

	BROKEN ARROW FIRE DEPARTMENT ADMINISTRATIVE OPERATING PROCEDURES	
	CHAPTER: III – GENERAL	APPROVED BY: Chief Jeremy K. Moore
TABLE OF CONTENTS		CODE# I. III
Initiated: Sept. 01, 2006		Revised: 07-01-2023

CODE #	SUBJECT	INITIATED	REVISED
1.III.1	Uniforms	Sept. 01, 2006	7-01-2023
1.III.2	Emergency Recall	Sept. 01, 2006	07-01-2016
1.III.3	Use of City Vehicles	Sept. 01, 2006	07-01-2016
1.III.4	Residency	Sept. 01, 2006	07-01-2016
1.III.5	Public Information Release	Sept. 01, 2006	07-01-2016
1.III.6	Minimum Staffing	Sept. 01, 2006	07-01-2023
1.III.7	Shift System	Sept. 01, 2006	07-01-2016
1.III.8	Purchase of Supplies	Sept. 01, 2006	07-01-2016
1.III.9	Turnout Gear	Sept. 01, 2006	07-01-2016
1.III.10	Visitors	Sept. 01, 2006	07-01-2016
1.III.11	Radio Usage	Sept. 01, 2006	09-01-2021
1.III.12	Life Safety Inspections	Sept. 01, 2006	07-01-2016
1.III.13	Telephone Usage	Sept. 01, 2006	07-01-2016
1.III.14	Station Tours	Sept. 01, 2006	07-01-2016
1.III.15	Training Aids	Sept. 01, 2006	07-01-2016
1.III.16	Unlocking Cars	Sept. 01, 2006	07-01-2016
1.III.17	Travel Expenses	Sept. 01, 2006	07-01-2016
1.III.18	Hazard Communication	Sept. 01, 2006	07-01-2016
1.III.19	Hearing Conservation	Sept. 01, 2006	07-01-2016
1.III.20	Firearms	Sept. 01, 2006	07-01-2021
1.III.21	Fair Treatment		07-01-2016
1.III.22	Station and Apparatus Maintenance		07-01-2016
1.III.23	Special Events		07-01-2018
1.III.24	Controlled Substance Policy		07-01-2016
1.III.25	Energy Policy		07-01-2016
1.III.26	Transfers Education Program		07-01-2016

	BROKEN ARROW FIRE DEPARTMENT ADMINISTRATIVE OPERATING PROCEDURES	
	CHAPTER: III – GENERAL	APPROVED BY: Chief Jeremy K. Moore
SUBJECT 1: Uniforms		CODE# 1.III.1
Initiated: Sept. 01, 2006		Revised: 09-01-2021

Uniforms

A. Table of Contents

<u>Section</u>	<u>Subject</u>	<u>Page</u>
A.	Table of Contents	1
B.	Prefix	2
C.	Administrative Policy	2
D.	Uniforms	3
	.2 Class A Dress Uniform	4
	.3 Class B Dress Uniform	8
	.4 Class C Work Uniform	11
	.5 Class D Work Uniform	14
	.6 Regulation Physical Fitness Clothing	17
E.	Insignia / Embroidered Design Specifications	19
F.	Appurtenances	25
G.	Jewelry	26
H.	Ballistic Vest	27

	BROKEN ARROW FIRE DEPARTMENT ADMINISTRATIVE OPERATING PROCEDURES	
	CHAPTER: III – GENERAL	APPROVED BY: Chief Jeremy K. Moore
SUBJECT 1: Uniforms		CODE# 1.III.1
Initiated: Sept. 01, 2006		Revised: 09-01-2021

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

	BROKEN ARROW FIRE DEPARTMENT ADMINISTRATIVE OPERATING PROCEDURES	
	CHAPTER: III – GENERAL	APPROVED BY: Chief Jeremy K. Moore
SUBJECT 1: Uniforms		CODE# 1.III.1
Initiated: Sept. 01, 2006		Revised: 09-01-2021

- 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 and Light Duty personnel assigned to the Fire Administration Office may wear civilian clothes, as authorized by the Fire Chief.
- 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, Deputy Fire Marshal, 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.
- .2 **Class “A” Dress Uniform**

	BROKEN ARROW FIRE DEPARTMENT ADMINISTRATIVE OPERATING PROCEDURES	
	CHAPTER: III – GENERAL	APPROVED BY: Chief Jeremy K. Moore
SUBJECT 1: Uniforms		CODE# 1.III.1
Initiated: Sept. 01, 2006		Revised: 09-01-2021

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. Deputy Fire Marshal – 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

	BROKEN ARROW FIRE DEPARTMENT ADMINISTRATIVE OPERATING PROCEDURES	
	CHAPTER: III – GENERAL	APPROVED BY: Chief Jeremy K. Moore
	SUBJECT 1: Uniforms	CODE# 1.III.1
Initiated: Sept. 01, 2006		Revised: 09-01-2021

- 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. Deputy Fire Marshal – 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”**

	BROKEN ARROW FIRE DEPARTMENT ADMINISTRATIVE OPERATING PROCEDURES	
	CHAPTER: III – GENERAL	APPROVED BY: Chief Jeremy K. Moore
SUBJECT 1: Uniforms		CODE# 1.III.1
Initiated: Sept. 01, 2006		Revised: 09-01-2021

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

	BROKEN ARROW FIRE DEPARTMENT ADMINISTRATIVE OPERATING PROCEDURES	
	CHAPTER: III – GENERAL	APPROVED BY: Chief Jeremy K. Moore
SUBJECT 1: Uniforms		CODE# 1.III.1
Initiated: Sept. 01, 2006		Revised: 09-01-2021

4. *Finish:* Tropical Worsted
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

	BROKEN ARROW FIRE DEPARTMENT ADMINISTRATIVE OPERATING PROCEDURES	
	CHAPTER: III – GENERAL	APPROVED BY: Chief Jeremy K. Moore
SUBJECT 1: Uniforms		CODE# 1.III.1
Initiated: Sept. 01, 2006		Revised: 09-01-2021

7. Removable Liner

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
5. At the Public Safety Complex

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

6. When at City / Government Offices except the Public Safety Complex
NOTE: Not applicable at Fire Stations or Fire Training Center
7. Public Education Presentations
8. Training conducted in public locations such as:
 - a. Hospitals
 - b. Churches
 - c. Schools/Daycares
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

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 Epaulettes

	BROKEN ARROW FIRE DEPARTMENT ADMINISTRATIVE OPERATING PROCEDURES	
	CHAPTER: III – GENERAL	APPROVED BY: Chief Jeremy K. Moore
SUBJECT 1: Uniforms		CODE# 1.III.1
Initiated: Sept. 01, 2006		Revised: 09-01-2021

- g. No button down collar
- h. BAFD approved—patch, badge, bugles, nameplate per **Section F “Appurtenances”**

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 may 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

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

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

- 14. Brand: none specified
 - a. **Optional:** (Administrative Staff Officers Only)
Other approved fabric blend
- 15. Color: Black
 - a. **Optional:** White allowed with boots only

vi. Regulation Shoes / Boots

	BROKEN ARROW FIRE DEPARTMENT ADMINISTRATIVE OPERATING PROCEDURES	
	CHAPTER: III – GENERAL	APPROVED BY: Chief Jeremy K. Moore
SUBJECT 1: Uniforms		CODE# 1.III.1
Initiated: Sept. 01, 2006		Revised: 09-01-2021

16. Brand: none specified
17. Color: Black (completely black)
(**NO** color contrasting logos or trademarks)
18. Style: none specified
19. Shall be clean and/or shined at all times
20. Shall be securely zipped, fastened, and/or tied at all times

vii. Regulation Belt

21. Brand: none specified
22. Style: Plain or basket weave
23. Color: Black
24. Width: 1 ½" wide
25. Buckle color keyed to Appurtenances
26. Firefighter style belt buckle may be worn with approval by the Fire Chief

viii. Regulation Jacket (Optional)

27. Brand: none specified
28. Color: Navy Blue
 - a. **Optional:** (Administrative Staff Officers, Battalion Chief) Black
29. Style: 3 season, as approved by Fire Chief
 - a. **Optional:** Windbreaker (Firefighter or Police style)
30. Patches per **Section F "Appurtenances"**
31. Insignia per **Section E "Insignia"**

ix. Regulation Tie (Administrative Staff Officers Only)

32. Brand: none specified
33. Style: none specified
34. Width: none specified
35. Fabric: none specified
36. Color: Black
37. May 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

	BROKEN ARROW FIRE DEPARTMENT ADMINISTRATIVE OPERATING PROCEDURES	
	CHAPTER: III – GENERAL	APPROVED BY: Chief Jeremy K. Moore
	SUBJECT 1: Uniforms	CODE# 1.III.1
Initiated: Sept. 01, 2006		Revised: 09-01-2021

2. Daily station activities
3. Field training
4. Other functions as authorized by the Fire Chief on an individualized basis
5. When inside the Public Safety Complex in lieu of Class “B” uniform shirt.

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

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

iii. **Golf Style Shirt**

9. Brand: none specified
10. Style: 3 button, collared
11. Sleeve: Long or short sleeve
12. Fabric: Poly-blend Fabric
13. Color: Navy Blue

OPTIONAL: (Administrative Staff, Battalion Chief Only)
White, Black
14. Buttons must color match shirt
15. No button down collars allowed
16. Must be worn over a plain 100% cotton crewneck color matching undershirt
OR Class “D” Uniform color matching shirt
17. Shall be embroidered per **Section E “Insignia”**

iv. **5.11 Job Shirt**

18. Brand: 5.11 or equivalent as approved by Fire Chief
19. Style: Collared, 1/4 zipper
20. Fabric: 100% cotton
21. NO denim or canvas detailing
22. Sleeve: Long sleeve only
23. Must be worn over a plain 100% cotton crewneck color matching Class “D”
Uniform under shirt
24. Color: Navy Blue

OPTIONAL: (Administrative Staff, Battalion Chief Only): Black
25. Shall be embroidered per **Section E “Insignia”**

v. **Regulation Uniform Pant**

	BROKEN ARROW FIRE DEPARTMENT ADMINISTRATIVE OPERATING PROCEDURES	
	CHAPTER: III – GENERAL	APPROVED BY: Chief Jeremy K. Moore
SUBJECT 1: Uniforms		CODE# 1.III.1
Initiated: Sept. 01, 2006		Revised: 09-01-2021

a. Same as Class “B”

vi. Regulation Shoes / Boots

a. Same as Class “B”

vii. Regulation Socks

a. Same as Class “B”

viii. Regulation Belt

a. Same as Class “B”

ix. Regulation Hat / Stocking Cap (Optional)

26. Brand: None specified

27. Style: none specified

28. Fabric: none specified

29. Color: Navy Blue

OPTIONAL: (Administrative Staff Officers, Battalion Chief Only)

a. Black

30. Shall be embroidered per **Section E “Insignia”**

31. Shall be kept clean at all times

32. Shall be worn forward at all times

33. May be worn with Class “C” AND Class “D” uniform Only

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

	BROKEN ARROW FIRE DEPARTMENT ADMINISTRATIVE OPERATING PROCEDURES	
	CHAPTER: III – GENERAL	APPROVED BY: Chief Jeremy K. Moore
SUBJECT 1: Uniforms		CODE# 1.III.1
Initiated: Sept. 01, 2006		Revised: 09-01-2021

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
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

	BROKEN ARROW FIRE DEPARTMENT ADMINISTRATIVE OPERATING PROCEDURES	
	CHAPTER: III – GENERAL	APPROVED BY: Chief Jeremy K. Moore
SUBJECT 1: Uniforms		CODE# 1.III.1
Initiated: Sept. 01, 2006		Revised: 09-01-2021

- 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

- 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

	BROKEN ARROW FIRE DEPARTMENT ADMINISTRATIVE OPERATING PROCEDURES	
	CHAPTER: III – GENERAL	APPROVED BY: Chief Jeremy K. Moore
SUBJECT 1: Uniforms		CODE# 1.III.1
Initiated: Sept. 01, 2006		Revised: 09-01-2021

- 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
 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”

	BROKEN ARROW FIRE DEPARTMENT ADMINISTRATIVE OPERATING PROCEDURES	
	CHAPTER: III – GENERAL	APPROVED BY: Chief Jeremy K. Moore
SUBJECT 1: Uniforms		CODE# 1.III.1
Initiated: Sept. 01, 2006		Revised: 09-01-2021

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. DEPUTY FIRE MARSHAL
- 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

	BROKEN ARROW FIRE DEPARTMENT ADMINISTRATIVE OPERATING PROCEDURES	
	CHAPTER: III – GENERAL	APPROVED BY: Chief Jeremy K. Moore
SUBJECT 1: Uniforms		CODE# 1.III.1
Initiated: Sept. 01, 2006		Revised: 09-01-2021



- iii. **Firefighter through Captain, Training Officer, Deputy Fire Marshal**
 - 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)



.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

	BROKEN ARROW FIRE DEPARTMENT ADMINISTRATIVE OPERATING PROCEDURES	
	CHAPTER: III – GENERAL	APPROVED BY: Chief Jeremy K. Moore
SUBJECT 1: Uniforms		CODE# 1.III.1
Initiated: Sept. 01, 2006		Revised: 09-01-2021

- 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, Deputy Fire Marshal**
 - 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: (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**”

	BROKEN ARROW FIRE DEPARTMENT ADMINISTRATIVE OPERATING PROCEDURES	
	CHAPTER: III – GENERAL	APPROVED BY: Chief Jeremy K. Moore
SUBJECT 1: Uniforms		CODE# 1.III.1
Initiated: Sept. 01, 2006		Revised: 09-01-2021

- 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, Deputy Fire Marshal**
 - 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



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)

	BROKEN ARROW FIRE DEPARTMENT ADMINISTRATIVE OPERATING PROCEDURES	
	CHAPTER: III – GENERAL	APPROVED BY: Chief Jeremy K. Moore
SUBJECT 1: Uniforms		CODE# 1.III.1
Initiated: Sept. 01, 2006		Revised: 09-01-2021



- 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



- 3. The Fire Chief may approve one (1) alternate back insignia for each Station and Division (EMS, Training, Prevention) as a Station/Division specific T-shirt design (Station designs must have the consensus of all three Station Captains prior to submission to the Fire Chief). The approved designs will not bring embarrassment or discredit to the department and shall not be determined to be prohibited under sexual harassment policy. Only currently approved designs shall be worn, and these designs shall be placed in Chapter 6 of the AOP.
- 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

	BROKEN ARROW FIRE DEPARTMENT ADMINISTRATIVE OPERATING PROCEDURES	
	CHAPTER: III – GENERAL	APPROVED BY: Chief Jeremy K. Moore
SUBJECT 1: Uniforms		CODE# 1.III.1
Initiated: Sept. 01, 2006		Revised: 09-01-2021

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, Deputy Fire Marshal**
 - 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 / stocking cap
- ii. Lettering shall be in all caps 3/8” tall with color according to rank
 1. **Firefighter through Captain, Training Officer, Deputy Fire Marshal**
 - 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

	BROKEN ARROW FIRE DEPARTMENT ADMINISTRATIVE OPERATING PROCEDURES	
	CHAPTER: III – GENERAL	APPROVED BY: Chief Jeremy K. Moore
SUBJECT 1: Uniforms		CODE# 1.III.1
Initiated: Sept. 01, 2006		Revised: 09-01-2021

- 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. Deputy Fire Marshal – 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
- 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

	BROKEN ARROW FIRE DEPARTMENT ADMINISTRATIVE OPERATING PROCEDURES	
	CHAPTER: III – GENERAL	APPROVED BY: Chief Jeremy K. Moore
SUBJECT 1: Uniforms		CODE# 1.III.1
Initiated: Sept. 01, 2006		Revised: 09-01-2021

- 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

- .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.

	BROKEN ARROW FIRE DEPARTMENT ADMINISTRATIVE OPERATING PROCEDURES	
	CHAPTER: III – GENERAL	APPROVED BY: Chief Jeremy K. Moore
SUBJECT 1: Uniforms		CODE# 1.III.1
Initiated: Sept. 01, 2006		Revised: 09-01-2021

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.

	BROKEN ARROW FIRE DEPARTMENT ADMINISTRATIVE OPERATING PROCEDURES	
	CHAPTER: III – GENERAL	APPROVED BY: Chief Jeremy K. Moore
SUBJECT 2: EMERGENCY RECALL		CODE# 1.III.2
Initiated: Sept. 01, 2006		Revised: 07-01-2016

A. PURPOSE

To provide policy and guidelines for recalling off-duty personnel during emergency operations.

B. POLICY

1. All off duty members/employees are subject to recall in the event of a major fire or other emergency. Any member/employee failing to promptly respond to such call without a valid excuse will be subject to disciplinary action.
2. All off duty members/employees shall attend department meetings as scheduled by the Fire Chief. Failure to do so without valid excuse shall subject the member/employee to disciplinary action.
3. All members/employees of the department shall provide themselves with a residence telephone, or cell phone and keep the Fire Chief informed of the correct number.
4. The department may use text messages or other electronic forms of communication regarding department notifications.

END

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

A. PURPOSE

To provide policy and guidelines for the proper and authorized use of city vehicles.

B. POLICY

Effective immediately the following policy concerning the use of City owned Vehicles will be enforced.

1. City Vehicles are not to be used for family or personal business, unless authorized by the City Manager.
2. City Vehicles shall be operated by City employees only. Persons other than City employees may be passengers in City owned Vehicles when such persons are guests of the city engaged in official business, when required for the conduct of official City business, or in any other case when the City Manager has granted approval. Passengers or guests shall not encompass children, spouse, or any other person who has not been invited to accompany the employee engaged in official business, unless pre-approved by the City Manager.
3. City Vehicles shall not be used to tow trailers or other Vehicles that are not City-owned.
4. All Fire Department personnel riding in or operating City owned Vehicles shall wear seatbelts.
5. It is preferred that City owned Vehicles assigned to Fire Department personnel only be driven while in uniform or while called out from home to an emergency. Driving out of uniform is also permissible while attending schools and conferences.
6. Personnel with permanently assigned Vehicles will keep their Vehicles well maintained and in good repair. They will also be responsible for scheduling routine preventive maintenance and service. Members will be responsible for the proper use and accountability of each assigned vehicle's Pike Pass.
7. Vehicles will remain locked when not in use.
8. Fire Department Vehicles will not be driven outside the City of Broken Arrow area without permission of the Fire Chief.

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

9. The use of Fire Apparatus for personal errands or out of District use is prohibited unless prior approval has been attained from the Fire Chief.

10. Take home vehicles must be parked in the driveway and or off the street when parked at homes.

NOTE: The intent of this policy is that assigned Vehicles are used for their intended purpose, are well cared for, and have an appearance that reflects pride in the Broken Arrow Fire Department. Concern should not only be given to care and appearance of the Vehicle, but also to how it is driven. Careful and courteous should always be the attitude while driving.

END

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

A. PURPOSE

1. To clearly establish and inform all members of the department's residency policy.
2. To establish the means for keeping the Fire Department informed as to its members' phone numbers and addresses for recall purposes.

B. POLICY

1. All members/employees shall live within a one-hour drive to the City of Broken Arrow.
2. Exception to this requirement must be by written request and approved by the City Manager.
3. All members/employees shall provide the Fire Department with their current address of residence. If no street address is available specific instructions as to the location of their residence and their mailing address will be provided.

END

	BROKEN ARROW FIRE DEPARTMENT ADMINISTRATIVE OPERATING PROCEDURES	
	CHAPTER: III – GENERAL	APPROVED BY: Chief Jeremy K. Moore
SUBJECT 5: INFORMATION RELEASES		CODE# 1.III.5
Initiated: Sept. 01, 2006		Revised: 07-01-2016

A. PURPOSE

To establish Fire Department policy relative to the release of any information to the media/public.

B. POLICY

1. No member/employee shall give out information about departmental matters unless authorized by the Fire Chief, Assistant Fire Chief, Deputy Fire Chief or a designated representative thereof.
2. The Officer in Charge of the incident or the Officer's designee shall only make spot statements at emergency incidents or at post-emergency incidents.
3. Any statements made to the news media or other interested persons shall be made by the Officer-in-Charge of the incident with authorization by the Fire Chief, Assistant Fire Chief, Deputy Fire Chief, or a designated representative thereof.

END

	BROKEN ARROW FIRE DEPARTMENT ADMINISTRATIVE OPERATING PROCEDURES	
	CHAPTER: III – GENERAL	APPROVED BY: Chief Jeremy K. Moore
SUBJECT: 6 – MINIMUM STAFFING		CODE# 1.III.6
Initiated: Sept. 01, 2006		Revised: July 1, 2020

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 forty (40) on duty personnel as follows:

There shall be a minimum of one (1) Battalion Chief, one (1) EMS Officer, seven (7) Suppression Units, seven (7) EMS Squads and one (1) Rescue Unit.

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

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

Commented [MJ1]: Language added based on verbal agreement at the table.

2. 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.
3. Callback will begin when the total shift staffing falls below the minimum staffing as identified above. If callback becomes necessary because of sick leave, the normal callback policy shall be used.
4. Members in the following positions shall be eligible to be placed on the callback list:

	BROKEN ARROW FIRE DEPARTMENT ADMINISTRATIVE OPERATING PROCEDURES	
	CHAPTER: III – GENERAL	APPROVED BY: Chief Jeremy K. Moore
SUBJECT: 6 – MINIMUM STAFFING		CODE# 1.III.6
Initiated: Sept. 01, 2006		Revised: July 1, 2020

- a. Firefighter (Including Basics, Intermediates, Specialists, and Paramedics)
 - b. Lieutenant
 - c. Captain
 - d. Battalion Chief
5. The rate of pay for working callback will be time and one-half the employee's regular hourly rate.
6. A voluntary list of personnel willing to work callback will be established and updated as necessary. Future individuals wishing to be added to the minimum staffing callback list shall be added at the bottom of the list by submitting their name to the Fire Chief or designee. This shall be done by time and date stamping added individuals at the time of their request.
- a. The list shall rotate in a chronological order. Every employee will be time and date stamped at each opportunity for callback (whether worked, rejected, or unable to be contacted). The highest priority will be given to the employee with the greatest period of time since his/her last callback opportunity who can fulfill the position.
 - b. The employee with the longest period of time since their last callback opportunity shall be at the top of the list. The employee with the shortest period of time since their last opportunity shall be at the bottom of the list. All others on the list will be placed between these employees, chronologically, based on the time and date of their last opportunity for callback. The list shall continually rotate in this fashion based on the time and date of each callback opportunity for each employee.
 - c. Employees shall not have any right to stockpile, backlog, or accumulate opportunities for callback.
 - d. 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 to next employee with the greatest period of time since his/her last callback opportunity.
 - e. This simply means that you always start at the top of the chronological list with those that have not been called or used and use the employee next in line if position to use is available.

	BROKEN ARROW FIRE DEPARTMENT ADMINISTRATIVE OPERATING PROCEDURES	
	CHAPTER: III – GENERAL	APPROVED BY: Chief Jeremy K. Moore
SUBJECT: 6 – MINIMUM STAFFING		CODE# 1.III.6
Initiated: Sept. 01, 2006		Revised: July 1, 2020

7. 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.
8. When a person is called/notified and they decline to work or there is no answer/ an indication of the date and time 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.
 - a. The city may use any type of digital, automated, or manual tracking and employee notification system that meets the intent of this policy. If the tracking/notification system allows, the city may allow employees to opt in and out of daily availability at the city's sole discretion as long as the rotation remains in a chronological order of employee selection based on the longest period of time since last worked shall be the first employee selected and follow that chronological sequence.
9. 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 time and date by their name and move on to the next eligible employee.
10. **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.

	BROKEN ARROW FIRE DEPARTMENT ADMINISTRATIVE OPERATING PROCEDURES	
	CHAPTER: III – GENERAL	APPROVED BY: Chief Jeremy K. Moore
SUBJECT: 6 – MINIMUM STAFFING		CODE# 1.III.6
Initiated: Sept. 01, 2006		Revised: July 1, 2020

- 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.

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. The employee will be placed at the bottom of the list upon reinstatement to the callback list following the end of this six (6) month period.

- 1) NOTE: This does not mean four (4) days of sick leave taken. This would refer to 4 events of sick time off.
 - 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.
- i. 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.

	BROKEN ARROW FIRE DEPARTMENT ADMINISTRATIVE OPERATING PROCEDURES	
	CHAPTER: III – GENERAL	APPROVED BY: Chief Jeremy K. Moore
SUBJECT: 6 – MINIMUM STAFFING		CODE# 1.III.6
Initiated: Sept. 01, 2006		Revised: July 1, 2020

- 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.
- j. 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-staffing callback will begin with the least senior employee on the department who has not already worked mandatory callback in the last calendar year and work up the list as needed. **In the event that every employee has worked mandatory minimum staffing within the last calendar year the list would reset with the least senior employee.**
14. If an employee is going on vacation he will not be held over or subject to mandatory callback.

	BROKEN ARROW FIRE DEPARTMENT ADMINISTRATIVE OPERATING PROCEDURES	
	CHAPTER: III – GENERAL	APPROVED BY: Chief Jeremy K. Moore
SUBJECT: 6 – MINIMUM STAFFING		CODE# 1.III.6
Initiated: Sept. 01, 2006		Revised: July 1, 2020

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

END

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

A. PURPOSE

To establish guidelines concerning the transition of shifts.

B. POLICY

The three (3) shift system shall be used in the Fire Department.

C. PROCEDURE

1. Members/employees of the department shall be assigned to one the three shifts, "A", "B", or "C". Each shift shall be on duty for 24 hours continuously and off duty for 48 hours.
2. The regular change of shift shall be at 7:00 A.M. each day.
3. Officers shall not permit their shift to go off duty until properly relieved. If a member/employee fails to report for duty, a member/employee of the off-going shift shall be selected by the on-coming Officer to remain on duty until such member/employee reports, or other arrangement are made.
4. The Captain of the relieving station company shall, in the event that the off going company is at an incident and is likely to be at the incident for some time, communicate with his/her Battalion Chief for directives to relieve on-scene crewmembers.
5. All members/employees shall be prompt and on time at shift-change.

END

	BROKEN ARROW FIRE DEPARTMENT ADMINISTRATIVE OPERATING PROCEDURES	
	CHAPTER: III – GENERAL	APPROVED BY: Chief Jeremy K. Moore
SUBJECT 8: PURCHASE OF SUPPLIES		CODE# 1.III.8
Initiated: Sept. 01, 2006		Revised: 07-01-2016

A. PURPOSE

To establish Fire Department policy relative to the purchase of supplies.

B. POLICY

1. No supplies shall be purchased without the approval of the Fire Chief, Assistant Chief.
2. Exceptions may be made for emergency repairs.
3. No supplies shall be purchased without a purchase order.
4. Except in emergencies, requisitions for purchase will be completed and approved by the Fire Chief, or Assistant Chief and sent to the City Manager for approval prior to any purchase.

END

	BROKEN ARROW FIRE DEPARTMENT ADMINISTRATIVE OPERATING PROCEDURES	
	CHAPTER: III – GENERAL	APPROVED BY: Chief Jeremy K. Moore
SUBJECT 9: TURNOUT GEAR		CODE# 1.III.9
Initiated: Sept. 01, 2006		Revised: 07-01-2016

A. PURPOSE

To establish guidelines to ensure turnout gear is in a constant state of readiness.

B. POLICY

1. Company personnel shall prepare their personal turnout gear for use immediately after reporting for duty.
2. Members/employees may, at their own expense, obtain and wear New York style Cairns or equivalent NFPA approved helmets.
 - a. N6A New Yorker (leather)
3. All members/employees shall be responsible for the proper care and maintenance of personal protective gear assigned to them.
4. Lost or misplaced protective gear may be replaced at the city's expense unless negligence or misuse is indicated. If neglect or misuse is indicated the protective gear will be replaced, by the member/employee at their expense.
5. Worn-out or un-usable protective gear will be replaced at the city's expense. Old gear will be turned in at the time of replacement.
6. Personal Protective Equipment (PPE) of all fire personnel will not be worn, carried, or stored inside the living quarters of any fire station. All PPE will remain in the apparatus area, so as to continue to provide a clean area for all personnel. The PPE is easily contaminated on a daily basis from many sources, and the restriction of PPE from entering the living quarters of the fire stations will limit the exposure of contaminants and create a safe zone for fire personnel. (Try to remove as many contaminants from your body as possible before entering the living area.)

END

	BROKEN ARROW FIRE DEPARTMENT ADMINISTRATIVE OPERATING PROCEDURES	
	CHAPTER: III – GENERAL	APPROVED BY: Chief Jeremy K. Moore
SUBJECT 10: VISITORS		CODE# 1.III.10
Initiated: Sept. 01, 2006		Revised: 07-01-2016

A. PURPOSE

To establish a suitable policy for the appropriate treatment of guests.

B. POLICY

1. Visitors at stations shall be shown every courtesy.
2. Visitors shall not be permitted in station quarters or stations grounds after 10:00 p.m. without permission of Company Officer.
3. Visitors to the fire stations may be invited into the lounge area only after permission of the Company Officer is granted and all other members of the crew have been notified of their presence.
4. Displays of affection towards visitors by fire personnel are not conducive to the good of the service and will not be condoned.

END

	BROKEN ARROW FIRE DEPARTMENT ADMINISTRATIVE OPERATING PROCEDURES	
	CHAPTER: III – GENERAL	APPROVED BY: Chief Jeremy K. Moore
SUBJECT 11: RADIO USAGE		CODE# 1.III.11
Initiated: Sept. 01, 2006		Revised: 09-01-2021

A. PURPOSE

To provide a standardized format for 800MHZ radio usage during emergency situations.

B. POLICY

All personnel shall abide by the procedure contained herein when communicating over the departmental radio system while in the field or in any other capacity. Free-lancing will not be tolerated.

C. PROCEDURE

1. SINGLE UNIT OR SINGLE STATION RESPONSE

For this mode of response there will be no reason for sub-fleet channels to be used. Maintain all radios on FD MAIN.

2. MULTI UNIT OR MULTI STATION RESPONSE

- a. Sub-fleet channels will only be used when a formal ICS is established.
- b. The Incident Commander will designate the use of sub-fleet channels.
- c. The IC will inform dispatch of the change from Fire Main to the sub-fleet channel.
- d. All units and personnel that have switched to a sub-fleet channel will remain on assigned channel until assignment is changed or terminated by IC.
- e. All units and personnel that have been assigned to a sub-fleet channel will maintain their radio in a non-scanning mode.

The IC of the emergency, that has assigned the use of sub-fleet channels, will maintain their radio in a scanning mode. IC radio must stay on designated sub-fleet channel and all communications to dispatch will be on that channel until the termination of the formal command.

3. SUBFLEET CHANNEL SELECTION

	BROKEN ARROW FIRE DEPARTMENT ADMINISTRATIVE OPERATING PROCEDURES	
	CHAPTER: III – GENERAL	APPROVED BY: Chief Jeremy K. Moore
SUBJECT 11: RADIO USAGE		CODE# 1.III.11
Initiated: Sept. 01, 2006		Revised: 09-01-2021

- a. Emergency Response 1. System 1, Fire Ground Channels 1,2,3,4,5,6
- b. School Fire Drills or Misc. 1. System 1, Fire Ground Channels 6,7,8,9
- c. Fire Marshals 1. System 1, Fire Ground Channels 10,11
- d. Training 1. System 2, Training Channels 1,2
- e. All other sub-fleet channels will not be used unless instructed to do so by Fire Dispatch, the Officer-in-Charge or the Incident Commander.

NOTE: In section III subsections B and C, the Officer-in-charge of the activity will maintain his radio in the scan mode. All other radios, unless advised, will remain in the non-scan mode.

4. RADIO CALL SIGNS

Administration 100 series

FD 110 Fire Chief
FD 111 Assistant Chief
FD 112 Deputy Chief Administration
FD 113 Physical Resources Manager

Field Operations 200 Series

FD 210 Deputy Chief Field Operations
FD 211 Battalion Chief
FD 212 EMS Shift Officers

Fire Prevention 300 Series

FD 310 Deputy Chief Fire Prevention
FD 311 Fire Marshal Code Enforcement
FD 312 A - Deputy Fire Marshal
FD 313 B - Deputy Fire Marshal
FD 314 C - Deputy Fire Marshal

	BROKEN ARROW FIRE DEPARTMENT ADMINISTRATIVE OPERATING PROCEDURES	
	CHAPTER: III – GENERAL	APPROVED BY: Chief Jeremy K. Moore
SUBJECT 11: RADIO USAGE		CODE# 1.III.11
Initiated: Sept. 01, 2006		Revised: 09-01-2021

Training 400 Series

FD 410 Deputy Chief Training

FD 411 Training Major EMS

FD 412 Training Major Suppression

FD 413 Training Officer EMS

FD 414 Training Officer EMS

FD 415 Training Officer Ops

END

	BROKEN ARROW FIRE DEPARTMENT ADMINISTRATIVE OPERATING PROCEDURES	
	CHAPTER: III – GENERAL	APPROVED BY: Chief Jeremy K. Moore
SUBJECT 12: LIFE SAFETY INSPECTIONS		CODE# 1.III.12
Initiated: Sept. 01, 2006		Revised: 07-01-2016

A. PURPOSE

To effectively manage all factors that concern the fire and life safety of occupants, structures, and processes of given property and protect their physical well-being from the harmful effects of fire.

B. POLICY

Conduct systematic periodic life safety inspections of commercial property utilizing available line personnel resources.

C. RESPONSIBILITIES

1. Deputy Chief Prevention

- a. Responsible for Fire Life Safety Inspection and activities of Fire and Life Safety Code Enforcement.
- b. Works cooperatively with the Fire Marshal over code enforcement to conduct Fire and Life Safety Code Inspections; may at times utilize line personnel resources to conduct inspections.
- c. Jointly monitors the achievement of assigned objectives, within the given time frame, and assesses the quality of the activities.
- d. Jointly reports achievements (or lack thereof) of assigned objectives and, as needed, corrective actions taken to the Fire Chief.
- e. Provides a list of predetermined sites to be inspected within a defined time frame.
- f. Responsible for the planning, organizing, and coordination of all Fire and Life Safety Inspection activities.
- g. Works cooperatively with the Battalion Chief in reviewing reported activities of the Fire Company Inspection Teams.
- h. Jointly reports progress of assigned objectives to the Fire Chief.

	BROKEN ARROW FIRE DEPARTMENT ADMINISTRATIVE OPERATING PROCEDURES	
	CHAPTER: III – GENERAL	APPROVED BY: Chief Jeremy K. Moore
SUBJECT 12: LIFE SAFETY INSPECTIONS		CODE# 1.III.12
Initiated: Sept. 01, 2006		Revised: 07-01-2016

2. Fire Company Inspection Team (To be utilized only with the permission of the BC)

- a. Consists of a Captain, Acting Captain, or Battalion Chief with one or more company members.
- b. They are responsible for the identification of Fire Code violation and other life safety hazards. The Fire Marshal will remain responsible for Code Enforcement except when the Inspection Team identifies an immediate life hazard that can be corrected on the spot, such as a blocked aisle or padlocked rear door.
- c. The Officer in charge of the Company Inspection Team is responsible for the conduct, thoroughness, quality, and records of the Inspection activities.
- d. The officer-in-charge of the Company Inspection Team may, as needed, call on the Fire Marshal to assist in inspecting of a technical, sensitive, or complex nature, or to assist in follow up on a Notice of Violation.

D. PROCEDURE

1. Appearance and Conduct

- a. Inspection shall be made in dress uniform with all members in like dress.
- b. Be prompt and professional; do not shop, loiter, or conduct any business other than the inspection.

2. Preparation

- a. Review the occupancy file folder information for prior inspections and fire history, if any.
- b. Review inspection instructions for the type of occupancy you are inspecting.

3. Equipment

- a. Proper forms
- b. Flashlight and other pertinent tools

	BROKEN ARROW FIRE DEPARTMENT ADMINISTRATIVE OPERATING PROCEDURES	
	CHAPTER: III – GENERAL	APPROVED BY: Chief Jeremy K. Moore
SUBJECT 12: LIFE SAFETY INSPECTIONS		CODE# 1.III.12
Initiated: Sept. 01, 2006		Revised: 07-01-2016

c. Handout Materials

4. Approach

- a. Inspection should be made during normal business hours.
- b. Complete Inspection Report Form as much as possible before entering premises.
- c. Contact responsible party and secure permission to conduct an inspection.
 - 1) If responsible party or delegate is absent or unable to arrange assistance, make a future appointment.
 - 2) If refused permission to inspect, leave premises and follow-up with the Fire Marshal.
- d. Ask that responsible party or his delegate to accompany the inspector or inspection team, especially where valuables are involved.
- e. Place apparatus where it will not obstruct customer traffic or deliveries to occupancy.
 - 1) If utilizing a fire company team, inspect with a portable radio and dispatch your apparatus to a non-obstructive location.
 - 2) If crewmembers are left on the apparatus, they shall monitor emergency calls and assume a "professional posture."
- e. Provide the responsible party with a brief explanation of the methods and objectives of our response to fire and medical emergencies.

5. Inspection

- a. Verify that previous inspection information, such as proper classification and any permits relating to that occupancy are correct.
 - 1) If you discover materials used, stored, or sold that you suspect are hazardous in nature, and the occupancy does not have a permit, make a few notes relating to the approximate amounts and types of chemicals present and contact the Fire Marshal.
- b. Survey the perimeter, noting exterior hazards, and obtain building dimensions.
- c. Interior routing should be systematic per individual inspection instructions. Inspect every area of the structure, including "locked" areas, attics, exterior storage, etc.

	BROKEN ARROW FIRE DEPARTMENT ADMINISTRATIVE OPERATING PROCEDURES	
	CHAPTER: III – GENERAL	APPROVED BY: Chief Jeremy K. Moore
SUBJECT 12: LIFE SAFETY INSPECTIONS		CODE# 1.III.12
Initiated: Sept. 01, 2006		Revised: 07-01-2016

6. Final Interview

- Explain to responsible party the specific nature of hazards and violations found and corrections desired. Be reasonable on time to correct violations.
- If the violation involves a structural change, a monetary expenditure in excess of fifty (\$50) dollars, or any Code provision of which you are uncertain, advise the responsible party that you will verify with the Fire Marshal that these specific requirements are, in fact, necessary and that he will be notified before being required to effect change
- Leave his copy with him at the Fire and Life Safety Code Enforcement Inspection time of inspection so that he might attend to other violations, if any.
- Attempt to induce in the parties being inspected a positive attitude toward fire and life safety.
- Explain the origins and reasons for Code provisions, but do not debate them.
- If questions arise you cannot answer, consult the Fire Marshal and call the responsible party as soon as possible to inform him of the answer.
- Define and write the violations in terms of fire and life safety only. Do not for example, write "sloppy housekeeping"; write instead, "improperly stored combustibles".
- Inform the responsible party of your probable date of return and thank all those involved for the time and courtesies extended to your crew on the inspection.

7. Paper Flow

Each time the Deputy Chief of Prevention or the Fire Marshal of Code enforcement initiates a new inspection of an occupancy, a Fire and Life Safety Inspection Form will be started. At the completion of the initial inspection, the occupant will be given his copy of the form. The company will retain the other copy until the inspection process is completed for that occupancy, including all rechecks. On each subsequent visit, sites corrected will be checked-off and dated on the company's copy and the occupant's copy. Only when the occupancy is in full compliance with the Code will the original Fire and Life Safety Inspection Form be handed into the Fire Prevention Office.

8. Inspections Requiring Assistance from Fire Marshal

- Leave "carbon" copy with occupant.

	BROKEN ARROW FIRE DEPARTMENT ADMINISTRATIVE OPERATING PROCEDURES	
	CHAPTER: III – GENERAL	APPROVED BY: Chief Jeremy K. Moore
SUBJECT 12: LIFE SAFETY INSPECTIONS		CODE# 1.III.12
Initiated: Sept. 01, 2006		Revised: 07-01-2016

- b. Contact Fire Marshal and explain problem. If necessary, retain original copy with note explaining problem to await visit from Fire Marshal.
- c. If the Fire and Life Safety Inspection Form is to be turned over to the Fire Marshal for any reason, it will remain intact until the inspection has been completed by the Fire Marshal.

9. Inspections – No Violations Found

- a. Leave carbon copy with occupant
- b. Place Fire Prevention copy in department mail basket for pickup and distribution.

10. Filling Out the Fire and Life Safety Inspection Form

- a. This is a detailed explanation of the proper procedure to follow to complete the Fire and Life Safety Inspection Form.
- b. The Fire and Life Safety Inspection Form is a multi-purpose form. The upper portion of the form will furnish information to the Fire Department to use in case of an emergency. It also becomes a legal document when used to enforce the Fire Code.
- c. To use the Fire and Life Safety Inspection Form for Code Enforcement inspections, use the following procedures:
 - 1) Name-----Occupancy name
 - 2) Date-----The date the inspection originates
 - 3) Address-----The street address is very important. Our filing system is set up on street addresses. Lack of readily identifiable addresses does cause life and property threatening delay to Fire Department Emergency Medical Services and Fire Suppression responses.
 - 4) Phone-----Occupancy phone number
 - 5) Owners Name----Building or property owners name
 - 6) Owners Address-Building or property owners address
 - 7) Manager-----Responsible party of occupancy (Owner, lessee, etc.)
 - 8) Person to call at night-----Be sure to inform this person that he will be called in an emergency.
 - 9) Phone -----Home phone number
 - 10) Address----- Home address

	BROKEN ARROW FIRE DEPARTMENT ADMINISTRATIVE OPERATING PROCEDURES	
	CHAPTER: III – GENERAL	APPROVED BY: Chief Jeremy K. Moore
SUBJECT 12: LIFE SAFETY INSPECTIONS		CODE# 1.III.12
Initiated: Sept. 01, 2006		Revised: 07-01-2016

11. Tactical Drawing

If utilizing a fire company team, the Officer In-Charge of the Inspection must make a decision as to the need for a tactical drawing. If it is determined that a drawing would be of tactical or prevention value, the following steps should be taken:

- 1) Fill out the Pre-Fire Planning Survey Form
- 2) Make the drawing simple, basic and clear
- 3) Show fire hydrants and utility shut-offs
- 4) When the drawing is complete, forward to the Fire Marshal

END

	BROKEN ARROW FIRE DEPARTMENT ADMINISTRATIVE OPERATING PROCEDURES	
	CHAPTER: III – GENERAL	APPROVED BY: Chief Jeremy K. Moore
SUBJECT 13: TELEPHONE POLICY		CODE# 1.III.13
Initiated: Sept. 01, 2006		Revised: 07-01-2016

A. PURPOSE

To establish suitable guidelines pertaining to proper telephone etiquette when using department telephone lines.

B. POLICY

Courtesy in using the telephone is very important in making friends and building public relations for the fire department. How you handle business and personal calls can make a difference.

C. PROCEDURE

1. When you use the telephone, please keep the following suggestions in mind; Remember your voice is the Fire Department:
 - a. Answer as pleasantly and quickly as possible
 - b. Answer by department and your name
 - c. Answer questions carefully (as not to give out information of department matters or personnel)
 - d. Transfer calls tactfully (Please hold the line)
 - e. Avoid placing on "hold" for more than a few seconds
 - f. Always say "Please" and "Thank You"
 - g. Be helpful and respectful
 - h. Ask to take a message or callback number if person is unavailable (Be sure to write down the callback number or message and get it to the proper person)
 - i. Hang up gently
2. The following types of calls should be transferred to and handled by:
 - a. COMMANDING OFFICERS (Includes all Chief Officers, Captains and Acting Captains)
 - 1) Fire Alarms

	BROKEN ARROW FIRE DEPARTMENT ADMINISTRATIVE OPERATING PROCEDURES	
	CHAPTER: III – GENERAL	APPROVED BY: Chief Jeremy K. Moore
SUBJECT 13: TELEPHONE POLICY		CODE# 1.III.13
Initiated: Sept. 01, 2006		Revised: 07-01-2016

- 2) EMS Calls
- 3) News Media

b. FIRE MARSHAL'S OFFICE

- 1) Fire Investigation questions
- 2) Burning Permits
- 3) Code Questions
- 4) Property Complaints
- 5) Inspections
- 6) Public education requests

c. CHIEF'S ADMINISTRATIVE ASSISTANT

- 1) EMS Calls
- 2) EMS Billing
- 3) LifeRide
- 4) Tours
- 5) In-service Scheduling

END

	BROKEN ARROW FIRE DEPARTMENT ADMINISTRATIVE OPERATING PROCEDURES	
	CHAPTER: III – GENERAL	APPROVED BY: Chief Jeremy K. Moore
SUBJECT 14: STATION TOURS		CODE# 1.III.14
Initiated: Sept. 01, 2006		Revised: 07-01-2016

A. PURPOSE

1. To provide the general public with insight into the responsibilities and working routine of Firefighters.
2. To provide a means of public education and to promote positive public relations.

B. POLICY

1. Tours should begin with an understanding by both the tour leader and fire personnel as to the focus and the length of the tour.
2. The tour should be well planned.

C. PROCEDURE

1. The Fire Department Administrative Assistant is responsible for:
 - a. Pre-arranging schedules so they don't conflict with normal routines or disrupt special activities
 - b. Determining the number, age, and interest of the group (Children of various ages must be treated differently)
 - c. Determining the purpose of the tour
 - d. Determining what the group leader wants to accomplish with the tour, as well as discussing the department's view on tours
 - e. Relaying gathered information to the Battalion Chief, who must notify the Captain at the station to be toured, so they may begin to plan a successful tour.
2. The following points should be covered by the individual conducting the tour:
 - a. Introduce yourself and your associates
 - b. Welcome your group to the station
 - c. Explain what to do if an alarm sounds during the tour
 - d. Get on the audience's level both physically and mentally.

	BROKEN ARROW FIRE DEPARTMENT ADMINISTRATIVE OPERATING PROCEDURES	
	CHAPTER: III – GENERAL	APPROVED BY: Chief Jeremy K. Moore
SUBJECT 14: STATION TOURS		CODE# 1.III.14
Initiated: Sept. 01, 2006		Revised: 07-01-2016

- e. Explain how the fire department operates
- f. Explain how, by correcting hazards, fires can be prevented
- g. Explain what to do in the event of a fire
- h. Do not attempt to show too much in one visit
- i. If time permits, answer any questions
- j. Obtain literature from the Fire Prevention office, appropriate for the children's age to be given out as they leave
- k. Ask the tour leader, if possible, to follow up on explaining literature to the children after returning to their original location
- l. Keep the tour content at a level they can understand.
- m. Communicate with them and make fire safety a pleasurable learning experience
- n. Evaluate the tour by asking questions to determine what they have learned
- o. Always use a positive approach
- p. Explain the 'Why' and 'How' of fire safety
- q. Be sure to invite the children back

D. SCOPE

It is our fire department's responsibility to educate the public. We should all show sincerity and dedication when conducting tours. Tours can be an excellent educational tool. Saving lives and property through prevention is the ultimate objective of our fire department.

END

	BROKEN ARROW FIRE DEPARTMENT ADMINISTRATIVE OPERATING PROCEDURES	
	CHAPTER: III – GENERAL	APPROVED BY: Chief Jeremy K. Moore
SUBJECT 15: TRAINING AIDS		CODE# 1.III.15
Initiated: Sept. 01, 2006		Revised: 07-01-2016

A. PURPOSE

To ensure that all of the departments training equipment is accounted for and treated properly.

B. POLICY

1. All Broken Arrow Fire Department personnel (career or volunteer) may use department training aids and equipment assigned to stations. This material must be checked out and logged on the Daily activity sheet.
2. If any training aids or equipment are to be used outside the station of which it is assigned, the Training Section must be notified.
3. The reason for keeping the record of use is to keep track of all training material, as well as for maintenance and budget purposes.
4. Each item must be recorded each time it is used, recording the activity used for and the time period. Damaged or lost items must be reported immediately to the Training Section and noted on the Daily Activities sheet. The Training Section will provide activity log sheets to all facilities.
5. All training aids and/or equipment loaned to persons, departments, or organizations other than B.A.F.D. personnel must have prior approval from the Broken Arrow Fire Department Fire Chief.
6. All persons, departments, or organizations using training aids or equipment shall be responsible for replacement (with new material or the money for new material) if the training material borrowed is lost or destroyed while on loan.
7. No training aid or equipment shall be loaned for a period to exceed one week.
8. The person borrowing the equipment must be the person returning it.
9. When a conflict between B.A.F.D. and other organizations over the use of training aids and/or equipment, the B.A.F.D. will have priority for the use of the equipment.
10. B.A.F.D. training aids and/or equipment shall be used for fire department training only.

END

	BROKEN ARROW FIRE DEPARTMENT ADMINISTRATIVE OPERATING PROCEDURES	
	CHAPTER: III – GENERAL	APPROVED BY: Chief Jeremy K. Moore
SUBJECT 16: UNLOCKING CARS		CODE# 1.III.16
Initiated: Sept. 01, 2006		Revised: 07-01-2016

A. PURPOSE

To establish guidelines concerning gaining access to locked vehicles.

B. POLICY

Except in the case of an emergency, members/employees of the Broken Arrow Fire Department cannot unlock civilian vehicles while on duty, unless approved by the on duty Battalion Chief and the owner accepts the liability of potential damage to their vehicle.

C. PROCEDURE

1. NON-EMERGENCY

- a. Inform the person (owner of locked vehicle) that the Fire Department does not unlock cars, unless it is an emergency situation (child locked inside).
- b. If requested, give the calling party the number of locksmiths listed in the phone book.

NOTE: Any damage incurred to the vehicle in a non-emergency incident will not be justified by the City of Broken Arrow.

2. EMERGENCY

- a. Respond as an emergency and make attempt to open the vehicle door using proper tools.
- b. If necessary, proceed to break a window, so that an arm can reach in to unlock the vehicle from the inside.

NOTE: Be careful to use caution when breaking windows. Break glass away from any passengers that may be inside of the vehicle.

END

	BROKEN ARROW FIRE DEPARTMENT ADMINISTRATIVE OPERATING PROCEDURES	
	CHAPTER: III – GENERAL	APPROVED BY: Chief Jeremy K. Moore
SUBJECT 17: TRAVEL EXPENSES		CODE# 1.III.17
Initiated: Sept. 01, 2006		Revised: 07-01-2016

A. PURPOSE

To establish policy and guidelines for Department travel expenses.

B. POLICY

The following provisions must have prior approval of the Fire Chief

1. Travel

The city will pay mileage for the use of private vehicles for out of town, required training. Mileage will be paid from the Firefighters residence to the place of the schooling and back. Where possible and practical, use of a city vehicle may be employed for the duration of the outside training. Use of airline travel will be paid for by the City in circumstances that lend themselves to this medium of transportation. Where possible and practical, airline travel will be paid for in advance to outside business and or training functions to cover such expenses, as opposed to a reimbursement.

2. Meals

Expenses for meals will be reimbursed for out of town business or training provided the training or business has approval of the Fire Chief. The rate for reimbursement will not exceed the current per-diem rate approved by the City of Broken Arrow. Where possible and practical, an expense check may be issued in advance of the outside business and or training function to cover such expenses.

3. Motel

The Administrative Assistant, with approval of the Chief, will make all motel and hotel accommodations in advance.

4. Incidental Expenses

Actual expenses for incidental items relating to the school or conference attending will be paid for with the approval of the Chief.

5. Registration Fees

Registration fees will be paid in advance by the City, whenever possible.

END

	BROKEN ARROW FIRE DEPARTMENT ADMINISTRATIVE OPERATING PROCEDURES	
	CHAPTER: III GENERAL	APPROVED BY: Chief Jeremy K. Moore
SUBJECT 18: HAZARD COMMUNICATIONS PROGRAM		CODE# 1.III.18
Initiated: Sept. 01, 2006		Revised: 07-01-2016

A. PURPOSE

This Hazard Communication Program is to inform employees how the Broken Arrow Fire Department (work place) plans to meet criteria specified in the Oklahoma Hazard Communication Standard for labeling and for other forms of warnings for containers of hazardous chemicals; for Material Safety Data Sheets (MSDS); for Chemical Information List (CIL); for Personal Protective Equipment (PPE); and for informing and training employees to work safely with the hazardous chemicals present in their work area (Fire Station, Training Center, etc.).

B. POLICY

Labeling and Other Forms of Warning: Containers of hazardous chemicals in the work area are identified as described below with the name of the chemical or mixture and the hazards associated with the chemical. Material Safety Data Sheets (MSDS) with the same identifying name for the chemicals are readily available at work areas for employees' use and information.

The Physical Resources Section will be responsible for the labeling program on work place containers.

Containers of hazardous chemicals, stationary or portable will be identified with labels, markings, or tags in a conspicuous position on the container. The name of the chemical and the chemical's appropriate warning must be provided.

Material Safety Data Sheets will be obtained from suppliers for purchased products by the Physical Resources Branch. MSDSs will be kept in a ring binder at all fire department facilities. New and revised MSDSs will be reviewed by Physical Resources then will be distributed to all facilities for inclusion in the MSDS binder. Material Safety Data Sheets should be organized in alphabetical order of the common name of the material.

	BROKEN ARROW FIRE DEPARTMENT ADMINISTRATIVE OPERATING PROCEDURES	
	CHAPTER: III GENERAL	APPROVED BY: Chief Jeremy K. Moore
SUBJECT 18: HAZARD COMMUNICATIONS PROGRAM		CODE# 1.III.18
Initiated: Sept. 01, 2006		Revised: 07-01-2016

No hazardous substance will be put into use prior to receipt of an acceptable MSDS on that chemical. If the MSDS is not received with or in conjunction with the shipment, the Physical Resources Branch will place the product in storage and request an MSDS from the supplier.

Chemical Information Lists (CIL) for the Broken Arrow Fire Department will be illustrated in the index of each Material Safety Data Sheet binder.

The identity of hazardous chemicals on this list is referenced on the appropriate MSDS and on the container label or other form of warning.

Personal Protective Equipment (PPE) appropriate for the specific chemical hazard will be provided at each work area.

It will be the responsibility of each employee to utilize the available PPE in order to prevent any injuries from the hazardous chemicals.

Employee Information and Training

Members of the Broken Arrow Fire Department will be provided information and training on hazardous chemicals in their work area at the time of their initial assignment and annually thereafter.

Employees will be informed and advised of the existence and requirements of the Oklahoma Hazard Communication Standard, of any hazardous chemicals located at their work area, the location of the Written Program, the required list of hazardous chemicals, and MSDSs through scheduled training sessions.

Employees will be trained in the following:

- The methods and observations used to detect the presence of a hazardous substance in the work area such as monitoring devices, smell, hearing, sight, touch, or taste
- The physical and health hazards of hazardous chemicals in the work area via reference in MSDSs, CILs container identification labels, and consultations with supervisors

	BROKEN ARROW FIRE DEPARTMENT ADMINISTRATIVE OPERATING PROCEDURES	
	CHAPTER: III GENERAL	APPROVED BY: Chief Jeremy K. Moore
SUBJECT 18: HAZARD COMMUNICATIONS PROGRAM		CODE# 1.III.18
Initiated: Sept. 01, 2006		Revised: 07-01-2016

- The measures employees will take to protect themselves from hazardous chemicals.
- Specific work procedures used to provide protection through work practices, PPE, emergency procedures, the implementation of the hazard communication program in the work area, and how to read and interpret MSDS and label information

The Broken Arrow Fire Department Hazard Communication Program will be reevaluated annually.

END

	BROKEN ARROW FIRE DEPARTMENT ADMINISTRATIVE OPERATING PROCEDURES	
	CHAPTER: III GENERAL	APPROVED BY: Chief Jeremy K. Moore
SUBJECT 19: HEARING CONSERVATION PROGRAM		CODE# 1.III.19
Initiated: Sept. 01, 2006		Revised: 07-01-2016

A. PURPOSE

It is the intent of the Broken Arrow Fire Department to develop a hearing conservation program which meets or exceeds the minimum requirements set forth in 29 Code of Federal Regulations 1910.95, Occupational Noise Exposure, National Fire Protection Association 1500, Standard on Fire Department Occupational Safety and Health Program, and State of Oklahoma Workers Compensation Court rulings.

B. POLICY

Administrative and/or engineering controls will be used to reduce sound levels and subsequent exposure to high sound levels whenever feasibly possible. Hearing protection will be provided and used whenever administrative and engineering controls fail to adequately reduce sound levels.

Hearing protection will be used whenever sound levels equal or exceed eighty-five (85) dbA.

All Fire Department facilities, apparatus and equipment found to have high sound levels will be provided with a sign or label to identify the detected sound level.

Personnel Monitoring

All new Fire Department employees will receive a baseline audiogram within thirty (30) days of employment.

All Fire Department personnel who are exposed to an eight (8)-hour Time Weighted average equal to or above eighty-five (85) decibels will receive an annual audiogram.

An additional audiogram may be requested if a Standard Threshold Shift hearing loss has been detected.

Individuals will be informed of any known Standard Threshold Shift hearing loss.

All personnel should avoid high sound levels for a minimum of fourteen (14) hours preceding any and all audiometric tests.

Training

	BROKEN ARROW FIRE DEPARTMENT ADMINISTRATIVE OPERATING PROCEDURES	
	CHAPTER: III GENERAL	APPROVED BY: Chief Jeremy K. Moore
SUBJECT 19: HEARING CONSERVATION PROGRAM		CODE# 1.III.19
Initiated: Sept. 01, 2006		Revised: 07-01-2016

All Fire Department personnel who are exposed to sound levels at or above eighty-five (85) dbA will receive annual training. Staff personnel are normally not exposed to such sounds.

The training shall consist of:

The effects of noise on hearing.

The types, use, and maintenance of hearing protectors used by the Broken Arrow Fire Department.

The purpose of audiometric testing and a description of the testing process.

All Fire Department personnel who have received a Standard Threshold Shift, or other significant hearing loss, will receive additional training.

Protective Equipment

Hearing protection (David Clark headsets, muffs, and earplugs) will be provided by the Fire Department.

Hearing protection will be used whenever exposed to sound levels at or above eight-five (85) dbA. As a rule of thumb, hearing protectors should be worn if you must raise your voice to speak to other people.

Earplugs should not be used in atmospheres identified as immediately dangerous to life or health (i.e., interior structural firefighting.) However, hearing protection, including earplugs, may be used while conducting exterior support operations such as operating pumps, fans, saws, generators, and other similar items.

END

	BROKEN ARROW FIRE DEPARTMENT ADMINISTRATIVE OPERATING PROCEDURES	
	CHAPTER: III GENERAL	APPROVED BY: Chief Jeremy K. Moore
SUBJECT 20: FIREARMS / FIRE PREVENTION		CODE# 1.III.20
Initiated: Sept. 1, 2006		Revised: 07-01-2021

A. PURPOSE

The purpose of this policy is to provide the Prevention Division Personnel with guidelines on the use of deadly and non-deadly force as well as appropriate use of firearms and other weapons.

B. POLICY

It is the policy of the department that all CLEET certified personnel assigned to the Prevention Division will be knowledgeable of and comply with all current Broken Arrow Police Department policies and procedures related to firearms or other weapons, self-defense tactics, use of force, use of deadly force, response to resistance, less lethal force, and any policies related to the restraint or detainment of others.

All applicable and current Broken Arrow Police Department policies as described above shall be updated as necessary to ensure consistency with the police department and placed in Chapter 6 of the Administrative Operating Procedures.

END

	BROKEN ARROW FIRE DEPARTMENT ADMINISTRATIVE OPERATING PROCEDURES	
	CHAPTER: III – GENERAL	APPROVED BY: Chief Jeremy K. Moore
SUBJECT 21: Fair Treatment		CODE# 1.III.21
Initiated: June 05, 2006		Revised: 07-01-2016

A. PURPOSE

To establish an appropriate policy for the fair treatment of solicitors, salespeople, or campaigners.

B. POLICY

1. Any person outside the department wishing to solicit, sell, or campaign **must receive written approval** from the Fire Chief or Battalion Chief. Approved items shall be direct benefit for the firefighters or the fire department. ***Political activity is subject to the rules of the City of Broken Arrow.***
2. Firefighters on staff who are campaigning for union elections are not required to have prior approval to visit the stations. Fire Department operations are not to be interrupted and equal access and opportunity is to be granted all members. The Battalion Chief is to be notified of the planned visit for his awareness and so that information about the day's schedule; training, in-service, or special activities may be shared with the candidate. Contacting the Shift Captain before arrival to ensure their presence is also advised.
3. Firefighter participation in these activities is voluntary, but respect is afforded to everyone.
4. Elected union leaders are not required to obtain prior approval or provide notification to visit the members. Fire department operations should not be interrupted. Contacting the Shift Captain prior to the visit is advised to ensure the staff will be on-site.

END

	BROKEN ARROW FIRE DEPARTMENT ADMINISTRATIVE OPERATING PROCEDURES	
	CHAPTER: III – GENERAL	APPROVED BY: Chief Jeremy K. Moore
SUBJECT 22: Care of Station, Apparatus and Equipment		CODE# 1.III.22
Initiated: July 1, 2016		

A. PURPOSE

To establish guidelines concerning the Care of Station, Apparatus and Equipment.

B. POLICY

Personnel shall care, maintain, inventory and inspect all stations, apparatus and equipment on a regular basis as determined by the Fire Chief.

C. PROCEDURE

a) Care of Station and Equipment

Uniform days for apparatus, station, and yard maintenance for all stations are as follows:

Monday - Apparatus Day
Tuesday – Training Day
Wednesday – Training Day
Thursday – Training Day
Friday – Station Day

b) EMS Supply Ordering

The weekly routine medical supply activities such as inventory, ordering and restocking of fire department EMS units shall be limited such that said activities will be reserved for “Apparatus Day” only. The intent of this procedure is to ensure that whoever inventories and re-orders medical supplies shall be the same person who receives and restocks their EMS units. In no way is this agreement intended to limit management’s ability to perform these activities should extreme circumstances exist. Exceptions shall be for Apparatus days falling on holidays; in these situations, medical supply activities shall be completed the proceeding weekday.

c) Training Day

All fire department training sessions shall be scheduled in such a manner that will allow personnel enough time to complete their hygiene and travel to training locations in a safe and sufficient manner. In order to accomplish this goal, fire department training sessions shall not begin prior to 0830 hours.

	BROKEN ARROW FIRE DEPARTMENT ADMINISTRATIVE OPERATING PROCEDURES	
	CHAPTER: III – GENERAL	APPROVED BY: Chief Jeremy K. Moore
SUBJECT 22: Care of Station, Apparatus and Equipment		CODE# 1.III.22
Initiated: July 1, 2016		

(The only exception to this agreement will be for non-routine training (i.e. recruit academy, FST Certification, etc.) and/or when the start time is outside the control of the fire department (i.e. ACLS refresher, base training, etc.)

On any of the above days Fire Company training (Company Officer's discretion) may be conducted as necessary and other duties will be scheduled accordingly.

END

	BROKEN ARROW FIRE DEPARTMENT ADMINISTRATIVE OPERATING PROCEDURES	
	CHAPTER: III – GENERAL	APPROVED BY: Chief Jeremy K. Moore
SUBJECT 23: Special Duty Assignment		CODE# 1.III.23
Initiated: July 1, 2016		Revised: July 1, 2018

A. PURPOSE

1. To clearly establish and inform all members of the department's special duty assignment policy.
2. To establish the means for staffing the Fire Department for any event or circumstance as solely determined by the Fire Chief in excess of the department's minimum staffing levels.

B. POLICY

1. The Fire Chief has sole discretion to determine the additional or excess staffing as well as the correct mix of ranks, training, certifications, licensing, and experience from the established special duty assignment list.
2. A voluntary Special Duty Assignment list shall be maintained by the Battalion Chiefs.
3. The Special Duty Assignment list shall be maintained in a fashion similar to the Callback list.
4. Future individuals wishing to be added to the Special Duty Assignment list shall be added at the bottom of the list on the first day of the following month by submitting their name to the Fire Chief.
5. The number of Special Duty Assignments shall be determined by the Fire Chief on a case by case basis.
6. Utilization of the Special Duty Assignment list is solely at the discretion of the Fire Chief and use of the list to provide extra staffing at an event or circumstance shall not create any right or expectation that such extra event or staffing shall be used in the future. Provided that the Fire Chief may assign on-shift personnel, including suppression units, ambulances, and/or other equipment or apparatus to special events for up to four (4) hours per shift without using the Special Duty Assignment list. When using a suppression unit and/or an ambulance under this section, the suppression unit and/or ambulance will normally remain in their designated first-in area unless an unforeseen circumstance arises. This provision shall be limited to four (4) hours per special event per shift.

	BROKEN ARROW FIRE DEPARTMENT ADMINISTRATIVE OPERATING PROCEDURES	
	CHAPTER: III – GENERAL	APPROVED BY: Chief Jeremy K. Moore
SUBJECT 22: Care of Station, Apparatus and Equipment		CODE# 1.III.22
Initiated: July 1, 2016		

7. If staffing cannot be accomplished with the voluntary Special Duty Assignment list, mandatory callback will begin with the least senior employee on the Minimum Staffing Callback list and work up the list as needed.

	BROKEN ARROW FIRE DEPARTMENT ADMINISTRATIVE OPERATING PROCEDURES	
	CHAPTER: III – GENERAL	APPROVED BY: Chief Jeremy K. Moore
SUBJECT 24: Controlled Dangerous Substance Policy		CODE# 1.III.24
Initiated: 10-15-2012		Revised: 07-01-2016

A. PURPOSE

The purpose and intent of this policy is to ensure the proper accounting and security of all controlled dangerous substances in accordance with local, state, and federal rules and regulations. Controlled dangerous substances include all scheduled pharmaceuticals used by the department for the purpose of emergency pre-hospital care and include: Fentanyl, Diazepam, Midazolam and any other controlled substance authorized by the Medical Director.

B. PROCEDURE

B.1 - Security

All controlled dangerous substances will be shipped to and received at the training center by EMS staff personnel. Each vial will be vacuum sealed individually to provide an extra layer of tamper proof security and to prevent accidental breakage of the paper tamper proof seal. Each carpuject or vial will also be labeled with a color coded label containing the name of the medication, the expiration date, and a unique identification number. Once received, all controlled substances will be added to the narcotic log using the unique identification number created and assigned by EMS staff. The controlled substances will then be secured inside a combination safe inside a locked office with security camera surveillance and an electronic security system. Once issued to an ambulance, all controlled substances will be secured inside the ambulance in the designated locking cabinet and lock box.

B.2 – Narcotic log

Upon receiving all controlled substances, each vial shall be assigned a unique identification number which will be used to track the vial from receipt to use or disposal. Once a number is assigned and labeled, it will be added to the narcotic log by the assigned narcotic control officer or their designee. Each time a vial is issued or used, the transaction will be documented in the log. The department must be capable of showing who had possession of the vial and ensuring accountability.

B.3 – Verification

At the beginning of each duty shift, the on-coming paramedic and the paramedic going off-duty will complete a physical inventory of the controlled substance cabinet and complete the portion of the “Weekly Controlled Substance Verification Form” for that duty day. In the event that the paramedic going off-duty is unavailable, any other fire department member may witness and sign the daily inventory verification sheet. Both members must confirm the information and sign the verification form. If a controlled substance was used by the off-going paramedic after business hours the previous shift and he or she was unable to replace the medication, the completed “Controlled Substance Utilization Form” for that administration should be transferred to the on-coming paramedic at shift change, so that they may replace the medication during business hours.

B.4 – Administration

When a controlled substance is administered to a patient, the paramedic who administered the medication must complete the Department’s “Controlled Substance Utilization Form”. The form must be completed

	BROKEN ARROW FIRE DEPARTMENT ADMINISTRATIVE OPERATING PROCEDURES	
	CHAPTER: III – GENERAL	APPROVED BY: Chief Jeremy K. Moore
SUBJECT 24: Controlled Dangerous Substance Policy		CODE# 1.III.24
Initiated: 10-15-2012		Revised: 07-01-2016

in entirety prior to replacement and signed by both crew members. If there is remaining medication in the vial or carpject at the conclusion of the call, the paramedic must waste the remaining medication in the presence of a witness. When able, the witness should be a member of the receiving hospital staff, preferably a Registered Nurse or Physician. The witness must also print and sign their name on the “Controlled Substance Utilization Form”.

B.5 – Expiration

In the event a controlled substance is found to be beyond the labeled expiration date, the assigned paramedic must complete the Department’s “Expired Controlled Substance Form” in its’ entirety prior to replacement.

B.6 – Replacement

The routine replacement of controlled substances after they are administered or reach their date of expiration will be done during normal business hours when possible. Controlled substances will be stocked in sufficient quantity to allow for multiple administrations outside of normal business hours. If an ambulance has administered several vials or carpjects of a controlled substance and only has one remaining vial or carpject, the paramedic should contact the on-duty Battalion Chief and the Narcotic Control Officer to make arrangements to replace the used medications after hours. To replace a controlled substance after administration, contact the Narcotic Control Officer or their designee and make the arrangements for replacement. A “Controlled Substance Utilization Form” must be completed in entirety with both crew members’ signatures and presented to the Narcotic Control Officer before a medication will be replaced. Once a completed usage form is presented to the Narcotic Control Officer, he or she will log the appropriate information for the vial or carpject used, as well as the vial or carpject being issued.

B.7 Deviation

In the event there is a discrepancy or incident involving a controlled substance such as: a missing vial, damage to the tamper proof security packaging, inaccurate inventory, etc.; the on-duty paramedic must immediately notify his or her Captain, the on-duty Battalion Chief and the Narcotic Control Officer or their designee so that an investigation can immediately begin. In addition, the assigned paramedic will complete a department “Incident Report” detailing all known facts surrounding the deviation.

	BROKEN ARROW FIRE DEPARTMENT ADMINISTRATIVE OPERATING PROCEDURES	
	CHAPTER: III – GENERAL	APPROVED BY: Chief Jeremy K. Moore
SUBJECT 25: Energy Policy		CODE# 1.III.25
Initiated: 10-15-2012		Revised: 07-01-2016

A. PURPOSE

Broken Arrow Fire is committed to a policy of energy security and efficiency as well as the enhancement of environmental quality through the conservative consumption of petroleum fuels, water and electricity. Furthermore, the Department shall actively promote energy conservation and implement cost-efficient, energy savings in all of its activities and operations.

B. POLICY

1. Buildings

- Windows and doors shall be kept closed when heating or cooling equipment is in use.
- Building maintenance should be made aware of issues leading to excessive consumptions of energy.
- The target temperature for offices and living quarters shall not exceed seventy-two (72) degrees Fahrenheit during the heating season.
- The target temperature for offices and living quarters shall not be less than seventy (70) degrees Fahrenheit during the cooling season.
- The target temperature for apparatus rooms and garages shall be sixty (60) degrees Fahrenheit during the heating season.
- The station captain may lower the temperature below seventy (70) degrees Fahrenheit if there are occasions when the entire building is not cooling properly.

2. Lighting

- Lighting shall be turned off whenever economically feasible and appropriate.

END

	BROKEN ARROW FIRE DEPARTMENT ADMINISTRATIVE OPERATING PROCEDURES	
	CHAPTER: III – GENERAL	APPROVED BY: Chief Jeremy K. Moore
SUBJECT 26: Non-emergency Transfer Education Program		CODE# 1.III.26
Initiated: Sept. 01, 2006		Revised: 07-01-2016

A. PURPOSE

1. To clearly educate City of Broken Arrow medical facilities about non-emergent transfer options.

B. POLICY

1. Medical facilities will be notified that non-emergency transfers services shall be contacted for non-emergency medical calls.
2. Management shall annually communicate comprehensive information on non-emergency transfer services licensed to do business within the City of Broken Arrow to employees of medical facilities and City employees.
3. Management shall educate employees of medical facilities to ensure compliance with City of Broken Arrow Codes and Fire Department Protocols regarding transfer of patients, and will, when appropriate, seek prosecution for violation of the Code of Ordinances.

END