POLICY TITLE: Member Job Descriptions REVIEW DATE: POLICY NUMBER 100.05 Page 1 of 1

AUTHORIZATION: William L. Nesmith, Fire Chief

1. This policy is established to ensure that all classified employees have an opportunity to clearly understand the basic requirements of his/her own and other classified member's job classifications.
2. It is hoped that by posting these descriptions that all members will be provided with a better understanding of how they fit into the organization, how our organization is designed, and what the many functions of our members are.
3. The descriptions listed for each classified job are taken directly from Hillsborough County Civil Service Boards listings.
4. The following is a list of the sub-policies and the job classification that each one describes.

Policy Number Job Description Job Class Code

|  |  |  |
| --- | --- | --- |
| 100.05(A) | Battalion Chief | H2504 |
| 100.05(B) | Company Fire Captain | D2515 |
| 100.05(C) | Deputy Fire Marshal | G2522 |
| 100.05(D) | Driver Engineer | D2514 |
| 100.05(E) | Fire Firefighter | G2513 |
| 100.05(F) | Fire Inspector | E2502 |
| 100.05(G) | Fire Investigator | D2502 |
| 100.05(H) | Fire Medic I | D2525 |
| 100.05(I) | Fire Medic III | D2527 |
| 100.05(J) | Fire Medic IV | D2528 |
| 100.05(K) | Fire Medic Trainee (Firefighter) | D2524 |
| 100.05(L) | Fire Medic Trainee (Paramedic) | D2523 |
| 100.05(M) | Fire Rescue Lieutenant | D2526 |
| 100.05(N) | Fire Rescue Training Officer | E2507 |
| 100.05(O) | Paramedic | K2548 |
| 100.05(P) | Rescue Lieutenant | K2547 |

 

**POLICIES AND PROCEDURES MANUALS RULES & REGULATIONS**

|  |  |  |  |
| --- | --- | --- | --- |
| **SECTION:**  **SUB-SECTION:** | Administrative Policies  Administration – General | **EFFECTIVE DATE:**  **REVISION DATE:** | 1 March 2010  1 January 2013 |
| **POLICY TITLE:** | Vacant | **REVIEW DATE:** |  |

**POLICY NUMBER** 100.06 **Page 1 of 1**

**AUTHORIZATION:** Ronald G. Rogers, Fire Chief

1. This policy is currently vacant. It was previously the Volunteer Chief Program Policy removed from use on 1 January 2013.

POLICY TITLE: NFPA 1500 (Stand. On Fire Dept. Occupational Safety and Health Program) REVIEW DATE: POLICY NUMBER 100.07 Page 1 of 1

AUTHORIZATION: William L. Nesmith, Fire Chief

* 1. Hillsborough County Fire Rescue has adopted the current edition of NFPA 1500 as a Department Policy.
     1. All members should become familiar with its contents.
  2. The Special Operations Chief, under the direction of the Fire Chief, will ensure compliance with its mandates.

POLICY TITLE: Release of Public Information REVIEW DATE: POLICY NUMBER 100.08 Page 1 of 1

AUTHORIZATION: William L. Nesmith, Fire Chief

1. Company officers are authorized to acknowledge the occurrence of request for assistance to the public for those incidents that are within his/her first response territory. The information release should be limited to: "HCFR responded to a request for assistance at insert incident location on insert date at approximately insert time."
2. Requests for any other information must be directed to the PIO, Battalion Chief, and/or Shift Commander.
3. Inquiries as to the cause and origin of fires are to be directed to the on-duty HCFR Fire Investigator or the HCFR Fire Marshal's Office.
   1. No information as to ownership or occupancy shall be released without the expressed permission of the Investigating Officer or Agency.
   2. If it is known that the investigation of the referenced fire has been turned over to the State Fire Marshal's Office, then the request for information shall be directed to them.
4. Operational details of the department should be directed to the PIO (if present), Battalion Chief, and/or the Shift Commander.
5. No names or other information of victims of any incident are to be released by any Fire Rescue personnel except at the express direction of the Fire Chief.
   1. All private information shall be protected in accordance with Department HIPAA policies and Federal Law.
   2. This information can only be released by law enforcement personnel as they deem appropriate.
      1. This information is usually held pending next of kin notification.
6. Prior to any information being released, members are reminded to be sure that such release in accordance with this policy and policies 203.03 (Pubic Information Releases) & 300.06 (HIPAA).

POLICY TITLE: Citizen Complaints REVIEW DATE:

POLICY NUMBER 100.10 Page 1 of 1

AUTHORIZATION: William L. Nesmith, Fire Chief

1. Any department member receiving a complaint (whether from a citizen, patient, bystander, physician, or any other person) shall:
   1. Document the calling party's name, address, and phone number.
   2. Advise the calling party that you are passing their concern or complaint on to your immediate supervisor and that the supervisor will be getting back in contact with the caller promptly.
   3. Provide this information to their Battalion Chief immediately.
2. Battalion Chiefs will initiate a tracking form and submit it up the chain of command as indicated.
3. All complaints will be investigated by a Battalion Chief in as prompt a manner as possible. Additional personnel may be utilized as necessary.
4. If a complaint has been filed against you, do not under any circumstances contact the complainant.
5. Any reports requested by your Battalion Chief must be completed and delivered in a timely manner.
6. Complaint investigations will not be discussed with individuals not directly involved with the complaint or investigation.
7. If someone complains directly to you and is not satisfied with your response, politely refer them to your superior officer and follow all guidelines set in paragraph 1 above.

POLICY TITLE: Payroll Distribution / Discrepancies REVIEW DATE: POLICY NUMBER 100.11 Page 1 of 1

AUTHORIZATION: William L. Nesmith, Fire Chief

1. Hillsborough County encourages all employees to have their paycheck electronically distributed to a designated banking institution of their choice.
   1. The payroll statement and associated benefit and accrual information is available on Hillsborough County's COIN website.
   2. Employees may print these direct deposit payroll statements at their workplace.
2. Employees who elect to receive a paper paycheck shall be required to pick up their checks from the Personnel Office at Fire Rescue Headquarters.
   1. Paychecks may be picked up on any weekday (following issuance) between 0800 and 1700 hours.
      1. Paychecks will not be distributed to any employee prior to the issue date printed on the paycheck, unless specifically authorized and issued by Headquarters.
      2. When paychecks are distributed early, such as due to a holiday, they may be picked up in the same manner as in Section 2(a) of this policy.
      3. Paper payroll checks must be signed for at the time of receipt.
   2. The employee may request that his/her Battalion Chief pick up the paycheck during his/her normal course of daily business (this will be deemed a 2nd party distribution).
      1. If the Battalion Chief agrees to pick up the employee's check, he/she must sign for the check just as if they were the employee.
      2. The Battalion Chief is under no obligation to deliver the employees check and ultimately the employee is responsible for a timely paycheck pick up.
   3. Under normal circumstances, paychecks shall be released to the employee or the Battalion Chief only.
      1. Under rare and non-recurring circumstances, an employee may designate another individual (fellow employee, family member, or other person) to pick up their paycheck (this shall be deemed a 3rd party distribution).
      2. When a 3rd party distribution is desired the employee shall:
         1. Notify the Personnel Office that a 3rd party will be picking up his/her payroll check.
         2. The full name and address of the 3rd party shall be relayed to the Personnel Office.
         3. The 3rd party person must produce a valid State of Florida issued identification card (i.e. driver's license or State I.D.)
         4. The 3rd party member shall sign for the check and the number on the identification card used for verification shall be recorded.
3. Paychecks may not be cashed prior to the issue date printed on the paycheck.
4. All paychecks will be deposited or cashed in a prompt manner.
5. Any discrepancy in vacation, sick leave, and other payroll related accounting must be reported to HCFR Headquarters through your Battalion Chief as soon as the discrepancy is noted.

POLICY TITLE: Identification Cards REVIEW DATE:

POLICY NUMBER 100.12 Page 1 of 1

AUTHORIZATION: William L. Nesmith, Fire Chief

1. COUNTY IDENTIFICATION BADGES
   1. In order to help maintain the security and safety of Hillsborough County employees, the public it services, its physical resources, and emergency response operations; Hillsborough County, via the Department of Human Resources, issues identification badges to ALL employees and volunteers.
   2. Identification badges remain the property of Hillsborough County.
      1. Lost, damaged, or stolen I.D. badges shall be immediately reported via the Personnel Division to the Human Resources Department.
      2. I.D. badges shall be issued directly to the employee/volunteer and shall not at any time be given to another individual, regardless of whether or not that person is a fellow County employee/volunteer.
   3. Upon separation from Hillsborough County employment or volunteer status, all members shall be required to immediately return their County issued I.D. to the Personnel Division for return to the Department of Human Resources.
2. HILLSBOROUGH COUNTY FIRE RESCUE IDENTIFICATIONS
   1. All members of Hillsborough County Fire Rescue shall be issued an identification card.
      1. If a person has not been issued an identification card upon becoming a member, he/she shall notify the Personnel Division via their supervisor for issuance.
   2. It is the responsibility of the individual to possess and maintain this I.D. card on their person at all times while acting in any capacity associated with Hillsborough County Fire Rescue.
   3. In the event of loss, the individual shall immediately notify the Personnel Division via his/her supervisor.
   4. At such time an individual terminates membership with the Department, he/she shall surrender their identification card to either the Personnel or Volunteer Chief, as appropriate, along with all items issued to him/her.
3. Members shall not release information regarding the employment status of any Fire Rescue employee/volunteer to anyone.
   1. All inquiries about a member's employment/volunteer status with Hillsborough County Fire Rescue shall be placed in writing and forwarded to the Personnel Division at Headquarters.
4. Application verification calls for part time employment or financial loans shall also be forwarded to the Personnel Division at Headquarters.
   1. Members shall not give fire station addresses and telephone numbers as their place of employment.
      1. Headquarters address and phone number shall be used.
5. Absolutely no personal data shall be given to civilians or members of the media by any member except at the direction of the Chief of Personnel or the Fire Chief.
   1. Any after-hours inquiries, the inquiring individual shall be directed to the on-duty Shift Commander.