

Carbondale & Rural Fire Protection District Member Handbook



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Welcome and Purpose

The Carbondale & Rural Fire Protection District (CRFPD or the District) Member Handbook establishes policies, procedures, benefits and working conditions that will be followed by all members as a condition of their time with CRFPD.

Carbondale & Rural Fire Protection District strives to provide a friendly environment in which individuals thrive. Our commitment to serving our customers and providing quality service is unwavering. These policies, procedures and working conditions provide a work environment in which both customer and member interests are served.

We value our member's talents, skills and abilities and seek to foster an open, cooperative and dynamic environment in which we can all excel. CRFPD provides an environment where members are encouraged to bring ideas to any level of management.

Carbondale & Rural Fire Protection District is an equal opportunity employer. Religion, age, gender, national origin, sexual orientation, race or color does not affect employment decisions including hiring, promotion, development opportunities, pay or benefits. We offer fair treatment of members based on merit and comply with all applicable federal, state and local labor laws.

Membership/Employment with Carbondale & Rural Fire Protection District is on an "at-will" basis, which means that either a member or CRFPD may terminate the employment relationship at any time, for any reason, with or without cause. This handbook is not a contract of employment nor is it intended to create contractual obligations for the District of any kind or alter the at-will employment relationships between Carbondale & Rural Fire Protection District and our members.

The policies and procedures outlined will be applied at the discretion of Carbondale & Rural Fire Protection District management. As such, CRFPD may deviate from the policies, procedures, benefits and working conditions described in this handbook. CRFPD may also withdraw or change the policies, procedures, benefits and working conditions described in this handbook at any time, for any reason. While it is our goal to provide members with notice of such changes, prior notice is not required before a change is implemented. Throughout an member's time with Carbondale & Rural Fire Protection District, it is his or her responsibility to remain up to date on CRFPD policies, procedures, benefits and work conditions—both published and unpublished.

No provision in this handbook can be waived without written permission from the District's Fire Chief, President of the Board of Directors, or Designated Representative. Please review the policies, procedures, working conditions and benefits described in this handbook. You will be asked to affirm that you have read, understand, agree to, abide by and acknowledge your receipt of this member handbook.

Mission Statement

To serve the communities within the Carbondale & Rural Fire Protection District and help create a safer environment through the provision of quality emergency services, public education, and prevention programs with a professional dedicated force of volunteers and paid staff.

Vision Statement

It is the vision of Carbondale & Rural Fire Protection District to build a premier all-hazards, all risk emergency services organization by developing and maintaining strategic community partnerships, hiring and training exceptional staff and volunteer members, developing efficiencies in service provision to ensure fiscal sustainability for the entire organization while maintaining our core infrastructure and continuing our “people first” cultural philosophy.

GENERAL INFORMATION

General Definitions

- **Member** – A non-paid employee of Carbondale & Rural Fire Protection District defined as a person who has been accepted for probationary membership or a person who has completed their probationary period and has been accepted by the Fire Chief as a member of the District. Members are sometimes referred to in this Handbook as “Volunteers”. They may also be referred to as “Employees”.
- **CRFPD** – Carbondale & Rural Fire Protection District also referred to as “CRFPD” or “the District”.
- **Length of Service Awards Program (LOSAP)** - The benefits and requirements for participating in the LOSAP program are located in this handbook.
- **Volunteer Shift** - A selected block of time that a member commits to be on the response crew at a Station, or other designated shift site.
- **24-Hour Shift Employees** – A Regular Full-Time Employee that is on a 28-day work schedule and is engaged in fire protection activities. These are 24-hour firefighter/EMT responders. They are divided into 3 different shifts, A shift, B shift and C shift. Each shift includes a Shift Captain who supervises the shift crew’s duties and volunteers who are signed up for that particular shift
- **Paid Employees** – A Regular Full-Time Employee that is paid biweekly and works on a 7-day workweek schedule, generally a 40-hour workweek employee. This includes Chief Officers of the District, the EMS Coordinator, maintenance staff, administrative staff and any other employees designated as a paid employee by the Chief.
- **Temporary Employee (aka Casual Employee)** - Temporary employees are individuals engaged to work either part-time or full-time, but have been hired with the understanding that their employment will be terminated no later than the completion of their specific assignment. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary Employees retain their status unless and until they are notified by the Fire Chief of a change.

Duty to Know, Comply and Use Good Judgement

Members are responsible for knowing and complying with this Handbook and demonstrating good judgement at all times. If you have a question about a rule, ask your supervisor for clarification before taking any action that could violate the rule.

SOGs

The Fire Chief or Designated Representative may supplement this Handbook with SOGs. SOGs enable the Fire Chief to efficiently administer the Fire District consistent with the authority granted by the Board and applicable law, and to implement Board rules. If there is a conflict between this Handbook and an SOG, follow this Handbook.

Emergency Suspension of Rules and SOGs

The Board, Fire Chief or Designated Representative may suspend or modify any rule or SOG to meet the demands of an emergency.

Effective Date

The Employment Handbook is effective May 8, 2019. All prior CRFPD rules and benefits not contained in this Handbook are repealed, discontinued or eliminated as of that date. This repeal, however, does not affect any corrective or disciplinary action begun or taken before the effective date.

Amendments

The Board has the right to adopt, amend, or rescind any rule or benefit at any time. The Board may modify this Handbook at any time through an affirmative majority. No individual Director, supervisor, member or third-party is authorized to modify any rule or benefit by agreement, practice, or otherwise. Regardless whether a Board amendment is physically incorporated into this Handbook, it takes effect immediately upon adoption, unless the Board indicates otherwise.

The Board's Reservation of Power and Authority

Nothing in this Handbook shall be deemed an irrevocable delegation of any express or implied power or authority of the Board. The Board expressly reserves to itself all express and implied powers or authority vested in it by applicable law.

Severability

If any part of this Handbook is held by judicial review to be invalid, every other part of this Handbook not specifically held to be invalid shall continue in full force and effect.

DEFINITION OF AN EMERGENCY RESPONDER

CRFPD accepts the generic description of a firefighter member as produced by the International Association of Fire Chiefs.

A firefighter or emergency responder is a trained individual who promptly responds to mitigate a wide range and variety of emergency and non-emergency situations where life, property or the environment is at risk. A responder's assignments vary based on training, experience and ability.

A responder's duties can include fire suppression (including structural, wild land, transportation and all other types of fires); fire prevention and public education; along with emergency medical services, hazardous materials response and preparedness, technical rescues (extrication, water, high angle or confined space); urban search and rescue, disaster preparedness and mitigation; community service activities; public safety (including animal rescues, lockouts, and standbys); response to civil disturbances and terrorism incidents; non-emergency functions (such as training, pre-planning, communications, maintenance, research and development, and physical conditioning); and other related emergency and non-emergency duties as may be assigned or required.

WHAT IT MEANS TO BE A VOLUNTEER

CRFPD Volunteer Priorities

CRFPD recognizes that being a volunteer is only one part of each member's life. Our desire is that the experiences of every member will be as meaningful and fulfilling as is possible.

In order to achieve this, a volunteer's life needs to have a good balance between the fire department and the rest of their life. We believe that prioritizing your level of participation in the fire department is critical to enjoying a long and successful run as a volunteer. While each individual person is certainly different, there is a general set of priorities that typically enable someone to enjoy success here at CRFPD. They include:

- Family
- Career
- Recreation
- Fire Department participation

We believe that there is a place for anyone who wishes to serve their community through the fire department. Being a volunteer Emergency Responder is a high calling that can require much of a person. We have a great appreciation for the people who answer this call and dedicate themselves to the service of others.

Always be prepared for an emergency response:

- Carry your pager - Number 1 on your list should be, knowing when there is a call for service via the pager.
- Make sure that your gear is ready at all times.
- Respond to as many calls you are dispatched to as possible - Making yourself available to make the runs, doing your duties and responsibilities is very important to remain a member of CRFPD.

How to think when a call comes in:

- No matter what type of emergency it is, always try to visualize the scene – It will allow you to prepare for tasks that may be assigned to you once you arrive.
- Prepare yourself for the worst, this enables you to learn something new
- Know where you are going: - Know major streets and subdivision names

Customer Service:

- Wipe your feet when entering their homes especially on EMS calls.
- Protect their personal property as if it was your own.
- Our essential mission and #1 Priority is to deliver the best possible service to our customers.
- Give the customer your exclusive attention.
- Be careful of what you say and how you say it – practice verbal etiquette.
- Say Thank You.
- Use a positive, friendly tone of voice and body language.
- Indicate you understand and care.
- Always Be Nice
- Spend extra time with the customer/family.
- Avoid value judgments that reflect your personal perspective/opinion.

What does customer service do for us?

- Secures and maintains adequate resources and benefits.
- Happy customers, bosses, voters and workers
- Brings out the best in us
- Provides positive job satisfaction
- It is the right thing to do
- Completes our basic customer promise
- Doing it right the first time eliminates bad press, liability and lawyers.
- It saves lives and property that are really important to our customers

We Are What We Are Perceived and Perception is Reality

- When you wear any part of our fire department uniform you are a representative of Carbondale & Rural Fire Protection District and all of its members.
- Know what to do on an emergency response, how to do it, and where equipment is on apparatus.
- Training sessions are not usually conducted on an emergency scene.
- Become familiar with and competent in operating equipment.
- Use Common Sense and Good Judgment
- Think Before You Act

THOUGHTS TO PONDER

- If our members live with criticism, they learn to *condemn*
CONDEMNATION DISCOURAGES
- If our members live with hostility, they learn to *fight*
FIGHTING SLOWS THE TASK
- If our members live with tolerance, they learn to be *patient*
PATIENCE PROMOTES COOPERATION
- If our members live with encouragement, they learn *confidence*
CONFIDENCE LEADS TO PERFECTION
- If our members live with praise, they learn to *appreciate*
APPRECIATION NURTURES TEAMWORK
- If our members live with acceptance and friendship,
THEY TAKE PRIDE IN THEIR WORK!

CATEGORIES OF MEMBERSHIP

Probationary Member

During the probationary member period, the member will complete the New Member Academy and certain training/requirements. These are:

- HIPPA training on medical privacy
- CPR/AED initial certification class or annual renewal
- Infectious Disease Prevention class (When offered).
- Completion of the New Member Task Book
- Participation of at least 18 hours of regularly scheduled in-house training during the probationary period.
- Successful completion of the 6-month probationary period
- Completion of or signed up for the courses necessary for certification in the Suppression or Technician category.

The Probationary Membership shall last a minimum of six (6) months and can be extended on a monthly basis by the Fire Chief to a maximum of twelve (12) months. If a Probationary Member is unable to pass Division and other requirements within the 12-month maximum, this may result in revocation of probationary status.

Revocation of probationary status can be based on a recommendation by Membership Committee to the District Chief and/or or by the District Chief alone.

Probationary members are strongly encouraged to participate in all non-emergency activities but shall have no voting privileges at the membership meetings. Probationary members are required to attend all membership meetings unless excused prior to the meeting by a Chief Officer, Shift Captain, Membership Committee member, Mentor or an administrative staff member. Excusable absences include:

- Educational classes
- Employment
- Illness
- Family matters

Participation in emergency events will be conditional upon the probationary member's training, certification and/or approval of the officer or supervisor present at the event.

The Mentor Program

The Mentor Program was created to assist new members with the transition into full membership status. Mentors are assigned to each new member to aid and provide leadership with their training, completion of their task book, and the functioning organizational structure of Carbondale & Rural Fire Protection District.

Being a Mentor is possibly the most important and rewarding job a Member can perform for CRFPD. Mentors set the foundation for new members' safe and productive participation in CRFPD. Mentors need

to be available to assist the new member they are assigned to with questions and problems that may arise.

It should be noted that the mentoring of a new member is not just their Mentors' responsibility, but that of the entire membership. Mentoring can also provide the Mentor with an avenue to refresh and improve their skills as well as the new member.

Mentors

The purpose of the Mentor is to advise, support and educate a new probationary member with the Carbondale & Rural Fire Protection District protocols and the Volunteer Membership program. A Mentor is the new member's contact person during the course of their probationary period. The Mentor will spend time working along with the new member on completing their task book before the end of the probationary time period.

The responsibility of the mentor is to facilitate as actively as possible the smooth integration of the new member's wants and needs with the needs and requirements of the department.

Volunteer mentors must be an active member meeting the minimum requirements for active members as outlined in the Member section below and have an understanding of CRFPD SOG's

Mentor Duties:

- Serve as the primary contact person for the new member, providing guidance, information, training and promoting interaction with current members,
- Take an active interest in the new member as a person and foster connections with other members,
- Oversee completion of the new member task book and an understanding of the operations, protocols, SOGs, incident calls and culture of the department,
- Ensure the new member gets the appropriate equipment necessary to perform his or her duties (PPE, SCBA mask, etc.),
- Explain how the department utilizes the ICS system including the roles of officers, shift captains and chiefs, and the new member's role within this structure,
- Encourage the new member to work shifts and ensure good rapport with other members during shifts,
- Evaluate new member progress and provide the member with feedback and/or correction if needed,
- Provide the membership with monthly progress reports during the membership meetings,
- Ensure that the new member understands and practices all safety procedures, SOGs and practices at all times, including acceptable activities and supervision requirements during incidents.

Members

A member is defined as any person who has successfully completed the probationary requirements, has been recommended by the Membership Committee and appointed by the Fire Chief. A member maintains the requirements for active membership as determined by the Fire Chief and outlined below.

Membership status of Volunteers is determined on an ongoing basis by the Fire Chief based on the needs of the District.

Active Member Commitment:

- Maintain training for certifications
- Acquire a minimum of 40 hours of approved training annually
- Participate on shift duty an average of 24 hours per month
- Attend 6 Membership Meetings annually
- Annual CPR training
- Annual Infection Control training
- Annual HIPAA training
- Participation in events such as 4th of July parades, blood pressure checks, senior housing lunch, polo medic, Mountain Fair EMS/Fire, rodeo medic, fire department open house events, etc.

Members have the privilege of voting, participating in emergencies, social and educational activities of the district and holding office for any position provided s/he has met the conditions of the office as contained in the Volunteer Membership rules of CRFPD.

Membership is divided into three divisions:

FIRE - Suppression

EMS - Technician

SUPPORT- Personnel not certified as Suppression or Technician

Retired-Returned to Service Members

A Retired-Return to Service Member is a member who has retired and wishes to reapply for membership. These members must complete and maintain the same requirements as other members as outlined in the member section, but does not accrue additional years of service for pension purposes. A Retired-Return to Service Member is eligible for longevity awards. A Retired-Return to Service Member may be eligible for the Length of Service Awards Program (LOSAP) if LOSAP requirements are met. See the LOSAP section for further details.

Longevity Recognition

Carbondale & Rural Fire Protection District wants to recognize and acknowledge the contributions of its members and has established a program to thank those who have served.

Upon completion of 10 years of service, members will be recognized with the award of: a numbered CRFPD badge, years of service pin and other appropriate recognition

Upon completion of 15, 20, 25 and 30 years of service, members will be recognized with the award of a "Years of Service" pin and other appropriate recognition

Suppression/Technician/Support Member Status Review

To remain a member, members shall:

- Maintain Current CPR/AED Certification
- Complete the necessary training/education to remain a member who can perform well during an emergency incident.
- Maintain participation level needed to remain a member who can perform well with members of CRFPD. This participation includes: incident response, meetings, special events, public education, etc.
- Acquire a minimum of 40 hours of approved training annually
- Participate on shift duty an average of 24 hours per month
- Complete required courses annually: HIPAA, Infection Control, CPR/AED

The membership committee will meet annually with the Fire Chief and review members' training/certification and participation. Membership status shall be determined by the Fire Chief.

Fire Division - Suppression

It is the intent of this policy to establish a system for suppression and support groups of CRFPD firefighters whose tasks complement each other. The Command Staff has the responsibility to identify and assign all members to suppression or support designations.

Suppression designated firefighters are generally defined as those members who can meet the demanding physical requirements of hands on firefighting and maintains a current fire certification.

A Suppression firefighter generally performs the duties of both suppression and support activities. Examples of suppression activities are reserved for suppression firefighters only:

- Interior firefighting w/SCBA
- Exterior firefighting w/SCBA
- Aerial and ground ladder operations w/SCBA
- Offensive firefighting operations

EMS Division – Technician

It is the intent of this policy to establish a system for technician and support groups of CRFPD members whose tasks complement each other. The Command Staff has the responsibility to identify and assign all members to technician or support designations. The current membership roster list will be coded to indicate each member's status.

Technician designated members are defined as those members who are certified as Colorado Emergency Medical Technicians.

A technician performs the duties of both technician and support activities. The technician duties are outlined in the Colorado Emergency Medical Technician Functional Job Description.

Support Division

Support designated members are defined as those members who request to be support personnel, those who are not certified as Colorado Emergency Medical Technicians or do not possess a Firefighter I certification and who may not meet the physical demands of FIRE/EMS work based upon one or more of the following conditions:

- | | | |
|-----------------------|---------------------------|-------------------------|
| 1. Choice | 4. Physical condition | 6. Physical impairments |
| 2. Weight (Hi or Low) | 5. Temporary disabilities | 7. Other |
| 3. Training | | |

Support personnel are limited to functions that are generally considered to be other than technician or suppression activities. Following are examples of support duties:

- Performs driver/operator functions
- Performs Incident Management operations
- Performs as an assistant with equipment
- Performs as an assistant with care as directed by a technician
- Performs as runner for communications, tools, and equipment
- Participates in helicopter landing zone operations
- Establishes and operates rehab area
- Performs salvage and overhaul w/o SCBA
- May perform defensive firefighting operations
- May perform SCBA/cascade refill operations

It is the discretion of the incident commander to designate support personnel as necessary under unusual conditions.

Applicants for the EMS or Fire Divisions, who do not hold, as a minimum, a current Colorado EMT-B or Firefighter I certification, will be considered applying for the Support category in the EMS division.

Probationary EMS, Fire and Support members are expected to volunteer for regular shifts at Station 81 during and after their probationary period and complete the probationary requirements listed in Categories of Membership section under Probationary Member before s/he may be appointed to a position of full membership by the Fire Chief.

OFFICER QUALIFICATIONS

Captain

Captains are appointed by the Fire Chief.

To be considered for a Station Captain position in the Carbondale & Rural Fire Protection District, a candidate should possess leadership qualities and meet the following standards:

- Must be an active volunteer member, meeting the minimum requirements for active members:
 - acquire a minimum of 40 hours of approved training annually
 - participate on shift duty an average of 24 hours per month
- Must have an understanding of department SOG's
- Should be at least FFII certified and/or Colorado State EMT-B certified.
- Should have at least five years fire service experience and at least one year as a member after completion of probation
- Should be trained to a minimum ICS 300 level

The duties of a Station Captain in the District are as follows:

- Perform in a leadership role at emergency incidents
- Make sure portable equipment is in a 'fire ready' state and reporting missing or broken equipment problems to the Shift Captain or Deputy Chief of Operations.
- Ensure that vehicle and equipment checks are regularly scheduled and completed.
- Ensure that post run checks are completed on vehicles.
- Serve as a liaison between members and district staff.
- Work with the Training Division Deputy Chief on Station and District training.
- Assist in the utilization of the Incident Command System as the needs of the specific incident dictate.
- Ensure Incident Command management of incidents in the District where no other ranking officer is present.

Lieutenant

Lieutenants are appointed by the Fire Chief

The fundamental elements of the rank of Lieutenant at CRFPD are to demonstrate leadership and problem-solving skills through interaction with the members of the District and performing skillfully at emergency incidents and maintaining good situational awareness.

To be considered for the position of Fire Lieutenant in the Carbondale & Rural Fire Protection District, a candidate must possess leadership qualities and meet the following standards:

- Must be an active volunteer member, meeting the minimum requirements for active members:
 - acquire minimum of 40 hours of approved training annually
 - participate on shift duty an average of 24 hours per month

- Must have an understanding of department SOG's
- Should be at least FFI certified or be at least EMT-B certified in Colorado
- Should be trained to a minimum ICS 200 level
- Maintain a good understanding of the geographical layout of the District street names, numbers and target hazards

The duties of a Lieutenant are as follows:

- Perform in a leadership role at emergency incidents
- Take a lead role in monthly vehicle and equipment checks
- Assist the Station Captain in ensuring the 'fire ready' state of equipment.
- Ensure that post run checks on vehicles.
- Ensure that portable equipment checks are regularly scheduled, performed and documented. Any problems or broken equipment should be reported to the Shift Captain or Deputy Chief of Operations.
- Work with the Training Chief on Station and District training.
- Ensure Incident Command management of all incidents in the District where no other ranking officer is present.

MEMBERSHIP COMMITTEE

The function of the Membership Committee is to serve as a voice for the general membership and a direct link between the general membership and the staff dealing with concerns or issues the general membership may have finding resolutions for those concerns and to act in the best interest of and give direction to the general membership

The Membership Committee shall:

- Collect and review applications for probationary membership.
- Conduct pre-entry interview with new applicants before first membership meeting.
- Be responsible for the development and administration of the "Mentor System" for probationary members
- Coordination of special events and social functions with the staff and general membership.
- The Carbondale & Rural Fire Protection District shall have one regular membership meeting on the second Monday of each month.
- The Membership Committee is responsible for running the monthly meeting. Roberts' Rules of Order are generally followed as a guideline for conducting membership meetings.
- The attending members constitute the membership quorum. A vote of a simple majority (51%) of the quorum is required to pass a motion
- Serve as the review committee tracking LOSAP point accumulation for volunteer members in the District. Present recommendations to the Fire Chief for annual LOSAP awards.

Membership Committee Requirements

To be considered for a position on the Membership Committee in the Carbondale & Rural Fire Protection District, a candidate must meet the following standards:

- Must be an active volunteer member, meeting the minimum requirements for active members:
 - acquire minimum of 40 hours of approved training annually
 - participate on shift duty an average of 24 hours per month
- Must have served at least one year as a member

The Membership Committee shall consist of three to six members. The makeup of this Committee should include at least one member from the fire division and at least one member from the EMS division and at least one member shall not be from Station 81. In addition, at least 2 members of the committee will be from the paid staff.

The term of office shall be one year. Members of the committee will be elected by the general membership. Nominations shall occur at the November Membership Meeting and elections shall be held at the December Membership Meeting to take office January 1st of the following year. The presiding officer shall be elected by the Committee.

TRAINING AND EDUCATION

Training

CRFPD is committed to developing and maintaining a high performing workforce, and encourages its members to continue to develop their knowledge. For these reasons, the District maintains an educational assistance program for those members who wish to further their education in certain circumstances.

Training may be provided at CRFPD expense for firefighting and emergency response. Training opportunities are provided at regular intervals at locations determined by the Carbondale & Rural Fire Protection District. Additional training opportunities outside of the District training program may be considered for approval based on the needs and resources of the District and must be pre-approved by the District.

The Educational Assistance Program provides financial assistance for approved courses, continuing education credits, certifications and licensing to support members' development of skills and knowledge that will be of mutual benefit to both the member and CRFPD. All training requests, whether mandatory or elective, must be made on a Training Request Form and submitted to the Training Officer, for the training request to be considered.

If financial assistance is being received from other sources (such as any state, federal, military or private assistance) only the difference between the total cost of the course and the amount of the assistance will be considered under this program.

Out of District/Outside Training Policy

It is the policy of the Training Division to notify members of outside training opportunities. Outside training opportunities may also be posted on the training board in the administration building. The purpose of this policy is to help members obtain necessary training hours or certifications that may not be available in-house. Outside training also promotes comradery with other agencies and personnel.

Outside trainings at local agencies, such as other fire departments or local hospitals will be will be made available to members.

Members will be notified via email of local trainings offered. The notices will also be posted on the training notification board in the administration building. Any member interested in attending outside local trainings should respond to the email or follow sign up instructions on the board.

If a Training Request Form is needed, the member will: talk with the Deputy Chief - Training regarding the class, complete a Training Request form, return the Training Request Form to the Deputy Chief – Training.

The process for approval is:

- The Training Request Form will be reviewed by the Deputy Chief - Training for completeness
 - If any errors exist it will be returned to for corrections and/or clarification
- The Deputy Chief - Training will review the training budget and determine how many people can be sent to outside training

- Members will be notified via email if the Training Request is approved or denied. If approved, the member will receive (if appropriate) information on: class registration, hotel accommodations, department vehicle usage, department credit card usage, per diem and/or reimbursement policies.

Members are responsible to check their email for the approval or denial of training requests.

Training Sheet Policy

The Training Division will produce a training calendar at the beginning of each month to provide notification of training opportunities. The Training Division will have training sheets entered by the end of each month promoting consistency in data entry and reporting. CRFPD maintains documentation for renewing State of Colorado certification(s). Members are responsible for maintaining the necessary documentation for national certification(s).

There are many types of training related to the Fire and EMS industries. Trainings are required for personnel to maintain certifications, for job competency and for personal growth. Members are responsible for obtaining the training necessary to maintain their certification(s).

A training sheet must be complete to receive training credit. All participants must sign the training sheet. The training sheet needs to document:

- the date the training took place with the start and end times of the training (24-hour format)
- the location of the training
- total number of hours attended
- the subject(s) of the training in detail and with a descriptive representation of the class, for example: EMT-B Class, Skills-Vitals, Patient Assessment
- the type of EMS training - Medical/Trauma/Elective. This allows training to be entered as accurately as possible for certification renewal.
- the Instructor, Evaluator and/or Proctor(s)
- the type of activity the training sheet is being used for needs to be documented

For JPR documentation:

- Circle which JPRs are being performed
- Sign the training sheet to receive credit
- The JPR checklist needs to be complete and the task steps need to be checked
- The JPR checklist must be signed by the instructor, proctor or evaluator
- Instructors, proctors or evaluators must initial and indicate which JPRs the candidate completed on the training sheet, to confirm the JPR candidate has completed the JPRs that were circled and attached to the training sheet
- Only one copy of each JPR needs to be attached to the training sheet. Indicate in the candidate space "see training sheet" to acknowledge multiple participants
- Any outside training certification and/or a certificate of completion must be turned in with the training sheet

- All completed training sheets are to be turned into the Deputy Chief – Training’s box in the Administration Building
- Training sheets must be submitted in within 30 days of the date of the training to receive credit. Training sheets submitted in after 30 days will not be entered and no training credit will be given. If you have questions on this policy, see the Deputy Chief - Training.

Certifications

CRFPD may provide paid training to members seeking specific certifications based on the needs and resources of the District. Certifications that are commonly sought by members and desirable to the District include, but are not limited to, FIREFIGHTER, STRUCTURAL FIREFIGHTER, WILDLAND FIREFIGHTER, HAZARDOUS MATERIALS, EMERGENCY MEDICAL TECHNICIAN, PARAMEDIC, DRIVER, FIRST AID AND CPR. Volunteers are encouraged to discuss their desire to obtain support for certification form the District Training Officer.

Certification Renewal Policy

It is the policy of the Training Division to notify members of their certification expiration status in a timely manner. CRFPD maintains documentation for renewing State of Colorado certification(s). Members are responsible for any national certification(s). This policy gives personnel a reasonable amount of time to complete any unfinished training requirements related to the certification(s).

Six (6) months before renewal, members will be notified via email of the renewal date on file. The email will contain:

- A copy of any training hours or JPRs on file
- A link to the appropriate website for renewal. For *CDPHE* and/or *OATH*, you must affiliate with Carbondale Fire. For *National Registry* you must affiliate with Carbondale Fire. For *CDFPC*, you must have a valid email account, your mailing address, last 4 social, so Carbondale Fire can maintain your account.

It is the responsibility of all members to maintain skill proficiency for certification(s). This requires training on a regular basis.

Members are responsible to:

- Obtain the training hours necessary to recertify any certification(s).
- Fill out the necessary training sheet(s) for training credit (See Training Sheet Policy).
- Know what is required for renewal of their certification(s).
- Access any online databases to register, submit information and/or renew certification(s). *There are two computers in the administration building for personnel to use for any certification purposes.*
- Check their email accounts for information on upcoming trainings opportunities and renewal notifications.

Continuing Education

The District may provide reimbursement of full or partial tuition and expenses for approved continuing education courses based on the needs and resources of the District.

MEMBER BENEFITS

Benefits may be added or eliminated at any time based on the needs and resources of the District.

Training, Education and Certification

Please see Training and Education section for additional details.

Death and Disability Insurance coverage

For members for limited circumstances related to service. Please see the Volunteer Coordinator or Human Resources Director for further information.

Length of Service Awards Program (LOSAP)

The District provides a Length of Service Awards Program (LOSAP) as a recruitment and retention incentive for members who meet the eligibility requirements each year of service. Eligibility for the LOSAP benefit is limited to members who have accumulated the minimum number of points required by the program. The LOSAP program description is outlined in the LOSAP section.

Immunizations

CRFPD provides reimbursement for various immunizations approved by the Operations Deputy Chief.

Employee Assistance Program (EAP)

CRFPD is committed to supporting the psychological well-being of members and provides an Employee Assistance Program (EAP), which offers members and their immediate family members access to professional and confidential counseling. EAP provides a short-term intervention strategy and is designed to give members the opportunity to promptly address issues of immediate concern to them. The EAP can assist members who require longer-term assistance to source an appropriate alternative provider.

CRFPD recognizes the importance of providing support for members and their immediate families experiencing personal or work-related issues and concerns to maintain a safe and healthy working environment. Support is provided through the EAP, which offers confidential, professional assistance to members and their immediate family members. The District provides funding for EAP services as detailed below.

Face to face or telephone counseling is available through the EAP. The aim of the EAP is early identification and provision of assistance to help resolve either work-related or personal issues. Matters that may be addressed through the EAP include, but are not limited to:

- dealing with work or life change;
- issues related to becoming a parent or adjusting to being a parent;
- concerns about anxiety, depression or other mental health issues relating to the member or someone close to them;
- personal trauma;
- relationship issues;
- family difficulties;
- financial concerns;

- health matters;
- alcohol or substance abuse; gambling or other addictions; and
- coping or dealing with grief and/or loss.

Specialized support and advice from the EAP can be accessed by supervisors and managers to assist them in managing workplace issues relating to their roles.

The EAP can also be requested to provide counseling and support for members as part of the District's response to critical incidents.

The purpose of this policy is to provide a framework that will ensure the EAP service meets the District's requirements and effectively supports the well-being of members. Key principles that apply to the EAP include:

- the EAP is available for members and their immediate families at no cost to them, for up to 3 counseling sessions annually;
- access to the EAP is voluntary;
- in most cases members will self-refer, however referral can be made by the Director of Human Resources or the Fire Chief;
- the EAP is conducted by a professional accredited provider, independent of the District;
- the EAP provider ensures professional counseling is provided by qualified health professionals;
- confidentiality will be maintained, which means individual details of members who attend EAP counseling sessions will not be provided to the District;
- the effective operation of the EAP is monitored, evaluated and reviewed regularly; and
- quarterly reports are received from the EAP provider that assist the District to support that it is meeting the needs of members and the District. These reports do not contain information that identifies individual members that have used the service.

Members and their immediate family members, defined as the partner/spouse or child (up to age 26) of the member, are eligible to access the EAP. Members can access a total of 3 one-hour sessions per calendar year per incident, paid for by CRFPD. Should additional sessions be required, the provider may refer the member to an appropriate external agency or arrange for the members to continue with the provider in a private capacity at the member's expense. In exceptional circumstances, with the recommendation of the counsellor, the Fire Chief or Human Resources Director may approve up to three additional visits funded by the District. Exceptional circumstances would require the EAP providing an assessment that the member's well-being is at risk, where the counsellor is confident that up to three additional sessions will provide sufficient support.

CRFPD annually reviews the effectiveness of the EAP supported by this policy. Where applicable, the review takes account of necessary changes to other relevant District policies and procedures. Any members wishing to suggest improvements to this policy is invited to forward their suggestions to the Human Resources Director.

Line of Duty Death Benefit

While we never want this to happen, this is an outline of the District's role in a line-of-duty death. CRFPD will also do what is possible to ensure that the family of the deceased is supported, and that any compensation that is due them through the deceased's activity with CRFPD is distributed in a timely fashion.

A line-of-duty death includes all CRFPD related activities, including non-emergency activities like training, false alarm response, community assistance, and of course any emergency incident.

When a line-of-duty death occurs, multiple jurisdictions will always be involved. They can include local police, sheriff, coroner, district attorney, etc. The most important thing to remember during this time is that all agencies need to work together to get through this difficult period. The District will insist on full collaboration throughout this process.

If a line-of-duty death occurs, certain procedures need to be established and followed. They are as follows:

- The fallen member's body shall not be moved or disturbed in any way, unless, life-support measures are initiated in an effort to resuscitate him/her.
- All articles and equipment on or immediately surrounding the body shall be secured "in place" and protected as evidence.
- Access to the scene shall be limited and an accurate list shall be kept of personnel who have entered the scene and for what reason.

The Incident Commander shall notify either the Fire Chief, or the on-call Chief Officer of the member's death. The District Board of Directors shall be notified by the Fire Chief or on-call Chief Officer, along with any other appropriate chain-of-command personnel.

The District shall appoint an investigator to assist the PAHJ with the investigation process. The investigator's duties shall include:

- Keeping a comprehensive log of all aspects of the investigation, along with pictures of the investigation scene. This log shall be maintained and safeguarded throughout the investigation process.
- Note and report to the Coroner any life support measures provided to the fallen member, especially liters of O2 administered.

If SCBA was being used, ensure that it is impounded and held for possible examination by an independent testing lab.

Per Colorado law, an autopsy will be performed. The District will honor the Coroner's protocols. The District should request a toxicology analysis, to be performed during the autopsy. Either the Chief or their designee should be present during the autopsy and confirm an analysis of blood gases and carboxyhemoglobin test are completed, with the exact levels recorded in the final report.

A designated "Notification Officer" shall be appointed to notify, in person, the next of kin. This person should be either the Fire Chief or a Deputy Chief.

A designated "Liaison Officer" shall be appointed to stay with the family virtually around the clock, to help with the many details. One of the duties of this person will be to talk with the family about burial preferences and to offer on behalf of the District, a full Line-of-Duty funeral. It is important to remember that the family has the option to have a private ceremony. The Liaison Officer needs to ensure that the family, fire district, church, and officiating pastor are all in agreement about the funeral arrangements.

The Fire Chief or a Deputy Chief shall notify the Public Information Officer, as there will most likely be a high level of media coverage. Before making detailed statements regarding the death, the PIO should notify the family and consult with the Fire District legal counsel. If the media wants to interview the member's FD peers, and friends, it should be facilitated through the District PIO.

The Liaison Officer should also assist the family in initiating a claim for the Public Safety Officer's Benefits Program and other benefits provided by or through the District. It is important to remember that this benefit applies typically to traumatic injuries that lead to the death. A death due to a heart attack without carbon monoxide poisoning or trauma might not be eligible for benefits.

Finally, the District will maintain a policy of supporting the family, and district members to the full extent of its capabilities. During the time of a tragedy such as the death of one of our members, teamwork between all personnel and agencies cannot be emphasized enough.

Workers' Compensation Insurance Policy

CRFPD will provide workers' compensation, a type of accident and injury insurance that compensates an member for lost wages, medical expenses and permanent impairment that results from an injury arising out of or in the course of work. Members must report the injury or disease to their Supervisor immediately and complete the CRFPD work comp packet as soon as possible (and in no more than 24 hours) and submit it to the Director of Human Resources for reporting to worker's compensation. If a member is unable to complete the packet or notify the Director of HR, the member's supervisor is required to notify the Director of HR. Alcohol and Drug testing may be required if the member's own actions or omissions could possibly have caused the accident that led to injury. Failure to report the injury and to timely submit to testing, if required, could result in discipline or discharge. Under state laws, members who fail to report work-related injuries in a timely manner may see a reduction or denial of their workers' compensation benefits.

CRFPD has the right to require that members are treated by a treating physician designated by CRFPD. Failure to allow the District to designate the treating physician may result in loss of medical benefits.

Members must submit a Physician-Employer Communication Form before they are permitted to return to duty.

All members must obtain treatment of work-related injuries and illnesses from one of the following medical providers:

Name: Roaring Fork Family Practice
Address: 978 Euclid Ave.
City, State & Zip: Carbondale, CO 81623
Phone: 970-963-3350

Name: Midvalley Family Practice
Address: 1450 E Valley Road, Suite 102
City, State & Zip: Basalt, CO 81621
Phone: 970-927-4666

Name: Glenwood Medical Associates
Address: 1830 Blake Avenue- 1st floor
City, State & Zip: Glenwood Spgs, CO 81601
Phone: 970-945-8503

Name: New Castle Family Health
Address: 820 Castle Valley Blvd, Suite 210
City, State & Zip: New Castle, CO 81647
Phone: 970-984-0651

In the event of a life- or limb-threatening emergency, the injured member will be sent to the nearest emergency medical facility. One of the medical providers designated above must provide all follow-up care.

If an unauthorized medical provider treats a member, the member will be responsible for payment for said treatment.

Length of Service Award Program / LOSAP

In 2019 the Carbondale Fire District began funding the Length of Service Award Program or LOSAP. The LOSAP was established to replace an aging pension fund system as a volunteer incentive to encourage recruitment, retention and participation at all levels of certification. Active members of the District may participate as much as they like in any category. Members will not accumulate additional points after 100 points have been earned. Additional points cannot be transferred.

The annual number of points to qualify for LOSAP is 100 points

Years 1 – 3 of active service = \$1500

Years 4 – 8 of active service = \$2000

Years 9 – 10 of active service = \$2500

Years 10 and over = \$3000

One year of active service is equal to 100 points

How points are tracked and earned

LOSAP points are tracked by the Volunteer Coordinator. To ensure proper credit each category is outlined below.

Training Courses

Completion of training sheet is required with appropriate documentation of class completion/certificate(s) attached for proper credit to apply. Please refer to the Training Policies in the Volunteer Membership Handbook. (Training must be approved by the Training Division Deputy Chief) examples of courses include: EMT Class/FF1 Class, Wildland Academy, etc.

Training Courses: 25 points max

- Under 20 hours duration;/ 1 point per hour/ maximum of five points
- 20-45 hours duration/ one point per hour for each hour over the initial 20 hours, maximum of 10 points
- Over 45 hours to 100 hours; 15 points per course
- Over 100 hours duration; 25 points per course

In-House Training & Drills

In-house trainings are offered by Carbondale Fire and include trainings that are scheduled on the monthly training calendar. Completion of training sheet is required with appropriate documentation and signatures for proper credit to apply. Please refer to the Training Policies in the Volunteer Membership Handbook.

In-House Training & Drills: 25 points max/1 point per hour

Shifts

Completion of a volunteer shift sheet appropriately documented with start and end dates, times recorded in 24hr format, total number of hours entered, printed name, signature and the signature of the Captain on duty is required for proper credit to apply.

Shifts: 25 points max/ 1 point per 12 hours

Responses-Standby

Completion of a Response/Standby form appropriately filled out, including date, time and location of incident faxed to station 81 is required, calling in to the station is not a response. It is the responsibility of the member to ensure that the shift captain is aware of your response to the Carbondale fire station or an outlying station for standby or response to an incident.

Response: 25 points max (includes standby response)

Collateral Duties/Other Activities

Completion of duties or other activities must be documented on a training sheet with a detailed description of duties and/or other activities performed. Collateral duties include: hose testing, hydrant testing, truck checks, and station/vehicle/equipment maintenance, special event participation, etc. (Collateral Duties and Other activities must be approved by a Chief Officer or Captain on duty)

Collateral Duties/Other Activities: 25 points max/ 1 point per hour

Appointed/Elected Positions- for one year in the position (Jan 1-Dec 31)

A maximum of 25 points may be earned if either elected by the general membership or appointed by the Fire Chief to a recognized position such as: Volunteer Captain, Volunteer Lieutenant, Volunteer Safety Officer, membership committee, membership secretary, etc.

Appointed/Elected Position: 25 points max

GENERAL INFORMATION POLICIES

Hiring of Fire Chief and the Fire Chiefs Authority

The Fire Chief is hired by, serves at the pleasure of, and acts under the direction of, the Board of Directors. The Board has the sole authority to determine the Fire Chief hiring process and all terms and conditions of employment. The Fire Chief is the Carbondale & Rural Fire Protection District's Chief Executive Officer and Commander in Chief and has supervisory authority over all subordinate ranks.

Hiring and Promoting Members and Members

Subject to this Handbook and applicable law, the Fire Chief is solely responsible for appointing, hiring and promoting individuals for all positions below the Fire Chief. At times, positions may be filled internally without being posted. This could relate to a business need or a planned career progression that includes a member being assigned new responsibilities.

A member hired as a full-time, permanent employee must meet all of CRFPD's training and certification requirements for the position within the time specified for meeting the requirements at the time of hire. Failure to meet the training and/or certification requirements within the specified time may result in demotion or termination as appropriate in the Fire Chief's sole discretion.

When a vacancy or promotional opportunity occurs, the Fire Chief in their discretion may conduct interviews, create a hiring committee, and/or establish an internal or external assessment center to develop an eligibility list. The Fire Chief is not required to extend a conditional offer to a candidate on the eligibility list and may solicit candidates from outside of the District if the Fire Chief determines such action to be in the best interest of CRFPD. An individual to whom a conditional offer of employment is extended may be subject to a background check and physical evaluation, and any other such requirements deemed appropriate by the Fire Chief.

A member hired or promoted to a different position that fails to satisfactorily perform the duties of the new position, or no longer desire to do so, is not guaranteed an alternative position and may be terminated.

Equal Employment Opportunity

Carbondale & Rural Fire Protection District provides equal employment opportunities to all members and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, the District complies with applicable state and local laws governing nondiscrimination in employment in every location in which CRFPD has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability or veteran status is expressly prohibited.

Carbondale & Rural Fire Protection District is committed to a diverse workforce. CRFPD values all members and supports an environment that is inclusive and respectful. We are strongly committed to this policy and believe in the concept and spirit of the law.

CRFPD is committed to ensuring that:

- All recruiting, hiring, training, promotion, compensation and other employment-related programs are provided fairly to all persons on an equal opportunity basis;
- Employment decisions are based on the principles of equal opportunity. All personnel actions such as compensation, benefits, transfers, training, and participation in social and recreational programs are administered without regard to any characteristic protected by state, federal or local law;
- Members and applicants will not be subjected to harassment, intimidation, threats, retaliation, coercion or discrimination because they have exercised any right protected by law; and
- Reasonable accommodations will be made for disabilities and religious beliefs.

CRFPD believes in and practices equal opportunity. The Director of Human Resources serves as our Equal Opportunity Coordinator and has overall responsibility for assuring compliance with this policy. All members are responsible for supporting the concept of equal opportunity and diversity and assisting the District in meeting its objectives.

Accuracy of Application Information

CRFPD relies upon the representations of applicants prior to membership in deciding whether to make a job offer. If false information is provided on the application for employment, resume, during a pre-employment interview or otherwise in the hiring process, upon CRFPD's discovery of the falsification, regardless when this occurs, the member will most likely be discharged.

Personnel Information

Personnel Files

CRFPD maintains a personnel file on each member. The personnel file includes such information as the member's application, records of training, performance reviews, disciplinary actions, coaching and mentoring records, and other employment records. With reasonable advance notice, members may review their own personnel files in the District offices and in the presence of an individual appointed by CRFPD to maintain the files.

Personnel files are the property of the District and access to the information they contain is restricted. Generally, only supervisors and management personnel of CRFPD who have a legitimate reason to review information in a file are allowed to do so. Personnel records are confidential and are not available to anyone outside of the District, unless you have personally authorized their release. A release may not be necessary when reporting certain information as required by law or when an authorized governmental agency inspects files. Access to member medical files is governed by HIPAA compliance regulations.

Personnel Data Changes

It is the responsibility of each member to promptly notify CRFPD of any changes in personnel data.

Members are to promptly report changes in the following personnel information, in writing, to the Volunteer Coordinator or Human Resources Director:

- Name
- Address
- Telephone number
- Email Address
- Person(s) to notify in case of emergency
- Status of any license (including driver's license), certification or other criteria required for the job
- Conviction of any crime and arrest for any crime that occurs during employment with CRFPD.

Failure to timely report changes regarding the above-information could result in loss of wages or benefits, liability to third parties (e.g., IRS, insurance), discipline, or discharge.

Employment Termination Policy

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated:

- Resignation—voluntary employment termination initiated by a member
- Termination—involuntary employment termination initiated by Carbondale & Rural Fire Protection District
- Layoff—involuntary employment termination initiated by Carbondale & Rural Fire Protection District

Members may terminate their employment at any time without prior notice to CRFPD. Notice of resignation should be in the form of a written statement.

Members must return all CRFPD property on the last day of service. As a condition of membership, each member must sign a separate written agreement, which is attached hereto as Property Return Agreement, agreeing that the value of CRFPD property not returned by the last day of work will be charged to the member. The District may take appropriate action to recover its property (or the value of the property).

If a member leaves CRFPD in good standing, the member may be considered for membership in the future.

Upon resigning from CRFPD, a member is encouraged to provide the District with an accurate address for at least one year for tax purposes.

Background Check Policy

The District may conduct a background check on member candidates after a contingent offer of membership has been extended. A background check may also be completed during reassignment or promotion. A third-party administrator may be used to conduct the background checks, and all background checks will be compliant with applicable laws, such as the Fair Credit Reporting Act.

The information that may be collected includes, but is not limited to:

- Criminal background
- Employment history
- Education
- Credit
- Professional and personal references

Criminal background checks may not be used as the sole reason for denying employment, unless it is job-related. Regardless, CRFPD has the right to make the final decision about employing an individual after the background check is complete.

Information obtained from the background check process, including information from professional and personal references will be used by CRFPD only as part of the membership process and will be kept confidential.

Harassment Policy

Carbondale & Rural Fire Protection District is committed to providing a workplace free from discrimination, harassment and retaliation. CRFPD will not tolerate harassment of any type based on race, color, religion, sex (including pregnancy), national origin, age (40 or older), disability, or genetic information and other characteristics protected under state, federal or local laws. Such conduct in any form is prohibited while working, attending District-sponsored events, attending training classes, traveling or otherwise performing District-related activities or outside of work if it affects members in the workplace. This policy applies to all members, volunteers, customers, guests, vendors and persons doing business with CRFPD.

All members must ensure they understand this policy and their obligations. Whether a member's conduct violates this policy will be based how a member's conduct is received and whether a reasonable person would find the conduct to be in violation of the policy.

Harassment is defined as unwelcome conduct that is based on race, color, religion, sex (including pregnancy), national origin, age (40 or older), disability or genetic information. Harassment becomes unlawful where:

- Enduring the offensive conduct becomes a condition of continued employment; or
- The conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile or abusive.

Anti-discrimination laws also prohibit harassment against individuals in retaliation for filing discrimination charges, testifying or participating in investigations, proceedings or lawsuits under these laws, or, for opposing employment practices that they reasonably believe discriminate against individuals, in violation of these laws.

Petty slights, annoyances and isolated incidents (unless extremely serious) will not rise to the level of illegality. To be unlawful, the conduct must create a work environment that would be intimidating, hostile or offensive to reasonable people.

Offensive conduct may include, but is not limited to, offensive jokes, slurs, epithets or name-calling, physical assaults or threats, intimidation, ridicule or mockery, insults or put-downs, offensive objects or pictures, and interference with work performance. Harassment can occur in a variety of circumstances, including, but not limited to, the following:

- The harasser can be the victim's supervisor, a supervisor in another area, an agent of the employer, a co-worker or a non-member.
- The victim does not have to be the person harassed, but can be anyone who is affected by the offensive conduct.
- Unlawful harassment may occur without economic injury to, or discharge of, the victim.

Appropriate performance reviews, counseling or discipline by your manager do not constitute harassment.

If you feel that you are being harassed, you should take the following steps:

- Tell the harasser that his or her actions are not welcome and that they must stop, if you feel comfortable enough to do so.
- Report the incident immediately to the Human Resources Director or a Chief Officer. Members must report sexual harassment directly to the Fire Chief. If the report involves the Fire Chief, Members must report the harassment or discrimination to the President of the Board of Directors.
- Report any additional incidents or retaliation that may occur to a Chief Officer or Director of Human Resources.

All reported incidents of harassment will be immediately and thoroughly investigated by the Fire Chief or Designated Representative. If the report involves the Fire Chief, the investigation will be conducted by a Board member committee, an outside consultant, or in such other manner as the Board deems appropriate in its sole discretion. If the report involves a Board member, the investigation will be conducted by an outside consultant or in such other manner as the Board deems appropriate in its sole discretion. The complaining party, the accused, and any witnesses may be interviewed separately to establish the facts of the situation. After the facts have been determined, the complaining party and the accused will be advised of the results of the investigation. If the investigation substantiates the complaint, appropriate action will be taken.

Complaints and actions taken to resolve complaints will be handled as confidentially as possible. Appropriate actions will be taken to stop and remedy such conduct, including interim measures during a period of investigation.

Retaliating or discriminating against a member who reports a suspected incident of harassment or who cooperates in an investigation is prohibited. Members who violate this policy or retaliate against a member in any way will be subject to disciplinary action, up to and including termination.

Sexual Harassment Policy

Carbondale & Rural Fire Protection District prohibits sexual harassment of all kinds. This policy applies to all members, volunteers, customers, guests, vendors and persons doing business with the District. Any member who feels that he or she has been a victim of sexual harassment, or who believes that he or she

has witnessed sexual harassment, should (if possible) directly and immediately inform the harasser that the conduct is unwelcome and that he or she must stop.

Members must report sexual harassment directly to the Fire Chief. If the report involves the Fire Chief, Members must report the sexual harassment to the President of the Board of Directors. Members may request that a person of the same gender be provided to receive the report. CRFPD prohibits any member from subjecting members to retaliatory action for reporting illegal harassment or discrimination. All reported incidents of sexual harassment will be immediately and thoroughly investigated by the Fire Chief or Designated Representative. If the report involves the Fire Chief, the investigation will be conducted by a Board member committee, an outside consultant, or in such other manner as the Board deems appropriate in its sole discretion. If the report involves a Board member, the investigation will be conducted by an outside consultant or in such other manner as the Board deems appropriate in its sole discretion. The complaining party, the accused, and any witnesses may be interviewed separately to establish the facts of the situation. After the facts have been determined, the complaining party and the accused will be advised of the results of the investigation. If the investigation substantiates the complaint, appropriate action will be taken.

Complaints and actions taken to resolve complaints will be handled as confidentially as possible. Appropriate actions will be taken to stop and remedy such conduct, including interim measures during a period of investigation.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, offensive remarks about a person's sex, and other verbal or physical conduct of a sexual nature. Such activities are illegal when:

- Submission is made a term or condition, either explicitly or implicitly, of an individual's employment
- Submission to or rejection by an individual is used as a factor in decisions affecting that individual's employment
- Their purpose or effect of interferes with an individual's work performance or creates an intimidating, hostile or offensive work environment

Sexual harassment includes many forms of offensive behavior, including the harassment of a person of the same gender as the harasser. The harasser can be the victim's supervisor, an agent of the employer, a supervisor in another area, a co-worker or a non-member. The victim does not have to be the person harassed but could be anyone affected by the offensive conduct. Examples of sexual harassment include, but are not limited to, the following:

- Unwelcome sexual flirtation, advances or propositions
- Verbal comments related to an individual's gender or sexual orientation
- Explicit or degrading verbal comments about another individual or his or her appearance
- The display of sexually suggestive pictures or objects in any workplace location, including transmission or display via computer
- Any sexually offensive or abusive physical conduct

- The taking of or the refusal to take any personnel action based on a member's submission to or rejection of sexual overtures
- Displaying cartoons or telling jokes which relate to an individual's gender or sexual orientation

Even playful or seemingly "innocent" may constitute sexual harassment. Regardless of a member's intent, conduct that a reasonable person would find offensive may constitute sexual harassment and is prohibited.

It is important to the District that all members are protected from harassment. Any incidents that are perceived as harassment will be investigated and appropriate action will be taken by CRFPD.

Workplace Bullying Policy

Carbondale & Rural Fire Protection District is committed to providing a safe and healthy work environment for all members. As such, the District will not tolerate bullying of any kind and will deal with complaints accordingly. This policy applies to members and volunteers while working, attending employer sponsored events, attending training classes, traveling or otherwise performing District-related activities.

Bullying is defined as repeated inappropriate behavior, either direct or indirect, whether verbal, physical, or otherwise, conducted by one or more persons against another or others, at the workplace or in the course of employment. Such behavior violates District policies, which state that all members will be treated with dignity and respect.

Bullying can be intentional or unintentional. However, when an allegation of bullying is made, the intention of the alleged bully is irrelevant and will be given no consideration when a complaint is investigated. It is the effect of the behavior that will be considered.

Bullying can be:

- Verbal bullying: slandering, ridiculing or maligning a person or his or her family or associates; persistent name-calling that is hurtful, insulting or humiliating; using a person as the butt of jokes; abusive and offensive remarks.
- Physical bullying: pushing, shoving, kicking, poking, tripping, assaulting or threatening to assault, damaging a person's work area or property.
- Gesture bullying: nonverbal threatening gestures; glances that can convey threatening messages.
- Exclusion: unintentionally disregarding a person or excluding a person from work-related activities.

The following are examples of some, not all, behavior that may constitute or contribute to evidence of bullying:

- Repeatedly singling out a person.
- Pointing at or raising your voice at an individual, whether in public or private.
- Shutting a person out; not allowing him or her to speak or express him- or herself (ignoring or interrupting); interfering with email or other forms of communication; not including him or her in meetings.
- Humiliation in any form; verbal or obscene gestures, personal insults or offensive nicknames.

- Constant criticism unrelated or minimally related to job performance; public reprimand.
- Hampering an individual's ability to do his or her work; assigning menial tasks not aligned with normal job duties; taking credit for another's work or ideas.
- Spreading rumors or gossiping about another.

Bullying can have devastating results to the individual and the workplace. If you are subjected to bullying, or witness or suspect bullying is taking place, report it to your supervisor, a Chief Officer and/or the Director of Human Resources immediately. All suspected incidents of bullying will be thoroughly investigated by the Fire Chief or Designated Representative. If the report involves the Fire Chief, the investigation will be conducted by a Board member committee, an outside consultant, or in such other manner as the Board deems appropriate in its sole discretion. If the report involves a Board member, the investigation will be conducted by an outside consultant or in such other manner as the Board deems appropriate in its sole discretion. The complaining party, the accused, and any witnesses may be interviewed separately to establish the facts of the situation. After the facts have been determined, the complaining party and the accused will be advised of the results of the investigation. If the investigation substantiates the complaint, appropriate action will be taken.

Anti-Discrimination Policy

Carbondale & Rural Fire Protection District does not discriminate against anyone based on race, color, sex, religion, national origin, age (40 or older), disability status or any other trait that is protected under local, state or federal law. In addition, any kind of discrimination that is based on a protected trait is not allowed in the workplace. CRFPD is an equal opportunity employer and are dedicated to a policy of non-discrimination in all aspects of employment and business. This policy applies not only to personnel decisions, but also to all aspects of what we do.

Carbondale & Rural Fire Protection District asks that you respect those around you—co-workers, customers and management alike.

All suspected discrimination will be thoroughly investigated by the Fire Chief or Designated Representative. If the report involves the Fire Chief, the investigation will be conducted by a Board member committee, an outside consultant, or in such other manner as the Board deems appropriate in its sole discretion. If the report involves a Board member, the investigation will be conducted by an outside consultant or in such other manner as the Board deems appropriate in its sole discretion. The complaining party, the accused, and any witnesses may be interviewed separately to establish the facts of the situation. After the facts have been determined, the complaining party and the accused will be advised of the results of the investigation. If the investigation substantiates the complaint, appropriate action will be taken.

Recording Devices Prohibited Policy

CRFPD respects the privacy of its members. CRFPD prohibits the use of any recording device on CRFPD property without the knowledge of other members. I.E., it is ok to take a 'selfie' with the on-duty crew, but it is not ok to photograph or record someone when they are not aware. More specifically, the use of picture phones or other recording of visual images is prohibited in locker rooms, restrooms and any other area where members of the public or co-workers would expect a reasonable degree of privacy.

Any member found in violation of this policy will be subject to disciplinary action and may also be subject to prosecution to the fullest extent permitted under the law.

Standards of Conduct Policy

Carbondale & Rural Fire Protection District adopts this policy to ensure orderly operations and to provide the best possible work environment. The District expects members, volunteers and others who may be engaged to provide services from time to time (such as temporary personnel, consultants and independent contractors) to adhere to these standards of conduct. This policy applies to members and volunteers while working, attending employer sponsored events, attending training classes, traveling or otherwise performing District-related activities.

Carbondale & Rural Fire Protection District is responsible for providing a safe and secure workplace and strives to ensure that all individuals associated with the District are treated in a respectful and fair manner. While not intended to list all the forms of behavior that are considered unacceptable, the following are examples of conduct that may result in disciplinary action:

- Theft or inappropriate removal or possession of property
- Falsification of records, including timekeeping
- Responding/being on duty under the influence of alcohol or illegal drugs
- Possession, manufacture, sale, transfer, distribution or use of alcohol or illegal drugs in the workplace, while representing the District, or while operating District-owned vehicles or equipment
- Fighting or threatening violence in the workplace
- Immoral actions or intimidating others
- Boisterous or disruptive activity in the workplace
- Negligence or improper conduct leading to damage of District, customer or co-worker's property
- Insubordination or other disrespectful conduct
- Violation of safety or health rules
- Sexual or other unlawful or unwelcome harassment or touching
- Excessive absenteeism or any absence without notice
- Unauthorized use of telephones or other District equipment
- Using District equipment for purposes other than business
- Unauthorized disclosure of confidential information
- Violation of the member handbook
- Unsatisfactory performance or conduct

Any member who deviates from these rules and standards will be subject to disciplinary action, up to and including termination of employment.

Americans with Disabilities Policy

The Americans with Disabilities Act (ADA) is a federal law that prohibits employers with 15 or more members from discriminating against applicants and members with disabilities. It also requires employers to provide reasonable accommodations to applicants and members who are qualified for a job, with or

without reasonable accommodations, so that they may perform the essential job functions of the position.

Carbondale & Rural Fire Protection District complies with all applicable laws concerning the employment of individuals with disabilities and acts in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). CRFPD does not discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions and privileges of employment.

Members or job applicants who believe they are a qualified individual with a disability, may make a written request for reasonable accommodation(s) to the Fire Chief or Director of Human Resources. The Fire Chief, Director of Human Resources or Designated Representative will meet with the member to discuss and identify the precise limitation(s) resulting from the disability and the potential accommodation(s) the District might make to help overcome those limitation(s). The Fire Chief, Director of Human Resources or the Designated Representative (and, if necessary, other District representatives identified as having a need to know) will determine the feasibility of the requested accommodation(s), considering various factors, including, but not limited to, the nature and cost of the accommodation(s), the availability of tax credits and deductions, outside funding, the District's overall financial resources and organization, and the accommodation's impact on CRFPD operations, including its impact on other members to perform their duties and the District's ability to conduct its business and fulfill its purpose. The member will be informed of the Fire Chief's decision on the accommodation request within a reasonable period.

When a job applicant with a disability requests accommodation that can be reasonably provided without creating an undue hardship or causing a workplace safety risk, he or she will be given the same consideration for employment as any other applicant.

The District will reasonably accommodate qualified individuals (candidates and members) with disabilities so that they can perform the essential functions of a job, unless the requested accommodations result in the following:

- A direct threat to the safety or well-being of the individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodation; or
- An undue hardship to Carbondale & Rural Fire Protection District.

Individuals who are currently using illegal drugs are excluded from coverage under the ADA policy.

Diversity Policy

CRFPD encourages and welcomes diversity. The value of different backgrounds and perspectives should not be overlooked. Having a diverse workforce assists us in looking at all situations from a variety of angles and encourages the development of innovative ideas and solutions.

Some types of diversity are as follows:

- Life experience
- Work experience

- Perspective
- Culture
- Ethnicity
- Gender
- Age

Respecting each individual and recognizing the value that we each bring to our team is essential. By creating a supportive environment that allows everyone to perform to his or her potential, we achieve success.

No Absolute Right of Work Stoppage or Slowdown

The lack of fire and emergency services results in loss and devastation. Members commitment to public service and professional ethics requires members to carry out assignments as directed. For these reasons, and in accordance with applicable law, members do not have the absolute right to engage in any work stoppage or slowdown; nor do members have the absolute right to refuse to work for any reason. Members may be subject to corrective or disciplinary action, up to and including termination, for engaging in, or attempting to engage in, such conduct to the extent your conduct is not authorized by applicable law.

Pregnant Workers Fairness Act

Carbondale & Rural Fire Protection District complies with the Colorado Pregnant Workers Fairness Act (PWFA) of 2016 by providing reasonable accommodation to its members with health conditions related to pregnancy or the physical recovery from childbirth, if needed for the member to perform the essential functions of the job.

Members who think that they are experiencing a health condition related to pregnancy or the recovery from childbirth that prevents them from performing essential functions of their job and would like to request an accommodation must contact the Director of Human Resources or Fire Chief.

Once the determination of PFWA coverage is made, the District will provide a reasonable accommodation unless doing so would result in an undue hardship to the District or cause a direct threat to health and safety. The Act identifies reasonable accommodations as including, but not limited to:

- provision of more frequent or longer break periods;
- more frequent restroom, food, and water breaks;
- acquisition or modification of equipment or seating;
- limitations on lifting;
- temporary transfer to a less strenuous or hazardous position if available, with return to the current position after pregnancy;
- job restructuring;
- modified duty, if available;
- assistance with manual labor; or modified work schedule.

The Act prohibits requiring an applicant or member to accept an accommodation that the applicant or member has not requested or an accommodation that is unnecessary for the applicant or the member to perform the essential functions of the job.

Pregnancy, Child Birth and Related Medical Conditions

As with any other FML conditions, pregnant members will be permitted to work as long as a physician determines they can perform the essential functions of the job. If the member is unable to perform the essential functions of the job, Carbondale & Rural Fire Protection District will treat the member in the same manner as it treats other temporarily disabled members.

To ensure a pregnant firefighting member is capable of performing the essential functions of the job, and does not pose a risk to herself, the public or a fellow member in the performance of her duties, the District will require the pregnant firefighter to provide medical certification from her physician on a regular basis, but no less than every 30 days (and may require it more frequently during the later stages of pregnancy), stating the firefighter is capable of fully performing the essential functions of the job. If at any time the physician determines an member cannot fully perform the essential functions of the job, CRFPD may require the member to accept a temporary reassignment to a non-line position, if available, or to take a leave of absence.

If the District has an objective basis to believe an member cannot fully perform the essential functions of the job, CRFPD may require the member to submit to a fitness for duty examination by a physician of the District's choosing. The member may be required to submit a physician's statement that the member is fit for duty before returning to the work.

Accommodations for Nursing Mothers

As part of our family-friendly policies and benefits, and as per C.R.S. 8-13.5-101, Carbondale & Rural Fire Protection District accommodates mothers who wish to express breast milk when separated from their newborn children.

For up to two years after the child's birth, nursing members will be provided with reasonable break time to express breast milk. Nursing mothers should speak with their supervisor or Director of Human Resources regarding their needs.

The District will provide a private area, other than a bathroom, for nursing members to express breast milk.

Religious Observances Policy

Carbondale & Rural Fire Protection District respects the individual beliefs and practices of all members. The District complies with Title VII of the Civil Rights Act with respect to making reasonable accommodations of an individual's sincerely-held religious beliefs, so long as the requested accommodation does not cause an undue burden on the District's operations and budget, as determined by the Fire Chief in accordance with applicable law. CRFPD will work with individual members to provide reasonable accommodations that allow for personal religious practices and do not create an undue hardship for CRFPD.

A member whose religious beliefs or practices conflict with his or her duties, schedule, or any CRFPD policy on dress or appearance, and who seeks a religious accommodation must submit a written request to the Human Resource Director. The request should include the specific District policy or practice in conflict and the accommodation being requested. If needed, the Director of Human Resources will meet with the member concerning his or her request.

The request will be evaluated considering whether a work conflict exists and whether an accommodation is available that is reasonable and that would not create an undue hardship for Carbondale & Rural Fire Protection District. If possible, requests for religious accommodations should be submitted in writing to the Director of Human Resources at least 7 days prior to the date of the requested accommodation, or as soon as practicable. The Director of Human Resources will confer with the Fire Chief concerning the requested accommodation. The Director of Human Resources will provide the member with the response to the request and discuss its implementation. If the member rejects the response, he or she may appeal following the District's complaint policy.

Whistleblower Policy

Members must report possible illegal, fraudulent or dishonest conduct to the Fire Chief. Members must provide sufficient information regarding the alleged illegal, fraudulent or dishonest conduct for the District to investigate the matter. CRFPD will keep the matter as confidential as practical under the circumstances.

Retaliation against a member for making or participating in the investigation of a complaint of illegal, fraudulent or dishonest conduct is prohibited.

Conflicts of Interest Policy

All members have a duty to further Carbondale & Rural Fire Protection District's Mission, and to work on behalf of its best interest. Members should not place themselves in a position where their actions or personal interests may be in conflict with those of the District. Members should report in writing to the Director of Human Resources any situation or position (including outside employment by a member or any person of a member's immediate household) which may create a conflict of interest with the District.

An actual or potential conflict of interest occurs when a member is in a position to influence a decision that may result in a personal gain for that employee or for a relative. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage. No perception of a conflict is created by the mere existence of a relationship with outside firms. However, if members have any influence on transactions involving purchases, contracts, or leases, the employee is required to disclose this information to the Director of Human Resources as soon as possible so that safeguards can be established to protect all parties. Personal gain may result not only in cases where an employee or relative has a significant ownership in a firm with which CRFPD does business, but also when an employee or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving the District.

Intimate relationships between members where one is a supervisor of the other or one has audit controls over the other, can adversely affect morale, operations, and productivity because of bias, favoritism, or

unfair treatment, or the appearance of bias, favoritism, or unfair treatment by the person in the position of control, and can expose the District to claims of unlawful discrimination or harassment. Such relationships are a conflict of interest and are prohibited by CRFPD. Any member who is in an intimate relationship (dating, married to, or cohabiting as significant others) with another member where supervisory or audit authority exists by one over the other, is responsible for reporting this to the Fire Chief. CRFPD will take steps to resolve the conflict by restructuring responsibilities, reassigning positions, requesting resignation or terminating one or both members, whatever action the District deems appropriate.

TIME AWAY FROM VOLUNTEERING

Administration Leave

The Fire Chief may, in his/her discretion, place a member on administrative leave for any reason. While on administrative leave, a member may not participate in any CRFPD duties, responses, activities, or training.

Personal Leave of Absence Policy

CRFPD complies with all federal and state leave laws. However, when these laws do not apply or a member does not meet the eligibility requirements, CRFPD will consider a member's request for a personal leave. Each leave request will be considered on an individual basis.

A member who is no longer in the probationary period and who is in good standing (is not under a Performance Improvement Plan or has not experienced any disciplinary action within the previous six months) may request personal leave. Personal leave time may be requested for reasons such as educational opportunities, to care for a family member or to spend time with a new baby or child placed in the home within the first 12 months of service and in situations not covered by other leave laws or CRFPD policies.

A leave of absence may only be granted by the Fire Chief, and on such terms and conditions as the Fire Chief determines in his/her sole discretion. All CRFPD property must be returned before beginning the leave. This leave policy does not allow for intermittent leave.

There are no job restoration rights associated with personal leave. The Fire Chief will determine if a member will be reinstated to a former position or another position based upon factors such as the availability of a position, the member's standing at the time of leave, prior length of service, and the length of leave taken.

Members are expected to be able to return to work by the end of their approved leave. The Fire Chief may require that the member submit a Physician-Employer Communications Form provided by the District to make sure the member is fit for duty. CRFPD may require, at its own expense, that the member obtain a second opinion from a health care provider designated or approved by the District. The Fire Chief will determine if the member must meet any specific training or other requirements as a condition of reinstatement.

Any member who fails to return to duty as scheduled will be considered to have voluntarily terminated his or her membership with CRFPD. Members who exceed their leave without approved extension may be subject to disciplinary action up to and including termination according to CRFPD policies.

WORK RULES

Unacceptable Conduct

The list below contains examples of conduct that is considered below minimum standards and unacceptable. **This list is not all inclusive and does not in any way change the fact that employment with CRFPD is at will.** This means that the District has the right to terminate membership for reasons not listed, or for no reason. Always use common sense and good judgment in performing the job assigned in a manner that is in the best interests of the District. Your cooperation is appreciated.

Non-Exclusive List. Unacceptable conduct includes, but is not limited to:

- Insubordination
- Disloyalty to CRFPD
- Agitation against the District or other members that is or may be harmful to morale or work performance and is not protected concerted activity
- Violation of a statute or District rule which results or could result in damage to CRFPD's property or interests or could endanger the life, health or well-being of the member or others
- Immoral or other conduct which has an adverse effect on the member's job or otherwise conflicts with CRFPD's business interests
- Divulging of confidential information, including information covered under the Health Insurance Portability and Accountability Act of 1996, that could or does damage CRFPD's interests
- Failure to observe safety or other work rules
- Falsification of records or reports or other acts of misleading by omission or by misrepresentation
- Removal or attempted removal of District property from the premises without prior and proper authority
- Off duty use of not medically prescribed intoxicating beverages or non-prescribed drugs to a degree resulting in interference with job performance or the member smelling of alcohol on the job
- On-the-job use or possession of intoxicating beverages or marijuana
- Testing positive for intoxicating beverages (at State legal level for DWI or DUI), marijuana, controlled substances or mood-altering prescription medications if it effects a member's ability to perform their job duties during working hours.
- Possessing or using illegal drugs or controlled substances at any time while employed by CRFPD unless the use is in accordance with a prescription provided by a licensed medical provider to the Member and the possession or use is otherwise legal
- Theft, fraud, or other act of dishonesty
- Incarceration after conviction of a violation of any law or incarceration that interferes with performance of job duties
- Assaulting or threatening to assault another person; engaging in horseplay on the job or on District premises or the premises of a client; engaging in any act of violence or threat of violence toward any other member, supervisor, client or other person, which conduct occurs on the job or has an adverse impact on the work place

- Neglect or damage to District property or interests; failure to properly safeguard, maintain, or account for CRFPD's property when this obligation is part of the job;
- Rudeness, insolence, harassing, or offensive behavior toward a customer, client, supervisor or fellow member, or other person while on the job or that adversely affects the work place
- Careless or shoddy work
- Taking unauthorized leave, or failing to return at the end of an authorized leave
- Refusal to work a different shift, or overtime, or to perform any reasonable work request
- Unexcused or excessive absenteeism or tardiness
- Sleeping or loafing on the job (with the exception of 24-hour shift members, sleeping in the normal course of their shift)
- Failure to meet job performance standards
- Any illegal, dishonest, or unethical conduct
- Violation of any policy in this Handbook

Smoking, Tobacco Products, Vape Pens and E-Cigarettes

The Colorado Clean Indoor Air Act prohibits smoking inside any place of employment and in any entryway. In compliance with this Act, CRFPD prohibits members from smoking (including vape pens and e-cigarettes) inside District facilities and outside the facilities within 15 feet of any entryway to the facilities.

Any member who smokes outside shall not leave debris (cigarette butts, wrapping paper, matches, etc.) on District property or adjacent properties. Members may not smoke, use vape pens or e-cigarettes in CRFPD vehicles.

Violators will be subject to discipline or discharge. Also, members can be fined by the local authority for violating the Act.

Political Activity

No CRFPD Member shall campaign for any candidate or cause on District time or using District resources. No CRFPD member shall publicly campaign for any candidate or cause while wearing a District uniform or insignia.

No Sexual Activity

Members are prohibited from engaging in sexual activity while on CRFPD premises or while performing any CRFPD duty or activity, regardless of whether the sexual activity is consensual.

Ability to Perform Duties After Illness, Injury or Leave of Absence

Members who have been on leave as a result of physical or mental illness or injury, or a leave of absence, the Fire Chief or a Designee, in their discretion, may require a physician's certification to return to work and/or fitness for duty examination to determine the ability to perform the essential functions of position. Members may be required to undergo a skills assessment.

Confidentiality of Protected Health Information

CRFPD is subject to numerous laws that require members to protect the health information of members and members of the public. Members must comply with all rules and applicable law securing the confidentiality of protected health information.

Video Surveillance

CRFPD may have video security cameras on District premises to assist in monitoring the station, public parking lots and entranceways to the District's facilities. This shall serve as notice that activities occurring at these locations are subject to video surveillance and video recording, and that no member has a reasonable expectation of privacy to these areas under surveillance.

Care and Use of District Property-Theft of District or Personal Property

Members are responsible for reasonable care of District property. CRFPD property must be used only for District business, in an appropriate manner, and in accordance with all applicable District rules and SOGs. CRFPD equipment, facilities and tools are not to be used for personal use, except with specific permission from the Fire Chief.

Members stealing CRFPD or another member's property, or who abuse, misuse, or intentionally damage or destroy District or another member's property, shall be subject to corrective or disciplinary action, up to and including immediate termination. Lost, stolen or damaged property must be reported immediately to the appropriate person, depending on the piece of property. If an member is unsure who to report to, speak with your direct supervisor.

Members must return all District property, including bunker gear, when employment ends. CRFPD property that is not returned or that has not been reported as lost or stolen will be considered stolen and reported to appropriate law enforcement agencies.

Members are responsible for personal property while at work. CRFPD is not responsible for loss or damage to your vehicle or other personal property.

Communications with the Media – Release of Records

CRFPD is committed to providing the media with timely, accurate information. To avoid discrepancies, specific guidelines should be followed when a media inquiry is received. Members may not release District information without the prior approval of the Fire Chief or Designate Representative. Members are not to give interviews or make statements to the public regarding District matters without the Fire Chiefs authorization.

All media inquiries must be immediately referred to the Public Information Officer. If the PIO is not available, the Fire Chief or a Chief Officer should be contacted.

Off-Duty Activities

CRFPD may take corrective or disciplinary action, up to and including termination, for off-duty conduct that relates to a bona fide occupational requirement or is reasonably and rationally related to an member's employment/service activities and responsibilities; or is necessary to avoid a conflict of interest or the appearance of such a conflict with any of an member's responsibilities to CRFPD.

Visitors

Visitors or strangers who enter District premises should be approached respectfully and their business ascertained. Visitors may not roam on CRFPD premises without supervision. Visits must not interfere with fire or emergency response, or unduly burden other operations. A visit by a minor is prohibited without their guardian being present.

Public Records

As a political subdivision of the State, CRFPD is subject to the Open Records Act, C.R.S. §24-72-101, et seq. (the "Act"). Under the Act, certain CRFPD documents are considered "public records" and must be produced to the public under the circumstances, and in compliance with the procedures, set forth in the Act.

Members may not release any CRFPD document to the public or any other entity without the approval of the Fire Chief. The Act specifically prohibits the disclosure of certain CRFPD documents including, but not limited to:

- **Medical Records.** The medical and psychological records of any individual must be kept confidential by the District and its personnel unless the records are authorized for release, in writing, by the person whose medical treatment, condition or psychological evaluation is the subject of the records, or unless production of the records is compelled by a subpoena or order issued in connection with a legal proceeding or otherwise required by applicable law.
- **Personnel Records.** The contents of a personnel file must be kept confidential by the District and its personnel unless the information in the file is authorized for release, in writing, by the individual, or his or her agent or attorney, which agent or attorney must present written proof of his or her agency or legal representation of the individual. Information in an individual's personnel file also may be released in compliance with a subpoena or order issued in connection with a legal or administrative proceeding, or if otherwise required by applicable law.

Nothing in this paragraph, shall prohibit CRFPD from using any or all of the information in an individual's personnel file to the full extent required or allowed by applicable law in the event of any legal or administrative dispute with any personnel or former personnel.

Testimony

Members shall not give a deposition, affidavit, written statement, interview or other form of information, including any papers or documents of CRFPD, or appear as a witness in a civil or criminal matter arising out of or related to their CRFPD duties without prior notice to and authorization by the Fire Chief.

Mandatory Reporting of Abuse and/or Neglect

Emergency medical service providers that observe the abuse or exploitation of an at-risk elder or an at-risk adult with an intellectual and developmental disability, or have reasonable cause to believe that an at-risk elder or an at-risk adult with an intellectual and developmental disability has been abused or has been exploited or is at imminent risk of abuse or exploitation, shall report such fact to a law enforcement agency not more than twenty-four hours after making the observation or discovery.

Any firefighter who has reasonable cause to know or suspect that a child has been subjected to abuse or neglect or who has observed the child being subjected to circumstances or conditions that would reasonably result in abuse or neglect shall immediately upon receiving such information report or cause a report to be made of such fact to the county department, the local law enforcement agency, or through the child abuse reporting hotline system as set forth in C.R.S. §26-5-111.

Members must immediately discuss any suspicions of abuse or neglect with the Fire Chief or Chief Officer. Members are strongly encouraged to discuss suspicions with the Fire Chief or Chief Officer before reporting such abuse or neglect, if possible. Persons who make a good faith report are immune from civil and criminal liability. Additionally, the law provides for the protection of the identity of the reporting party.

Corrective Actions

Corrective actions are not discipline. A corrective action is intended to notify a member of conduct that is not in conformance with CRFPD's rules or applicable law, or otherwise is inappropriate or deficient, so the member can take appropriate action promptly to ensure the conduct does not occur again.

CRFPD does not have a progressive or step-corrective action or discipline policy. The District will impose the corrective action it deems appropriate under the specific facts and circumstances. Suspension and/or an action plan may be imposed as part of a corrective action. In imposing a corrective action, the District may consider any prior corrective or disciplinary action imposed at any time. While a corrective action is not a disciplinary action, it can form the basis for a disciplinary action. In accordance with District policy against progressive discipline, CRFPD has no obligation to take corrective action before taking disciplinary action, up to and including termination.

An oral corrective action may be imposed at any time by any supervisor. The supervisor issuing the oral corrective action must document it with a written note or memo placed in the member's personnel file. A copy will be given to the member.

A written corrective action may be imposed at any time by any Chief Officer. The member will be given a copy of the written corrective action. The member must meet and discuss the written corrective action with the Chief Officer and acknowledge in writing that it was discussed. The written corrective action and acknowledgement will be placed in the member's personnel file.

The Fire Chief may impose any reasonable duty or condition upon an member that is reasonably designed to correct the deficient or inappropriate conduct, including, but not limited to, prohibiting the member from engaging in the misconduct again, suspension and/or an action plan. The Fire Chief cannot impose any form of discipline as part of a corrective action. The Fire Chief's corrective action cannot be appealed to the Board.

The Board has complete discretion to issue a corrective action to the Fire Chief at any time, using such procedures as it deems appropriate.

Discipline and Termination

Discipline is an action taken against a member for violating a supervisor's verbal/written order or direction, a District rule/SOG, or applicable law. Disciplinary actions may entail verbal, written and final warnings, suspensions and termination. Not all of these actions may be followed in all instances. CRFPD reserves the right to exercise discretion in discipline. Prior warning is not a requirement for termination. All disciplinary actions will be documented; documentation will be placed in personnel files.

CRFPD does not have a progressive or step-discipline policy. Members are "at will" and may leave CRFPD at any time. The District also may terminate a member at any time, with or without cause, subject only to the requirements of applicable law. Members must report a violation of these policies, CRFPD rule, applicable law, an SOG, or other alleged member misconduct to their supervisor, Director of Human Resources or the Fire Chief.

Discipline may be imposed for violating a supervisor's verbal/written order or direction, any CRFPD rule, including but not limited to, violating these policies an SOG, any applicable law, or for unsatisfactory or deficient performance of duties, or for any other reason in the Fire Chief's or Designated Representative's discretion.

When a supervisor is conducting a disciplinary meeting, a Chief Officer must be present.

The Supervisor and Chief Officer will jointly determine the discipline to be recommended based upon the specific facts and circumstances of the case, considering the member's prior work performance, including, but not limited to any prior corrective actions or discipline. If, based upon all of the facts and circumstances, the supervisor believes discipline is warranted, the supervisor may recommend one or more of the following forms of discipline:

- Action Plan
- Suspension
- Demotion
- Termination

The supervisor will provide the member with a written *Notice of Recommended Discipline* that contains: (a) a brief, reasonably specific, written statement of the member's wrongful conduct; (b) the supervisor's order or direction, CRFPD rule, SOG, or applicable law the member has allegedly violated; and, (c) to the extent practicable, the time, date, and place where the alleged acts took place, and the names of witnesses.

The *Notice of Recommended Discipline* will state a date and time at which the member is required to meet with the supervisor, which meeting will occur within 6 business days of the member receiving the *Notice of Recommended Discipline*. If the supervisor cannot hold the meeting within the 6-day period due to unavailability, the meeting shall occur with the member as soon as practicable. Before the meeting, the member may submit a written response to the *Notice of Recommended Discipline*.

The *Notice of Recommended Discipline* may be given to the member in person, sent by electronic mail, or mailed to the member's last known residential address.

The member will have 3 business days after the *Notice of Recommended Discipline* is given to them to submit a written response. The response must be submitted to the supervisor at least 12 hours before the member meets with the supervisor to discuss the *Notice of Recommended Discipline*.

After meeting with the member and considering the written response (if any), the supervisor will either (a) submit written recommendations of discipline to the Fire Chief or (b) withdraw the disciplinary action.

The Fire Chief may conduct such investigation as he/she deems appropriate. The Fire Chief will issue a written decision on the supervisor's recommendations within 10 business days of receiving the recommendations or as soon thereafter as practical. The Fire Chief's decision is the final decision of CRFPD. The member may not attempt to appeal disciplinary action directly to the Board under any circumstances. Any attempt to appeal a disciplinary action to the Board may result in your immediate termination.

The Fire Chief may, at any time, commence disciplinary action against a member. The Fire Chief will provide the member with a *Notice of Possible Discipline* that contains the information set forth above. The member must meet with the Fire Chief to discuss the discipline being considered. The member may provide a written response as provided above. The Fire Chief may conduct such investigation as he/she deems appropriate. The Fire Chief will issue his/her decision within 10 business days of meeting with the member, or as soon thereafter as practicable. The Fire Chief's decision will be the final decision of CRFPD for all purposes. The member may not attempt to appeal a disciplinary action directly to the Board under any circumstances. Any attempt to appeal a disciplinary action to the Board may result in the member's immediate termination.

Any disposition of a disciplinary action shall be placed in the member's personnel file.

The Fire Chief, on his/her own initiative or upon a supervisor's recommendation, may terminate the member for other than discipline or job elimination, when the Fire Chief finds it is in the best interests of CRFPD, its members and/or the citizens and property it serves, including the member's goals and needs are inconsistent with CRFPD's goals and needs, the member is not integrating into CRFPD's work force, operations or administrations, or attitude or behavioral problems that, while perhaps not rising to a level requiring discipline, are not in the best interests of CRFPD, its members and/or the citizens and property it serves.

Upon receipt of the complaint, the supervisor or Chief Officer will schedule a meeting with the member. This meeting will take place within five working days of receiving the complaint. Within five working days of this meeting, the supervisor or Chief Officer should issue a decision orally and in writing to the member.

Step 3: If the member is dissatisfied with the decision received through Step 2, he or she may appeal the decision. Appeals must be submitted, in writing, to the Director of Human Resources within five days of receiving the supervisor or Chief Officer's decision.

The Director of Human Resources may meet with the parties involved to facilitate a resolution. The Director of Human Resources will submit a final resolution to the Fire Chief for his or her approval. Then, the final decision will be provided to the member both in writing and orally. The Human Resources

Director will provide the member with the final decision no more than 15 working days from the date it was received. The decision cannot be appealed beyond this step.

Examples of some complaints members may have:

- Suggestions for improvement
- Concerns about working conditions
- Issues with co-workers
- Concerns about treatment at work

If a member fails to appeal from one step to the next within the time limit of five working days, the issue will be considered settled based on the last decision provided.

The District reserves the right to impose disciplinary action for any conduct it considers disruptive or inappropriate. The circumstances of each situation may differ, and the level of management action may vary depending on the factors of the situation.

Dispute Resolution Procedures/Complaint Policy

This policy does not apply to any aspect of any corrective action, disciplinary action or termination of employment, or any personnel decision relating to payroll, appointment, hiring, promotion, or performance reviews, or any action a member perceives as illegal discrimination, harassment, or retaliation. Such matters must be addressed in accordance with the policies and procedures, if available, outlined in the relevant portions of these policies.

Informal Problem Resolution

The member must first address the supervisor or other member with whom the member has the dispute and attempt to resolve the dispute directly. If the informal means of problem resolution are not successful, the member may utilize the dispute resolution procedures set forth below.

Dispute Resolution Procedures

After attempting to informally resolve the dispute as noted above, the member may submit a written dispute to the Deputy Chief of Operations or the Fire Chief, or if the dispute involves the Fire Chief, to the Board President.

The member must submit the written dispute within 6 business days after the issue or event that is the reason for the dispute. The written dispute must be placed in a sealed envelope and marked "Confidential Dispute Resolution for the Deputy Chief of Operations (or the Fire Chief)." If the dispute is being submitted to the Board President, then the sealed envelope must be marked "Confidential - Dispute Resolution for the Board." The sealed envelope must be delivered to the Human Resources Director.

The written dispute must, at a minimum, state the following:

- the date of the disputed issue or event
- the date the member is submitting the written dispute
- The member submitting the dispute's name – anonymous complaints will not be accepted

- A description of the dispute - How, when and where it arose; The parties involved; Its present status including a description of the steps the member took to resolve the dispute on an informal basis
- All documents or other materials supporting the member's position
- The relief sought or a proposal for resolution of the dispute

If the dispute is submitted to the Deputy Chief of Operations or the Fire Chief, he/she may make such investigation as he/she deems appropriate under the circumstances and issue a written decision as soon as possible. The Deputy Chief of Operations and Fire Chief's decisions are the final decision on the dispute and the member may not attempt to appeal it to the Board.

If the dispute is submitted to the Board President, the Board will appoint a two-member committee. The committee will notify the Fire Chief of the dispute and give the Fire Chief the opportunity to provide a written response. The committee may conduct such investigation as it deems appropriate under the circumstances and issue a decision as soon as practicable. The committee's decision is final and the member must not attempt to appeal it to the Board as a whole.

When a complaint is voiced, CRFPD will do its best to remedy the situation. Every member may not be satisfied with every solution; however, member input is valued and CRFPD wants to foster an environment where all members feel comfortable reporting their concerns.

Use of Employer's Electronic Services

Internet access is provided by CRFPD to assist members in obtaining work-related data and technology. Internet usage is intended for job-related activities only. All Internet data that is composed, transmitted, or received via our computer communications systems is considered to be part of the official records of CRFPD and, as such, is subject to disclosure to law enforcement or other third parties. Consequently, members should always ensure that the business information contained in internet e-mail messages and other transmissions is accurate, appropriate, ethical, and lawful. Data that is composed, transmitted, accessed, or received via the internet, including the use of e-mail, must not contain content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any member or other person. Examples of unacceptable content may include, but are not limited to, sexual comments or images, racial slurs, gender-specific comments, or any other comments or images that could reasonably offend someone on the basis of race, age, sex, religious or political beliefs, national origin, disability, sexual orientation, or any other characteristic protected by law. E-mail may not be used to solicit others for commercial ventures, religious or political causes, outside organizations, or other non-business matters. Internet users should take the necessary anti-virus precautions before downloading or copying any file from the Internet. All downloaded files are to be checked for viruses; all compressed files are to be checked before and after decompression.

The equipment, services, and technology provided to access the Internet remain at all times the property of CRFPD. The Fire Chief, or Designated Representative, is permitted to perform the review of Internet traffic. Members should not use a password, access a file, or retrieve any stored communication without authorization.

Members have no reasonable expectation of privacy in any CRFPD property, including CRFPD's communications systems. The District has the right and may monitor at any time an member's use of the District's communications system, including, but not limited to e-mail and voice mail, and access of internet websites, and information and data created, stored, sent or received through CRFPD's communications systems. Pursuant to C.R.S. § 24-72-203, members are advised that e-mails or other communications may be deemed a public record and subject to disclosure under the Colorado Public (Open) Records Act.

The unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material on the Internet is expressly prohibited. As a general rule, if an member did not create material, does not own the rights to it, or has not gotten authorization for its use, it should not be put on the internet. Members are also responsible for ensuring that the person sending any material over the internet has the appropriate distribution rights. Members may only use software on local area networks or on multiple machines according to the software license agreement. CRFPD prohibits the illegal duplication of software and its related documentation.

All members are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- Be polite and professional. Do not get abusive in your messages to others.
- Do not send messages in all CAPS.
- Verify punctuation and spelling correctness as this reflects on the professionalism of the individual and employer.
- Use appropriate language. Do not swear, use vulgarities, or any other inappropriate language.
- Bear in mind the recipient cannot see you or hear your tone of voice. Word your messages carefully.
- To prevent errors, verify the auto-complete feature has chosen the correct recipient, and if an attachment is referenced in the message, confirm that it is actually attached.
- Do not engage in activities that are prohibited under local, state or federal law.
- Do not use the network in such a way that you would disrupt the use of the network by other members.

Because it may indicate a computer virus or other security problem, all unusual systems behavior, such as missing files, frequent system crashes, misrouted messages, and the like, must be reported to your immediate supervisor immediately. The specifics of security problems should not be discussed widely but should instead be shared on a need-to-know basis.

Abuse of the Internet access provided by CRFPD in violation of law or District policies will result in disciplinary action, up to and including termination of employment. Members may also be held personally liable for any violations of this policy. The following behaviors are examples of previously stated or additional actions and activities that are prohibited and can result in disciplinary action:

- Posting or sending (via the internet, cellphones, etc.) discriminatory, harassing, inappropriate, retaliating or threatening messages or images

- Accessing sexually oriented, pornographic, racial or similarly inappropriate websites, or sending, receiving, or otherwise disseminating sexually oriented or racial materials or information.
- Using the organization's time and resources for personal gain
- Stealing, using, or disclosing someone else's code or password without authorization
- Copying, pirating, or downloading software and electronic files without permission
- Sending or posting confidential material, trade secrets, or proprietary information outside of the organization
- Violating copyright law
- Engaging in unauthorized transactions that may incur a cost to the organization or initiate unwanted Internet services and transmissions
- Sending or posting messages or material that could damage the organization's image or reputation
- Participating in the viewing or exchange of pornography or obscene materials
- Sending or posting messages that defame or slander other individuals
- Attempting to break into the computer system of another organization or person
- Refusing to cooperate with a security investigation
- Sending or posting chain letters, solicitations, or advertisements not related to business purposes or activities
- Internet gambling
- Jeopardizing the security of the organization's electronic communications systems
- Passing off personal views as representing those of the organization
- Sending anonymous e-mail messages
- Accessing or logging on to any Facebook, Twitter, Snapchat, Instagram pages, dating service websites, chat rooms, blogging sites or similar during business hours (other than Public Information Officers who are posting with permission from the Fire Chief)
- Engaging in any other illegal activities

Members should notify their immediate supervisor, the Fire Chief, or any Chief Officer upon learning of violations of this policy. Members who violate this policy may be subject to disciplinary action, up to and including termination of employment.

Blogging, Social Networking, and Other Forms of Public Expressions of Opinion

Members are not prohibited from creating or participating in a blog, wiki, social networking website, online photo sharing website, or other form of online publishing or discussion, sending a letter to the editor, or engaging in any other form of public expression or personal opinion (collectively, "public expressions of opinion"); however, members must be careful not to violate any District rule, duty of loyalty to the District or any other applicable law. In addition, members are prohibited from:

- Conducting activities related to public expressions of opinion using CRFPD's communications systems during work
- Representing any opinion or statement as the policy or view of CRFPD, or its Directors, officers and members

- Making disparaging or defamatory comments about CRFPD, or its Directors, officers, members, vendors, customers, or services that are not related to a matter of public concern
- Criticizing CRFPD, or its Directors, officers or members on matters that are not related to a matter of public concern instead of using the conflict resolution procedures contained in this Handbook

Nothing in this section is intended to restrict or limit in any manner whatsoever your constitutional or common law right to comment on matters of public concern, to the extent protected by, and consistent with, applicable law.

Social Media Policy

The Social Media Policy is provided for Carbondale & Rural Fire Protection District members who, in their personal capacity, want to make unofficial posts online regarding the Carbondale & Rural Fire Protection District. Unofficial Internet post refers to any content about the District or related to CRFPD that are posted on any internet site by District members in an unofficial and personal capacity. Content includes, but is not limited to, personal comments, photographs, video, and graphics. Internet sites include social networking sites, blogs, forums, photo and video-sharing sites, and other sites to include sites not owned, operated or controlled by the District.

Unofficial Internet posts are not initiated by CRFPD or reviewed within any official approval process. Official Internet posts involve content released in an official capacity by Chiefs, Public Information Officers, Incident Commanders or those designated by the Incident Commander on an incident. Any official internet posts must be approved before posting.

CRFPD members are encouraged to responsibly engage in unofficial Internet posts about the District and CRFPD-related topics. The poster is personally responsible for all content they publish on social networking sites, blogs, or other websites. In addition to ensuring content is accurate and appropriate, members should also be thoughtful about the other content they post. Posts should avoid offensive or inappropriate behavior including defamatory, libelous, obscene, abusive, threatening, racially or ethnically hateful, or otherwise offensive or illegal information or material. Any confidential information gained while on an incident or at a District function should not be discussed in a personal blog. Do not post information that would violate HIPAA, privacy rights or the personal rights of others.

CRFPD has the right to monitor and review social media posts made while on-duty and, from time to time, those made while off-duty as it deems as necessary and appropriate for the efficient and effective administration and operation of CRFPD. To that end, members have no expectation of privacy while using District owned or leased equipment, even when members are merely using the equipment to access their personal email account or other social media. Pursuant to C.R.S. § 24-72-203, members are advised that posts, e-mails and text messages sent or received may be deemed public records and subject to disclosure under the Colorado Public (Open) Records Act.

Be aware that many social media sites have policies that give these sites ownership of all content and information posted or stored on those systems. Use your best judgment at all times and keep in mind how the content of your posts will reflect upon yourself and CRFPD.

Discussion of issues related to experiences with the District or at incidents, as long as they don't conflict with any of the guidelines above, is acceptable, but do not discuss areas of expertise for which you have little or no background or knowledge (for example, command decisions, traditional media, or detailed policy and procedure discussion). District members and members who post online about the District in unofficial Internet posts may identify themselves as members of CRFPD. When expressing personal opinions, make it clear that you are speaking for yourself and not on behalf of CRFPD. Use a disclaimer such as: "the postings on this site are my own and don't represent Carbondale & Rural Fire Protection District's positions or opinions."

Communications Privacy Act of 1986

The use of CRFPD leased or owned equipment constitutes members consent for CRFPD to monitor and intercept your electronic transmissions while in transit, after receipt or while stored on CRFPD leased or owned equipment under Title I and II of the Electronic Communications Privacy Act of 1986.

Use of Telephones

Members may be required to reimburse CRFPD for any charges resulting from their personal use of the telephone.

To ensure effective telephone communications, members should always use the approved greeting and speak in a courteous and professional manner. Please confirm information received from the caller and hang up only after the caller has done so.

Members have no reasonable expectation of privacy in any CRFPD property, including CRFPD's communications systems. CRFPD has the right and may monitor at any time a member's use of the District's communications system, including, but not limited to e-mail and voice mail, and access of internet websites, and information and data created, stored, sent or received through CRFPD's communications systems. A member shall not use CRFPD's communications systems for any improper or illegal activity. Pursuant to C.R.S. § 24-72-203, Members are advised that e-mails or other communications may be deemed a public record and subject to disclosure under the Colorado Public (Open) Records Act.

Open Door Policy

To foster an environment where members and management feel comfortable communicating with and voicing concerns to one another, CRFPD uses an Open Door Policy. Basically, this policy means that all of the managers' doors are open to all of the members, and members are free to talk with management at any time. Please consider the following in regard to this policy:

- Members are responsible for addressing concerns with a supervisor, from complaints to suggestions and observations. Addressing these concerns allows CRFPD to improve and explain practices, processes and decisions.

CRFPD recommends that you first discuss concerns with your immediate supervisor, but the Open Door Policy also gives you the option of discussing them with Chief Officers, the Director of Human Resources and/or the Volunteer Coordinator. All of these parties will be willing to listen to the issue and assist in a resolution.

SAFETY POLICIES

Safety Rules

Each member is expected to obey safety rules and to exercise caution in all work activities. Members must immediately report any unsafe condition to the appropriate supervisor. Members who violate safety standards, who cause hazardous or dangerous situations, or who fail to report or, where appropriate, remedy such situations, may be subject to disciplinary action, up to and including termination of employment.

Equipment and vehicles essential in accomplishing job duties are expensive and may be difficult to replace. When using property, members are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines. Please notify your supervisor or the Maintenance Coordinator if any equipment, machines, tools, or vehicles appear to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to members or others. The supervisor can answer any questions about a member's responsibility for maintenance and care of equipment or vehicles used on the job. The improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles, as well as excessive or avoidable traffic and parking violations, can result in disciplinary action, up to and including termination of employment.

Workplace Violence Prevention

CRFPD strives to prevent workplace violence and to maintain a safe work environment. Members must cooperate with CRFPD to maintain a work environment free from violence, threats of violence, and behavior that makes others reasonably fearful for their safety.

Members are prohibited from engaging in fighting, horseplay, or other conduct that may be dangerous to others. Firearms and other dangerous weapons or hazardous devices or substances are prohibited on the District premises, in CRFPD's vehicles, or in the possession of members during work time unless there is a work-related necessity for the device or substance and the Fire Chief has authorized its use. The Fire Chief has the discretion to allow or not allow devices or substances on the premises at any time.

For purposes of this policy, a "weapon" shall include firearms of any type, whether loaded or unloaded, or any other object or substance designed, or which the possessor intends to use, to inflict psychological or emotional harm, bodily injury or death upon another individual. The term "weapon" includes knives, except knives with a blade less than 3 inches in length that members routinely carry to assist them in performing their duties, unless a knife is brought onto CRFPD premises with the intent to cause psychological or emotional harm, bodily injury or death.

Conduct that is intended to or can reasonably be expected to threaten the physical safety of another member, manager, a customer, or a member of the public, or that effectively causes another to fear for physical safety is prohibited when it occurs on-the-job, and when it occurs off-the-job with actual or potential adverse impact on the workplace. Bizarre or frightening comments regarding violent events, even if made in jest, and bizarre or frightening behavior on the telephone, in faxes, e-mails or other communications are prohibited. Such behavior includes oral or written statements, gestures, or expressions that reasonably could or do communicate a threat of physical harm.

CRFPD needs all member's cooperation to effectively implement this policy and maintain a safe working environment. Do not ignore violent, bizarre, frightening, or threatening behavior that occurs in the workplace, threatens to spill-over into the workplace, or has an adverse impact on the workplace. All threats of violence or actual violence in violation of this policy of which you have first-hand knowledge must be reported immediately to a Chief Officer and as soon as possible to the Fire Chief. If the threat of harm is immediate, call 911. Do not place yourself in peril by attempting to intercede when the threat is immediate.

Members will be responsible for cooperating with any investigation conducted by CRFPD or by any investigative or law enforcement agency of conduct that is alleged to violate this policy. This may include providing interviews, testimony, and written statements of the events observed.

Threats of violence can include verbal, written or physical threats. Statements to the effect that an member intends to shoot, maim, kill, strangle, or otherwise cause physical harm to another are not to be made, even if there is no intent to actually engage in this conduct. Threatening conduct can include blatant insubordination, loud arguing, swearing at others, expressions of hostility, clenched fists, glaring or staring at another, threatening or harassing phone calls or email, surveillance or stalking another person, pushing or poking another person, throwing items or slamming doors, intentional or reckless destruction of property, among other acts.

Anyone determined to be responsible for threats of violence or actual violence or other conduct that is in violation of this policy will be subject to disciplinary action up to and including termination of employment. Members who engage in conduct in violation of this policy may also have personal liability for the damages caused to others by their conduct.

Retaliation against a member for making or participating in the investigation of a complaint of workplace violence is prohibited.

Alcohol- and Drug-free Workplace Policy

CRFPD recognizes alcohol and drug abuse to be potential health, safety and security problems. It is the goal of CRFPD to foster a work environment free from the effects of illegal or non-prescribed drugs and alcoholic beverages because members who use drugs or work under the influence of drugs or alcohol are a safety hazard to themselves and to the public. In addition, it is the District's intention to provide a healthy and secure work environment, free from drugs and alcohol, and to promote the health, safety, and well-being of CRFPD members, customers, and the public affected by the conduct of District members during the course and scope of their employment. The strong public interest in safety outweighs the limited intrusion on members of testing for drugs/alcohol use in accordance with this policy. It is expected that all members will assist in maintaining a work environment free from the effects of alcohol, drugs or other intoxicating substances. Compliance with this Drug-free Workplace Policy is a condition of membership.

Members are prohibited from the following when reporting for duty, while responding or in any vehicle used for CRFPD business:

- The unlawful use, possession, transportation, manufacture, sale, dispensation or other distribution of an illegal or controlled substance or drug paraphernalia

- The unauthorized use, possession, transportation, manufacture, sale, dispensation or other distribution of alcohol
- Being under the influence of alcohol, drugs, controlled substances or mood-altering prescriptions which effect a member's ability to perform their job duties.
- Having a detectable amount of an illegal or controlled substance in the blood or urine ("controlled substance" means a drug or other substance as defined in applicable federal and state laws on drug abuse prevention)

Any member violating these prohibitions will be subject to disciplinary action up to and including termination.

The following conduct by members is prohibited on any premises owned, leased, or used by CRFPD (including CRFPD's vehicles, or personal vehicles being used for CRFPD business or parked on CRFPD's property) in performing District services, or any place while the member is performing services within the course or scope of employment for CRFPD: 1) alcohol possession or use, unless required by job duties; 2) the unlawful manufacture, distribution, dispensation, possession, or use of drugs; or 3) having detectable amounts of alcohol or drugs in the member's system. Having the smell of alcohol on a member's breath, while on the job, is also prohibited, regardless whether the member is under the influence. No member will report to work, or perform duties, with any detectable amount of alcohol, drugs, or controlled substances in the member's system.

- In this policy, "Drugs" means a controlled substance listed in Schedules I through V of 21 U.S.C. §812 and as further defined by federal regulations (21 C.F.R. §§1300.11 through 1300.15). This list includes, but is not limited to, marijuana, cocaine, opiates, amphetamines, methamphetamines, and phencyclidine (PCP). It does not include over-the-counter medications taken in accordance with the manufacturer's instructions, or drugs prescribed by a physician for the member when taken in the manner, combination, and quantity prescribed. Members who are using over-the-counter or medically prescribed drugs that may adversely affect their ability to perform work in a safe manner must notify their supervisor prior to starting work. The member may be required, as a condition of continuing to work, to provide a physician's certification that it is safe for the member to perform the member's essential job functions while using the medications.
- **WARNING ABOUT MEDICAL MARIJUANA:** Although the Colorado Constitution has decriminalized certain use of Medical Marijuana by persons who have a current, state-issued Medical Marijuana Registry Identification Card, Colorado does not allow a physician to prescribe marijuana, nor does it require employers to accommodate the use of marijuana by their members. Further, use of marijuana for medical purposes is still illegal under federal law. CRFPD prohibits medical marijuana use by members and will treat its use the same as any other use of marijuana. Testing positive for medical marijuana will likely result in immediate discharge.
- Any member who is convicted of a drug or alcohol-related offense or who has been arrested on a drug or alcohol-related offense that is pending adjudication, must notify CRFPD of the conviction/arrest no later than five (5) days after such conviction/arrest. "Conviction" means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violation of federal or state criminal drug statutes. "Arrest" shall mean the taking or keeping of a person in custody by legal authority, especially in response to a criminal charge; specifically, the apprehension of someone for the

purpose of securing the administration of the law. Notice of such conviction/arrest shall be given to CRFPD's Human Resources Director or Fire Chief.

- Sanctions or appropriate disciplinary actions, up to and including termination of employment, may be imposed within thirty (30) days after CRFPD receives notice.
- Sanctions may also be imposed if CRFPD has reasonable suspicion of a violation of this policy, regardless whether the member is convicted or criminally prosecuted.

CRFPD reserves the right to test any member under the following circumstances:

- **Pre-Hire/Post-Offer of Employment.** All positions with CRFPD are considered safety or security sensitive. Accordingly, all job applicants who are offered employment must be able to pass a drug test before they are hired. If tested, individuals who do not pass a drug screening test will not be eligible for employment. CRFPD will notify applicants who test positive that they have not met the standards for employment and of their option to request a re-test of the urine sample and a review by a medical review officer.
- **Reasonable Suspicion Testing.** Any District member may be asked to submit to tests for alcohol and/or drugs as a condition of continued employment when CRFPD has reasonable suspicion that a member has violated this policy. The Fire Chief or his Designated Representative is responsible for making the determination if CRFPD has reasonable suspicion to test a member for alcohol and/or drugs.

Circumstances that might provoke Reasonable Suspicion Testing include, but are not limited, to:

- observable phenomena, such as direct observation of drug use or possession, observation of drinking alcohol while on duty, noticeable odor of alcohol or drug on the member while on duty or responding;
- the physical symptoms of being under the influence of drugs or alcohol while on duty or responding, such as slurred speech, dilated pupils or loss of coordination;
- a recent pattern of abnormal conduct or erratic behavior such as repeated errors while on duty or responding or unsatisfactory time or attendance patterns coupled with evidence of specific events that indicate probable drug/alcohol use;
- recent conviction for a drug or alcohol-related offense;
- pending criminal charges against the member for illegal drug possession, use, or trafficking/distribution of drugs;
- first-hand information provided to the Human Resources Director, Chief Officer, Fire Chief, or other supervisor, by reliable and credible sources or independently corroborated; or
- newly discovered evidence that the member tampered with a previous drug test.

A member involved in a motor vehicle accident with damages greater than \$2500 or injured while acting within the course or scope of employment or while on-duty, where CRFPD has reason to suspect drug/alcohol use, will be subject to an alcohol and drug test.

Although testing should never delay necessary and immediate medical treatment, testing must be performed as soon as possible following an accident. The member must submit to an alcohol and drug test within 2 hours following an accident. If testing cannot be completed within the 2-hour time allowed,

the member must provide the Fire Chief or Human Resources Director with a written explanation as to why the member did not comply with this requirement.

A member whose injuries prevent him or her from providing a specimen in a timely manner shall, as soon as able, provide to the Fire Chief or Human Resources Director the necessary authorization for obtaining hospital reports and other documents that would indicate whether there were any controlled substances in the member's system and the alcohol concentration level.

When the Fire Chief or his Designated Representative has reasonable suspicion to request testing, the Fire Chief will arrange to transport the member to the testing collection site and will arrange for the member's transport home. The member will continue in a paid status pending the receipt of drug testing results by the District.

The membership of a member who fails a drug/alcohol test will likely be terminated. At a minimum, the member will not return to duty until the member submits to return-to-duty testing and tests negative for drugs and alcohol. Any member who has tested positive during the past 12 months may be subject to unannounced, follow-up testing.

Any violation of this policy will result in disciplinary action that may include suspension, demotion, termination, or other discipline for the first offense. A member who produces a positive test, at a minimum, will be removed from the job until the member tests negative. Drug and alcohol counseling may be required at the member's expense as a condition of returning to work. A member who produces a positive test a second time within ten years will be discharged.

The drug screen analysis is accomplished through urinalysis testing. Alcohol testing may be through breath testing. Samples will be collected in a sanitary environment designed to maximize the member's privacy while minimizing the possibility of sample tampering or contamination. If there is a positive drug and/or alcohol result on the initial screening test, the laboratory or blood alcohol technician will automatically do a second test to confirm the results. The second drug test will be performed using gas chromatography/mass spectrometry or other scientifically accepted methods. In the event the drug and/or alcohol test results are not achieved due to a diluted sample, the applicant will be required to re-test. A positive breath alcohol test will be confirmed by a second breath test.

All drug and alcohol tests are performed by a government-certified outside laboratory. All government-certified outside laboratories strictly follow chain of custody guidelines to ensure the integrity of the testing process. CRFPD shall use a Medical Review Officer (MRO) who will receive the laboratory results of the testing procedure. The MRO shall be a licensed physician and have knowledge of substance abuse disorders and the appropriate medical training to evaluate positive results, medical histories, and any other relevant biomedical information. The MRO shall review all medical records made available by the tested individual when a confirmed positive test could have resulted from legally prescribed medication.

If the results of the initial test are negative, the testing laboratory reports the negative results to the Fire Chief or Human Resources Director. In this instance, no additional tests on the specimen will be performed.

If the initial test results are positive, that is, if the results exceed the permitted levels for any of the drugs tested or if the blood alcohol test comes back positive, a second confirmatory test shall be performed. The member is prohibited from performing any duties if the initial test is positive, and while the confirmatory test is being performed. Only specimens that are confirmed positive on the second (confirmatory) test are reported positive to the MRO for review and analysis. The MRO will contact the member personally, in the case of a positive test result. The MRO has the responsibility of reporting to the Fire Chief or Human Resources Director whether the test results are positive or negative.

An applicant or member who does not pass a drug or alcohol test may request that the original sample be analyzed again at the individual's expense by a government certified laboratory. All requests for an independent analysis must be made, in writing, within 72 hours of notification of a confirmed positive test result to the Fire Chief or Human Resources Director.

Each applicant or member will have an opportunity to discuss the drug and/or alcohol test with a Medical Review Officer in a confidential setting. Each applicant or member, upon his or her request, may be provided with a written copy of the positive test result, upon written request. Upon written request, within seven days of taking the test, a member may access records relating to his drug and/or alcohol test.

CRFPD will not force a member to submit to testing. But submission to testing when requested pursuant to one of the reasons set-forth above is a condition of continued employment. A refusal to submit shall be treated the same as if the member tested positive. The following behavior constitutes a "refusal" to take a test:

- Express refusal to take the test;
- Failure to provide sufficient quantities of breath or urine to be tested without a valid medical explanation for the failure, or engaging in conduct that clearly obstructs the testing;
- Tampering with, or attempting to adulterate the specimen or collection procedure;
- Not reporting to the collection site in the time allotted without good cause; and/or
- Leaving the scene of an accident without a valid reason and not submitting to the test if required.

Nothing in this policy is to be construed to prohibit CRFPD from maintaining a safe and secure work environment or to limit its right to impose disciplinary actions as it may deem appropriate for reasons of misconduct or poor performance, regardless of whether the misconduct or poor performance arises out of the use of alcohol or drugs. Such disciplinary actions may include termination of employment. Employment is at-will and subject to termination by CRFPD or the member at any time, with or without notice and with or without cause.

Drug and alcohol testing will be carried out in compliance with any applicable state and federal laws and regulations.

Disciplinary action may be taken for drug-related crimes, regardless of whether they happened during working hours or on a member's own time.

CRFPD recognizes that members suffering from alcohol or drug dependence can be treated. We encourage any member to seek professional care and counseling prior to any violation of this policy.

Use of District Vehicles

Members who do not have a valid Colorado driver's license or who are not insured against liability for driving, as required by state laws, are not authorized to drive any vehicle during the course or scope of their employment with CRFPD. A member's driving record must be acceptable to the District's insurance carrier or the member is not authorized to drive in the course or scope of employment.

Citations for moving violations and/or driver's license revocation, confiscation or suspension must be reported immediately to CRFPD, regardless whether the citation occurred on the job, engaged in District business or off the job on personal time. CRFPD also will perform annual driver's license checks.

CRFPD provides vehicles for business use and provides reimbursement for business use of personal vehicles according to the following guidelines. CRFPD retains the right to amend or terminate this policy at any time. Members are required to inform CRFPD of any changes that may affect their legal or physical ability to drive or their continued insurability.

Members who drive a CRFPD vehicle must exercise due diligence to drive safely and maintain the security of the vehicle and its contents. Members may be responsible for any driving infractions or fines that occur as a result of their driving.

Members who use their personal vehicles for approved purposes will receive a mileage allowance equal to the Internal Revenue Service optional mileage allowance for such usage. This allowance is to compensate for the cost of gasoline, oil, depreciation and insurance. Members who operate personal vehicles for CRFPD business should obtain auto liability coverage for bodily injury and property damage with a special endorsement for business use, when necessary as determined by their personal insurance agent. CRFPD may request proof of insurance.

Members must report any theft or malicious damage involving a District vehicle, regardless of the extent of the damage. Such reports must be made as soon as possible, but no later than 48 hours after the incident. However, members should make no voluntary statement other than in reply to questions of investigating officers.

A member is not permitted, under any circumstances, to operate a District vehicle or a personal vehicle for CRFPD business when any physical or mental impairment causes the member to be unable to drive safely. Additionally, members shall not operate any District vehicle at any time, or operate any personal vehicle for CRFPD business, while using or consuming alcohol, illegal drugs or prescription medications that may affect their ability to drive. Members are not allowed to drink alcohol or use marijuana while on CRFPD business. Open containers of alcohol or any marijuana product are not allowed in vehicles being used for District business. These prohibitions include circumstances in which the member is temporarily unable to operate a vehicle safely or legally because of impairment, illness, medication or intoxication.

Members may not use a hand-held cell phone while operating a vehicle whether the vehicle is in motion or stopped at a traffic light. This includes, but is not limited to, answering or making phone calls, engaging in phone conversations, and reading or responding to emails, instant messages and text messages.

Members must strictly observe existing traffic regulations, unless responding to an emergency. If responding to an emergency, members must follow the emergency response procedures set forth CRFPD's SOGs.

Accidents involving District vehicles or an member's personal vehicle in the performance of CRFPD duties/activities, no matter how minor, must be reported immediately.

PERSONAL USE OF DISTRICT VEHICLES

Members assigned District vehicles while on stand-by/duty status may use such vehicles for incidental personal trips and business when necessary to maintain a state of readiness to enable such member to provide emergency responses 24/7.

When responding to emergencies, vehicles shall be occupied by District members only. When District vehicles are responding in non-emergency mode, the vehicle may be used to carry non-District members as passengers when incidental to the trip, or when required by the needs of the driver when on stand-by status.

Non-emergent driving, use normal driving habits, abide all traffic laws and regulations. (Signals, speed limit, stopping at signs, lights, construction sites, etc.). Emergency lighting or sirens are not to be used for non-emergent situation.

District vehicles may be used for travel outside of the District response area only when authorized by the Fire Chief, Deputy Chief, or Duty Chief for official business or commuting to and from a residence. No travel for personal reasons may be conducted outside the District.

District vehicles may be used for travel to meals, banking, and appointments if a member is on official business; or when a member is assigned to work in the field or be available for emergency response during the designated time period.

24/7 District vehicles may be assigned to the Chief, Deputy Chief, Training Officer, Public Information Officer, Duty Chief and Duty Officer for use commuting. They may be assigned to firefighters, officers and other career staff as needed for after hour's response.

TAKING DISTRICT VEHICLES HOME

The member is in a position where he/she may respond to emergencies; i.e. fulltime member with 24/7 call out responsibilities.

The member is placed on call and is the person who would respond in an emergency situation, i.e. District Duty Officer.

Special situations related to job duties that require the member to take the vehicle home as determined by the Chief, i.e. Training Classes, Public Education or Prevention details.

OPERATOR RESPONSIBILITY

Individuals assigned the use of a District vehicle are responsible for the care, appropriate use, and the public image reflected by the use of that vehicle. Careless driving, following too closely, failure to signal,

failure to yield, braking suddenly and expressing anger to another motorist are examples of behavior that reflects poorly and negatively on the District. Members should remember that they are always under the close scrutiny by the public when operating a District vehicle

Any mechanical or functional problem occurring with a vehicle must be reported to the Fire Chief for repair or service.

Any accident with a District vehicle, even those accidents without damage, must be reported immediately to the District Duty Chief. A District Injury / Exposure / Accident form must be filled out completely and returned to the Administration Office.

District vehicles are issued under the express authority of the Chief or Deputy Chief. Once issued, the recipient is responsible for the condition and contents of the vehicle. No secondary lending or issuing is allowed.

District vehicles must be returned in good operating condition, this includes: Filled with fuel if under $\frac{3}{4}$ of a tank, exterior clean (washed if needed), personal contents and trash cleaned from interior.

Returning a District vehicle in poor condition may result in suspension of privileges to use district utility and administration vehicles.

Security Inspections

CRFPD wishes to maintain a work environment that is free of illegal drugs, alcohol, firearms, explosives, or other improper materials. To this end, CRFPD prohibits the possession, transfer, sale, or use of such materials on its premises. CRFPD requires the cooperation of all members in administering this policy.

Desks, lockers, and other storage devices may be provided for the convenience of members but remain the sole property of CRFPD. Accordingly, they, as well as any articles found within them, can be inspected by the Fire Chief or his designated representative at any time, either with or without prior notice.

Member Handbook Sign-Off Sheet

I have received this day a copy of the Member Handbook for Carbondale & Rural Fire Protection District (CRFPD) dated **June 1, 2019**. I understand that it contains important guidelines and information relating to my employment. I understand that it is my responsibility to read and be familiar with the information contained in this Member Handbook.

I understand that this Member Handbook is not an employment contract and is not intended to, nor should be interpreted to, create contractual rights or obligations either express or implied between CRFPD and me.

I understand that my employment with CRFPD is AT WILL, meaning that either the member or CRFPD may terminate the employment relationship at any time with or without cause or prior notice. Nothing in this Member Handbook is intended to, nor should be interpreted to, create a promise of employment for a definite time period or that is otherwise not at will.

In addition, I understand that the policies and procedures described in this Member Handbook are subject to the interpretation and discretion of CRFPD and may be modified or amended by CRFPD with or without prior notice to members. No supervisor has authority to make promises that are contrary to these policies. Modifications must be in writing, signed by the Fire Chief or else it is not reasonable for me to rely on the policy as being authorized by CRFPD.

Member's Signature

Date

Please sign this sheet and return it to the Volunteer Coordinator. The signed form is required for your personnel file.

Property Return Agreement

I, _____ (Print Name), hereby acknowledge and agree that if I am entrusted with property belonging to Carbondale & Rural Fire Protection District (CRFPD) during my membership that I will return such property upon request or at the time my employment with CRFPD terminates, whichever occurs first. Such property may include, without limitation:

_____.

I understand that if I do not return CRFPD property that has been entrusted to me, CRFPD has the right to be reimbursed by me for the value of such property. Upon termination of membership, pursuant to Colorado Revised Statute § 8-4-105, CRFPD has 10 calendar days in which to audit whether I have returned all such property before issuing my final pay check, and to deduct from the final pay check the value of property not returned, to the full extent allowed by law.

I understand that I am responsible for any balance that may be owed and that if it is necessary for CRFPD to incur costs and attorney's fees to collect this balance, CRFPD shall be entitled to reimbursement of such costs and fees.

I HAVE READ THE ABOVE AGREEMENT CAREFULLY AND HAVE SIGNED BELOW, KNOWINGLY AND VOLUNTARILY.

Member's Signature

Date

Please sign this sheet and return it to the Volunteer Coordinator. The signed form is required for your personnel file.