



BROKEN ARROW FIRE DEPARTMENT ADMINISTRATIVE OPERATING PROCEDURES

CHAPTER: IV – PERSONNEL

APPROVED BY:
Chief Jeremy K.
Moore

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CODE#
1.IV

Initiated: Sept. 01, 2006

Revised: 07-01-2016

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CHAPTER: IV – PERSONNEL		CODE# 1.IV.1
SUBJECT 1 :OUTSIDE EMPLOYMENT	Initiated: Sept. 01, 2006	
Revised: 07-01-2016		

A. PURPOSE

To establish Fire Department policy relative to outside employment.

B. POLICY

1. All members/employees shall, while on duty, devote all of their time to business of the Fire Department except during free time. During this time personal activities may be conducted if it does not interfere with departmental activities or other members/employees.
 - a. For employees working a 40-hour week, free time is considered after 5:00PM, weekends, and holidays.
 - b. For employees working a 56-hour week, free time is considered the 48 hours between 24-hour shifts.
2. Outside employment of members/employees during off duty hours shall not interfere with their Fire Department duties.
3. Any member/employee engaged in any outside work while on sick leave or injury leave from the Fire Department will be subject to disciplinary action. This shall include self-employment.
4. Any outside employment of members/employees during off duty hours shall be such that the work in question does not constitute a conflict of interest; the nature of work performed shall be credible and not reflect poorly upon the City of Broken Arrow or its Fire Department.

NOTE: Section 11, paragraph E of the City Personnel Ordinance states in part the following: "The employee must get the approval of his department head before accepting outside employment or venturing into his own business."

END

	BROKEN ARROW FIRE DEPARTMENT ADMINISTRATIVE OPERATING PROCEDURES	
CHAPTER: IV – PERSONNEL		APPROVED BY: Chief Jeremy K. Moore
SUBJECT 2: ON-CALL FIREFIGHTERS		CODE# 1.IV.2
Initiated: Sept. 01, 2006	Revised: 07-01-2016	

A. PURPOSE

To establish the policies and procedures to be followed by On-Call Firefighters.

B. DEFINITIONS

1. **On-Call Firefighters:** One who is enrolled as a member of a fire department and who serves, when notified and receives compensation only for actual time spent.
2. **On-Call Firefighters Company:** A group of part-paid firefighters who function as a company within a department with responsibility to the officers of the regular full-time department. It shall be understood that all On-Call Firefighters shall be under the ranking full-time officer at the fire scene.

C. POLICY

All On-Call Firefighters shall abide by the rules and regulations set forth in this document.

D. PROCEDURE

1. New Members
 - a. All new members shall be on probation for one (1) year after their appointment.
 - b. The Fire Chief must approve new On-Call members, upon completion of their probationary period.
2. Rules
 - a. All On-Call Firefighters are required pass the Fire Department written entrance exam and CPAT test within one-year of their date of hire.
 - b. All On-Call Firefighters are required, when notified, to respond to alarms for fire and other emergencies.
 - c. An On-Call Firefighter is required to be present at all regular meetings, called meetings, and schools presented for the benefit of the firefighters.
 - d. There shall be at least one (1) regular meeting per month and shall consist of two (2) hours.

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- e. The Fire chief or his designee, shall talk to any On-Call Firefighter, who misses two (2) meetings in a row without a valid reason.
- f. If an On-Call Firefighter misses three (3) meetings in a row without a valid reason, he/she shall be dropped.
- g. Any On-Call Firefighter leaving the municipality for an extended period of time, five (5) days or more, shall be required to notify the Chief of the fire department or his representative.
- h. Any On-Call Firefighter refusing to attend training classes provided for them shall be dropped.
- i. Any On-Call Firefighter shall be dropped for the following offenses:
 - 1) Conduct unbefitting a firefighter
 - 2) Any act of insubordination
 - 3) Neglect of duty
 - 4) Any violation of Rules and Regulations governing the On-Call Firefighters.
 - 5) Conviction of a felony

3. Responding to Fires

- a. Each On-Call Firefighter shall make as many fires as possible without interfering with their livelihood. The Fire Chief of the Broken Arrow Fire Department shall deal with any excessive missed calls.
- b. On all fires during which the On-Call Firefighters are called, the On-Call Firefighters are to be under the command of the ranking officer at the fire scene.
- c. It is understood that when the On-Call Firefighters report to Central Station, the Fire Chief or Battalion Chief shall determine their assignment.
- d. It is understood that when the On-Call Firefighters are to respond, they will be paged by Dispatch.

END

	BROKEN ARROW FIRE DEPARTMENT ADMINISTRATIVE OPERATING PROCEDURES
CHAPTER: IV – PERSONNEL	APPROVED BY: Chief Jeremy K. Moore
SUBJECT 3: TRANSFERS	CODE# 1.IV.3
Initiated: Sept. 01, 2006	Revised: 07-01-2016

A. PURPOSE

To provide Fire Department policy and guidelines pertaining to transfer requests (station or shift).

B. POLICY

1. Any member/employee desirous of a transfer shall make request in writing to their Battalion Chief, and such requests along with the Officer's recommendations shall be forwarded to the Fire Chief.
2. Any member/employee required to transfer between shifts will always be given at least thirty-six (36) hours off between shifts.
3. Management will utilize seniority as a variable to consider when transferring or reassigning members of the BAFD.

END

	BROKEN ARROW FIRE DEPARTMENT ADMINISTRATIVE OPERATING PROCEDURES	APPROVED BY: Chief Jeremy K. Moore
CHAPTER: IV – PERSONNEL		CODE#
SUBJECT 4: TERMINATION		1.IV.4
Initiated: Sept. 01, 2006	Revised: 07-01-2016	

A. PURPOSE

To provide policy and guidelines for an employee/member's requirements and responsibilities upon termination or resignation from his/her position.

B. POLICY

1. When a member/employee of the department resigns or is discharged or in any way terminates his/her services with the department, he/she shall surrender to the Fire Chief or the Chief's designee all property belonging to the Fire Department.
2. Any property not returned will be converted to a monetary value and subtracted from the member/employees last paycheck.

END

	BROKEN ARROW FIRE DEPARTMENT ADMINISTRATIVE OPERATING PROCEDURES	
CHAPTER: IV – PERSONNEL		APPROVED BY: Chief Jeremy K. Moore
SUBJECT 5: TOBACCO USE		CODE# 1.IV.5
Initiated: Sept. 01, 2006	Revised: 07-01-2016	

A. PURPOSE

To establish policy for the use of tobacco products, including smokeless tobacco, by members of the Broken Arrow Fire Department, additionally to designate areas appropriate for smoking and tobacco use.

B. GENERAL

Medical evidence clearly shows that smoking and smokeless tobacco use is harmful. Smoke from cigarettes, cigars, and pipes is also an irritant to nonsmokers and can worsen allergic conditions. The Surgeon General of the United States has determined that both smoking and the inhalation of secondary smoke are health hazards. In addition, studies indicate that the use of nicotine products (e.g.: cigarettes, cigars, snuff, pipe, and/or chewing tobacco) can lead to adverse health consequences that include cardiovascular disease and cancer. Because the Fire Department is concerned about the health and welfare of all the employees and the citizens it serves, it is responsible for providing a work environment that does not present a health or safety hazard.

C. POLICY

1. Smoking shall be prohibited in **all** facilities. This includes all stations, headquarters, and any other City of Broken Arrow Facility.
2. Smoking shall be prohibited in **all** Department vehicles.
3. Members/Employees are permitted to smoke while on duty outside of Fire Department facilities, provided all waste products are disposed of in a proper manner and use is not in public view.
4. Smoking shall be prohibited during **all** emergency operations.
5. Supervisors shall be responsible for monitoring and controlling the areas and vehicles under their command for compliance with these regulations. Supervisors shall determine and communicate to employees an acceptable outdoor location at their facility for employees to smoke or to use tobacco products. Locations for smoking must be at least 25 feet from an entry or exit of a City facility.
6. Visitors and non-employees in violation of these regulations shall be informed and asked to comply. If they fail to comply, they shall be told to leave the premises.



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	BROKEN ARROW FIRE DEPARTMENT ADMINISTRATIVE OPERATING PROCEDURES	
CHAPTER: IV – PERSONNEL		APPROVED BY: Chief Jeremy K. Moore
SUBJECT 6: ALCOHOL AND DRUG FREE WORKPLACE		CODE# 1.IV.6
Initiated: Sept. 01, 2006	Revised: 07-01-2016	

A. PURPOSE

To express Fire Department policy regarding the City of Broken Arrow's Alcohol and Drug Free Workplace Policy.

B. POLICY

1. The City of Broken Arrow considers its employees to be its most valuable resource and is concerned about the health, safety, well-being and satisfactory work performance of all employees. The use, abuse and dependence on alcohol and/or drugs can seriously affect the health of employees, jeopardize their own safety and that of others, as well as impair job performance.
2. The possession, use, manufacture, dispensation, sale or distribution of alcohol and/or illegal drugs (this includes illegally obtained prescription medication) while on duty, while in or on City property or while wearing a City uniform, whether on or off duty, is prohibited and may result in a suspension with pay pending further personnel action which may include a suspension without pay, transfer, demotion or termination.
3. Being under the influence of alcohol and illegal drugs (this also includes illegally obtained prescription medications) while on duty, while in or on City property or while wearing a City uniform, whether on or off duty, is prohibited and may result in discipline, up to and including termination.
4. The City of Broken Arrow requires applicants to submit to pre-employment drug testing and employees to submit to reasonable suspicion, post-accident, random and post rehabilitation drug and alcohol testing.
5. Employees who violate any aspect of this policy (including receiving a confirmed positive test result or refusing to submit to testing) may be subject to disciplinary action, up to and including termination. In addition, the City may, at its' discretion, require employees who violate this policy to successfully complete a substance abuse assistance or rehabilitation program as a condition of continued employment.

C. RESPONSIBILITY

It is the responsibility of each employee when reporting to work to be free from the influence and use of any illegal drug or alcohol and to comply with the City's Drug and Alcohol Free Workplace Policy. Employees convicted of any criminal drug violation (including pleas of nolo contendere, i.e., no contest) must inform the City of this fact within five working days. Failure to advise the City within the prescribed number of days may result in suspension pending further personnel action, which may include termination.

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SUBJECT 6: ALCOHOL AND DRUG FREE WORKPLACE		Chief Jeremy K. Moore
Initiated: Sept. 01, 2006	Revised: 07-01-2016	CODE# 1.IV.6

For a more comprehensive description of the Drug and Alcohol Policy for fire department members, refer to Exhibit "B" of the Collective Bargaining Agreement.

END

	BROKEN ARROW FIRE DEPARTMENT ADMINISTRATIVE OPERATING PROCEDURES	
CHAPTER: IV – PERSONNEL		APPROVED BY: Chief Jeremy K. Moore
SUBJECT 7: Future Lieutenant Skills Training Program		CODE# 1.IV.7
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.

	BROKEN ARROW FIRE DEPARTMENT ADMINISTRATIVE OPERATING PROCEDURES	APPROVED BY: Chief Jeremy K. Moore
CHAPTER: IV – PERSONNEL		CODE# 1.IV.8
SUBJECT 8: Promotions		Revised: 07-01-2016

A. PURPOSE

To establish a procedure for the fair and equitable notice to all employees of an upcoming promotional opportunity as well as a fair and equitable promotional process.

As has been established by city ordinance and policy the testing and screening methods for promotions are determined by the Fire Chief and will be announced in advance of accepting applications from qualified candidates.

Consistent with the Fire Police Arbitration Act, that to any extent this policy is inconsistent or creates a conflict with the CBA, the CBA controls.

The Fire Chief or their designee shall create a Promotional Process Notice that will be electronically submitted to each sworn member of the Broken Arrow Fire Department.

The Promotional Process Notice will contain the following information:

1. The applicable promotional position. Example: Battalion Chief, Captain, Lieutenant.
2. The posting date.
3. Deadline date for submission stating intent to test.
 - a. This date cannot be less than 30 calendar days from the posting date.
4. If an evaluative process (written or assessment center) the test date(s).
 - a. This date cannot be less than 30 calendar days from the deadline date. If a written examination is given, state what time the test will begin. Assessment center can be scheduled after the written.
 - b. If a problem arises with the completion of any evaluative test (written or assessment) a second alternative date cannot be more than 20 business days later for another written or 40 business days later for another assessment center.
5. The location of all testing sites; unless undetermined at the time of posting. All locations shall be provided no later than 30 days after posting.
6. Determination of eligibility for the promotional process.
7. The date and time of the deadline for submission of intent to test.
8. How the submissions of intent to test are to be transmitted.
9. The email address of the designee(s) who should receive the submissions of intent.
10. Designate how and when college transcripts should be submitted.

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CHAPTER: IV – PERSONNEL		CODE# 1.IV.8
SUBJECT 8: Promotions		Revised: 07-01-2016

- a. Candidates may be instructed to bring official college transcripts with them on the day of the applicable test, or:
- b. Candidates may be allowed to use their existing transcripts that are located in their respective training files if they have not accrued any more college hours since their last promotional test.

11. State the cutoff date for calculating the contractual mandated points for seniority and college hours, which should be the date of the submission deadline date

12. Brief explanation of the exam process should include each discipline that will be involved.

- a. If there is a written examination state:
 - i. the number of questions on the test,
 - ii. the source material from which the questions will be derived,
 - iii. quantify how much value each question will be worth, and
 - iv. the percentage needed to pass the written examination and continue in the process.

Note: All questions on the written test shall only be taken from sources listed on the promotional notice.

- b. If there is an assessment center state:
 - i. the total number of points possible
 - ii. the number of phases (scenarios) in the assessment center
 - iii. the percentage needed to pass the assessment center and continue in the process.
- c. State if an interview with the Fire Chief will precede the recommendation for promotion.

13. The Fire Chief's name and title should be at the end of the promotional notice.

Once the promotional notice has been completed, the Fire Chief or designee should have one other staff officer review a copy of the promotional notice and the respective job description for accuracy.

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The Fire Chief or designee should then send an electronic transmission of both the promotional notice and the respective job description from the Administrative Operating Procedures to all fire department employees as per the post date on the promotional notice.

The Fire Chief or designee shall electronically acknowledge/confirm receipt of intent to test to all candidates.

If a written test is administered:

1. A City and Union proctor may be present
2. The written test vendor shall ship or deliver the written examination in a sealed box, which shall only be opened at the testing site in the presence of the candidates and the proctors.
3. Instructions should be given to candidates regarding challenging written test questions prior to commencement of the written test.

If an assessment center is administered:

4. A City and Union proctor may be present to provide logistical support only.

At the conclusion of each promotional process a list of total results of those who passed all portions of the process shall be published to all departmental employees. The list will be in ranked order and shall include names, scores on each portion of the process, seniority points and education points.