



Lexington County Fire Service

Standard Operating Procedures
Administrative Procedures ADM-003
Application Process ADM-003.01

EFFECTIVE: April 25, 2007 **ISSUED BY:** Russell R. Rawl, Fire Service Coordinator

RECINDS: No Previous Policy

SCOPE: All Lexington County Fire Service Volunteer Personnel.

PURPOSE: To outline the application process for all individuals seeking volunteer membership into the Lexington County Fire Service.

POLICY:

I. General

- A. Applications for membership into the Lexington County Fire Service may be obtained from any Lexington County Fire Station. Applications must be completed by the applicant and submitted to the Station Officer. Applicant should have the application completely filled in for Station review by a review committee. Any application not fully completed will be returned to the applicant.

*Once an application has been submitted, the Station Officer will appoint a review committee. The purpose of the committee shall be to review the application to ensure completeness of the application. They may also verify references and place any recommendations with the application and forward all paperwork to Headquarters. All paperwork will include: the fully completed application, the review committee's justification / recommendation for approving or disapproving the applicant, a properly completed W-4 form and a cancelled check. The W-4 form and cancelled check are required for subsistence payout purposes in order that all approved applicants will receive their subsistence earnings. *** This*

*stage of the application process should not extend beyond a seven day time period from the date of the application submittal.****

- B. After review from the station review committee for completeness, the application will be submitted to Headquarters.

Headquarters will send an E-mail to the Station Officer for verification of receipt.

- C. The application will then be sent to S.L.E.D., which is required by the South Carolina Firefighter Registration Act. Also, driver's records are checked and applicant is subject to the Lexington County drug screening process.

S.L.E.D. checks should be sent in as soon as applications are received by Headquarters. This process should not take more than 14 days from receipt of application to Headquarters. This is to ensure that the applicant is not deterred from joining due to unnecessary waiting on approval. This will also ensure that trained applicants are in the system as soon as possible and that new applicants will be in as soon as possible in order to attend Orientation and Fundamentals of Basic Structural Firefighting.

- D. Once the background check and Driver's record are completed, the applicant's approval or disapproval will be sent to the Station Officer.

Upon approval or disapproval, the application will be filed at Headquarters. Headquarters will mail the results to the applicant. Approved applicants will be added into Firehouse. The Fire Service Coordinator will then notify the Station Officer in writing of the application approval or disapproval.

Approved applicants will then be required to have Orientation training within one month (1) from receipt of notification from Headquarters of approval. Orientation training will be made available monthly by Lexington County Training representatives. Orientation training should be made available at regional areas when practical, to expedite applicants being trained and becoming effective members of the Lexington County Fire Service. Physicals should also be scheduled during the Orientation training. After Orientation training, members will receive appropriately coded accountability cards.



Lexington County Fire Service

Standard Operating Procedures
Administrative Procedures ADM-003
Membership ADM-003.02

EFFECTIVE: April 25, 2007 **ISSUED BY:** Russell R. Rawl, Fire Service Coordinator

RECINDS: Previous Policy

SCOPE: This policy applies to all Lexington County Fire Service Personnel.

PURPOSE: To outline the general information for all individuals with regards to membership in the Lexington County Fire Service.

POLICY:

I. Member Health

Active Firefighters who perform interior structure firefighting must be physically capable of performing those duties that may be assigned to them. Physically capable means that those personnel have met the standards outlined by the Occupational Safety and Health Administration (and adopted by the Lexington Fire Service, specified later in this module) for Interior Structure Firefighters. Persons with known heart disease, epilepsy or emphysema are not allowed to perform duties associated with Interior Structure Firefighting unless a competent physician has certified in writing that the individual is capable of performing those duties.

II. Member Conduct

A. Policy: The highest standards of ethics and moral conduct is essential to maintain public trust, which is extremely vital to a modern fire service. The Rules of Conduct are established as the standard for personnel associated with the Lexington County Fire Service.

B. Procedure:

All fire personnel shall be bound by these rules, except when by the very nature of their assignment, the rule cannot apply. The list of rules is descriptive and not intended to be exclusive.

1. Violation of Rules – Personnel shall not commit any acts or omit any acts which constitute a violation of any rules, regulation, directives, procedures, or orders of this service, whether stated in rules or elsewhere.
2. Unbecoming Conduct – Personnel shall conduct themselves at all times in such manner as to reflect most favorable on the department. Conduct unbecoming Fire Service personnel shall include that which brings the department into disrepute or reflects discredit upon the department, or that which impairs the operation or efficiency of the department or employees.
3. Conformance to Laws – Personnel shall obey all laws of the United States and of any state or local jurisdiction in which the employees are present.
4. Reporting for Duty – Personnel shall report for duty at the time and place required by assignment and order and shall be physically and mentally fit to perform their duties. They shall be properly equipped and cognizant of information required for the proper performance of duty so that they can immediately assume their duties.
5. Neglect of Duty – Personnel shall not engage in any activities which would cause them to neglect or be inattentive to duty.
6. Intoxicating Beverages and Drugs in Public Safety Installations – Personnel shall not store in or bring into any Public Safety facility or vehicle intoxicating beverages, controlled substances, or narcotics, except those controlled substances, narcotics, etc., which are required for the performance of their duties.
7. Possession and Use of Drugs – Personnel shall not possess any controlled substances, narcotics or hallucinogens except when prescribed in the treatment of employees by a physician or dentist. When controlled substances, narcotics or hallucinogens are prescribed, employees shall notify their supervisor.
8. Use of Alcohol or Intoxicating Beverages on Duty or in Uniform –
 - A. Personnel shall not consume intoxicating beverages while in uniform or on duty.

- B. Personnel shall not appear for duty, or be on duty, while under the influence of intoxicants, or with an odor of intoxicants on their breath.
9. Insubordination – Personnel shall promptly obey all legitimate orders and instructions of supervisors.
10. Conflicting or Illegal Orders
- A. Personnel who are given an otherwise proper order which is in conflict with a previous order, rule, regulation or directive shall respectfully inform the supervisor issuing the order of the conflict. If the superior issuing the order does not alter or retract the conflicting order, the order shall stand. Under these circumstances, the responsibility for the conflict shall be upon the superior officer. Personnel shall obey the conflicting order and shall not be held responsible for disobedience of the order, rule, regulation or directive previously issued.
 - B. Personnel shall not obey any order which they know or should know would require them to commit any unethical or illegal act. If in doubt, as to the legality or proper ethics of an order, employees shall request the issuing officer to clarify the order or confer with higher authority.
11. Gifts, Gratuities, Bribes or Rewards – Personnel shall not solicit any gift (including money, tangible or intangible personal property, food, beverage, loan, promise, service, entertainment, or special discount), from any person, business, or organization. Employees shall not accept any gift whatsoever, where the acceptance would appear to be intended to influence the action of the employees in his official capacity.
12. Abuse of Position – Use of official position or identification: personnel shall not use their official position, official identification cards or badges: (a) for personal or financial gain; (b) for obtaining privileges not otherwise available to them except in the performance of duty; or, (c) for avoiding consequences of illegal acts.
- Personnel shall not lend to another person their identification cards or badges or permit them to be photographed, reproduced to have in their possession without the approval of the Director of Public Safety or Fire Service Coordinator.
13. Endorsements and Referrals – Personnel shall not recommend or suggest in any manner, except in the transaction of personal business, the employment or procurement of a particular product, professional service

or commercial service (such as an attorney, veterinarian, towing service, bondsman, mortician, etc.). In the case of request when such service is necessary and the person needing the service is unable or unwilling to procure it or request assistance, personnel shall proceed in accordance with established departmental procedures.

14. Identification – Personnel shall carry their identification cards on their persons at all times. They shall furnish their name and identification to any person requesting that information, when they are on duty or while holding themselves out as having an official capacity.
15. Citizen Complaints – Personnel shall courteously and promptly record in writing any complaint made by a citizen against any employee or the department. Personnel may attempt to resolve the complaint, but shall never attempt to dissuade any citizen from lodging a complaint against any employee or the department. Personnel shall follow established department procedures for processing complaints.
16. Courtesy – Personnel shall be courteous to the public. Personnel shall be tactful in the performance of their duties, shall control their tempers, exercise the utmost patience and discretion and shall not engage in argumentative discussions even in the face of extreme provocation. In the performance of their duties, personnel shall not use coarse, violent, profane or insolent language or gestures and shall not express any prejudice concerning race, religion, politics, national origin, lifestyle or similar personal characteristics.
17. Requests for Assistance – When any person applies for assistance or advice, or makes complaints or reports, either by telephone or in person, all pertinent information will be obtained in an official and courteous manner and will be properly and judiciously acted upon, consistent with established departmental procedures.
18. Associations – Personnel shall not address public gatherings, appear on radio or television, prepare any articles for publication, act as correspondents to a newspaper or a periodical, release or divulge confidential information, or any other matters of the department while holding themselves as representing the department in such matters without proper authority. Personnel may lecture on topics in their field or other related subjects only with the prior approval of the Director of Public Safety or Fire Service Coordinator.
19. Personal Appearance – Personnel on duty shall wear uniform or other clothing in accordance with established departmental procedures.
20. Registered Address – All personnel shall immediately register his/her

change of address, change of name, or change of marital status with their station, and any other appropriate persons. Notice of any nature shall be deemed served if mailed to the person at the last registered address of such person.

21. Dissemination of Information – Personnel shall treat the official business of the department as confidential. Information regarding official business shall be disseminated only to those for whom it is intended, in accordance with established departmental procedures. Personnel may remove or copy official records or reports from the department only in accordance with established departmental procedures. Personnel shall not divulge the identity of persons giving confidential information except as authorized by proper authority.
22. Departmental Reports – Personnel shall submit all necessary official reports, other reports and activities, on time and in accordance with established departmental procedures. Reports submitted by personnel shall be truthful and complete, and no employee shall knowingly enter or cause to be entered any inaccurate, false or improper information.
23. Processing Property – Property which has been discovered, gathered or received in connection with departmental responsibilities will be processed in accordance with established departmental procedures. Personnel shall not convert to their own use, manufacture, conceal, falsify, destroy, remove, tamper with or withhold any property or evidence in connection with an investigation or other action, except in accordance with established departmental procedures.
24. Use of Departmental Equipment – Personnel shall utilize department equipment only for its intended purpose, in accordance with established departmental procedures, and shall not abuse, damage or lose department equipment. All department equipment issued to personnel shall be maintained in proper order. Loss or damage of any department equipment shall be reported in writing to the individual's immediate supervisor as soon as possible or in any case before the end of that tour of duty.
25. Operating Vehicles – Personnel shall operate official vehicles in a careful and prudent manner, be properly licensed by the SC Highway Department, and shall obey all laws and all department policy pertaining to such operation. Loss or suspension of any driving license shall be reported to the Director of Public Safety or Fire Service Coordinator immediately.



Lexington County Fire Service

Standard Operating Procedures
Administrative Procedures ADM-003
Physical Requirement for Interior Structural Firefighting ADM-003.03

EFFECTIVE: April 25, 2007 **ISSUED BY:** Russell R. Rawl, Fire Service Coordinator

RECINDS: Previous Policy

SCOPE: The Lexington County Fire Service recognizes the need to ensure personnel are physically capable of performing the duties of interior structure firefighting. Therefore, a standard must be added before personnel are allowed to perform these duties

PURPOSE: It is the policy of Lexington County to provide physicals, at no cost to the firefighter, to all personnel that perform interior structural firefighting. Personnel may not be permitted to perform any of these duties until they have been certified physically capable.

POLICY:

I. Standards

Personnel who are members of any fire department supervised by the County Fire Service Coordinator must complete the following:

- A. Upon successfully completing Lexington County Fire Service's training standards for interior structure firefighting, personnel must then be certified to be physically capable of performing those related duties by Lexington County's physician. The physical will insure personnel are free of heart disease, epilepsy, emphysema or other disease that would prevent them from performing these duties.
- B. The frequency of physical examinations will be:

Age 18 to 30 -- One Time
Age 30 to 40 -- Every Three Years
Age 40 and Over -- Every Year

- C. Personnel who have had cardiovascular performance test (stress test) within the year may provide the results to Lexington County physician for evaluation. All personnel must be certified by Lexington County physician.
- D. Personnel that do not agree with the results of the examination by the County physician may elect to be examined by their personal physician (at their own expense). The decision of one's personal physician will be final.



Lexington County Fire Service

Standard Operating Procedures
Administrative Procedures ADM-003
Grievance and Appeals Procedure ADM-003.04

EFFECTIVE: April 25, 2007 **ISSUED BY:** Russell R. Rawl, Fire Service Coordinator

RECINDS: Previous Policy

SCOPE: All Lexington County Fire Service Personnel

PURPOSE: To establish a policy which outlines a grievance procedure for volunteer personnel.

POLICY:

I. Review of Grievance

It shall be the policy of the Lexington County Fire Service to hear grievance of volunteer firemen promptly and fairly. Any volunteer fireman who believes that he has received inequitable treatment because of some condition of his service, may appeal for relief from that condition. A fireman should take up any grievance with his immediate supervisor. If the matter cannot be settled with the supervisor, the fireman should next present his grievance to the Fire Station Officer. If the matter cannot be resolved at the station level, the fireman should next present his grievance to the Lexington County Fire Service Leadership Team who shall serve as the Grievance and Appeals Board.

II. Grievance and Appeals Board

The Lexington County Fire Service Leadership Team shall serve as the Grievance and Appeals Board for volunteer firefighters.

A. Whenever a grievance or appeal comes before the Team initiated by or involving

any member of a station which a Team member is also a member, such member shall be disqualified from participating in the hearing and will be replaced as the Lexington County Fire Service Leadership Team permits.

- B. The Fire Service Coordinator or his designee shall serve as Presiding Officer of the Grievance and Appeals Board. The Presiding Officer shall have control of the proceedings and shall take whatever action is necessary to insure an equitable, orderly and expeditious hearing. His decision shall prevail, except when a Team member objects to a decision to accept evidence, in which case the majority vote of the Team shall govern.
- C. A quorum shall consist of at least two-thirds (2/3) of the Team members and no hearings may be held without a quorum. The Team shall have the authority to call for files and records pertinent to any investigation; to determine the order of the testimony and the appearance of witnesses and to call additional witnesses as warranted. The Team shall also be allowed at their discretion, to secure the services of a clerk for recording purposes.
- D. All meetings of the Grievance and Appeals Board shall be held in Executive Session, with meetings closed to all persons excepts those engaged in the proceedings (Section 30-3-40 Code of Laws of South Carolina (1976)).
- E. The Team may not hear a grievance appeal which was not filed in writing with the Fire Service Coordinator. The letter should be received by the Coordinator within twenty (20) working days of the time at which the facts on which the grievance is based became available to a grieving firefighter. This time limit may be extended by the Chairman by written directions in order to provide additional time for resolution of the grievance without hearing or for other good cause.
- F. The Team shall, within twenty (20) days after hearing an appeal, make its findings and recommendations and report such findings and recommendations to the Director of Public Safety. If the Director of Public Safety approves, the recommendation of the Team shall be final, and copies of this decision shall be transmitted to the Team, firefighter, chief of the station, and the station Leadership Team member.



Lexington County Fire Service

Standard Operating Procedures
Administrative Procedures ADM-003
Memorials ADM-003.05

EFFECTIVE: April 25, 2007 **ISSUED BY:** Russell R. Rawl, Fire Service Coordinator

RECINDS: Previous Policy

SCOPE: All Lexington County Fire Service Personnel.

PURPOSE: To outline the general information for all individuals with regards to the Firefighter Memorial process in the Lexington County Fire Service.

POLICY:

Eligibility

- A. All Lexington County Fire Stations are eligible to participate in the Firefighter Memorial Program. In order to activate a Station's participation, a one time fee of \$ 200 will be required. This fee is required to offset the original construction costs of the project and for various improvements to our Memorial project as they may arise.
- B. Each Station is responsible for the cost of each paver and the engraving for any Firefighter that will be memorialized. The cost at the time of publication of this document is \$35 per paver and engraving.
- C. Each Station is responsible for submitting the Firefighter's Name and Station Name for each Firefighter that they wish to honor. Each paver will accommodate two lines of sixteen characters each. Submissions should be made to the Lake Murray Fire Station at 1001 St. Peter's Road Lexington, SC 29072.
- D. Any Line of Duty Deaths of Lexington County Fire Service Firefighters will be honored by the Lexington County Fire Service, with no costs to individual Stations.