

HTVFC Guidelines for Members on Duty

Purpose:

To define on duty time and to ensure proper conduct and performance while operating as an on duty member of the HTVFC.

General

All members shall be considered **on duty** while responding to, or present at any alarm, standby, training, meeting, fund raising event, parade, other company function, while present in station or elsewhere representing the company.

Social functions such as banquets or any function that alcohol may be consumed shall not be considered on duty time for members. Also, members will not be covered under any company insurance policies and/or workers compensation insurance while under the influence of alcohol. See the Hepburn Township Workers Compensation Policy for details on workers compensation. Good judgment should be your guide as to these events. Any member receiving workers compensation benefits from the company plan or any other agencies are prohibited from being on duty.

Use of alcohol, illicit drugs, or other mind-altering substances of any kind is strictly prohibited any time that a member is considered to be on duty. Being under the influence of alcohol shall be defined as having a blood alcohol content of .02% or greater.

Members that are taking medication, or have any medical ailment that may impair their safety, judgment, ability to react, or cause an altered mental status should contact their doctor as to their ability to be on duty. Any limitations of duty given by a Doctor shall be made known to the Fire Chief as soon as possible. The Fire Chief shall keep all medical information confidential and shall have final word as to who may be on duty.

Members on duty shall conduct themselves in a calm, professional manor. Language and attitude should be appropriate for those in the room. Also, members should use discretion as to their choice of clothing. Any obviously revealing clothing or clothing bearing sexual references or foul language is prohibited while on duty. Fire company members should remember that, in the eyes of the public, you are held to the same moral standards as police officers and healthcare professionals. Your dress and demeanor should reflect that. Suggested attire for on duty time is a navy blue "station shirt" and pants or jeans.

Operational Members are expected to be in a state of readiness and are required to respond to alarms while on duty. This excludes members who are not trained as emergency responders. A member will be excused from responding for unavoidable circumstances such as work, family obligations etc, or at times when a duty crew is assigned to respond to alarms. In addition, members in-station or otherwise on duty while a training, fundraiser or other company event is in progress are expected to participate unless excused by the person in charge of the event, or are serving the company in a different capacity.

Whenever the company is involved in a non-response related function, such as a special fundraiser where there will be a large portion of the membership on duty, the ranking operational officer should assign a duty crew for response to alarms. This so the event can continue without hampering our response to alarms. Officers and higher trained personnel shall be given preference to duty crews. At no time shall any event staffed by on duty personnel, have priority over an emergency response even if the fundraiser or event has to be terminated.