

Electronic Mail

206.1 PURPOSE AND SCOPE

Best Practice

The purpose of this policy is to establish guidelines for the proper use and application of the electronic mail (email) system provided by the District.

206.2 POLICY

Best Practice

Farmington Fire Protection District members shall use email in a professional manner in accordance with this policy and current law (e.g., California Public Records Act).

206.3 PRIVACY EXPECTATION

Best Practice

Members forfeit any expectation of privacy with regard to emails or anything published, shared, transmitted or maintained through file-sharing software or any Internet site that is accessed, transmitted, received or reviewed on any district technology system.

The District reserves the right to access, audit and disclose, for whatever reason, any message, including attachments, and any information accessed, transmitted, received or reviewed over any technology that is issued or maintained by the District, including the district email system, computer network or any information placed into storage on any district system or device. This includes records of all keystrokes or Web-browsing history made at any district computer or over any district network. The fact that access to a database, service or website requires a username or password will not create an expectation of privacy if it is accessed through district computers, electronic devices or networks.

206.4 RESTRICTED USE

Best Practice

Messages transmitted over the email system are restricted to official business activities, or shall only contain information that is essential for the accomplishment of business-related tasks or for communications that are directly related to the business, administration or practices of the District.

Sending derogatory, defamatory, obscene, disrespectful, sexually suggestive, harassing or any other inappropriate messages on the email system is prohibited and may result in discipline.

Email messages addressed to the entire district are only to be used for official business related items that are of particular interest to all users. In the event that a member has questions about sending a particular email communication, the member should seek prior approval from his/her supervisor.

It is a violation of this policy to transmit a message under another name or email address or to use the password of another to log into the system unless directed to do so by a supervisor. Members are required to log off the network or secure the workstation when the computer is unattended.

Farmington Fire Protection District

Fire Policy Manual

Electronic Mail

This added security measure will minimize the potential misuse of a member's email, name or password.

206.5 EMAIL RECORD MANAGEMENT

State

Email may, depending upon the individual content, be a public record under California Public Records Act and must be managed in accordance with the established records retention schedule and in compliance with state law.

The Custodian of Records shall ensure that email messages are retained and recoverable as outlined in the Records Management Policy.

Administrative Communications

207.1 PURPOSE AND SCOPE

Discretionary

The purpose of this policy is to establish guidelines, format and authority levels for the various types of administrative communication documents in existence within the District.

207.2 POLICY

Discretionary

It shall be the policy of this district to control the use of the name of the District and the use of letterhead, and to ensure that official administrative communications follow a specific format and are released only by persons with the authority to do so.

207.3 PERSONNEL ORDERS

Discretionary

Personnel orders may be issued periodically by the Fire Chief to announce and document promotions, transfers, hiring of new personnel, separations, personnel and group commendations, or other changes in status.

207.4 CORRESPONDENCE

Discretionary

In order to ensure that the letterhead and name of the District are not misused, all external correspondence shall be on district letterhead. All district letterhead shall bear the signature element of the Fire Chief in addition to the actual signature of an authorized signer. Members of the District may use letterhead only for official business and with approval of their supervisor.

207.5 MEMORANDUMS

Discretionary

Memorandums are a necessary and important component of effective operations at all levels of the District. For the purposes of clarity and to ensure appropriate distribution of written communications, all memorandums between district members shall utilize a standardized format.

Memorandums typically are used to memorialize and/or summarize communication and facts. Memorandums can be generated by a supervisor and sent to subordinates or a group of subordinates to give direction, clarify a policy decision or request an action by another division. A memorandum also may be written by line-level members to communicate information. If the recipient is of higher rank than the member's immediate supervisor or is outside the District, the information should be approved by the proper chain of command before being forwarded to the recipient.

Recommendations for a standardized district memorandum format: a standard heading including the name of the District, the date of the memorandum, the intended recipient of the memorandum,

Farmington Fire Protection District

Fire Policy Manual

Administrative Communications

the name, rank and division of the district member creating the memorandum, and a brief statement of the subject of the memorandum.

207.6 SURVEYS

Discretionary

All surveys made in the name of the District shall be authorized by the Fire Chief or the authorized designee.

Limited English Proficiency Services

216.1 PURPOSE AND SCOPE

Federal

This policy provides guidance to members when communicating with individuals with limited English proficiency (LEP) (42 USC § 2000d).

216.1.1 DEFINITIONS

Federal

Definitions related to this policy include:

Authorized interpreter - A person who has been screened and authorized by the District to act as an interpreter and/or translator for others.

Interpret or interpretation - The act of listening to a communication in one language (source language) and orally converting it to another language (target language), while retaining the same meaning.

Limited English proficiency (LEP) individual - Any individual whose primary language is not English and who has a limited ability to read, write, speak, or understand English. These individuals may be competent in certain types of communication (e.g., speaking, understanding) but still exhibit LEP for other purposes (e.g., reading, writing). Similarly, LEP designations are context-specific; an individual may possess sufficient English language skills to function in one setting, but these skills may be insufficient in other situations.

Qualified bilingual member - A member of the District, designated by the Fire Chief or the authorized designee, who has the ability to communicate fluently, directly, and accurately in both English and another language. Bilingual members may be fluent enough to communicate in a non-English language but may not be sufficiently fluent to interpret or translate from one language into another.

Translate or translation - The replacement of written text from one language (source language) into an equivalent written text (target language).

216.2 POLICY

Federal

It is the policy of the District to reasonably provide LEP individuals with meaningful access to services, programs, and activities, while not imposing undue burdens on the [Department_Agency] or its members.

The District will not discriminate against or deny any individual access to services, rights, or programs based upon national origin or any other protected interest or right.

216.3 LEP COORDINATOR

Federal **MODIFIED**

The Fire Chief or the authorized designee will be the LEP coordinator.

Farmington Fire Protection District

Fire Policy Manual

Limited English Proficiency Services

The responsibilities of the coordinator should include but not be limited to:

- (a) Coordinating and implementing all aspects of the district's LEP services to LEP individuals.
- (b) Developing procedures that will enable members to access LEP services, including telephonic interpreters, and ensuring the procedures are available to all members.
- (c) Maintaining and making available to members, as appropriate, a list of all qualified bilingual members and authorized interpreters. The list should include information regarding:
 - 1. Languages spoken.
 - 2. Contact information.
 - 3. Availability.
- (d) Ensuring signage stating that interpreters are available free of charge to LEP individuals is posted in appropriate areas and in the most commonly spoken languages.
- (e) Reviewing existing and newly developed documents to determine which are vital documents and should be translated, and into which languages the documents should be translated.
 - 1. Content on the district website should be included in this review and should be translated on the website, if appropriate.
- (f) Annually assessing demographic data and other resources, including contracted language services utilization data and data from government and community-based organizations, to determine if there are additional documents or languages that are appropriate for translation.
- (g) Identifying standards and assessments to be used to qualify individuals as qualified bilingual members or authorized interpreters.
- (h) Periodically reviewing efforts of the District in providing meaningful access to LEP individuals, and, as appropriate, developing reports, developing new procedures, or recommending modifications to this policy.
- (i) Receiving and responding to complaints regarding district LEP services.
- (j) Ensuring appropriate processes are in place to provide for the prompt and equitable resolution of complaints and inquiries regarding discrimination in access to district services, programs, and activities.
- (k) Requiring third parties providing district services, rights, or programs through contract, outsourcing, licensing, or other arrangement to establish reasonable policies and procedures to prohibit discrimination or denial of access or services based upon national origin or any other protected interest or right.

216.4 FOUR-FACTOR ANALYSIS

Federal

Farmington Fire Protection District

Fire Policy Manual

Limited English Proficiency Services

Because there are many different languages that members could encounter, the District will utilize the four-factor analysis outlined in the U.S. Department of Justice (DOJ) Guidance to Federal Financial Assistance Recipients, available at the DOJ website, to determine which measures will provide meaningful access to its services and programs. It is recognized that contacts and circumstances will vary considerably. This analysis, therefore, must remain flexible and will require an ongoing balance of the following four factors, which are:

- (a) The number or proportion of LEP individuals eligible to be served or likely to be encountered by district members, or who may benefit from programs or services within the jurisdiction of this district.
- (b) The frequency with which LEP individuals are likely to come in contact with district members, programs, or services.
- (c) The nature and importance of the contact, program, information, or service provided.
- (d) The cost of providing LEP assistance and the resources available.

216.5 TYPES OF LEP ASSISTANCE AVAILABLE

Federal

Members should never refuse service to an LEP individual who is requesting assistance, nor should they require an LEP individual to furnish an interpreter as a condition for receiving assistance. The District will make every reasonable effort to provide meaningful and timely assistance to LEP individuals through a variety of services.

The District will utilize all reasonably available tools, such as language identification cards, when attempting to determine an LEP individual's primary language.

LEP individuals may choose to accept district-provided LEP services at no cost, or they may choose to provide their own.

District-provided LEP services may include but are not limited to the assistance methods described in this policy.

216.6 WRITTEN FORMS AND GUIDELINES

Federal

Vital documents or those that are frequently used should be translated into languages most likely to be encountered. If English versions of any vital documents are published on the district website, the translated versions of the same document must also be posted on the website. The LEP coordinator will arrange to make all translated documents available to members and other appropriate individuals, as necessary.

216.7 AUDIO RECORDINGS

Federal

Farmington Fire Protection District

Fire Policy Manual

Limited English Proficiency Services

The District may develop audio recordings of important or frequently requested information in a language most likely to be understood by those LEP individuals who are representative of the community being served.

216.8 QUALIFIED BILINGUAL MEMBERS

Federal

Bilingual members may be qualified to provide LEP services when they have demonstrated through established District procedures a sufficient level of skill and competence to fluently communicate in both English and a non-English language. Members utilized for LEP services must demonstrate knowledge of the functions of an interpreter/translator and the ethical issues involved when acting as a language conduit.

When a qualified bilingual member from this district is not available, personnel from other District departments who have been identified by the [department_agency] as having the requisite skills and competence may be requested.

216.9 AUTHORIZED INTERPRETERS

Federal

Any person designated by the District to act as an authorized interpreter and/or translator must have demonstrated competence in both English and the involved non-English language, must have an understanding of the functions of an interpreter that allows for correct and effective translation, and should not be a person with an interest in the transaction involving the LEP individual. A person providing interpretation or translation services may be required to establish the accuracy and trustworthiness of the interpretation or translation in a legal or other proceeding.

Authorized interpreters must pass a screening process established by the LEP coordinator that demonstrates their skills and abilities in the following areas:

- (a) The competence and ability to communicate information accurately in both English and in the target language.
- (b) Knowledge, in both languages, of any applicable specialized terms or concepts and of any particularized vocabulary or phraseology used by the LEP individual.
- (c) The ability to understand and adhere to the interpreter role without deviating into other roles, such as counselor or legal adviser.
- (d) Knowledge of the ethical issues involved when acting as a language conduit.

216.9.1 SOURCES OF AUTHORIZED INTERPRETERS

Federal

The District may contract with authorized interpreters who are available over the telephone. Members may use these services with the approval of a supervisor and in compliance with established procedures.

Other sources may include:

Farmington Fire Protection District

Fire Policy Manual

Limited English Proficiency Services

- Qualified bilingual members of another district within the District.
- Individuals employed exclusively to perform interpretation services.
- Contracted in-person interpreters, such as court interpreters, among others.
- Interpreters from other agencies who have been qualified as interpreters by this district, and with whom the District has a resource-sharing or other arrangement that they will interpret according to district guidelines.

216.9.2 COMMUNITY VOLUNTEERS AND OTHER SOURCES OF LANGUAGE ASSISTANCE

Federal

Language assistance may be available from community volunteers who have demonstrated competence in either monolingual (direct) communication and/or in interpretation or translation (as noted in above), and have been approved by the District to communicate with LEP individuals.

Where qualified bilingual members or other authorized interpreters are unavailable to assist, approved community volunteers who have demonstrated competence may be called upon when appropriate. However, members must carefully consider the nature of the contact and the relationship between the LEP individual and the volunteer to ensure that the volunteer can provide neutral and unbiased assistance.

While family or friends of an LEP individual may offer to assist with communication or interpretation, members should carefully consider the circumstances before relying on such individuals. For example, children should not be relied upon except in exigent or very informal and non-confrontational situations.

216.10 CONTACT AND DOCUMENTATION

Federal

Although all public contacts, services, and individual rights are important, this [department_agency] will utilize the four-factor analysis to prioritize service to LEP individuals so that such services may be targeted where they are most needed, according to the nature and importance of the particular activity involved.

Whenever any member of this district is required to complete a report or other documentation that involves a situation in which interpretation services were provided to any involved LEP individual, such services should be noted in the related report or documentation. Members should document the type of interpretation services utilized and whether the individual elected to use services provided by the District or some other identified source.

216.11 RECEIVING AND RESPONDING TO REQUESTS FOR ASSISTANCE

Federal

The District will take reasonable steps to develop in-house language capacity by hiring or appointing qualified members proficient in languages representative of the community being served.

Farmington Fire Protection District

Fire Policy Manual

Limited English Proficiency Services

216.11.1 EMERGENCY ASSISTANCE

Federal

District members will make every reasonable effort to promptly accommodate LEP individuals who appear to be in need of emergency assistance. A member who determines that a person in need of emergency assistance is an LEP individual should attempt to gather sufficient information to determine what type of assistance the person needs and to initiate an appropriate response to the situation. As soon as possible, if language assistance is still needed and the language is known, the member should attempt to locate a qualified bilingual member to assist with the situation.

If a qualified bilingual member is not available or the member is unable to identify the primary language used by the LEP individual, the member should contact the contracted interpretation service for assistance.

216.12 COMMUNITY OUTREACH

Federal

Community outreach programs and other such services offered by this district are important to the ultimate success of local government and achievement of the district's mission. This district will continue to work with community groups, local businesses, and neighborhoods to provide equal access to such programs and services.

216.13 TRAINING

Federal

To ensure that all members who may have contact with LEP individuals are properly trained, the District will provide periodic training on this policy and related procedures, including how to access authorized telephonic and in-person interpreters and other available resources.

New members should receive LEP training. Those who may have contact with LEP individuals should receive periodic refresher training. Training records should be maintained in each member's personnel file in accordance with the established records retention schedule.

216.13.1 TRAINING FOR AUTHORIZED INTERPRETERS

Federal

All members on the authorized interpreter list must successfully complete prescribed interpreter training. To complete interpreter training successfully, an interpreter must demonstrate proficiency in and ability to communicate information accurately in both English and in the target language, demonstrate knowledge in both languages of any specialized terms or phraseology, and understand and adhere to the interpreter role without deviating into other roles, such as counselor or legal adviser.

Members on the authorized interpreter list must receive refresher training annually or they will be removed from the authorized interpreter list. This annual training should include language skills competency (including specialized terminology) and ethical considerations.

Authorized interpreters will receive annual refresher training.

Performance of Duties

325.1 PURPOSE AND SCOPE

Best Practice

This policy establishes daily performance expectations.

325.2 POLICY

Best Practice

It is the policy of the Farmington Fire Protection District to provide safe and appropriate responses to emergency calls and for its members to provide professional and competent services.

325.3 RESPONSIBILITIES

Best Practice

All members should be familiar with and obedient to the policies, standard operating procedures, classification specifications, duties as assigned and any other lawful instruction or order from a superior officer.

325.4 EMERGENCY RESPONSE

Best Practice

All members, upon receipt of any emergency alarm, shall immediately cease all activities and without delay report to their assigned apparatus, respond immediately to the fire or other emergency dispatched, and exert reasonable effort to perform to the best of their ability, given the totality of circumstances.

325.5 COMPETENT PERFORMANCE

Best Practice

Members should perform their duties in a manner which will maintain the highest standards of efficiency in carrying out the functions and objectives of the District.

Unsatisfactory performance may include, but not be limited to, the following:

- Excessive or unauthorized leave
- Tardiness
- Demonstration of a lack of knowledge
- Failure to conform to the work standards established for the member's classification, grade or position
- Any other failure to demonstrate good conduct

325.6 SAFETY

Best Practice

Farmington Fire Protection District

Fire Policy Manual

Performance of Duties

All members will exercise reasonable precautionary measures and good judgment to avoid injury to themselves or others while on-duty. Members who witness or are made aware of unsafe behavior should take appropriate steps to report or prevent such actions.

325.7 DRIVER LICENSE

Best Practice

All members shall possess a valid state-issued driver license of the class required for their assigned duties (Vehicle Code § 12500(d)).

All members should be familiar with the state vehicle code, the Fire Apparatus Driver-Operator manual and all other applicable district policies and procedures.

All members shall report to their supervisor any change in their driver license status. Failure to maintain a valid driver license in accordance with an employee's current classification specification may result in disciplinary action (e.g., being placed on unpaid leave status until license reinstatement, or termination if reinstatement is not possible).

325.8 PROPER COMPLETION OF WRITTEN COMMUNICATION

Best Practice

All members shall complete and submit all necessary reports, forms and memos on time and in accordance with any other applicable district policy or procedure.

Reports, forms and memos submitted by members shall be truthful and complete. No member shall knowingly enter or cause to be entered any inaccurate, incomplete, false or improper information.

325.9 FIRE DEPARTMENT IDENTIFICATION

Best Practice

Members shall carry their badges and identification cards on their persons while on-duty and in accordance with the Badges Policy, except when impractical or dangerous to their safety or a risk to an investigation.

Members shall furnish their name and district identification number to any person requesting that information, other than in situations in which the member's personal safety is at risk.

325.10 LOSS OF EQUIPMENT

Best Practice

Members shall report to their supervisor the loss or recovery of any district badge, identification card, manual, key or equipment. In the case of an equipment loss, a police report should be filed in the jurisdiction where the loss occurred.

Latex Sensitivity

504.1 PURPOSE AND SCOPE

Best Practice

The purpose of this policy is to establish procedures to ensure that all district members are aware of the potential for severe allergic reactions caused by contact with products containing latex and how to mitigate patient exposure.

504.1.1 DEFINITIONS

Best Practice

Definitions related to this policy include:

Latex sensitivity - Allergic reactions after exposure to products containing latex/natural rubber (e.g., balloons, rubber gloves, other consumable medical products or medical devices).

504.2 POLICY

Best Practice

It is the policy of the Farmington Fire Protection District that members shall take precautions to minimize latex exposure any time a patient is exhibiting signs of allergy or anaphylaxis, or any time members are advised that a patient is known to have a latex sensitivity. Every reasonable precaution shall be taken to prevent a latex sensitivity reaction in a patient.

504.3 PROCEDURE

Best Practice

If treating members are aware that a patient has a history of latex sensitivity, efforts to minimize exposure should be initiated. If a patient begins exhibiting signs of latex sensitivity or anaphylaxis, members should initiate treatment and continue to make reasonable efforts to minimize exposure to latex products.

If time permits before the loading the patient into the ambulance, the interior surfaces should be wiped down with a wet towel to reduce the presence of powder that contains latex proteins. All members wearing latex gloves should cover them with a pair of non-latex gloves. Latex gloves should not be removed as this can put dust or powder in the ambient environment for up to five hours. Members should provide a barrier between equipment and the patient by covering all latex-containing medical devices with stockinet or plastic wrap.

All nonessential equipment should be stored in closed compartments. Care should be taken to remove or replace latex-containing caps from medication vials and to keep intravenous (IV) ports covered to prevent injections. Latex dressings and IV tourniquets should not be used.

Treating members should notify the paramedic receiving center that a latex-sensitive patient is en route to the facility, and should document the patient's sensitivity and patient management (e.g., nitrile gloves, plastic wrap on blood pressure cuff) on the Pre-Hospital Care Report as appropriate. This information should also be communicated to the hospital staff immediately upon arrival.

Farmington Fire Protection District

Fire Policy Manual

Latex Sensitivity

Field units should carry the following latex-free equipment:

- Nitrile exam gloves
- Airway equipment (bag valve masks, oxygen masks, nasal cannulas, oral airways and suction catheters)
- Plastic or soft cloth tape
- Stockinet or plastic wrap to use as a barrier on medical equipment (e.g., blood pressure cuff, splints and stethoscopes)

Care should be taken to avoid storing uncovered latex gloves with other medical and/or airway equipment.

Bloodborne Pathogen Training

602.1 PURPOSE AND SCOPE

State

The purpose of this policy is to establish a state-mandated training program to ensure members have the skills and knowledge to protect themselves against occupational exposure to potentially infectious blood or bodily fluids (8 CCR 5193(g)(2)).

602.2 POLICY

State

It is the policy of the Farmington Fire Protection District to make members' health and safety a priority by providing initial and recurring bloodborne pathogen training. All members of the District whose duties have a risk of occupational exposure to potentially infectious blood or bodily fluids shall receive bloodborne pathogen training (8 CCR 5193(g)(2)).

602.3 PROCEDURES

State

The Fire Chief will assign a person as the district's Exposure Control Officer (ECO). The ECO shall be responsible for the following:

- (a) The overall management of the bloodborne pathogen Exposure Control Plan (ECP).
- (b) Establishing written procedures and a training program related to aerosol transmissible diseases, as required by 8 CCR 5199.
- (c) Working with management to develop and administer any additional related policies and practices necessary to support the effective implementation of this plan.
- (d) Remaining current on all legal requirements concerning bloodborne pathogens and other communicable diseases, as required by 8 CCR 5193.
- (e) Acting as a liaison during Cal/OSHA inspections, conducting program audits to maintain an up-to-date ECP and ensuring exposure report forms are available and adequate for members to properly report incidents of exposure.
- (f) Maintaining an up-to-date list of personnel requiring training.
- (g) Developing and implementing a training program, maintaining class rosters and quizzes, and periodically reviewing and updating the training program.
- (h) Reviewing and updating the ECP annually (on or before January 1 of each year).

District officers are responsible for exposure control in their respective areas. They shall work directly with the ECO and any affected members to ensure that the proper exposure control procedures are followed.

Farmington Fire Protection District

Fire Policy Manual

Bloodborne Pathogen Training

602.4 TRAINING REQUIREMENTS

State

Any member whose duties place him/her at risk for exposure to bloodborne pathogens shall receive district-provided, no-cost training during working hours that shall include all of the state requirements (8 CCR 5193).

602.5 TRAINING RECORDS

Best Practice

The Training Officer shall be responsible for maintaining records of all bloodborne pathogen training provided to members. Records should include, but are not limited to, the following:

- (a) The dates of the training sessions
- (b) A list of the topics or a summary of the content of the training sessions
- (c) The names or other identifier and job title of the members who received the training
- (d) The names, certificate number and qualifications of persons conducting the training

The Training Officer should maintain the training records in accordance with established records retention schedules.

Respiratory Protection Training

612.1 PURPOSE AND SCOPE

State

The purpose of this policy is to protect the health of members through the use of a respirator to avoid breathing air that is contaminated with harmful dusts, fogs, fumes, mists, gases, smokes, sprays and vapors.

In the event that engineering control measures cannot effectively eliminate exposure risks, suitable respirators and appropriate training shall be applied to hazardous conditions in accordance with the Respiratory Protection Program Policy.

This policy identifies which members must receive respiratory protection training, the minimum training curriculum and the requirements for recurrent training (8 CCR 5144(a)).

612.2 POLICY

State

It is the policy of the Farmington Fire Protection District to protect the health of members by providing respiratory protection training (8 CCR 5144 (k)).

612.3 PROCEDURE

State

The District shall provide effective respiratory protection training to all members who are required or expected to utilize respirators. For the purposes of this policy, respirators will include any tool, implement or device that filters ambient air, delivers compressed air, or recirculates filtered or treated air for inhalation by humans. Such devices include, but are not limited to, self-contained breathing apparatus (SCBA), supplied-air respirators, canister or cartridge-type breathing masks, biohazard masks, over-the face dust or particle masks, rebreather units or any type of gas mask.

Respiratory protection training shall include, but not be limited to, the following (8 CCR 5144(k)):

- (a) The District shall ensure that each member can demonstrate knowledge of:
 - 1. Why the respirator is necessary and how improper fit, usage or maintenance can compromise its effectiveness.
 - 2. The limitations and capabilities of the respirator.
 - 3. How to use the respirator effectively in emergency situations, including situations in which the respirator malfunctions.
 - 4. How to inspect, put on, remove, use and check the seals of the respirator.
 - 5. The procedures for maintenance and storage of the respirator.
 - 6. How to recognize the medical signs and symptoms that may limit or prevent the effective use of a respirator.

Farmington Fire Protection District

Fire Policy Manual

Respiratory Protection Training

7. The general requirements of this policy.
 - (b) The training shall be conducted in a manner that is easily understood by the member.
 - (c) The District shall provide the training prior to requiring the member to use a respirator in the workplace.
 - (d) Retraining shall be administered annually and when the following situations occur:
 1. Changes in the workplace or the type of respirator render previous training obsolete
 2. Inadequacies in the member's knowledge or use of the respirator indicate that the member has not retained the requisite understanding or skill
 3. Any other situation arising in which retraining appears necessary to ensure safe respirator use

612.4 TRAINING RECORDS

Best Practice

The Training Officer shall be responsible for maintaining records of all respiratory protection training that is provided to members. At a minimum, the District should document the following:

- (a) The dates of the training sessions
- (b) A list of the topics or a summary of the content of the training sessions
- (c) The name or other identifier and job title of the members who received the training
- (d) The names, certificate number and qualifications of persons conducting the training
- (e) Documentation of each member's demonstrated performance in meeting the standards detailed in this policy (8 CCR 5144(m))

The Training Officer should maintain the training records in accordance with established records retention schedules.

612.5 APPENDIX D ADVISORY

State

Basic advisory information on respirators shall be provided by the District in any written or oral format to any member who chooses to wear a respirator, even if the use of the respirator is not mandated by the district or law (8 CCR 5144(k)(6)). The appendix D advisory content is shown below:

612.5.1 8 CCR 5144 APPENDIX D CONTENT

State

Respirators are an effective method of protection against designated hazards when properly selected and worn. Respirator use is encouraged even when exposures are below the exposure

Farmington Fire Protection District

Fire Policy Manual

Respiratory Protection Training

limit in order to provide an additional level of comfort and protection. However, if a respirator is used improperly or not kept clean, the respirator itself can become a hazard to the worker.

Members may wear respirators to avoid exposures to hazards, even if the amount of hazardous substance does not exceed the limits set by Cal/OSHA. If the District provides respirators for voluntary use or if a privately owned respirator is available, certain precautions should be taken to ensure that the respirator itself does not present a hazard.

Members should:

- Read and heed all instructions provided by the manufacturer on use, maintenance, cleaning and care, and warnings regarding the respirator's limitations.
- Choose respirators certified for use to protect against the contaminant of concern. The National Institute for Occupational Safety and Health (NIOSH) certifies respirators. A label or statement of certification should appear on the respirator or respirator packaging. The certification will define what the respirator is designed for and the protection level to be expected.
- Not wear a respirator into areas containing contaminants for which the respirator is not designated to protect against. For example, a respirator designed to filter dust particles will not protect against gases, vapors or very small solid particles of fumes or smoke.
- Keep track of the respirator so it is not mistakenly shared.

Personal Communication Devices

701.1 PURPOSE AND SCOPE

Best Practice

The purpose of this policy is to establish guidelines for the use of mobile telephones and communication devices, whether issued or funded by the District or personally owned, while on-duty or when used for authorized work-related purposes.

This policy generically refers to all such devices as Personal Communication Devices (PCDs) but is intended to include all mobile telephones, personal digital assistants (PDAs) and similar wireless two-way communications and/or portable Internet access devices. PCD use includes, but is not limited to, placing and receiving calls, text messaging, blogging and microblogging, emailing, using video or camera features, playing games and accessing sites, or services on the Internet.

701.2 POLICY

Best Practice

The Farmington Fire Protection District allows members to utilize district-issued or funded PCDs and to possess personally owned PCDs in the workplace, subject to certain limitations.

Any PCD used while on or off-duty for business related purposes, or reasonably associated with work-related misconduct, will be subject to monitoring and inspection consistent applicable law and this policy.

Additionally, the use of a PCD either on-duty or off-duty for business-related purposes, or reasonably associated with work-related misconduct, may subject the member and the member's PCD records to civil or criminal discovery or disclosure under applicable public records laws.

Members who have questions regarding the application of this policy or the guidelines contained herein are encouraged to seek clarification from supervisory staff.

701.3 PRIVACY EXPECTATION

Best Practice

Members forfeit any expectation of privacy with regard to emails, texts, or anything published, shared, transmitted, or maintained through file-sharing software or any Internet site that is accessed, transmitted, received, or reviewed on any PCD issued by the District and shall have no expectation of privacy in their location should the device be equipped with location-detection capabilities.

This includes records of all keystrokes or web-browsing history made on the PCD. The fact that access to a database, service, or website requires a username or password will not create an expectation of privacy if it is accessed through district PCDs or networks.

The District reserves the right to access, audit, and disclose, for whatever reason, any message, including attachments, and any information accessed, transmitted, received, or reviewed over any technology that is issued or maintained by the District.

Farmington Fire Protection District

Fire Policy Manual

Personal Communication Devices

Members have no expectation of privacy regarding any communications while using a personally owned PCD for district-related business or when the use reasonably implicates work-related misconduct.

701.4 DISTRICT-ISSUED PCD

Best Practice

Depending on a member's assignment and the needs of the position, the District may, at its discretion, issue or fund a PCD. District-issued PCDs for the member use to facilitate on-duty performance. District issued or funded PCDs may not be used for personal business either on- or off-duty unless District authorized by the Fire Chief or the authorized designee. Such devices and the associated telephone number, if any, shall remain the sole property of the District and shall be subject to inspection or monitoring (including all related records and content) at any time without notice and without cause.

Unless a member is expressly authorized by the Fire Chief or the authorized designee for off-duty use of the PCD, the PCD will either be secured in the workplace at the completion of duty or will be turned off when leaving the workplace.

701.5 PERSONALLY OWNED PCD

Discretionary

Members may carry a personally owned PCD while on-duty, subject to the following conditions and limitations:

- (a) Permission to carry a personally owned PCD may be revoked if it used contrary to the provisions of this policy.
- (b) The District accepts no responsibility for loss of or damage to a personally owned PCD.
- (c) The PCD and any associated services shall be purchased, used, and maintained solely at the member's expense.
- (d) The device should not be used for work-related purposes except in exigent circumstances (e.g., unavailability of radio communications). or as otherwise authorized by district procedures.
 - 1. Use of a personally owned PCD for work-related business constitutes consent for the District to access the PCD to inspect and copy the work-related data (e.g., for litigation purposes, public records retention and release obligations, internal investigations).
 - 2. Use of and data within a personally owned PCD may be discoverable in cases when there is reason to believe it is associated with work-related misconduct.
 - 3. Searches of a personally owned PCD by the District should be limited to those matters reasonably associated with the work-related business or work-related misconduct.
- (e) The device shall not be utilized to record or disclose any district business-related information, including photographs, video, or the recording or transmittal of any

Farmington Fire Protection District

Fire Policy Manual

Personal Communication Devices

information or material obtained or made accessible as a result of employment or appointment with the District, without the express authorization of the Fire Chief or the authorized designee.

- (f) If the PCD is carried on-duty, members will provide the District with the telephone number of the service.
- (g) All work-related documents, emails, photographs, recordings, and other public records created or received on a member's personally owned PCD should be transferred to the Farmington Fire Protection District no later than the end of the member's shift and deleted from the member's PCD as soon as reasonably practicable.

Except with prior express authorization from their supervisors, members are not obligated or required to carry, access, monitor, or respond to electronic communications using a personally owned PCD while off-duty. If a member is in an authorized status that allows for appropriate compensation consistent with policy or existing collective bargaining agreements, or if the member has prior express authorization from their supervisor, the member may engage in district business-related communications. Should members engage in such approved off-duty communications or work, members entitled to compensation shall promptly document the time worked and communicate the information to their supervisors to ensure appropriate compensation. Members who independently document off-duty district-related business activities in any manner shall promptly provide the District with a copy of such records to ensure accurate record keeping.

701.6 USE OF PCD

Best Practice **MODIFIED**

The following protocols shall apply to all PCDs that are carried while on-duty or used to conduct district business:

- (a) All PCDs in the workplace should be set to silent or vibrate mode.
- (b) A PCD may not be used to conduct personal business while on-duty except for brief personal communications (e.g., informing family of extended hours). Members shall endeavor to limit their use of PCDs to authorized break times, unless an emergency exists.
- (c) Members may use a PCD to communicate with other personnel in situations where the use of radio communications is either impracticable or not feasible. PCDs should not be used as a substitute for, as a way to avoid, or in lieu of regular radio communications.
- (d) Members are prohibited from taking pictures, making audio or video recordings or making copies of any such picture or recording media unless it is directly related to official district business. Disclosure of any such information to any third party through any means, requires express authorization of the Fire Chief or the authorized designee.
- (e) Members will not access social networking sites for any purpose that is not official district business. This restriction does not apply to a personally owned PCD used during authorized break times.

Farmington Fire Protection District

Fire Policy Manual

Personal Communication Devices

- (f) Using PCDs to harass, threaten, coerce, or otherwise engage in inappropriate conduct with any third party is prohibited. Any member having knowledge of such conduct shall promptly notify a supervisor.

701.7 SUPERVISOR RESPONSIBILITIES

Best Practice

The responsibilities of supervisors include, but are not limited to:

- (a) Ensuring that members under their command are provided appropriate training on the use of PCDs consistent with this policy.
- (b) Monitoring, to the extent practicable, PCD use in the workplace and taking prompt corrective action if a member is observed or reported to be improperly using a PCD.
 - 1. An investigation into improper conduct should be promptly initiated when circumstances warrant.
 - 2. Before conducting any administrative search of a member's personally owned device, supervisors should consult with the Fire Chief or the authorized designee.

701.8 OFFICIAL USE

Best Practice

Members are reminded that PCDs are not secure devices and conversations may be intercepted or overheard. Caution should be exercised while utilizing PCDs to ensure that sensitive information is not inadvertently transmitted. As soon as reasonably possible, members shall conduct sensitive or private communications on a land-based or other district communications network.

701.9 USE WHILE DRIVING

State

The use of a PCD while driving can adversely affect safety, cause unnecessary distractions and present a negative image to the public. Firefighters operating emergency vehicles should restrict the use of these devices to matters of an urgent nature and should, where practicable, stop the vehicle at an appropriate location to use the PCD.

Except in an emergency, members who are operating vehicles that are not equipped with lights and siren shall not use a PCD while driving unless the device is specifically designed and configured to allow hands-free use (Vehicle Code § 23123(a)). Hands-free use should be restricted to business-related calls or calls of an urgent nature. No member shall write, send or read a text-based communication on a PCD while driving (Vehicle Code § 23123.5).

Personal Alert Safety System (PASS) Devices

908.1 PURPOSE AND SCOPE

State

The purpose of this policy is to safeguard members who are engaged in interior structural firefighting activities or atmospheric hazards such as immediately dangerous to life and health (IDLH) atmospheres that require the use of a self-contained breathing apparatus (SCBA) by providing each member so engaged with a personal alert safety system (PASS) device. PASS devices are designed to monitor responder movement and alert others to a lack of movement (8 CCR 3408).

908.2 POLICY

Best Practice

It is the policy of the Farmington Fire Protection District to provide all members engaged in interior structural firefighting activities or other emergency operations that require an SCBA with a PASS.

908.3 USE OF PASS DEVICES

State

All PASS devices shall meet the requirements of the National Fire Protection Association (NFPA) standard 1970 and 8 CCR 3408 and be labeled or otherwise certified to indicate compliance with the requirements (8 CCR 3408).

Members shall wear a PASS device any time they are directed by the Incident Commander (IC) or Incident Safety Officer or in atmospheres that are IDLH (8 CCR 3408).

The IC shall apply personnel accountability measures to track the entry and exit of members from hazardous areas. A PASS device should be viewed as a last resort for members to summon help when they are unable to notify others that they are in distress.

908.4 MAINTENANCE OF PASS DEVICES

Best Practice

All PASS devices shall be repaired and maintained by qualified members or service representatives in accordance with manufacturer recommendations.

Roadway Incident Safety

918.1 PURPOSE AND SCOPE

Best Practice

The purpose of this policy is to set forth district Fire Chief responsibilities for development of practices used by members who are engaged in any operations occurring on roadways.

918.2 POLICY

Best Practice

It is the policy of the Farmington Fire Protection District to provide traffic incident management (TIM) practices for the protection of members, personnel responding from other agencies, and victims operating on roadways.

918.3 FIRE CHIEF RESPONSIBILITIES

Best Practice

The Fire Chief should ensure that the District adopts TIM procedures. Procedures should include but not be limited to:

- Use of the Incident Command System at all roadway incidents.
- Coordination and cooperation with law enforcement on-scene, including establishing a unified command, depending on the location, size, and complexity of the incident.
- Scene identification and size-up.
- Establishing a temporary traffic control zone including:
 - Placement of apparatus.
 - Use of traffic control devices.
 - Personnel assigned to TIM duties.

918.3.1 MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES (MUTCD)

State

Procedures should also include any requirements in the manual of uniform traffic control devices adopted by the state, including but not limited to the following (8 CCR 1598):

- Use of emergency vehicle lighting
- Safe positioning of emergency vehicles
- Use of traffic flaggers

Conduct and Behavior

1013.1 PURPOSE AND SCOPE

Best Practice

The purpose of this policy is to provide guidelines to prevent activities or behaviors that may lead to disciplinary actions or dismissal.

1013.2 POLICY

Best Practice

It is the policy of this district that its members strive to attain the highest professional standard of conduct and discharge their duties in a courteous and professional manner.

1013.3 PROFESSIONAL CONDUCT

Best Practice

All members should be governed by the ordinary and reasonable rules of behavior observed by law-abiding and self-respecting citizens, and should conduct themselves at all times in such manner as to reflect favorably on the District. Conduct unbecoming a member shall include that which discredits the District or the person as a member of the District or which impairs the operation or efficiency of the District or its members.

All members should conduct themselves in a manner that will not impair the good order and discipline of the District. Members should not, while on-duty, indulge in offensive, obscene or uncivil language, verbal or physical altercations or threats thereof or conduct which might cause injury to another person.

All members of the District should be familiar with the expected standard of behavior, both on- and off-duty.

1013.4 INTERACTION WITH THE PUBLIC

State

In the performance of their duties, members should be courteous to the public and tactful. They should control their tempers, exercise reasonable patience and discretion, and should not engage in any argumentative discussions even when provoked.

In the performance of their duties, members should not use coarse, violent, profane, or insolent language or gestures, and should not express prejudice or discrimination (Government Code § 12940 et seq.).

1013.5 COURTESY TO MEMBERS

State

Members should be courteous and respectful in their relations with all members of the District. Members shall not use coarse, violent, profane, or insolent language or gestures, and shall not express prejudice or discrimination (Government Code § 12940 et seq.).

Farmington Fire Protection District

Fire Policy Manual

Conduct and Behavior

1013.6 DISCRIMINATION, OPPRESSION, OR FAVORITISM

Best Practice

Unless required by law or policy, discriminating against, oppressing, or providing favoritism to any person because of actual or perceived characteristics such as race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, economic status, cultural group, veteran status, marital status, and any other classification or status protected by law, or intentionally denying or impeding another in the exercise or enjoyment of any right, privilege, power, or immunity, knowing the conduct is unlawful, is prohibited.

1013.7 CONFORMANCE TO LAWS

Best Practice

Members shall obey all laws of the United States and of any state and local jurisdiction in which the member is present.

1013.8 DEROGATORY OR MALICIOUS STATEMENTS

Best Practice

Members should not be a party to any malicious gossip, report or activity which would tend to disrupt district morale or bring discredit to the District or any member thereof. Member questions concerning district policy, activities, officers and/or safety issues shall be submitted by official written communication to the member's immediate supervisor.

1013.9 POLITICAL ACTIVITY

Best Practice

Members should not engage in political activities of any kind while on-duty. Members are also prohibited from engaging in any political activity off-duty while wearing any uniform items or equipment that could identify them as members of the District.

1013.10 SEXUAL ACTIVITY

Best Practice

Members should not engage in any sexual activity while on-duty. This includes use of any electronic device to communicate or receive messages, photos or any other content of a sexual or provocative nature.

1013.11 ILLEGAL GAMBLING

Best Practice

Members should not engage or participate in any form of illegal gambling at any time while on-duty. This includes accessing gaming websites from computers or any electronic device, whether district-issued or owned by the member.

1013.12 GIFTS AND GRATUITIES

Best Practice

Farmington Fire Protection District

Fire Policy Manual

Conduct and Behavior

Members should not solicit or accept any gift, including money, tangible or intangible personal property, or any service, gratuity, favor, entertainment, hospitality, loan, promise, or any other thing of value from any person, business, or organization that is doing business with, or seeking to do business with, the District or the District.

If it may reasonably be inferred that the person, business, or organization seeks to influence the actions of an official or seeks to affect the performance of an official while on-duty, the incident should be immediately reported to the next level supervisor. This rule does not take the place of any relevant requirements applicable to individuals under Government Code § 1090 et seq. or the State Political Reform Act, Government Code § 87100 et seq.

1013.13 OFFERS OF DONATIONS AND GIFTS OF THE HEART

Best Practice

Members who are approached with monetary donations following major disasters shall direct the person or entity to the Administration Division for instruction on proper ways to donate.

At no time should a member accept any monetary donation from the public. If a citizen offers a gift of a non-monetary nature, such as food or product, the gift shall be placed in an area of the station or office to be shared by all members.

At no time shall a member consider a gift of the heart as a personal present.

1013.14 ABUSE OF POSITION

Best Practice

Members should not use their official positions, official identification cards, or badges to avoid the consequences of illegal acts or for other non-work related personal gain. Members shall not lend to another person their identification cards or badges or permit their identification cards or badges to be photographed or reproduced without the approval of the Fire Chief.

Members should not authorize the use of their name, photograph, or official title that identifies them as district members (e.g., in connection with testimonials or advertisements of any commodity or commercial enterprise) without the approval of the Fire Chief.

1013.15 PUBLIC STATEMENTS AND APPEARANCES

Best Practice

Members should not address public gatherings, appear on radio or television, prepare any articles for publication, act as correspondents to a newspaper or periodical, or release or divulge investigative information or information on any other matter of the District while presenting themselves or in any way identifying themselves as representing the District, without the approval of the Fire Chief.

Member Speech, Expression, and Social Networking

1045.1 PURPOSE AND SCOPE

Best Practice

This policy is intended to address issues associated with member use of social networking sites and to provide guidelines for the regulation and balancing of member speech and expression with the needs of the District.

Nothing in this policy is intended to prohibit or infringe upon any communication, speech or expression that is protected or privileged under law. This includes speech and expression protected under state or federal constitutions as well as labor or other applicable laws. For example, this policy does not limit an employee from speaking as a private citizen, including acting as an authorized member of a recognized bargaining unit, about matters of public concern, such as misconduct or corruption.

Members are encouraged to consult with their supervisor regarding any questions arising from the application or potential application of this policy.

1045.1.1 APPLICABILITY

Best Practice

This policy applies to all forms of communication, including but not limited to film, video, print media, public or private speech, use of all internet services, including the web, email, file transfer, remote computer access, news services, social networking, social media, instant messaging, blogs, forums, video, and other file-sharing sites.

1045.2 POLICY

Federal

Public employees occupy a trusted position in the community, and thus, their statements have the potential to contravene the policies and performance of this district. Due to the nature of the work and influence associated with the fire profession, it is necessary that members of this district be subject to certain reasonable limitations on their speech and expression. To achieve its mission and efficiently provide service to the public, the Farmington Fire Protection District will carefully balance the individual member's rights against the district's needs and interests when exercising a reasonable degree of control over its members' speech and expression.

1045.3 SAFETY

Best Practice

Members should consider carefully the implications of their speech or any other form of expression when using the internet. Speech and expression that may negatively affect the safety of the Farmington Fire Protection District members, such as posting personal information in a public forum, can result in compromising a member's home address or family ties. Members should therefore not disseminate or post any information on any forum or medium that could reasonably

Farmington Fire Protection District

Fire Policy Manual

Member Speech, Expression, and Social Networking

be anticipated to compromise the safety of any member, a member's family, or associates. Examples of the type of information that could reasonably be expected to compromise safety include:

- Disclosing the address of a fellow firefighter.
- Otherwise disclosing where another firefighter can be located off-duty.

1045.4 PROHIBITED SPEECH, EXPRESSION, AND CONDUCT

Best Practice

To meet the district's safety, performance and public-trust needs, the following is prohibited unless the speech is otherwise protected (for example, an employee speaking as a private citizen, including acting as an authorized member of a recognized bargaining unit, on a matter of public concern):

- (a) Speech or expression made pursuant to an official duty that tends to compromise or damage the mission, function, reputation, or professionalism of the Farmington Fire Protection District or its members.
- (b) Speech or expression that, while not made pursuant to an official duty, is significantly linked to, or related to, the Farmington Fire Protection District and tends to compromise or damage the mission, function, reputation, or professionalism of the Farmington Fire Protection District or its members. Examples may include:
 1. Statements that indicate disregard for the law of the state or U.S. Constitution.
 2. Expression that demonstrates support for criminal activity.
 3. Participating in sexually explicit photographs or videos for compensation or distribution.
- (c) Speech or expression that could reasonably be foreseen as having a negative impact on the credibility of the member as a witness. For example, posting statements or expressions to a website that glorify or endorse dishonesty, unlawful discrimination, or illegal behavior.
- (d) Speech or expression of any form that could reasonably be foreseen as having a negative impact on the safety of the members of the District.
- (e) Speech or expression that is contrary to the canons of the Firefighters' Code of Ethics as adopted by the Farmington Fire Protection District.
- (f) Use or disclosure, through whatever means, of any information, photograph, video or other recording obtained or accessible as a result of employment with the District for financial or personal gain, or any disclosure of such materials without the express authorization of the Fire Chief or the authorized designee.
- (g) Posting, transmitting, or disseminating any photographs, video or audio recordings, likenesses, or images of district logos, emblems, uniforms, badges, patches, marked vehicles, equipment or other material that specifically identifies the Farmington Fire Protection District on any personal or social networking or other website or web page, without the express authorization of the Fire Chief.

Farmington Fire Protection District

Fire Policy Manual

Member Speech, Expression, and Social Networking

- (h) Accessing websites for non-authorized purposes, or use of any personal communication device, game device or media device, whether personally or district owned, for personal purposes while on-duty, except in the following circumstances:
 - 1. When brief personal communication may be warranted by the circumstances (e.g., inform family of extended hours).
 - 2. During authorized breaks; however, such usage should be limited as much as practicable to areas out of sight and sound of the public and shall not be disruptive to the work environment.

Members must take reasonable and prompt action to remove any content, including content posted by others, that is in violation of this policy from any web page or website maintained by the member (e.g., social or personal website).

1045.4.1 UNAUTHORIZED ENDORSEMENTS AND ADVERTISEMENTS

Federal

While members are not restricted from engaging in the following activities as private citizens or as authorized members of a recognized bargaining unit, members may not represent the Farmington Fire Protection District or identify themselves in any way that could be reasonably perceived as representing the Farmington Fire Protection District in order to do any of the following, unless specifically authorized by the Fire Chief (Government Code § 3206; Government Code § 3252):

- (a) Endorse, support, oppose, or contradict any political campaign or initiative
- (b) Endorse, support, oppose, or contradict any social issue, cause, or religion
- (c) Endorse, support, or oppose any product, service, company, or other commercial entity
- (d) Appear in any commercial, social, or nonprofit publication or any motion picture, film, video, public broadcast, or on any website

Additionally, when it can reasonably be construed that a member, acting in an individual capacity or through an outside group or organization (e.g., bargaining group), is affiliated with this district, the member shall give a specific disclaiming statement that any such speech or expression is not representative of the Farmington Fire Protection District.

Members retain their right to vote as they choose, to support candidates of their choice, and to express their opinions as private citizens, including as authorized members of a recognized bargaining unit, on political subjects and candidates at all times while off-duty. However, members may not use their official authority or influence to interfere with or affect the result of an election or a nomination for office. Members are also prohibited from directly or indirectly using their official authority to coerce, command or advise another member to pay, lend, or contribute anything of value to a party, committee, organization, agency, or person for political purposes (5 USC § 1502).

1045.4.2 POLITICAL ACTIVITY

State

Farmington Fire Protection District

Fire Policy Manual

Member Speech, Expression, and Social Networking

The following rights are retained by firefighters by statute and are extended to all other members by the Farmington Fire Protection District (Government Code § 3252).

- (a) No member shall be prohibited from engaging in political activity, unless otherwise prohibited by law, in violation of district policy, or any time a member is on-duty or in uniform.
- (b) Members shall not be coerced or required to engage in political activity.
- (c) A member can seek election to, or serve as a member of, the governing board of a school district or any local agency where the member is not employed, including but not limited to any city, county, special district, or political subdivision.

1045.5 PRIVACY EXPECTATION

State

Members forfeit any expectation of privacy with regard to emails, texts, or anything published, shared, transmitted, or maintained through file-sharing software or any internet site that is accessed, transmitted, received, or reviewed on any district technology system (see the Information Technology Use Policy for additional guidance).

The District shall not require a member to disclose a personal username or password for accessing personal social media, or open a personal social website; however, the District may request access when it is reasonably believed to be relevant to the investigation of allegations of work-related misconduct (Labor Code § 980).

1045.6 CONSIDERATIONS

Best Practice

In determining whether to grant authorization of any speech or conduct that is prohibited under this policy, the factors that the Fire Chief or the authorized designee should consider include:

- (a) Whether the speech or conduct would negatively affect the efficiency of delivering public services.
- (b) Whether the speech or conduct would be contrary to the good order of the District or the efficiency or morale of its members.
- (c) Whether the speech or conduct would reflect unfavorably upon the District.
- (d) Whether the speech or conduct would negatively affect the member's appearance of impartiality in the performance of duties.
- (e) Whether similar speech or conduct has been previously authorized.
- (f) Whether the speech or conduct may be protected and outweighs any interest of the District.

1045.7 TRAINING

Best Practice

Subject to available resources, the District should provide training regarding member speech and the use of social networking to firefighters and supervisors.

Farmington Fire Protection District

Fire Policy Manual

Member Speech, Expression, and Social Networking