



ROSS TOWNSHIP RESOLUTION NUMBER 2018-054

RESOLUTION ADOPTING A NEW ROSS TOWNSHIP FIRE DEPARTMENT LEXIPOL POLICY MANUAL

WHEREAS, at Resolution 11-39, the Ross Township Board of Trustees adopted comprehensive Personnel Policies to assist Ross Township employees in answering questions they may have regarding Township operations; and

WHEREAS, in order that the Township provide Fire Department policies and procedures and to assist Ross Township employees in answering questions they may have regarding Township operations.

BE IT RESOLVED, by the Trustees of Ross Township, Butler County, Ohio, as follows:

SECTION 1-A:

That the Board of Trustees hereby adopts the Ross Township Fire Department Lexipol Policy Manual in its completed form, the Cover Page and Table of Contents to which are attached hereto as Exhibit "A".

SECTION 1-B:

That the Ross Township Fire Department Lexipol Policy Manual is hereby adopted as a supplemental document to the Ross Township Personnel Policy (Current Edition).

SECTION 2:

This resolution shall take effect on November 15, 2018, following the filing of this resolution with the Ross Township Fiscal Officer.

SECTION 3:

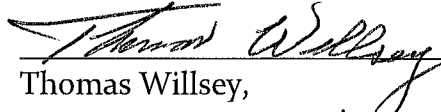
It is hereby determined that all formal actions of the Board of Trustees relating to the adoption of this Resolution were taken in an open meeting of the Board of Township Trustees and that all deliberations of such Board of Trustees were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

INTRODUCTION AND VOTE RECORD:

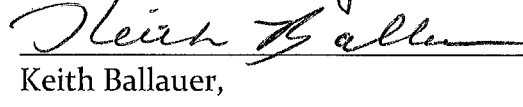
Trustee Willsey introduced the foregoing Resolution and moved its adoption, Trustee Yordy seconded the Motion. The roll being called upon the question of adoption of the Resolution by the Township Fiscal Officer, the vote resulted as follows:

Trustees: Ballauer A4E Willsey A4E Yordy A4E

Adopted at the meeting of the Ross Township Board of Trustees this 15th day of November, 2018.

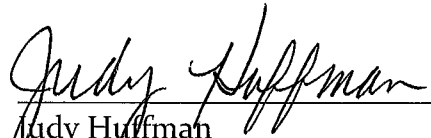

Thomas Willsey, President


Ellen Yordy, Vice President


Keith Ballauer, Trustee

AUTHENTICATION

This is to certify that this resolution was duly adopted by the Board of Trustees, and filed with the Ross Township Fiscal Officer, this 15th day of November, 2018.


Judy Huffman
Ross Township Fiscal Officer

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ROSS TOWNSHIP FIRE DEPARTMENT



LEXIPOL SOP MANUAL

Effective Date:
Approved By:

November 15, 2018
Ross Township Board of Trustees
Chief Steve Miller

Ross Township Fire Department
Standard Operating Guidelines
Table of Contents

Mission

Vision and Values

Code of Ethics

1. Fire Service Role and Authority

- 100 - Fire Service Authority
- 101 - Chief Executive Officer
- 102 – Oath of Office
- 103 – Policy Manual

2. Organization and Administration

- 200 – Organization Structure
- 201 – Department Directives
- 202 – Training Policies
- 203 - Liability Claims
- 204 – Electronic Mail
- 205 – Administrative Communications
- 206 – Daily Staffing Levels
- 207 – Post-Incident Analysis
- 208 – Annual Planning Calendar
- 209 – Solicitation of Funds
- 210 – Emergency Action Plan and Fire Prevention

3. General Operations

- 300 – Incident Management
- 301- Emergency Response
- 302 – Fireground Accountability
- 303 – Rapid Intervention/Two-in Two-out
- 304 – Urban Search and Rescue (USAR)
- 305 – Tactical Withdraw
- 306 – Response Time Standards
- 307 – Aircraft Operation (*Not issued*)
- 308 – Atmospheric Monitoring for Carbon Monoxide
- 309 – Staging
- 310 – High Rise Incident Management (*not issued*)
- 311 – Elevator Entrapments
- 312 – Elevator Restrictions during emergencies
- 312 – Swiftwater Rescue and Flood Search
- 314 – Confined Space Rescue Response
- 315 – Trench Rescues
- 316 – Carbon Monoxide Detector Activations
- 317 – Hazardous Materials Response
- 318 – News Media Relations

- 319 – Scene Preservation
- 320 - Child Abuse
- 321 - Disposition of Valuables
- 322 - Carrying Weapons on Duties
- 323 – Performance of Duties
- 324 – Adult or Vulnerable Person Abuse
- 325 – Traffic Crashes
- 326 – Line of Duty Deaths and Serious Injury
- 327 – National Fire Incident Reporting System
- 328 – Ride-Along Program
- 329 – Grocery Shopping On-Duty
- 330 – Safe Havens for Newborns Law
- 331 – Community Volunteer Program (*Not issued*)
- 332 – Chaplin's (*Not issued*)
- 333 – Active Shoot and Other Violent Incidents

4. Fire Prevention

- 400 – Fire Prevention
- 401 – Permits (*Not issued*)
- 402 – Fire Investigations
- 403 – Fire and Life Safety Code Enforcement
- 404 – Alternative Materials and Methods Request (*Not issued*)
- 405 – Public Education
- 406 – Fireworks Display
- 407 – Maximum Occupancy – Overcrowding
- 408 - Juvenile Firesetter Referrals
- 409 – Fire Watch Services (*Not issued*)

5. Emergency Medical Services

- 500 - Patient Care Repots
- 501 – Emergency Medical Services Support
- 502 – Patient Refusal of Pre-Hospital Care
- 503 – Advanced Health Care Directives
- 504 – Latex Sensitivity
- 505 – Controlled Substance Accountability

6. Training

- 600 – Fire Apparatus and Public Safety Vehicle Driver/Operator Training
- 601 – CPR and Automated External Defibrillation
- 602 – Communicable Disease Training Program
- 603 – Hazardous Communication Program Training
- 604 – Hazardous Material Training (HAZMAT)
- 605 - Heat Illness and Injury Prevention Training
- 607 – National Incident Management System (NIMS)
- 608 - Respiratory Protection Training
- 609 - Certification and Training Records
- 610 – Firefighter Health, Safety, and Survival Training
- 611 – Emergency Action Plan and Fire Prevention

7. Equipment and Technology

- 700 – Use of Department-Owned Personal Property
- 701 – Personal Communication Devices
- 702 – Apparatus Inspections, Testing Repair and Maintenance
- 703 – Use of Department Vehicles
- 704 – Information Technology Use
- 705 – Mobile Data Computer Use
- 706 – Knox Box Access
- 707 – Communication Operations
- 708 – Public Alerts
- 709 - Photography and Electronic Imaging
- 710 – Non-Official use of Department Property

8. Records Management

- 800 – Records Management
- 801 – Release of Records
- 802 – Subpoena and Court Appearance
- 803 – Patient Medical Record Security and Privacy

9. Safety

- 900 – Illness and Injury Prevention Program
- 901 – Communicable Disease
- 902 – High-Visibility Safety Vest
- 903 – Body Armor
- 904 – Apparatus/Vehicle Backing
- 905 – Heat Illness and Injury Prevention Program
- 906 – Respiratory Protection Program
- 907 – Personal Alert Safety System Devices (PASS)
- 908 – Health & Safety Officer
- 909 – Vehicle Safety Belts
- 910 - Fire Station Safety
- 911 - Ground Ladders
- 912 – Personal Protection Equipment
- 913 – Hazardous Communication
- 914 – Hazardous Energy Control
- 915 – Post Fire Decontamination

10. Personnel

- 1000 – Recruitment and Selection
- 1001 – Performance Evaluations
- 1002 – Promotions and Transfers
- 1003 – Position Descriptions
- 1004 – Classification Specification
- 1005 – Career Tracks
- 1006 - Fire Officer Development
- 1007 – Education Incentives
- 1008 – Tuition Reimbursements
- 1009 – Reporting for Duty
- 1010 – Emergency Recall

- 1011 – Overtime
- 1012 – Discriminatory Harassment
- 1013 – Conduct and Behavior
- 1014 – Personnel Complaints
- 1015 – Outside Employment (*Not issued*)
- 1016 – Personal Projects On-Duty
- 1017 – On-Duty Voting in Statewide Elections
- 1018 – Personnel Records
- 1019 – Commendation and Meritorious Service
- 1020 – Grievance Procedure
- 1021 – Wellness and Fitness Program
- 1022 – Physical Fitness
- 1023 – Occupational Stress Exposure
- 1024 – Workplace Violence
- 1025 – Lactation Breaks (*Not issued*)
- 1026 – Smoking and Tobacco Products (*Not issued*)
- 1027 – Drug and Alcohol-Free Workplace
- 1028 – Personal Appearance Standards
- 1029 – Uniform Regulations
- 1030 – Badges
- 1031 – Identification Cards (*Not issued*)
- 1032 – Work-Related Illness and Injury Reporting
- 1033 – Temporary Light Duty/Transitional Assistance
- 1034 – Release of HIPPA-Protected Information
- 1035 – Return to Work
- 1036 – Line of Duty Deaths
- 1037 – Line of Duty Death and Serious Injury Notification
- 1038 – Family Support Liaison
- 1039 – Funerals
- 1040 – Family and Medical Leave
- 1041 – Military Leave
- 1042 – Drivers License Requirements
- 1043 – Nepotism and Conflicting Relationships (*Not issued*)
- 1044 – Member Speech, Expression and Social Networking
- 1045 – Anti-Retaliation

11. Facility

- 1100- Facility Security
- 1101 – Emergency Power
- 1102 – Waste Water Discharge
- 1103 – Flag Display
- 1104 – Fire Station Living