

Smithfield Volunteer Fire Department

STANDARD OPERATING PROCEDURE

SECTION
100.01

ADMINISTRATION

REVISION
A

1. There shall be a clipboard for posting general orders, special orders, and memos located at Station 1. The purpose of the clipboards shall be to facilitate communications. A bulletin board is also provided for posting items of general correspondence.
2. A manual containing the Department's official rules, regulations and standard operating procedures shall be maintained in the watch office at Station 1.
3. Definitions:

TO BE ADDED AT A LATER DATE.

Smithfield Volunteer Fire Department

STANDARD OPERATING PROCEDURE

SECTION
100.02

EQUAL OPPORTUNITY

REVISION
A

1. Promotions within the Department shall be based on valid job-related needs and criteria.
2. Promotions within the Department shall not be based on age, color, disability, ethnicity, national origin, political affiliation, race, religion, gender, or sexual orientation.

Smithfield Volunteer Fire Department

STANDARD OPERATING PROCEDURE

SECTION
100.03

DISCIPLINARY ACTIONS

REVISION
A

1. Disciplinary action is a tool to allow supervisors to deal effectively with members whose performance or conduct is unacceptable.
2. Disciplinary actions are taken to promote the efficiency of the Department's operations. In exercising discipline, the Department will give due regard to each member's legal rights and will ensure that disciplinary actions are based upon objective considerations without regard to age, color, disability, ethnicity, national origin, political affiliation, race, religion, gender, sexual orientation, or other non-merit factors.
3. Corrective action shall be taken in a progressive manner. The process shall generally be as follows:
 - Verbal discussion.
 - Written reprimand.
 - Appearance before the Board.
 - Suspension.
 - Termination.

Smithfield Volunteer Fire Department

STANDARD OPERATING PROCEDURE

SECTION
100.04

MEDIA RELATIONS

REVISION
A

1. Statements to the media, news releases, and media campaigns must be approved by the Fire Chief or President prior to their release, except as provided below.
2. An incident commander is authorized to provide the media with general details concerning an incident.
3. Communications personnel are authorized to provide the media with a list of incidents. This information shall be limited to the dates, times, and locations of the incidents.

Smithfield Volunteer Fire Department

STANDARD OPERATING PROCEDURE

SECTION
100.05

RESIGNATIONS

REVISION
A

1. Notice of resignation shall be in writing and shall be delivered to the President of the Department.
2. The resigning member shall turn in all uniforms, pagers, keys, and other property issued by the department. A member may be assessed a replacement cost for any item not returned or is returned damaged.

Smithfield Volunteer Fire Department

STANDARD OPERATING PROCEDURE

SECTION
100.06

PROMOTIONS POLICY

REVISION
A

The Fire Chief has the authority, as specified in the department by-laws, to appoint officers and create positions as deemed necessary to insure proper operation of the Smithfield Volunteer Fire Department. As an aid to all members, this section of the Standard Operating Procedures is being developed to help all members understand the various positions that are implemented into the operational portion of the department, outline the responsibilities of each position, as well as to provide additional information so that members may prepare themselves to qualify for specific positions in the department.

The Fire Chief, or the designate of the Fire Chief, shall approve all status changes as related to promotions and appointments to various positions. Likewise, the Fire Chief will maintain the authority to create and disband any and all positions as deemed necessary and proper. The Fire Chief also reserves the right to discipline or replace members who fail to maintain an established level of performance.

Rank for operational positions shall be divided into the categories of Chief Officers, the Company Officers, and the Company. The ranks assigned to the Chiefs shall be the Fire Chief, Deputy Chief, and the Assistant Chiefs. The Company officers shall be comprised of Captains and Lieutenants. The company ranks shall consist of Engineers, Driver/Truck operators, Driver/Pump operators, Apprentice engineers, as well as Senior Firefighters, Firefighters, Probationary Firefighters, and Explorers.

Throughout the various job descriptions, minimum requirements are listed for advancement. Response to emergency incidents and attendance to drills shall be with the Smithfield Volunteer Fire Department. When requirements specify for the individual to be capable of performing the duties of an engineer, the applicant shall have had such experience with the Smithfield Volunteer Fire Department as an engineer.

The policy of the department shall be to promote individuals based upon ones character, training, activity at the department, and et cetera. Formal training is preferred, but the Fire Chief may promote an individual based on one's experience with the Smithfield Volunteer Fire Department.

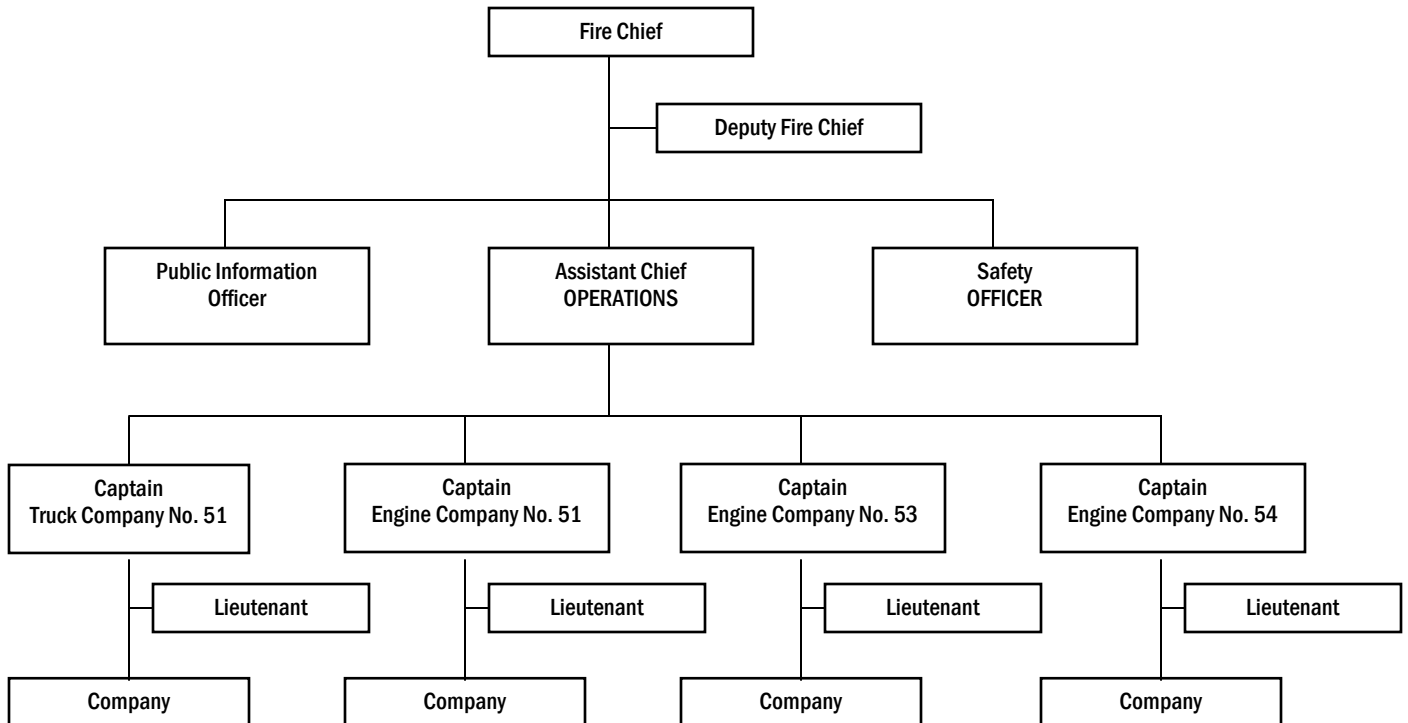
Smithfield Volunteer Fire Department

STANDARD OPERATING PROCEDURE

SECTION
100.07

OPERATIONAL CHAIN OF COMMAND

REVISION
A



Co-lateral assignments:

Truck Company No. 51:

- Assigned apparatus: Truck 51 & Rescue 51
- Training Officer

Engine Company No. 51:

- Assigned apparatus: Engine 51
- Maintenance

Engine Company No. 53:

- Assigned apparatus: Engine 53
- Small tools & equipment

Engine Company No. 54:

- Assigned apparatus: Engine 54 & Brush 51
- Personal protective equipment

Smithfield Volunteer Fire Department

STANDARD OPERATING PROCEDURE

SECTION
101.01

FIRE CHIEF – JOB DESCRIPTION

REVISION
A

1. The fire chief is the operational head of the Department and is directly responsible for the proper and efficient operation of the Department.
2. The fire chief shall be responsible for the following:
 - A. Supervising, regulating, and managing the Department to ensure preparedness for all emergency responses.
 - B. Prescribing the specifications and manner of wear of uniforms and protective clothing.
 - C. Reorganizing any part of the Department's operations when in his judgment such reorganization would best serve the Department.
 - D. Establishing rules, regulations, and procedures as necessary to ensure Department efficiency and effectiveness.
 - E. Enforcing the Department's rules, regulations, and Standard Operating Procedures.
 - F. Reprimanding and suspending members in accordance with the Department's By-laws when conditions so warrant.
 - G. Preparing the Department's operational and capital improvements budget for presentation to and approval from the members of the Department during a regularly scheduled business meeting prior to submittal to the local governments.
 - H. Decision making concerning the use of funds available in the Department's budget, conferring with the Department's President when possible if time constraints are involved.

Smithfield Volunteer Fire Department

STANDARD OPERATING PROCEDURE

SECTION
101.02

DEPUTY FIRE CHIEF – JOB DESCRIPTION

REVISION
A

1. The Deputy Chief shall be appointed by and report directly to the Fire Chief.
2. The Deputy Chief shall be responsible for the following:
 - A. Assist with the over all management and evaluation of the Department.
 - B. Shall serve as Acting Fire Chief in the event that the Fire Chief becomes incapacitated, resigns, or otherwise is not able to carry out the duties of the position of Fire Chief, or as instructed by the Fire Chief.
 - C. Shall perform task as may be assigned by the Fire Chief.
 - D. Assisting in the preparation of the Department's budget, managing procurement, and monitoring expenditures on a daily basis.
 - E. Coordinating the submission of items to the appropriate governing body.
 - F. Administering contracts.
 - G. Purchasing agent
 - H. Maintaining records, managing the Department's information management system, and preparing reports as required.
 - I. Serving as the Department's human resources coordinator.
 - J. Serving as the Department's public information officer.
 - K. Performing other duties as required.

Smithfield Volunteer Fire Department

STANDARD OPERATING PROCEDURE

SECTION
101.03

ASSISTANT CHIEF OF OPERATIONS
JOB DESCRIPTION

REVISION
A

1. The Assistant Chief of Operations is the chief officer who is held responsible for the overall operation of the company and ultimately held responsible by the Fire Chief to insure the company is prepared to provide emergency services at all times in an efficient and professional manner. The responsibilities of the Assistant Chief include, but are not limited to the following:
 - A. Emergency operations preparedness
 - B. Organize stand-by crew when warranted
 - C. Maintenance of the building
 - D. Maintenance of the apparatus and equipment
 - E. Fire reports and statistics
 - F. Training
 - G. Maintain & develop Department Standard Operating Procedures
 - H. Provide annual company budget to the Fire Chief
 - I. Perform any task or assignment as requested by the Fire Chief.
2. The Assistant Chief shall respond directly to the location an emergency incident at the time of alarm to evaluate the conditions of the emergency, develop and implement a plan to resolve the incident, call upon additional resources if required, establish a command post, and manage the incident until considered under control or relieved of command.
3. The Assistant Chief of Operations shall serve as acting Fire Chief in the absence of the Fire Chief, the Deputy Chief, or as instructed by the Fire Chief.

Smithfield Volunteer Fire Department

STANDARD OPERATING PROCEDURE

SECTION
101.05

TRAINING OFFICER – JOB DESCRIPTION

REVISION
A

1. The training officer shall be appointed by the Fire Chief.
2. The training officer shall be directly responsible for the following:
 - A. Developing, conducting, coordinating, and supervising fire and emergency medical training classes, courses, and seminars.
 - B. Setting a good example for his students and requiring that they meet all required standards of conduct and performance.
 - C. Maintaining records and preparing reports as required.
 - D. Attending training courses, seminars, and conferences and reading trade journals to keep up with industry trends and changes.
 - E. Maintaining skill level through periodic assignment to response duties.
 - F. Supervising and maintaining assigned work areas.
 - G. Possessing the minimum certifications required by the Department and other appropriate agencies.
 - H. Performing other such duties as assigned.

Smithfield Volunteer Fire Department

STANDARD OPERATING PROCEDURE

SECTION
101.06

CAPTAIN – JOB DESCRIPTION

REVISION
A

1. The captain's position(s) is appointed by the Fire Chief and reports directly to the Assistant Chief of Operations.
2. No member shall be appointed to the position of captain unless the member meets, at a minimum, the qualifications for certification at the Officer I level and has previously served at least two years as an engineer of the Department.
3. Members appointed to the position of captain shall have good written and oral communications skills.
4. Certification at the Officer I level may be waived by the Fire Chief if, in the opinion of the Fire Chief, the member has demonstrated a thorough knowledge of the fire serve, Department regulations, rules, and standard operating procedures.
5. Captains shall be responsible for the following:
 - A. Commanding an engine, truck, or squad company. This includes being responsible for the care, maintenance and usage of all equipment and items pertaining thereto.
 - B. Preparing reports and maintaining records as required.
 - C. Conducting and supervising training for personnel.
 - D. Obeying, supporting, and enforcing the Department's rules, regulations, policies, and procedures.
 - E. Setting a good example for subordinates and requiring subordinates to meet all required standards of conduct and performance.
 - F. Promptly reporting in writing any violation of the Department's rules, regulations, policies, and procedures, and referring all official matters to the Fire Chief through the established chain of command.
 - G. Supervising and assisting subordinates in the performance of maintenance, training, and emergency response activities.
 - H. Serve as acting Assistant Chief of Operations when instructed to do so by the Fire Chief, the Deputy Chief, the Assistant Chief of Operations, or in the absence thereof.
 - I. Performing other such duties as may be required.
6. The captain(s) shall respond to incidents as follows:
 - A. The captain(s) shall notify the dispatcher via radio of response to an incident, thereby informing the chief officers that someone is en-route to respond apparatus.
 - B. It shall be the responsibility of the Captain to ride as the officer-in-charge of an engine, truck or squad company in response to an incident.
 - C. The Captain shall assist the driver with choosing the most direct and proper route to an emergency incident, maintain communications with other emergency apparatus, operational officers, and the dispatcher while in response to an incident.
 - D. Upon arrival at the incident scene, the captain shall be responsible for the placement of the apparatus at the scene and be prepared to establish "COMMAND" of the incident in the event that a chief operational officer is not present.
 - E. In the event that a driver operator of specific apparatus is not available, it shall be the responsibility of the captain to respond said apparatus to the incident scene.

Smithfield Volunteer Fire Department

STANDARD OPERATING PROCEDURE

SECTION
101.07

LIEUTENANT – JOB DESCRIPTION

REVISION
A

1. The lieutenant(s) position shall be appointed by the Fire Chief and shall report directly to the captain assigned.
2. The lieutenant shall be responsible to assist the captain with the assigned duties as identified in SOP 101.06, and other such duties as may be assigned.
3. The lieutenant's response to an emergency incident and incident responsibilities shall be the same as that of captain as instructed in SOP 101.06 .
4. No member shall be appointed to the position of lieutenant unless the member meets, at a minimum, the qualifications for certification at the Officer I level and has previously served at least two years as an engineer of the Department.
5. Certification at the Officer I level may be waived by the Fire Chief if, in the opinion of the Fire Chief, the member has demonstrated a thorough knowledge of the fire serve, Department regulations, rules, and standard operating procedures.
6. Members appointed to the position of lieutenant shall have good written and oral communications skills.

Smithfield Volunteer Fire Department

STANDARD OPERATING PROCEDURE

SECTION
101.11

FIRE FIGHTER – JOB DESCRIPTION

REVISION
A

1. Members are appointed to the position of Fire Fighter by the Fire Chief.
2. Members with the position of firefighter shall be responsible to provide a human resource to perform the basic firefighting task as may be requested by the incident commander at an incident scene, a chief, or a company officer. The firefighter shall be mentally and physically fit to perform the duties of a firefighter so as not to jeopardize the safety of themselves or others. Some of the duties of the firefighter may include, but are not limited to interior structural fire fighting, the suppression of brush/woods fires, response to hazardous materials incidents, various types of rescue involving trapped, injured, and sick persons, and et cetera. Additionally, the firefighter will often be exposed to extreme weather conditions and hazardous situations.
3. The firefighter, while on the scene of an incident, shall obey the commands of the incident commander and any officer which shall include the Safety Officer. Disobeying any direct order from an officer shall be subject to disciplinary action by the Fire Chief. The firefighter may, however, refuse to obey a command if said firefighter feels that safety is being compromised more than would generally be accepted as a standard risk.
4. The firefighter shall also be familiar with all of the basic firefighting equipment and it's location on all apparatus used by the department, as well as be able to use said equipment efficiently and safely while engaging in the fire fighting activities as deemed necessary by the incident commander.
5. The firefighter is expected to be able to perform task as instructed in the Firefighter I level without on scene instruction.
6. The firefighter shall answer directly to the company officers. Any suggestions, comments, complaints, and et cetera should be directed to the company officers before going directly to the Fire Chief or any of the chief officers.
7. If the company member responds directly to the incident scene via POV, under no circumstances shall the vehicle driven by the company member be parked at the incident scene so as to block ingress / egress of emergency apparatus, or otherwise encumber incident operations.
8. Once at the scene, the firefighter shall not cause delay in operations by not having put all of the firefighter's protective clothing on. Failure to wear proper turn out gear is subject to discipline by any company officer, the Safety Officer, or any chief officer.
9. After putting on the proper turn out gear, the company member shall report directly to the incident commander so as to be logged in at the incident scene.
10. In the event that the incident commander has not set up a formal command post, the company member shall report to the first arriving apparatus, and wait for further instructions.
11. The firefighter shall assist the company officers in the performance of all of their duties.
12. Minimum requirements for the position of Fire Fighter:
 - A. Satisfactory completion of State certified firefighter I level training.
 - B. Satisfactory completion of State certified Haz Mat Awareness training.
 - C. Shall be a minimum of 18 years of age.
 - D. Shall be capable of performing basic firefighter task using standard department hand tools, hose lines, and ground ladders.
 - E. Shall be knowledgeable of all the department's standard operating procedures.
 - F. Firefighters shall respond to incidents in accordance with SOP 403.02, DRIVERS OF PERSONAL VEHICLES.

Smithfield Volunteer Fire Department

STANDARD OPERATING PROCEDURE

SECTION
101.12

PROBATIONARY FIRE FIGHTER

JOB DESCRIPTION

REVISION
A

PROBATIONARY FIRE FIGHTER – JOB DESCRIPTION

SOP 101.12

1. The position of probationary fire fighter is appointed by the Fire Chief.
2. The position of PROBATIONARY FIREFIGHTER is to serve as an on the job training program by which the probationary firefighter is not exposed to danger and incident related activities beyond the training of said individual.
3. The probationary period shall last for one calendar year from the date of the members entry into the department. During this time, the probationary firefighter is expected to satisfactorily complete the State certified Firefighter I training and be prepared to become a firefighter as defined in the job description of firefighter as described in SOP 100.11.
4. The probationary firefighter may respond to emergency incidents, however, incident activities by the probationary firefighter are restricted. Once at the scene of an incident, the probationary firefighter shall not engage directly in the control of an incident unless given specific direction from the incident commander. Additionally, a probationary firefighter shall not operate tools, equipment, or apparatus until proper training and approval has been given.
5. Probationary firefighters shall not enter into burning structures, structures with a potential to burn, or hazardous conditions under any circumstance.
6. A probationary firefighter is to be escorted on the incident scene by an experienced member of the department as determined by the incident commander. The individual supervising the activities of the probationary firefighter shall be held responsible for all actions and the safety of the probationary firefighter.
7. The probationary period for the probationary firefighter may be extended at the discretion of the Fire Chief if it is felt to be in the best interest of the department as determined by the Fire Chief.
8. The minimum requirements for the position of probationary firefighter is as follows:
 - A. The minimum requirements for the position of probationary firefighter are the same as those required for membership into the Smithfield Volunteer Fire Department.
 - B. No previous training or experience is required.
9. The probationary firefighter should use this period as a time to begin to learn about the history and traditions of the fire service, as well as the history and traditions pertinent to the Smithfield Volunteer Fire Department. Furthermore, the member shall realize that all of the actions of a member of the department not only represent himself, but can, and often are, considered representative of the department. It shall be the responsibility of the probationary firefighter, as well as the entire department, to maintain the integrity of the Smithfield Volunteer Fire Department and act in a professional manner at all times. Failure to maintain the integrity of the department constitutes grounds for discipline and/or dismissal from the department.
10. The probationary firefighter is expected to learn and abide by all of the department's standard operating procedures.
11. Probationary firefighters shall respond to incidents in accordance with SOP 403.02, DRIVERS OF PERSONAL VEHICLES.

Smithfield Volunteer Fire Department

STANDARD OPERATING PROCEDURE

SECTION
101.13

EXPLORER – JOB DESCRIPTION

REVISION
A

1. Explorers are probationary members of the fire department and shall abide by all department bylaws and SOP's.
2. Explorers shall be issued all personal protective equipment, which will include an ORANGE helmet affixed with "EXPLORER" rockers and orange marked accountability tags.
3. Under no circumstances will it be permissible for Explorers to leave or miss school to attend any department activity without permission from the post advisor or the fire chief. Fire department papers are not to be taken to school.
4. Explorers are not permitted to be at the scene of an incident after 10 pm on school nights.
5. Explorers are allowed to stay overnight at the fire station only if accompanied by two fire department members who are at least 21 years of age. Explorers are not allowed to stay overnight at the fire station on school nights.
6. Explorers shall maintain a "C" average (2.0 GPA) or better. A copy of each Explorer's grade report must be presented to the explorer post advisor upon the completion of each grading period. If an Explorer's grades fall below a "C" average for any grading period the Explorer will be placed on suspended status until the next grading period is completed in which a "C" average has been attained.
7. A member on suspended status will not be allowed to participate in any department or explorer post functions including responding to fire calls.
8. Explorers shall abide by fire department SOP 102.06 "Uniforms." In addition, Explorers shall wear a class "B" or class "C" uniform, as required by the post advisor, to all department meetings and non-emergency functions. They shall represent the department and explorer post in a professional manner.
 - A. Class "B" uniforms shall consist of all accessories required for "duty uniforms" and include a long sleeve or short sleeve blue button up duty shirt with name bar, explorer shoulder patch (or explorer collar brass).
 - B. Class "C" Uniforms shall consist of all accessories required for "duty uniforms" and include a department t-shirt or sweat shirt.
9. Explorers are expected to attend a minimum of 1 out of every 3 explorer post meetings. Failure to satisfy this requirement will result in the member being placed on suspended status.
10. All disciplinary actions shall be enforced by the post advisor or fire chief and will be reported to a parent or guardian.
11. Explorers shall immediately report any accident or injury during training or fire scene operations to the post advisor or incident commander.
12. Explorers shall perform assigned duties during training and fire scene operations without question unless they are unqualified to perform the operations or feel the task jeopardizes their safety. In such an event the junior firefighter shall immediately report the situation to the post advisor or incident commander.
13. Explorers may not operate any department owned equipment except under the direct supervision of a certified firefighter.
14. Explorers ages 15 or below are not allowed to respond to or participate in any part of emergency incidents.
15. Explorers ages 16-18 are not allowed to respond directly to the emergency incidents. When Explorers respond to the station at the time of the alarm, the following guidelines shall apply:

A. Personal Vehicles

Section 101.13 – Continued

1. All speed limits and traffic laws are to be strictly followed.
2. The fire department and explorer post are in no way responsible or liable for moving violations or accidents that may occur while in route to or from the emergency scene and/or fire station.
3. Explorers are not allowed to use emergency lights on their personal vehicles, nor are hazard lights to be used when responding to an incident.

B. Fire Department Apparatus

1. At the discretion of the officer in charge, the junior firefighter ages 16-17 may be allowed to ride apparatus responding to incidents.
2. The Explorer shall allow line officers and firefighters to occupy available seats on responding apparatus and shall only ride on responding apparatus when space is available.

C. Explorers are not allowed to respond to mutual aid calls.

D. Emergency Scene

1. Upon arriving on scene, Explorers shall report to the incident commander, render their accountability tags and remain in the personnel staging area until assigned a task to perform.
2. Explorers shall not participate in actual fire fighting or training as required for incidents involving hazardous environments such as structures, vehicles, extrications, and et cetera. Explorers are not allowed to enter an involved structure and shall remain clear of all hazardous areas and hot zones at all incidents.
3. Explorers are allowed to participate in the suppression of woods or brush fires at the discretion of the officer in charge. Explorers shall remain in the line of sight of a certified firefighter while participating in woods or brush fires. (Exception: Explorers participating in a Firefighter I, SCBA or extrication classes are allowed to complete the required training under the direct supervision of an instructor.)
4. Explorers may participate in department training in controlled environments, such as burn buildings, at the discretion of the fire chief or training officer. Such training must be performed under the direct supervision of a department officer or certified instructor.)
5. Explorers may be allowed to perform limited support activities at emergency incidents as long as the junior firefighter is well out of any hazardous area. Duties include helping change air bottles; setting up drop tanks, lighting and exterior ventilation; retrieving tools as needed by senior firefighters; and any other non-hazardous task assigned by a department line officer.
6. Explorers are not allowed to assist with traffic control operations.
7. Explorers shall assist with clean-up following any call, unless excused by the post advisor or officer in charge.

Smithfield Volunteer Fire Department

STANDARD OPERATING PROCEDURE

SECTION
101.14

FIRE PREVENTION OFFICER

JOB DESCRIPTION

REVISION
A

The Fire Prevention Officer shall answer directly to the Deputy Chief. The Fire Prevention Officer will also be assigned the radio designation of PREVENTION 1 to use while conducting the duties of the office of fire prevention.

The Fire Prevention Officer is responsible for coordinating public fire education programs, community relations and related activities for the fire department, as well as coordinate the pre-fire program. In order to accomplish the task of this office, direct contact with the public is necessary. Therefore, the Fire Prevention Officer shall maintain, and hold paramount, the integrity of the department. The Fire Prevention Officer shall always maintain a professional attitude while engaged in performance of task. In order to promote the professionalism of the department, those involved in public fire education shall dress in the proper uniform, and conduct business and training in an ethical manner. Misrepresentation of the department of any form will not be tolerated.

1. The Duties of the Fire Prevention Officer are as follows:
 - A. Assesses the needs and develops programs targeting community relations and public information programs.
 - B. Researches, develops and implements new programs.
 - C. Coordinates the development and dissemination of related brochures and information.
 - D. Coordinates speakers or personally presents public information programs and presentations to schools, clubs, and civic organizations in the community.
 - E. Presents public education programs during fire prevention week.
 - F. Coordinates pre-fire plan activities such as sketching area occupancies, constructing pre-fire plan books when the need arises.
 - G. Brief the department of changes, additions, and other situations in the district as information becomes available.
 - H. Monitors budget expenditures for community relations and public information.
 - I. Projects future needs for public fire education, inspection, and planning, and provides justification for budget request.
 - J. Shall work with the State Fire Marshall in conducting building inspections, and enforcement thereof.
 - K. Perform other related duties as requested by the Fire Chief.

2. Minimum entry knowledge skills requirements
 - A. Thorough knowledge of educational techniques, methods and procedures.
 - B. Ability to analyze, interpret and apply research findings and recommendations.
 - C. Ability to relate to all age groups and to present ideas clearly and effectively.
 - D. Ability to establish and maintain effective working relationships with fire department personnel.
 - E. Ability to independently and effectively research plans and carry out a variety of complex information projects and activities.
 - F. Ability to communicate effectively in writing, to edit information and to isolate pertinent facts and details.
 - G. Ability to schedule, prioritized and coordinate a variety of activities.

Section 101.14 – Continued

3. Qualifications for the position:
 - A. Valid Virginia driver's license.
 - B. Rank of firefighter or greater.

Smithfield Volunteer Fire Department

STANDARD OPERATING PROCEDURE

SECTION
102.01

CODE OF CONDUCT

REVISION
A

1. As a basic condition of membership, all members have an obligation to conduct their official duties in a manner that serves the public interest, upholds the public trust, and protects the Department's resources. To this end, all members have the responsibility to:
 - A. Perform their duties to the very best of their abilities and in a manner that is efficient, is cost effective, and meets the needs of the public.
 - B. Demonstrate integrity, honesty, and ethical behavior in the conduct of all Department business.
 - C. Ensure that personnel interest do not come into conflict with official duties and avoid both actual conflicts of interest and the appearance of conflicts of interest.
 - D. Ensure that all Department resources, including funds, equipment, vehicles, and other property, are used in strict compliance with Department policies and solely for the benefit of the Department and the community.
 - E. Conduct all dealings with the public, government employees, and other organizations in a manner that presents a courteous, professional, and service-oriented image of the Department.
 - F. Treat the public and other members fairly and equitably, without regard to age, color, disability, ethnicity, national origin, political affiliation, race, religion, gender, sexual orientation, or any other factor unrelated to the Department's business.
 - G. Avoid any behavior that could be considered misconduct.
2. Officers shall set an example for the members of the Department and have a responsibility to ensure that their activities and decisions pertaining to the community services, personnel actions, and the management of public funds are consistent with the Department's policies and practices.

Smithfield Volunteer Fire Department

STANDARD OPERATING PROCEDURE

SECTION
102.02

OBEDIENCE TO ORDERS

REVISION
A

1. Members shall read and become familiar with the Department's rules, regulations, policies, and procedures. No plea of ignorance of the rules and regulations will be accepted as an excuse for any violation.
2. Members shall abide by Federal and State law, local ordinances and rules, and the Department's general orders and rules of conduct. Members shall not be required to obey orders that are illegal or in conflict with the Department's rules and regulations.
3. Members shall not publicly criticize or comment derogatorily to anyone about instructions or orders received from a superior officer.
4. Wrongful or injurious exercise of authority is prohibited.
5. Every officer will be held responsible for enforcing the Department's rules.
6. Should a member receive an order that conflicts with a previous order, the member shall notify the officer who issued the conflicting order and shall be governed by the officer's subsequent instructions.
7. Any member who is given an order he believes to be unjust, improper, or contrary to a general order or rule of the Department or Federal, State, or local government policy should respectfully decline to obey the order and shall state the reason for doing so.

Smithfield Volunteer Fire Department

STANDARD OPERATING PROCEDURE

SECTION
102.03

PROFESSIONAL RELATIONS

REVISION
A

1. Department members shall exhibit courtesy and respect to all officers and acting officers.
2. Officers shall exhibit courtesy and respect to their subordinates and shall treat all members in a fair and impartial manner.
3. Members shall treat one another with due courtesy and shall not engage in horseplay or disrespectful conduct while on duty.
4. Members are required to speak the truth at all times, whether or not under oath, in giving testimony, in connections with official orders, and in connection with official duties.
5. Members shall not make false reports concerning any Department business or the personal character or conduct of any member.
6. Members shall exhibit courtesy and respect to members of the public and government personnel.

Smithfield Volunteer Fire Department

STANDARD OPERATING PROCEDURE

SECTION
102.04

PERSONAL APPEARANCE

REVISION
A

1. This rule applies to all members while on duty or officially representing the Department at a public meeting, training session, seminar, conference, or other similar event.
2. Members shall maintain proper personal hygiene while on duty.
3. Uniforms and shoes shall be neat and clean and shall conform to the requirements set forth in SOP 102.06.
4. When not in uniform, members who are on duty or who are representing the Department shall dress in a professional manner that is appropriate for the occasion. At no time while in uniform shall a member wear jewelry, pins, ribbons, buttons, or an article of clothing that constitutes an advertisement, a religious, political, or social viewpoint, or a message that is offensive to anyone on the basis of age, color, disability, ethnicity, national origin, race, religion, political affiliation, gender, or sexual orientation.
5. Hair shall be kept clean and well groomed, shall not constitute a safety hazard, and at no time shall interfere with the use of protective clothing or equipment.
6. Beards and goatees are prohibited. Neatly trimmed sideburns and mustaches are permitted provided that they do not interfere with the use of protective clothing or equipment. Sideburns shall not extend below the base of the ear and mustaches shall not extend below the bottom lip.
7. Members shall limit their use of jewelry to a wrist or pocket watch, a wedding ring and simple engagement ring if applicable, and one simple ring such as a school or university ring. These items shall not interfere with the proper use of protective clothing or equipment. Earrings, ear studs, bracelets, neck chains, and so forth are prohibited.
8. Other forms of jewelry such as body piercing shall not be displayed.

Smithfield Volunteer Fire Department

STANDARD OPERATING PROCEDURE

SECTION
102.05

STATION DUTY

REVISION
A

1. Captains are responsible for ensuring that the apparatus and the station are clean and the company is capable of responding to emergencies.
2. Crews are expected to turn out within sixty (60) seconds from the receipt of the alarm.
3. Captains are responsible for station operations and shall take appropriate actions to ensure that fuel, utilities, and station supplies are used conservatively.

FURTHER DEVELOPMENT AT A LATER DATE.

Smithfield Volunteer Fire Department

STANDARD OPERATING PROCEDURE

SECTION
102.06

UNIFORMS

REVISION
A

1. General requirements.
 - A. Uniforms shall not be worn off duty except as provided in this section.
 - B. Only uniforms approved by the Department shall be worn while on duty or at other times identified herein as appropriate.
 - C. No part of the uniform shall be worn with non-uniform garments, nor shall non-uniform items be worn with the uniform.
 - D. Uniforms shall be kept clean, neat, and in proper state of repair. Faded, frayed, and worn out items shall not be worn.
 - E. Jacket and shirt pocket flaps shall be buttoned at all times. Pockets shall be free of objects that create bulges or that otherwise detract from the professional appearance.
 - F. A member in uniform shall at all times wear a belt.
 - G. Sleeves shall be buttoned at the wrist and shall not be rolled up.
 - H. When a function is attended by two or more members, attire shall be coordinated so that each member is wearing the exact same uniform.
 - I. While in uniform, or wearing garment identifying the Smithfield Volunteer Fire Department, members will not consume any alcoholic beverages. Consumption of alcohol shall only be permitted if it is during an official church service ceremony. (Wedding receptions shall not be considered a church service ceremony) An exception to this rule is the annual Smithfield Volunteer Fire Department Banquet.
 - J. Members while in uniform or in Department vehicles shall not litter. This includes, but is not limited to food and drink containers, cigarettes and et cetera. Waste materials shall be disposed of properly.
 - K. While wearing the Class A uniform, members shall remove the hat from their head upon entering a building. The hat is then to be carried under the left arm.
 - L. Each member shall remember that they are representing the Smithfield Volunteer Fire Department at all times, especially while in uniform. Therefore, extreme care shall be taken to uphold the integrity of the Department.

2. Uniform types.

Each member is financially responsible for the purchase of the proper black shoes, socks, belt and both B and C class uniforms. The Class A, or "dress blues" will be ordered for a member only after the member has satisfactorily completed the one year probationary period required by the By-laws of the Department, and the member indicates to the uniform committee chairman the desire to purchase the Class A uniform. The member is financially responsible for the first one hundred (\$100.00) dollars toward the purchase of the Class A uniform. The Department will cover the remaining balance for the purchase.

A member while on probation may purchase their Class A uniform, however, the member will be financially responsible for 100% of the cost.

The Department's patch shall be worn on both shoulders of the Class A and Class B uniforms. "Life Member" patches may be worn on the Class A and Class B uniforms by those members to whom the Department has conferred life membership status. Service patches are to be placed on the left cuff of the Class A coat. Members that are certified by the State of Virginia as EMT or greater may

Section 102.06 – Continued

display the appropriate EMS patch on the right shoulder of the Class B uniform. Members of the Explorers may display the “Explorer” patch on the right shoulder of the Class B uniform. No other patches are allowed.

- A. Class A, full dress uniform. Class A uniforms shall be worn at funerals, award ceremonies, and other events as ordered by the Fire Chief or member in charge. The uniform shall consist of:
 - 1. Formal dress hat with hat badge and band.
 - 2. White long sleeve shirt.
 - 3. Formal navy blue coat and matching trousers.
 - 4. Solid black tie. (patterns and stripes are not acceptable)
 - 5. Solid black socks.
 - 6. Solid black patent leather shoes.
 - 7. Solid black belt with silver buckle. (officers to wear gold)
 - 8. Badge, name bar, and collar brass.

- B. Class B, station uniform. Class B uniforms shall be the standard attire while on duty for special events at the firehouse, while showing the facilities to the public, performing inspections and pre-incident surveys, public fire education, and parades unless otherwise directed. The uniform shall consist of:
 - 1. Smithfield FIRE hat or 60th anniversary hat (optional)
 - 2. Blue Smithfield V.F.D. coat (optional)
 - 3. Long sleeve or short sleeve duty shirt (only the collar button to be left unbuttoned)
 - 4. Blue Department T-shirt.
 - 5. Blue duty pants.
 - 6. Solid black socks.
 - 7. Solid black shoes.
 - 8. Solid black belt with simple buckle.
 - 9. Badge, name bar, and collar brass.

- C. Class C, work uniform. The Class C work uniform may be worn while performing maintenance and training activities. It shall consist of the blue Department T-shirt, the Department knit pull over shirt, or the Department sweat shirt in lieu of the Class B shirt.

Smithfield Volunteer Fire Department

STANDARD OPERATING PROCEDURE

SECTION
102.07

VEHICLES & EQUIPMENT

REVISION
A

1. General requirements.
 - A. Vehicles and equipment shall be maintained in a constant state of readiness and availability for complete and immediate use.
 - B. Members shall be responsible for the use and care of the vehicles and equipment assigned to them or entrusted to their care.
 - C. Members shall immediately report any loss, damage, or malfunction of the apparatus or equipment to an operational officer.
 - D. Members shall return equipment and protective clothing entrusted to their care immediately on separation from the Department.
 - E. A member required to drive a vehicle owned or operated by the Department shall possess an appropriate and valid driver's license.
 - F. Members shall drive in a safe and prudent manner and shall obey all applicable Federal, State, and local traffic regulations when operating a vehicle owned or operated by the Department.
 - G. Members shall properly wear safety restraint devices whenever driving or riding in a vehicle owned or operated by the Department.
 - H. Members shall not use tobacco products while driving or riding in a vehicle owned or operated by the Department.
2. Use of Department vehicles.
 - A. Vehicles owned or operated by the Department shall be used for official Department business only.
 - B. Vehicles may be used to make a stop at a convenience store, grocery store or restaurant while within the district. The company shall maintain radio contact and remain available for calls.
3. Injuries and property damage.

Any accident or collision involving damage to any vehicle or property or injury to any person shall be reported immediately to the appropriate law enforcement agency.

Smithfield Volunteer Fire Department

STANDARD OPERATING PROCEDURE

SECTION
102.08

VISITORS AT THE STATION

REVISION
A

1. Members are permitted to have visitors at the station.
2. Visitors are not permitted to enter the bunk room unless it is necessary to access the restroom.
3. Visitors are not allowed to enter workshop or apparatus bay unless properly escorted by a member.
4. When escorting visitors on the apparatus bay, members shall not allow children to play on, around, or with emergency apparatus or equipment unless carefully and closely supervised.
5. Amorous activity with a visitor is not permitted.
6. Visitors are expected to abide by the Department rules and regulations while at fire stations.
7. Minors shall at all times remain under the supervision and control of an adult.

Smithfield Volunteer Fire Department

STANDARD OPERATING PROCEDURE

SECTION
103.01

CONTROLLED SUBSTANCES

REVISION
A

1. The use of alcoholic beverages, debilitating drugs, or any substances that impair physical or mental capabilities while on duty is strictly prohibited.
2. Off-duty consumption of alcohol that reflects negatively on the Department or that impairs a member's ability to perform their Department responsibilities is prohibited.
3. Intoxicated members are not allowed to respond to or perform any task on an incident scene.

Smithfield Volunteer Fire Department

STANDARD OPERATING PROCEDURE

SECTION
103.02

INAPPROPRIATE BEHAVIOR

REVISION
A

The following activities are prohibited by members while on duty.

1. Unlawful behavior, gambling, noisy or quarrelsome conduct, and lewd or indecent activity.
2. Possession of a firearm or other deadly weapon.
3. Threats or acts of physical violence against members of the public, government, or other members of the Department.
4. Sexual activity to include the possession or use of printed or audiovisual material that is sexually offensive.
5. Abusive behavior, hazing, or harassment of other members of the Department.
6. Alteration or modification of vehicles, apparatus, buildings, computers, or items of equipment owned or operated by the Department without proper authorization.
7. Acceptance or solicitation of gifts, rewards, or fees for services incidental to the performance of one's duty.
8. Publicly speaking disrespectfully of the Department or its members.
9. Performing any act or making any statement, oral or written, about the officers of the Department with the intention of destroying good discipline and good order.
10. Performing any act or making any statement, oral or written, about other members of the Department with the intent to destroy morale, good order, or good working relationship among members of the Department.
11. Displaying insolence or indifference or evading duty during an emergency incident.

Smithfield Volunteer Fire Department

STANDARD OPERATING PROCEDURE

SECTION
103.04

SEXUAL HARASSMENT

REVISION
A

1. Unwanted or unsolicited verbal or physical harassment of members by officers or other members of the Department will not be tolerated.
2. If a member informs an officer or other member of the Department that their language or behavior is offensive and such conduct continues, the member should immediately report the situation to the Fire Chief.
3. Appropriate disciplinary action shall be taken against a member found guilty of harassing a fellow Department member.

Smithfield Volunteer Fire Department

STANDARD OPERATING PROCEDURE

SECTION
103.05

USE OF TOBACCO PRODUCTS

REVISION
A

- 1 Buildings and structures owned or operated by the Department have been designated tobacco-free workplaces. The use of tobacco products are not permitted inside a building or structure owned or operated by the Department.
- 2 The use of tobacco products is prohibited by members while riding or operating any vehicle owned or operated by the Department.
- 3 While tobacco products may be used outside buildings, members shall dispose of cigarette butts and other waste products properly.
- 4 Members using smokeless tobacco products shall refrain from spitting on sidewalks, on parking lots and other paved surfaces.
- 5 The use of tobacco products is prohibited while operating at an incident scene.

Smithfield Volunteer Fire Department

OPERATING POLICY

SECTION
104.01

Guidelines for Live Ins and Personnel on Duty

DATE
03/26/06

1. **Scope:**

This standard establishes guidelines for the proper management and responsibilities of live in personnel and the coordination of resources with duty personnel. Members shall work as a cohesive unit that must function as a team during station and emergency operations. All members must put personal preferences aside and work toward the same goal and mission: the benefit of our Citizens we serve and our Department.

2. **Qualifications Required for Live In Status:**

- A. Shall be a minimum of 18 years old.
- B. Shall be certified at the Firefighter I level.
- C. Shall obtain the following certifications and training objectives within five years, generally completing one objective per year:
 - Firefighter II
 - Emergency Medical Technician – Basic (EMT-B)
 - Emergency Vehicle Operators Course (EVOC)
 - Driver / Operator of all Department apparatus.
- D. The preceding certifications and training objectives are to be kept current in order to maintain live in privileges.
- E. Shall be required to be at the station and available to respond to incidents a minimum of sixty (60) hours per week.
- F. Shall perform a minimum of ten (10) hours of fire department work or training per week.
- G. Shall maintain the minimum requirements for active member status of the department.
- H. Shall have either a full time job, be a full time student, or be a part time student with a part time job.
- I. Must have the permission of the Fire Chief.

3. **Duty Personnel:**

- A. Duty personnel shall generally maintain a duty shift of no less than a three (3) hour block.
- B. Duty personnel planning to spend the night should to be at the station no later than 9:00 pm and coordinate their departure with the station officer.
- C. Shall perform a minimum of one (1) hour of fire department work or training per shift.

4. **Station Officer:**

- A. The station officer shall be an individual appointed by the Fire Chief.
- B. The station officer shall be responsible to insure that the policies of this standard are adhered to at all times by personnel.
- C. In the absence of the Station Officer at any given time, the highest ranking individual on duty shall assume the routine responsibilities of the Station Officer.

5. Emergency Response:

- A. Riding assignments shall be established and updated as necessary to insure efficient response of apparatus.
- B. During the evening, riding assignments for the evening shall be established no later than 9:00 pm. Riding assignments shall not be changed by later arriving personnel unless prior arrangements with the affected personnel have been made.
- C. Duty personnel shall have preference over live in members for riding assignments for which they are qualified.
- D. Live in and duty personnel are expected to respond appropriately to all emergency and non-emergency incidents while at the station, including EMS first responder calls and request for ambulance drivers as the individual's qualifications allow.
- E. Live in and duty personnel should generally respond the first due apparatus with a minimum of three (3) but preferably four (4) qualified personnel before responding additional apparatus. Subsequent apparatus should be staffed with same minimum staffing.

6. Missed Calls:

- A. Live in and duty personnel are expected to be on their assigned apparatus in a timely manner for all calls the apparatus responds to.
- B. If an individual repeatedly misses calls, the station officer will determine the appropriate disciplinary action. For live in members, discipline may include the loss of live-in privileges.
- C. Generally, the personnel assigned to apparatus should have a "you go, we go" perspective and avoid splitting the team. However, should it be necessary for a member to depart the team for a short period time, the member shall notify the officer in charge of the apparatus assigned and make arrangements to catch up with the team in the event of an alarm.
- D. All members are encouraged to look out for each other and insure that all riding assignments are filled at the time of alarm. This may require waking members who have slept through the notification of alarm.

7. Unavailable for Response:

- A. Any live-in member who is unable to respond on calls due to illness shall so advise the station officer immediately. If possible, the member shall provide a time when they will be back in service.
- B. Consumption of, or being under the influence of alcohol on Department property is strictly PROHIBITED. Live in members who have consumed alcohol are allowed to return to the station with the following provisions:
 - The member shall report directly to the bunkroom and remain there until sober.
 - The member shall notify the station officer that they are out of service.
 - The member shall not cause any disturbance in or around the station.
 - Time spent at the station under the influence of alcohol shall not be applied toward the minimum weekly hours required to maintain live in status.

- C. Members are not required to respond to an incident if response to that incident would cause the member to be late for work or school.

8. Clean Up of Living Quarters:

- A. The following areas shall be designated as the living quarters and shall be kept neat and orderly by live in and duty personnel:
 - Bunkroom
 - Restroom / showers adjacent to the Bunkroom
 - Lounge
 - Watch Office
 - Kitchen
- B. The living quarters will be cleaned daily by all personnel (live-in and duty personnel) under the direction of the station officer.
- C. Toilets, showers, trash cans, and the kitchen shall be maintained on a daily basis. A thorough weekly clean up must be completed by Saturday night of every week. A thorough weekly clean-up will consist of, but is not limited to the following:
 - Vacuuming and mopping floors.
 - Scrubbing the showers, toilet, and sinks.
 - Dusting.
 - General organization of items within each space.
- D. While it is the responsibility of both live in and duty personnel to maintain the living quarters, ultimately, the live in members will be held accountable for the condition and maintenance thereof.

9. Attire / Restroom Facilities:

- A. Personnel shall abide by the provisions of S.O.P. 102.06 – Uniforms while on duty at the station.
- B. Nighttime attire shall consist of no less than gym shorts and a T-shirt.
- C. Personnel shall dress and undress in the restroom area only. The restroom door shall be locked to prevent other personnel from accidentally opening the door.
- D. At no time shall there be more than one person in the restroom at a time.

10. Bunkroom:

- A. The bunkroom shall be regarded as a private space for entry by members of the department only.
- B. The bunkroom shall not be used formally or informally as a meeting area.
- C. At no time shall there be more than one person on any individual bunk.
- D. There shall be no fewer than three (3) people spending the night at the firehouse when there are both sexes present. When there are only two (2) people of opposite sex that wish to spend the night at the firehouse, the person with the most seniority shall have the prerogative to stay.
- E. Junior members and/or Explorers are allowed to stay overnight at the fire station only if accompanied by two fire department members who are at least 21 years of age. Junior

members and/or Explorers are not allowed to stay overnight at the fire station on school nights.

- F.** With the exception of the “live in” bunks, all bunks are to be stripped on a daily basis and ready for use by other personnel. Personnel staying the night on consecutive nights may leave their bed linens on the bunk during the time period they will be staying.
- G.** While not in use, all bed linens are to be straightened and made presentable.
- H.** Bunking assignments shall be established by 9:00 pm each night. Members staffing the station shall be assigned priority bunking assignments. Members arriving after 9:00 pm may select from the remaining bunks available.
- I.** The bunkroom shall be considered a quiet space from 10:00 pm each evening until 8:00 am in the morning, or at anytime there is a member sleeping in the bunkroom.

11. General:

- A.** All personnel shall conduct themselves in an orderly and respectable manner and behave in a way that brings credit to the department. Members shall treat others with respect and refrain from the use of abusive derogatory or foul language both in the station and in the public view.
- B.** Personnel shall treat all department and personal property in such a manner so as to avoid damage and prevent loss, theft, or destruction of that equipment. Any willful destruction, theft or damage or failing to make efforts to stop such damage, theft or destruction will be grounds for disciplinary action.
- C.** All personnel are required to clean up after themselves and to assist other members in keeping the station clean. This includes (but is not limited to) throwing away trash, washing dishes, cleaning the kitchen, and bathrooms.
- D.** Members are not to leave personal belongings lying around the station for extended periods of time. Personal belongings left in the station will be collected on a regular basis and bagged with a note identifying the time that the items will be donated to charity. Personnel items belonging to live in members should generally be limited to their sleeping area.