with your officer the proper method for making changes. Perform a simulated change by moving one of your station's radio information to indicate it is being repaired. Then bring it back to its appropriate position to indicate it is back in service at your station.

Date: \_\_\_\_\_

Company Officer Signature: \_\_\_\_\_ Name: \_\_\_\_\_

**Task #9 – Requesting Outside Training**

Participant will access the Training Travel Request Form and print one off. Complete the applicant portion for an upcoming course (does not need to be one you actually intend to enroll in). Discuss with your officer what steps would then be completed if you desired to submit the request.

Date: \_\_\_\_\_

Company Officer Signature: \_\_\_\_\_ Name: \_\_\_\_\_

**Task #10 – Review the Progressive Discipline Policy**

Review the section on discipline in the Administrative Operating Procedures 1.V.4 and answer the following questions:

#1 – What is the name of the rights an employee has during an interview that are outlined in this section: \_\_\_\_\_

#2 – What are the four (4) types of discipline outlined in this section of the AOP?:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Task #11 – Monthly Station Safety Inspection**

Work with your officer to complete one monthly station safety inspection. Answer the following questions:

#1 – How many fire extinguishers are in your station (not counting those for operations use): \_\_\_\_

#2 – How many exit signs are in your station? \_\_\_\_\_

#3 – Does your station have any automatic fire suppression systems? \_\_\_\_\_

If so, what are they?: \_\_\_\_\_

**Task #12 – Perform a Pre-Fire Survey**

After discussing the necessary steps for performing a pre-fire survey, take the lead on conducting a pre-fire survey at a business within your response district. Complete the pre-fire survey form and attach it behind this page.

Business name: \_\_\_\_\_

Business address: \_\_\_\_\_

Date of pre-fire survey: \_\_\_\_\_

Supervising Officer's name: \_\_\_\_\_

Supervising Officer's signature: \_\_\_\_\_

## Task Book Exercises

### Exercise #1 – Structure Fire Tactical

Your company officer will access and print a scenario from the Structure Fire Tactical Exercise folder in the FLSDP master folder or create a scenario similar in scope for you. You will then be presented the guidelines for completing the scenario. Each scenario has a given amount of prep time to look over the material once it is presented to the participant. When the prep time is complete, you will then present your information to your company officer and any other members of the crew that you and your officer deem appropriate. You may perform additional exercises from this bank of scenarios or others that have been created to gain more practice and experience in order to improve your performance or if your initial attempt was unsatisfactory.

Scenario number completed: \_\_\_\_\_ Date: \_\_\_\_\_

Or did you complete a custom scenario provided by your company officer? \_\_\_\_\_

Company Officer Signature: \_\_\_\_\_ Name: \_\_\_\_\_

If additional scenarios were completed, please list their scenario number and date below:

Scenario #: \_\_\_\_\_ Date: \_\_\_\_\_

Scenario #: \_\_\_\_\_ Date: \_\_\_\_\_

Attach a copy of your feedback form for this exercise behind this page. If you perform additional scenarios for this exercise you may attach additional feedback forms if you chose.



**Exercise #2 – Additional Tactical Scenario**

Your company officer will access and print a scenario from the Additional Tactical Scenario folder in the FLSDP master folder or create a scenario similar in scope for you. These are other types of scenarios that are not structure fires but may be encountered in the performance of your duties. You will then be presented the guidelines for completing this scenario. Each scenario has a given amount of prep time to look over the material once it is presented to the participant. When the prep time is complete, you will then present your information to your company officer and any other members of the crew that you and your officer deem appropriate. You may perform additional exercises from this bank of scenarios or others that your company officer has created to gain more practice and experience in order to improve your performance or if your initial attempt was unsatisfactory.

Scenario number completed: \_\_\_\_\_ Date: \_\_\_\_\_

Or did you complete a custom scenario provided by your company officer? \_\_\_\_\_

Company Officer Signature: \_\_\_\_\_ Name: \_\_\_\_\_

If additional scenarios were completed, please list their scenario number and date below:

Scenario #: \_\_\_\_\_ Date: \_\_\_\_\_

Scenario #: \_\_\_\_\_ Date: \_\_\_\_\_

Attach a copy of your feedback form for this exercise behind this page. If you perform additional scenarios for this exercise you may attach additional feedback forms if you chose.

**Exercise #3 - In-Basket Exercise**

Your company officer will access and print a scenario from the In-Basket Exercise #1 folder in the FLSDP master folder or create a scenario similar in scope for you. You will be presented the guidelines for completing this scenario. Each scenario has a given amount of prep time to look over the material once it is presented to the participant. When the prep time is complete, you will then present your information to your company officer and any other members of the crew that you and your officer deem appropriate. You may perform additional exercises from this bank of scenarios to gain more practice and experience in order to improve your performance or if your initial attempt was unsatisfactory.

Scenario number completed: \_\_\_\_\_ Date: \_\_\_\_\_

Or did you complete a custom scenario provided by your company officer? \_\_\_\_\_

Company Officer Signature: \_\_\_\_\_ Name: \_\_\_\_\_

If additional scenarios were completed, please list their scenario number and date below:

Scenario #: \_\_\_\_\_ Date: \_\_\_\_\_

Scenario #: \_\_\_\_\_ Date: \_\_\_\_\_

Attach a copy of your feedback form for this exercise behind this page. If you perform additional scenarios for this exercise you may attach additional feedback forms if you chose.

**Exercise #4 – Conducting a Group/Company Meeting**

Utilizing the schedule, you produced in your Exercise #3 In-basket scenario, conduct a company meeting with your company officer and at least two other members of your crew. You will portray the role of the acting company officer during this presentation and present to the group the schedule you developed. Advise each member of the crew of the schedule and of the responsibilities you have delegated to them to successfully achieve the items contained in your in-basket.

Scenario number utilized: \_\_\_\_\_ Date: \_\_\_\_\_

Company Officer Signature: \_\_\_\_\_ Name: \_\_\_\_\_

Names of other crew members that participated in the group meeting exercise:

\_\_\_\_\_

If additional scenarios were completed, please list their scenario number and date below:

Scenario #: \_\_\_\_\_ Date: \_\_\_\_\_

Scenario #: \_\_\_\_\_ Date: \_\_\_\_\_

Attach a copy of your feedback form for this exercise behind this page. If you perform additional scenarios for this exercise you may attach additional feedback forms if you chose.

**Exercise #5 – Conflict Resolution**

Your company officer will access and print a scenario from the Conflict Resolution folder in the FLSDP master folder or create a custom scenario similar in scope for you. You will be presented with the guidelines for completing this scenario. Each scenario has a given amount of prep time to look over the material once it is presented to the participant. When the prep time is complete, you will then present your information to your company officer and any other members of the crew that you and your officer deem appropriate. You may perform additional exercises from this bank of scenarios to gain more practice and experience in order to improve your performance or if your initial attempt was unsatisfactory.

Scenario number completed: \_\_\_\_\_ Date: \_\_\_\_\_

Or did you complete a custom scenario provided by your company officer? \_\_\_\_\_

Company Officer Signature: \_\_\_\_\_ Name: \_\_\_\_\_

If additional scenarios were completed, please list their scenario number and date below:

Scenario #: \_\_\_\_\_ Date: \_\_\_\_\_

Scenario #: \_\_\_\_\_ Date: \_\_\_\_\_

Attach a copy of your feedback form for this exercise behind this page. If you perform additional scenarios for this exercise you may attach additional feedback forms if you chose.

**Exercise #6 – Written Communications**

Your company officer will access and print a scenario from the Conflict Resolution folder in the FLSDP master folder or create a custom scenario similar in scope for you. You will be presented with the guidelines for completing this scenario. Each scenario has a given amount of prep time to look over the material once it is presented to the participant. When the prep time is complete, you will then present your information to your company officer and any other members of the crew that you and your officer deem appropriate. You may perform additional exercises from this bank of scenarios to gain more practice and experience in order to improve your performance or if your initial attempt was unsatisfactory.

Scenario number completed: \_\_\_\_\_ Date: \_\_\_\_\_

Or did you complete a custom scenario provided by your company officer? \_\_\_\_\_

Company Officer Signature: \_\_\_\_\_ Name: \_\_\_\_\_

If additional scenarios were completed, please list their scenario number and date below:

Scenario #: \_\_\_\_\_ Date: \_\_\_\_\_

Scenario #: \_\_\_\_\_ Date: \_\_\_\_\_

Attach a copy of your feedback form for this exercise behind this page. If you perform additional scenarios for this exercise you may attach additional feedback forms if you chose.

**Exercise #7 – Group Presentation**

Your company officer will access and print a scenario from the Group Presentation folder in the FLSDP master folder or create a custom scenario similar in scope for you. You will be presented with the guidelines for completing this scenario. Each scenario has a given amount of prep time to look over the material once it is presented to the participant. You will also be afforded a set time frame to prepare for your presentation. When that prep time is complete, you will then present your presentation to your company officer and any other members of the crew that you and your officer deem appropriate. You may perform additional exercises from this bank of scenarios or on additional subjects in order to gain more practice and experience in order to improve your performance or if your initial attempt was unsatisfactory.

Scenario number completed: \_\_\_\_\_ Date: \_\_\_\_\_

Company Officer Signature: \_\_\_\_\_ Name: \_\_\_\_\_

Or did you complete a custom scenario provided by your company officer? \_\_\_\_\_

Subject covered: \_\_\_\_\_

List the main points covered in the presentation: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

If additional scenarios were completed, please list their scenario number and date below:

Scenario #: \_\_\_\_\_ Date: \_\_\_\_\_

Subject Covered: \_\_\_\_\_

Scenario #: \_\_\_\_\_ Date: \_\_\_\_\_

Subject Covered: \_\_\_\_\_

Attach a copy of your feedback form for this exercise behind this page. If you perform addition scenarios for this exercise you may attach additional feedback forms if you chose.

**Exercise #8 – Hands-On Pumping Apparatus Operations**

Your company officer will access and print a scenario from the Pumping Apparatus Operations Exercise folder in the FLSDP master folder. You will be presented with the guidelines for completing this scenario. This scenario involves 3 parts that may be done separately or in succession. You will work with your officer and other members of your crew to complete these exercises. Although you have other members assisting you, you are responsible for directing your crewmembers in performing the necessary tasks involved. Much of the set up for these evolutions should be completed prior to the start of the scenario. The task sheets will serve as a guide for set up and for the tasks to perform.

**Task #1 completed on apparatus #:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Company Officer Signature: \_\_\_\_\_ Name: \_\_\_\_\_

**Task #2 Completed on apparatus #:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Company Officer Signature: \_\_\_\_\_ Name: \_\_\_\_\_

**Task #3 completed on apparatus #:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Company Officer Signature: \_\_\_\_\_ Name: \_\_\_\_\_

Attach a copy of the evaluation form for these exercises behind this page.

**Exercise #9 – Hands-On Aerial Apparatus Operations**

Your company officer will access and print a scenario from the Aerial Apparatus Operations Exercise folder in the FLSDP master folder. You will be presented with the guidelines for completing this scenario. This scenario involves 2 parts that may be done separately or in succession. You will work with your officer and other members of your crew to complete these exercises. Although you have other members assisting you, you are responsible for directing your crewmembers in performing the necessary tasks involved. Much of the set up for these evolutions should be completed prior to the start of the scenario. The task sheets will serve as a guide for set up and for the tasks to perform. If your station does not operate an aerial apparatus, you may need to obtain Ladder 1 if it is available or you may need to coordinate with a company that does operate an aerial device.

**Task #1 completed on apparatus #:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Company Officer Signature: \_\_\_\_\_ Name: \_\_\_\_\_

**Task #2 Completed on apparatus #:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Company Officer Signature: \_\_\_\_\_ Name: \_\_\_\_\_

Attach a copy of the evaluation forms for these exercises behind this page.



**Exercise #10 – Leadership Practices Inventory & Self-Analysis**

Request from your company officer a copy of the forms located in the Leadership Practices folder in the FLSDP master folder. Complete these forms on your own. After you have finished, review the content of your responses on the forms with your company officer.

The purpose of this exercise is to assist you in determining your leadership style and personal philosophy of leadership. It will also aid you in determining your strengths and weaknesses as a leader and help identify areas you can focus on increasing your skills set to improve your ability to perform as a company officer in the future.

Attach a copy of your forms for this exercise behind this page.

## Performing the Roles of Acting Officer – Job Shadowing

Under the direct supervision of one of your company officers, you will perform in the capacity of the Captain for the shift. While you and your officer will work out the specific details, it is expected that you will perform both administrative and command duties. This may include, but it not limited to, maintaining the daily roster program, ensuring the crew completes any scheduled items such as in-services or training, and addressing any maintenance issues that may arise. You will also perform tasks such as emergency and non-emergency radio communications, establish command, operate as the company officer on incidents where it is reasonable to do so, and to complete appropriate incident reports.

This is a mentoring process that facilitates the opportunity for you to utilize the skills you have gained throughout the completion of this task book. It is not required to have the previous portions of this task book completed prior to participating in a shift as the acting officer, however it might be the best practice to have demonstrated at least some of these skills prior to attempting to fulfill this role. Each participant must complete all components of the Future Lieutenant Skills Development Program except the Post-Promotion requirements prior to signing up to test for any Lieutenant promotional process. Prior to signing up for a Lieutenant promotional process at least three shifts operating as the acting officer under the direct supervision of the on-duty company officer are required. More shifts in this role are recommended but not required. After promotion, each newly promoted Lieutenant must complete an additional ten shifts operating as the acting officer under the direct supervision of an eligible on-duty company officer prior to being allowed to ride-out as acting captain. These post-promotion mentoring shifts must be completed within three months after promotion to Lieutenant.

### Pre-Promotional Process Eligibility

Shift 1: \_\_\_/\_\_\_/\_\_\_ Station: \_\_\_ Officer Signature: \_\_\_\_\_

Shift 2: \_\_\_/\_\_\_/\_\_\_ Station: \_\_\_ Officer Signature: \_\_\_\_\_

Shift 3: \_\_\_/\_\_\_/\_\_\_ Station: \_\_\_ Officer Signature: \_\_\_\_\_



## Task Book Completion Verification Checklist

- Date Completed \_\_\_\_\_ **Task #1 – Maintaining the Daily Roster Program**
- Date Completed \_\_\_\_\_ **Task #2 – Entering a Training Report**
- Date Completed \_\_\_\_\_ **Task #3 – Completing a Maintenance Repair Request**
- Date Completed \_\_\_\_\_ **Task #4 – Review Proper Vehicle Accident Reporting Procedures**
- Date Completed \_\_\_\_\_ **Task #5 – Utilizing the Employee Assistance Program**
- Date Completed \_\_\_\_\_ **Task #6 – Service Connected Accident/Injury Reports**
- Date Completed \_\_\_\_\_ **Task #7 – Update the Fleet Status Board**
- Date Completed \_\_\_\_\_ **Task #8 – Update the Radio Status Board**
- Date Completed \_\_\_\_\_ **Task #9 – Requesting Outside Training**
- Date Completed \_\_\_\_\_ **Task #10 – Review the Progressive Discipline Policy**
- Date Completed \_\_\_\_\_ **Task #11 – Monthly Station Safety Inspection**
- Date Completed \_\_\_\_\_ **Task #12 – Perform a Pre-Fire Survey**
- Date Completed \_\_\_\_\_ **Exercise #1 – Tactical #1**
- Date Completed \_\_\_\_\_ **Exercise #2 – Tactical #2**
- Date Completed \_\_\_\_\_ **Exercise #3 – In-Basket**
- Date Completed \_\_\_\_\_ **Exercise #4 – Group Presentation**
- Date Completed \_\_\_\_\_ **Exercise #5 – Conflict Resolution**
- Date Completed \_\_\_\_\_ **Exercise #6 – Written Communications**
- Date Completed \_\_\_\_\_ **Exercise #7 – Group Presentation**
- Date Completed \_\_\_\_\_ **Exercise #8 – Hands-on Pumping Operations**
- Date Completed \_\_\_\_\_ **Exercise #9 – Hands-on Aerial Apparatus Operations**
- Date Completed \_\_\_\_\_ **Exercise #10 – Leadership Practices Inventory & Self-Analysis**
- Date Completed \_\_\_\_\_ **NFIRS Reports Log**

Participant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Company Officer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Task Book Completion Verification

**Participant:** I verify that I have successfully completed all elements of this task book under the direction of an eligible company officer and that all elements have been signed off accordingly.

Participant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Company Officer:** I verify that the participant has completed the prescribed assignments within the Broken Arrow Fire Department Future Lieutenant Skills Development Task Book, in accordance with the Broken Arrow Fire Department Administrative Operating Procedures; Chapter IV, Subject 7: Future Lieutenants Skills Training Program, Code #1.IV.7. This includes the requirement that the participant has consistently demonstrated the ability to perform all tasks and operations associated with the training, individually and as a member of a team, in a manner which did not present a threat to the safety of the participant, co-workers, or citizens, at any time.

Company Officer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Battalion Chief:** I verify that all tasks have been completed, signed, and dated by the Participant and Company Officer.

Battalion Chief Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Deputy Chief of Operations Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Deputy Chief of Training:** I verify completion of this task book, signatures, and dates. The participant is now eligible to participate in a Lieutenant promotional process. This task book will be placed in the participant's training file for future reference, in accordance with the Broken Arrow Fire Department Administrative Operating Procedures; Chapter IV, Subject 7: Future Lieutenants Skills Training Program, Code # 1.IV.7.

Deputy Chief of Training Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Recommendations from the Future Lieutenant Skills Development Program Advisory Committee

- **Periodic Review** – The committee recommends that the program undergo a review process on a periodic basis to make necessary updates and evaluate the program’s effectiveness. At that time, the committee can recommend any changes that they believe need to occur in order to keep the program viable and effective.
- **Periodic Update of Scenarios** – The committee recommends that new scenarios be provided periodically to update the exercise materials. This could be accomplished along with the periodic review. The purpose of creating new scenarios is to avoid familiarity with the scenario details by those who have previously observed other participants. The updates will also ensure the scenarios reflect the most current policies, procedures and response levels.
- **Training for Facilitators** – The committee recommends a formal training session with all participants including specific training for the officers who will be facilitating this program with their firefighters. The training should focus on the intended purpose of the program and how to conduct the exercises and other skills within the task book. Also included should be where to access the necessary information for the exercises and how to document the participant’s progress. It may be possible to accomplish this through a Target Solutions assignment.

### PARTICIPANT FEEDBACK FORM

**Company Officer:** Please answer the following questions regarding the participant's performance during the exercise scenario:

Exercise # \_\_\_\_\_ Scenario # \_\_\_\_\_ Completed Date: \_\_\_\_\_

Participant's name: \_\_\_\_\_

1.) What aspects of the participant's performance did you identify as their strengths?

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2.) What aspects of the participant's performance did you identify as needing the greatest improvement? \_\_\_\_\_

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3.) What recommendations did you make to assist the participant in improving their skills in completing exercises/scenarios of this type? \_\_\_\_\_

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Company Officer's Name: \_\_\_\_\_ Signature: \_\_\_\_\_

**Participant:** In the space below complete each question:

1.) What skill areas were your greatest strengths on this exercise?:

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2.) What skills do you feel that you need to improve on this type of exercise?

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3.) How do you intend to improve your skills for this type of exercise?

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Participant Signature: \_\_\_\_\_ Date: \_\_\_\_\_



ADDENDUM

**Post-Promotion**

Shift 1: \_\_\_ / \_\_\_ / \_\_\_ Station: \_\_\_ Officer Signature: \_\_\_\_\_

Shift 2: \_\_\_ / \_\_\_ / \_\_\_ Station: \_\_\_ Officer Signature: \_\_\_\_\_

Shift 3: \_\_\_ / \_\_\_ / \_\_\_ Station: \_\_\_ Officer Signature: \_\_\_\_\_

Shift 4: \_\_\_ / \_\_\_ / \_\_\_ Station: \_\_\_ Officer Signature: \_\_\_\_\_

Shift 5: \_\_\_ / \_\_\_ / \_\_\_ Station: \_\_\_ Officer Signature: \_\_\_\_\_

Shift 6: \_\_\_ / \_\_\_ / \_\_\_ Station: \_\_\_ Officer Signature: \_\_\_\_\_

Shift 7: \_\_\_ / \_\_\_ / \_\_\_ Station: \_\_\_ Officer Signature: \_\_\_\_\_


Shift 8: \_\_\_ / \_\_\_ / \_\_\_ Station: \_\_\_ Officer Signature: \_\_\_\_\_

Shift 9: \_\_\_ / \_\_\_ / \_\_\_ Station: \_\_\_ Officer Signature: \_\_\_\_\_

Shift 10: \_\_\_ / \_\_\_ / \_\_\_ Station: \_\_\_ Officer Signature: \_\_\_\_\_

• **Date Completed \_\_\_\_\_ Ten Post-Promotion Job Shadowing Rides**

- Participant Signature: \_\_\_\_\_ Date: \_\_\_\_\_
- Company Officer Signature: \_\_\_\_\_ Date: \_\_\_\_\_
- Battalion Chief Signature: \_\_\_\_\_ Date: \_\_\_\_\_
- Deputy Chief of Operations Signature: \_\_\_\_\_ Date: \_\_\_\_\_

	<b>BROKEN ARROW FIRE DEPARTMENT ADMINISTRATIVE OPERATING PROCEDURES</b>	
	<b>CHAPTER: V – RULES AND REGULATIONS</b>	APPROVED BY: Chief Jeremy K. Moore
<b>SUBJECT 16 - Digital Imaging</b>		CODE# 1.V.16
Initiated: 07-01-2017		Revised:

The Broken Arrow Fire Department recognizes that photographs can be an important tool in the investigation and successful prosecution of criminal offenses. Digital images are the preferred medium for fire scene documentation. All images captured by any member of the BAFD in the course of official duty may be considered evidence; therefore, care should be exercised when taking any photographs while on duty.

To aid investigators in obtaining usable photographs, the Broken Arrow Fire Department has obtained digital cameras for use by fire investigators. The preservation and storage of digital images has been addressed by NFPA® 921 Guide for Fire and Explosion Investigations.

Digital images can be enhanced using available computer technology. Typical image enhancement can be used to correct brightness, color, and contrast. If an image has been enhanced, it is incumbent upon the investigator to preserve the original image and to document the extent to which the image was enhanced, should enhancement become an issue.

Steps should be taken to preserve the original image and establish a methodology to allow authentication. A procedure should be established for the secure storage of images. The original photographs as well as any digital data should be secured and maintained.

The Broken Arrow Fire Department recognizes technology will continue to change; however, the systematic approach to provide a secure chain of custody for storage of photographs and digital data will remain constant.

All digital image evidence obtained during a fire investigation shall be processed, stored, and disseminated following current procedures. Any images captured during the course of an investigators fire investigation are considered "evidence."

Chain of Custody:

*Under no circumstances may evidence images from a camera card be deleted, copied, transferred, emailed, or printed prior to downloading and storing the images following the established procedures of the BAPD Crime Lab Administrator.*

A. All digital images taken by Broken Arrow Fire Investigators during the fire investigation will be stored following procedures established by BAPD Crime Lab Administrator.

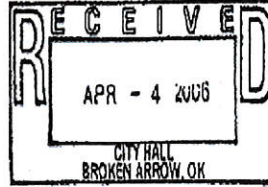
B. All digital image evidence shall be downloaded following procedures established by BAPD Crime Lab Administrator.

C. No department media should be used for personal reasons without the approval of the Supervisor.

D. The use of personal cell phone cameras for fire investigations is prohibited.



Firefighter Specialist



- ✓ NIMS/ICS
- ✓ Firefighter I
- ✓ Firefighter II
- ✓ Hazardous Materials Operation
- ✓ Choice of Swift Water Rescue, Building Collapse, or another approved discipline
- ✓ Agricultural Rescue (Vehicle & Machinery) Vehicle Extrication - Basic 6/26/2017
- ✓ Instructor I
- ✓ Confined Space Rescue
- ✓ Trench Rescue
- ✓ Rope-I
- ✓ Rope-II Rope Technician Certification - 6/26/2017
- Rope-III

\* Both parties agree that participation is voluntary and overtime will not be paid.

\* Classes not taught in Broken Arrow will be approved for *voluntary* attendance. Overtime, mileage, meals, etc. will not be paid. Class fees will be paid by the department; however, prior approval from the Fire Chief is necessary. Individuals must successfully complete and pass *all* class(es). *Department will pay for one class, if class has to be re-taken it is individuals responsibility.*

\* Time off is permitted if the class will not be taught in Broken Arrow. If the class is held in Broken Arrow yet the *choice* is to attend an out-of-town class, personal arrangements must be made to cover the employee's shift, class fee, and any other expenses.

\* This list may be adjusted depending on needs of the department.

\* Members will not be penalized on the callback list if attendance at one of the classes on this list interferes with callback.

*MMB - 7-28-17*

*[Signature]* 4-3-06  
David Meeks for the Union Date

*[Signature]* 4-3-06  
Dennis McIntire, Fire Chief Date

*J.C.*  
*07/24/17*

*[Signature]* 4-3-06  
Colby Hicks for the Union Date

*[Signature]* 4-3-06  
Jay Gourard, Asst. Fire Chief Date

*[Signature]* 4-4-06  
Approved by City Manager Date

Members who attained FF Specialist incentive pay utilizing the classes required prior to June 26, 2017 will continue to receive the stipend. J.R.M. 6-26-2017

Memorandum of Understanding

Between City of Broken Arrow  
&  
IAFF Local 2551

Whereas both parties recognize that sick leave use for the BAFD exceeded 9,000 hours last fiscal year, equating to over \$130,000 in monetary loss to The City, excluding any call-back expenses that would have been encountered and;

Whereas both parties recognize that a system of rewards and accountability will assist in reducing the aforementioned expenses and;

Whereas there exists current language in Article XXII Section 5. rewarding qualifying members to participate in an attendance bonus program for non-use of sick leave and;

Whereas both parties recognize the need to reduce exposures to "call back" situations and;

Whereas the current language does not specifically address those members using more than 0 (zero) and less than 1 (one) day/shift, but lumps them into the one shift or more usage categories;

Therefore, be it resolved, that any otherwise qualifying member, who utilizes a single occurrence of sick leave during the fiscal year that is less than one entire day/shift, be given the opportunity to have his/her annual leave charged with those hours in lieu of his or her sick leave, in order to qualify for the maximum attendance bonus.

Be it further resolved, that this provision be retroactive for fiscal year 2001/2002 and that during fiscal year 2002/2003, this policy will be revisited after a period of nine months to ensure that the intended reward does not create more "call back" circumstances.

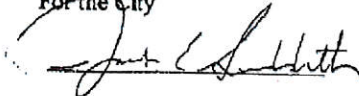
Be it further resolved, that the City will be the sole determiner if the incentive is yielding the desired outcomes, allowing the City to suspend, discontinue, or otherwise abolish this practice in any future fiscal year beyond 2002/2003.

Be it further resolved, that the practice of charging annual leave under this MOU may include charging for an hour amount not provided for within the current CBA, but does not provide for the allowance of granting or scheduling regular annual leave in any other forum other than that specified within the confines of the current CBA,

Be it further resolved, that nothing in this MOU compromises timeliness, or abdicates either parties' position or interpretation concerning the manner in which like issues were managed under previous agreements.



For the City



For the Union

8-8-02

Date

8/7/02

Date

1  
RELIEF DRIVER  
(PARAM-INTER)  
(QUALIF. TO TEST IT)

Memorandum of Understanding  
Between City of Broken Arrow  
&  
IAFF Local 2551

07-10-02

Whereas there exists current contract language in article XXVII Section 2. that prohibits either Paramedic or Intermediate EMTs from driving fire equipment in the absence of the Driver and restricts this driving function to only 301 pay grade employees and;

Whereas there exists a current policy attempting to ensure that one Paramedic will be staffed on each engine whenever two Paramedics are on-duty at each station and;

Whereas the aforementioned arrangement has over the course of time, severely limited the Assistant Chief and corresponding Company Officers with their ability to manage their human resources and make the most efficient use of resources, while preventing all members from receiving the cross training and development needed to become and remain well-rounded in all the disciplines required of a Broken Arrow Fire Fighter and;

Whereas there exists no contractual language requiring advanced relief driver certification to ensure competency in driving, pumping, and operating fire apparatus prior to a candidate taking a promotional exam for the rank of Driver and;

Whereas both parties see the need to empower the Assistant Chiefs and Company Officers with the ability to manage their shifts and companies to provide for the most efficient use of resources and ensure all members are operating at peak performance in all fire related disciplines and;

Whereas both parties recognize the need to provide development opportunities and preparation to all members prior to taking a promotional exam;

Therefore, be it resolved that the parties negate the current language in Article XXVII Section 2. that allows only the 301 employees to drive in the absence of the Driver, and allow the Captain and or Assistant Chief the ability to utilize Relief Driver Certified Paramedic and Intermediate EMTs to act in this capacity at their discretion;

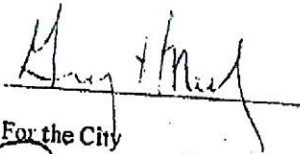
Be it further resolved that the Captain and or Assistant Chief be empowered to distribute EMS, Engine & Ladder duties among their assigned firefighters, in a manner that is equitable and ensures that all members are allowed to be rotated within their assigned station to optimize their performance in all fire related disciplines, provided that these assignments do not create any circumstances that cause a Captain or Driver to work in a position below their assigned rank;

Be it further resolved that this new practice does not preclude management from reassigning or temporarily transferring personnel from station to station as staffing shortages dictate and;

Be it further resolved that on future promotional examinations for the rank of Driver, there be included the stipulation that desirous members taking these promotional exams, will have successfully completed the Department's Relief Driver Examination in advance of a written and oral examination, and that the Department's Relief Driver Examination will serve as a gatekeeper to qualify desirous members for the remaining written and oral examinations.

Be it further resolved that this MOU is being implemented with the expressed intent to craft future language with more specific details within the Department's Standard Operating Guidelines concerning promotional exams and eligibility. Parties agree to meet and confer at a future mutually agreeable dates and times to pursue the completion of a revised SOG Manual.

Be it further resolved that this MOU is being implemented with the expressed intent to change the current contract language to reflect the aforementioned changes. This change shall be reflected in the fiscal year 2002/2003 contract. This agreement in no way compromises either party's position on other contractual issue that may be before either party at any future date.



For the City



For the Union

7-11-02

Date

7-11-02

Date

Article XXVII, Section 2, sentence # 4 to state, " Any bargaining unit member that possesses relief driver certification may serve as Apparatus Driver in the absence of the regular assigned driver."