

ILLINOIS VALLEY
FIRE
DISTRICT

Illinois Valley Rural Fire Protection District
Volunteer Handbook

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Introduction

Welcome to the Illinois Valley Rural Fire Protection District

We are happy to welcome you to Illinois Valley Rural Fire Protection District – we are glad you have joined us! We take pride in selecting people such as you to join our organization, and we truly believe you will be a positive addition to our volunteers.

We hope you will enjoy a productive and pleasant association with us. We have created a work environment, compensation and benefits program, and interactive culture that we believe fosters positive relationships. We expect that you will enhance the atmosphere by contributing your best efforts in whatever is asked of you.

We believe that you can contribute significantly to our success and want you to share in the growth of our future. We also feel that the best way to help you achieve is to help you understand our organization and your role in it. This Handbook has been prepared as a guide to give you a better understanding of the organization's policies, procedures, and practices. Please familiarize yourself with its contents and keep it handy for reference.

Our organization values two-way communication, and our “open door” policy encourages you to ask questions if there are policies or procedures you do not understand. We welcome your ideas and suggestions for ways to improve our operations and services or to save unnecessary costs during your employment with us.

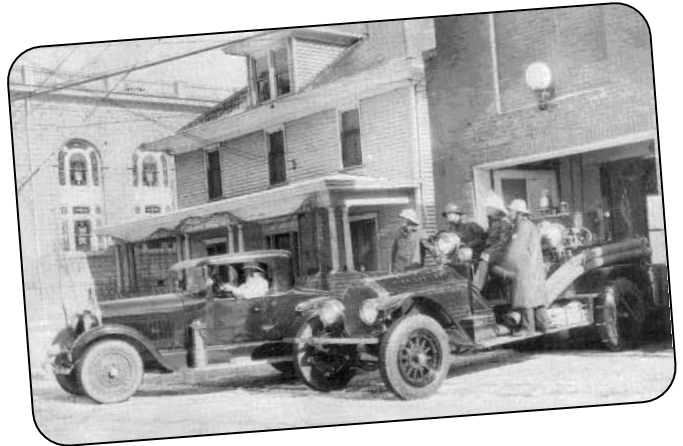
Again, welcome to our team. We wish you success in your new position and truly value you and the contribution you make during your volunteer time with us. We sincerely hope you will like it here.

Fire Chief John Holmes

Our History

The history of any organization is more than just a recitation of dates and facts. This is especially true of a fire department. If dates and facts told the story, then the history of the Illinois Valley Fire District would read, "Initially formed by farmers in June, 1954, and still in existence today, just with more equipment and a few more men and women." However, the events that drove the creation of an organization and that organization's reaction to events and the passing of time are both legacy and history. The character of an organization is obvious to all of us in the present, but the events and challenges of the past are what shape that character. A fire department is shaped from within; new firefighters (rookies) are trained by the veterans of the department, not only in firefighting technique, but also in the honourable discharge of the duties they are entrusted with. The welfare and character of the Department is an unbroken chain passed from chief to chief, beginning with the first, Fire Chief, and currently entrusted to Fire Chief John Holmes. The past and the present are inexorably linked and by examining the past, we can better appreciate the present and anticipate the future. The history of the Illinois Valley Fire District is one that goes from pails to pumpers.

The Illinois Valley was, in the early twentieth century, typical of most towns of that era. The buildings in the city's business district were mostly cheaply built frame structures, haphazardly constructed, and situated in the downtown area of Cave Junction. The existence of building code enforcement was some time off and construction was unregulated. Fire protection was not organized, but the citizens participated in an informal "bucket brigade," since a fire in one part of town could quickly



spread and endanger other areas. Realizing the possibility of damage from a conflagration, the citizens assembled to provide for fire protection to the city, and surrounding communities essentially the Illinois Valley Fire District was born. The community purchased the first hose reel with hose, fire hose, and other firefighting equipment for the sum of \$1,000.00. The fire equipment arrived and the construction of what was to be the city's first fire station began in 1953. A site on Caves Hwy was chosen for the construction of the 24' x 12' building that was to

house the firefighting equipment. Now that the equipment was in place it was time to formally organize a group to use it. This task fell to the citizens to organize a volunteer company. The final piece of the puzzle fell into place when the city's fire bell arrived. The bell was to be used as a signalling device to summon the volunteers to the station and alert the community in the event of a fire. Soon thereafter a town hall siren was installed as the fire alert device.

Hose carts and bucket brigades were no longer the appropriate means of fire protection for a modern community fire department in the fifties, so the Fire District rented from Coast Apparatus an early 1954 Ford gas powered pumper, the cost to rent this engine was \$40.00 per month. It is unknown how long this engine was in service. In August 1956 the Department purchased a 1929 Seagraves 1000 gallon pumper. This pumper was assigned to the Cave Junction Station.

The need for fire prevention was shown in the lessons taken from the great fires. Structure fire conflagrations were amplified by the lack of construction standards, fire codes and code enforcement. Fire prevention had taken a back seat to fire suppression and rescue for the early years of the department. Fire prevention was made a priority in 1956, when the department began to make a concerted effort to address the causes of fire, and the problems of code enforcement and life safety.

The Illinois Valley Fire District, from its earliest beginnings, has realized the importance of training for this most hazardous job. Proper training ensures that the best interests of the citizens are being served. Even in the beginnings of the fire department, a trained firefighter from a neighbouring community was brought in to share their knowledge and expertise. The Fire Chief Abner Castleberry greatly emphasized training



during his tenure. Under his guidance, the fire department completely trained most members in first aid. Additionally each of his men had certificates from the American Red Cross.

We continue to look at innovative ways to upgrade our apparatus and capabilities to meet the needs of our community. We do this through the use of grants and partnerships with our neighbouring agencies.

About this Handbook

This Volunteer Handbook is a guide to help you understand our provisions and expectations. The Handbook applies to all of our volunteers. It is intended to be a positive document that begins to establish the relationship between us.

Please remember that this Handbook contains only general information and guidelines. It is not intended to address all the possible applications of or exceptions to general policies and procedures. Our policies are based on the belief that common sense, good judgment, and consideration for the rights of others are paramount to our ability to serve our customers and ourselves. While we have tried to anticipate many of your questions, keep in mind that this document will not provide every answer. If you have any questions concerning eligibility for a particular benefit or how a policy or practice applies to you, please ask your supervisor. We know that volunteers have varied skills, goals, perceptions, and values, and that such diversity may create situations not fully addressed within this Handbook. In that event, we will try to make fair and equitable decisions while making sure that the best interests of the organization are served.

Neither this Handbook nor any other organizational document confers any express or implied contractual right to remain with Illinois Valley Rural Fire Protection District, nor does it guarantee any fixed terms or conditions of your volunteerism. Your volunteerism is not for any specific period of time and may be terminated at will, with or without reason, and without prior notice by Illinois Valley Rural Fire Protection District or you for any reason, at any time.

The procedures, practices, policies, and benefits described here may be modified or discontinued from time-to-time. The Fire Chief has the right to adopt, amend, or rescind any rule or benefit at any time. Any modification of this manual may be made only by formal action of the Fire Chief, reflected in the official records of the Fire District. No member, supervisor, or agent of the Board is authorized to modify any rule or benefit by agreement, practice, or otherwise. Regardless of whether an amendment is physically incorporated into this manual, it takes effect immediately upon adoption, unless the Fire Chief indicated otherwise. We recognize our responsibility to keep volunteers informed of changes that may affect them and will provide replacement pages so you can keep your Handbook current.

Some subjects described in this Handbook, such as benefits information, are covered in detail in official policy documents. You should refer to these documents for specific information since this Handbook provides summaries only. Please note that when discrepancies occur between benefit language in this Handbook and in the official policy documents, the terms of the written insurance policies are controlling. We encourage you to use caution when making decisions with long-term impact based on our current benefit offerings, given that we may find it necessary to make changes to these programs.

You are encouraged to offer suggestions for improvement to these policies Please read through the Handbook carefully and share it with your family members so they will also understand your work environment. If you have additional questions or need further details, please talk with your supervisor, who can advise you or refer you to the appropriate resource.

Volunteer Policies

Volunteer Relationship

You and Illinois Valley Rural Fire Protection District are engaged in an “at-will” relationship. Therefore, service at Illinois Valley Rural Fire Protection District is for no definite period of time and may be terminated at will. This means that either you or the organization may terminate the employment relationship at any time, with or without reason or advance notice.

No one in the organization has the authority to enter into any agreement contrary to this “at-will” relationship. Illinois Valley Rural Fire Protection District will not make and will not be bound by any oral promises concerning the length or terms of your service.

Volunteer and Student Programs

Purpose of the Volunteer and Student Firefighter Programs

The District recognizes the valuable contribution volunteers and students make to the District and the community by participating in the District's Volunteer Fire Program or Student Firefighter Program. The purposes of these programs are to promote and support the continued recruitment, training, organization and services of volunteers and students to enable the District to continue to provide high quality emergency services.

General Requirements

Volunteers.

To be eligible for the District's Volunteer Firefighter Program, you must:

- Be legally authorized to work in the United States;
- Be no less than 18 years of age
- Possess a valid Oregon Driver's License
- Successfully complete the District's application process;
- Satisfactorily complete a drug and alcohol test and a possible medical/physical evaluation after receiving conditional acceptance into the Volunteer Firefighter Program.

Students

To be eligible for the District's Student Firefighter Program, you must:

- Be legally authorized to work in the United States;
- Be no less than 18 years of age;
- Be enrolled in an accredited college;
- Provide proof of attendance at the preliminary orientation meeting regarding the Student Firefighter Program; and
- Satisfactorily complete a drug and alcohol test and a possible medical evaluation after receiving the District's conditional acceptance into the Student Firefighter Program.

Application Process

An applicant for either the Volunteer Firefighter Program or Student Firefighter Program must satisfactorily complete the following:

- Application
- Copy of valid Oregon Driver's License
- Driving Record
- Background Check
- Applicant Interviews
- Drug and Alcohol Screening
- Physical Agility Test
- Possible medical evaluation and assessment

- Valid CPR card within 90 days
- Documentation that Hepatitis B Vaccinations have been initiated or a signed waiver
- Information packet; including NIMS
 - Other training deemed necessary

Probationary Period

A newly appointed volunteer is on probation for 12 months from the appointment date. The Fire Chief may extend the probationary period, at his/her sole discretion. An ID card and appropriate District apparel will be issued. During the probation period, there will be the opportunity to demonstrate and apply the knowledge, skills, abilities, dedication, and desire to become a member of the Fire District. Minimum Standards must be met during this period. The Fire Chief shall determine if the individual is an asset to the Fire District at the end of the probationary period. Successful completion of the probationary period does not change a volunteer's at-will status.

Volunteer Firefighter

A volunteer must successfully complete the Fire Academy to become a firefighter.

A firefighter must successfully complete the firefighter task book or perform skill evaluation tasks to become a state-certified firefighter.

A previously certified firefighter must successfully complete the firefighter task book or perform skill evaluation tasks to regain the designation of a firefighter.

Training Academy Attendance

All volunteers and students must complete the District's Training Academy in accordance with the District's SOGs.

Emergency Response

A probationary volunteer or student shall not respond to emergency incidents until the Training Coordinator has released you to do so and has received documentation establishing that you have completed the following requirements:

- Valid CPR card with approved level of certification
- Safe Personnel training
- Other training that may be deemed necessary

Response and Shift Requirements

Volunteer Program.

Shift volunteers must attend a minimum of fifty percent (50%) of all scheduled training and make up any missed training to achieve a minimum of seventy-five percent (75%) of scheduled trainings per quarter. Non-shift volunteers must maintain a minimum of 10% response to all toned calls that require a full response i.e. fires, vehicle accidents and requests for additional staffing and attend a minimum of fifty percent (50%) of all scheduled monthly training. The Training Chief quarterly will review response and training activity. Members that do not meet

the minimum requirements may be subject to disciplinary action, up to and including termination.

Fire and medical support volunteers are required to perform a minimum of two 12-hour shifts per month. Failure to meet this requirement may result in disciplinary action, up to and including termination. If an emergency prevents you from performing all or a portion of a scheduled shift, you must notify the Duty Officer immediately. Shift attendance will be reviewed by the Operations Chief quarterly.

Volunteers are encouraged to respond to calls when not performing a shift (example: more personnel requested by the Duty Officer). If you fail to meet the foregoing requirements, you may not meet minimum standards for the longevity program.

Shift positions available at Station 1 are: Mon – Sun 0700-1900 Day Shift and 1900-0700 Night Shift. Under section 3€(4)(A) of the FLSA and 29 C.F.F. 553.101 and 553.103 volunteers scheduled for shift will receive a nominal fee to help offset the cost associated with volunteering.

Shift personnel must wear approved District insignia and attire.

Student Program

The District's goal is to provide students with valuable emergency services training and experience in an environment that reasonably limits their exposure to risk of mental, emotional or physical harm, injury or death; however, by participating in the District's Student Program, each student understands, acknowledges and agrees that all activities performed by District members, including students, are inherently dangerous and may result in mental, emotional or physical harm, injury or death. In order to reduce the risk of mental, emotional or physical harm, injury or death to you, the District has imposed certain limitation on your activities, with which you must strictly comply. In addition to complying with the District's Student Program Standard Operating Guideline, you are prohibited from engaging in the following activities until formally trained to engage in those activities.

- Displaying emergency lights and sirens on a personal vehicle
- Coming in contact with or exposed to hazardous materials; and
- Directly engage in interior fire suppression activities at an emergency incident until successful completion of an IVFD approved Fire Academy. Authorized students may engage in exterior fire suppression activities at an emergency incident under the direct supervision of a District member of higher rank

Student Requirements

- Be no less than 18 years of age;
- Have a high school diploma or GED;
- Possess a valid Oregon driver's license and be insurable by the District's insurance carrier

- Enroll full time at a local accredited college within the Fire Science field of study;
- Maintain a “C” grade or higher for each class
- Work ten (10) 24-hour shifts per month on a 48/96 shift schedule

Harassment

Illinois Valley Rural Fire Protection District will not tolerate conduct by any volunteer, elected official, board or commission member, volunteer or intern, customer or member of the public that harasses, disrupts, or interferes with a volunteer's work performance or which creates an intimidating, offensive, or hostile work environment. All forms of harassment are prohibited. We want to maintain a working environment free from all forms of harassment, whether based upon race, age, religion, color, sex, national origin, physical or mental disability, marital or veteran status, sexual orientation, gender identity, on-the-job injury, genetic information, or any other legally protected characteristic or status. Retaliation associated with a complaint of harassment is also prohibited.

Behavior such as telling ethnic jokes; using religious slurs or offensive slang, or other derogatory terms regarding a person's race, sexual orientation, age, sex, national origin, or disability; or mimicking one's speech, accent, or disability are examples of prohibited conduct and will not be tolerated. Harassing individuals by making derogatory comments regarding protected status or characteristics is strictly prohibited, as well as using any other words or conduct that might create a hostile or offensive work environment.

Sexual harassment or assault is also a form of harassment. The following conduct is considered to be sexual harassment;

- Submission to the conduct is in any way deemed to be a term or condition of employment;
- Submission to or rejection of the conduct is used as a basis for employment-related decisions; or,
- The conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Sexual harassment can also consist of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Conduct such as sexual or sexist language, jokes, or innuendoes; nude, profane, or obscene cartoons, drawings, or photographs; whistling; staring; and inappropriate touching are not tolerated at Illinois Valley Rural Fire Protection District. Cell phone use, including text messages and other similar electronic communications, can also be considered harassing behavior.

Sexual Assault is defined as unwanted conduct of a sexual nature that is inflicted upon a person or compelled using physical force, manipulation, threat, or intimidation.

Each manager/supervisor has a responsibility to maintain a workplace free of any form of sexual harassment. No person shall threaten or insinuate, either explicitly or implicitly, that a volunteer's refusal to submit to sexual advances will adversely affect the volunteer's employment, evaluation,

wages, advancement, assigned duties, shifts, or any other condition of employment or career development. Sexual harassment in the workplace, whether by managers/supervisors, non-managerial volunteers, or outside individuals (vendors, customers, etc.) is prohibited. This policy explicitly applies to conduct in the workplace, at social functions sponsored by the organization, and at business functions (conventions, trade shows, etc.). This policy applies to any conduct, however, as described above, which impacts the organization or work environment, regardless of where it occurs.

Management provides and supports a dispute resolution procedure for receiving and resolving complaints alleging discriminatory practices in employment relations. As a volunteer of Illinois Valley Rural Fire Protection District, you have the responsibility to immediately report any actions or words, which you find to be harassing. The organization will not retaliate against you for filing a complaint or cooperating in an investigation and will not tolerate or permit retaliation by anyone.

Reporting Incidents of Harassment

If you believe that you have been harassed, have witnessed harassment, or suspect any violation of our harassment policy, you must immediately report the matter to your duty officer/chain of command or any other management representative with whom you feel comfortable speaking. These individuals are responsible for ensuring that all complaints are promptly and thoroughly investigated without prejudice or retaliation. The investigation will be conducted promptly, but no specific timeframe can be guaranteed because each situation is likely to be different, and individuals may have varying schedules. Every effort will be made to complete the investigation within two weeks. In all cases, you will be notified of the outcome of the investigation. We will also check in with you quarterly following receipt of the information to ensure the matter has been resolved and continues to meet the organizations standards.

All complaints of harassment will be investigated promptly and impartially. Discretion will be used during the investigation in order to maintain as much confidentiality as possible while effectively completing the investigation, however, confidentiality cannot be guaranteed. If you are not satisfied with the handling of a complaint or the action taken by management, you should bring the complaint to the next higher level of authority. In all cases, you will generally be advised of the outcome.

Any volunteer who is found, after appropriate investigation, to have engaged in harassment or to have retaliated against an individual for reporting harassment will be subject to appropriate corrective action, depending on the circumstances, up to and including termination of volunteer service.

External Complaint Procedure

We encourage volunteers to bring their concerns and complaints to the organization, and understand that, at times, this may not be the choice of the volunteer. Below is a list of the

external complaint options. Please reach out to the preferred choice to determine the appropriate timelines for their processes.

- Oregon Bureau of Labor and Industries at the following web address:
https://www.oregon.gov/boli/CRD/Pages/C_Crcompl.asp
- Civil or Criminal Action. In these circumstances, a Notice of Claim must be provided to us in accordance with ORS 30.275.

Volunteer Agreements

No volunteer will be required or invited to sign an agreement requiring the non-disclosure of information related to discrimination or sexual assault as a condition of volunteering, continued volunteering, or the receipt of benefits. A volunteer may request this type of agreement and, upon request, will be provided at least seven (7) days to change their mind.

Additional Volunteer Support Services

Volunteers may choose to use other support services throughout and following instances related to concerns and complaints. The organization provides the following for additional assistance:

- Legal services: BOLI (as above)
- EAP for emergency responders and fire professionals (not volunteers): 888-327-1060
www.publicsafetyeap.com
- Counseling and Support Services: Rogue Valley Chaplains Service 541-450-9532
info@sochaplains.com

Workplace Professionalism

While harassment due to a person's protected class is prohibited, so too is unprofessionalism, such as incivility, due to personality clashes or issues. We want our focus to be on customer service, productivity, and the ability for each volunteer to flourish here. This makes it essential that our volunteers treat each other and those with whom we serve with courtesy, respect, and consideration. Further, we require that volunteers work cooperatively and constructively in resolving issues or problems on-the-job to foster satisfactory working relationships.

Illinois Valley Rural Fire Protection District defines unprofessionalism as repeated or one-time behavior, which is inappropriate, and which may be verbal, non-verbal, or physical; either direct or indirect which generally occurs at work and in the course of employment but may also apply to off-site behavior exhibited by volunteers that negatively impacts the working relationship. Such behavior, whether exhibited between volunteers, co-workers, management and staff, vendors/customers, another outside party, or a member of the public, violates our policy on how others should be treated while at the workplace or engaged in organizational operations.

Where an allegation of unprofessionalism is made, consideration of the intention will be given. The purpose of this policy is to communicate to all volunteers, that Illinois Valley Rural Fire Protection District will not, in any instance, tolerate unprofessional behavior. Volunteers found to be in violation of this policy will be subject to corrective action, up to and including termination of volunteer service.

We will consider the following examples as unprofessional; however, this is not considered a comprehensive list. Any actions that create the same or similar result will also be considered.

- Making comments on Facebook, texting, misuse of other forms of social media
- Public humiliation in any form
- Constant criticism on matters unrelated or minimally related to the person's performance or job description
- Spreading rumors and gossip regarding individuals
- Interfering with the ability of someone to perform job duties or consistently assigning menial tasks not central to the job.
- Taking credit for another person's ideas

Any Illinois Valley Rural Fire Protection District volunteer who has experienced unprofessionalism should immediately report the behavior according to the reporting process outlined in our anti-harassment policy. All reports will be investigated and addressed. Making false/baseless or malicious complaints of unprofessionalism will be regarded as a serious offense, which may also lead to corrective action, up to and including termination of volunteer service.

Dispute Resolution

We believe that undisclosed problems will remain unresolved and will lead to impaired work relationships, dissatisfaction with working conditions, and a decline in operational efficiency. Therefore, the organization has established this dispute resolution procedure to solve problems as quickly, fairly, and thoroughly as possible. This procedure is a method for impartially hearing the complaint and is intended to resolve problems and provide a fair and objective review. All issues will be handled without prejudice or retaliation.

Scope

This Section does not apply to any aspect of any corrective action, disciplinary action or termination of employment/volunteer service, 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 should be addressed in accordance with the policies and procedures, if available, outlined in the relevant portions of this Manual.

Informal Problem Resolution

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

Dispute Resolution Procedures

After satisfying “Informal Problem Resolution” above, you may submit a written dispute to the Fire Chief or if the dispute involves the Fire Chief to the Board President.

1. You must submit his/her written dispute within five business days of the issue or event that is the reason for the dispute. The written dispute must be placed in a sealed envelope. If the dispute is being submitted to the Fire Chief, the sealed envelope must be marked "Confidential Dispute Resolution for the Fire Chief." If the dispute is being submitted to the Board, then the sealed envelope must be marked "Confidential – Dispute Resolution for the Board President." In either case, the sealed envelope must be delivered to the administrative office.
2. The written dispute must, at a minimum, state the following:
 - The date of the disputed issue or event, and the date you submitted the written dispute;
 - Your Name;
 - A description of the dispute; how, when and where it arose; the parties involved; and its present status, including a description of the steps you took to resolve the dispute on an informal basis;
 - All documents or other materials supporting your position; and

- The relief sought or a proposal for resolution of the dispute.

3. If the dispute is submitted to the Fire Chief, he/she will advise you of his/her receipt of the dispute. The Fire Chief may make such investigation as he/she deems appropriate under the circumstances and issue a written decision as soon as possible. The Fire Chief's decision is the final decision on the dispute, and you must not attempt to appeal it to the Board.

If the dispute is submitted to the Board President, a two-member committee of the Board will advise you that it has received the dispute. The committee also will notify the Fire Chief of the dispute and provide 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 written decision as soon as practicable. The committee's decision is final, and you must not attempt to appeal it to the Board as a whole.

Reporting Issues Other than Harassment/Discrimination

Any other questions or concerns you may have should be discussed with your immediate manager/supervisor, absent special circumstances, as soon as you are aware there is a problem or have a question. Your manager will generally follow-up to your concern, in writing, within one week.

We realize there may be valid reasons to forego this initial step; in those circumstances [*i.e.*, a concern involves an immediate manager/supervisor], you may go directly to the next level of management for assistance

Volunteer Record Keeping

Access to Volunteer Files

The organization maintains a record for each volunteer, and access to those records is restricted to authorized persons only. The records contain applications, written evaluations, performance counseling notices, correspondence, and other information pertinent to volunteer service. Authorized persons are individuals in a direct line of supervision over the volunteer to whom the file applies or any management representative involved in a pending action.

Your volunteer file is available for review [except for any references and other material exempt from disclosure under state law] by making advance arrangements with the [Designated Position]. We will provide copies of volunteer records or files as required by law, but you may be asked to reimburse us for the reasonable cost of providing copies.

Change in Personal Data

Keeping your personnel records current can be important to you with regard to benefits, and other matters. If you have changes in any of the following items of information, please notify the Division Chief of Administration:

- Name
- Marital status
- Address
- Telephone number
- Dependents
- Beneficiary[ies]
- Person to be notified in case of emergency
- Job-related physical or other limitations that impact volunteering

Other information having a bearing on your volunteering.

Volunteer Relations and Conduct

Ethics

We believe in treating people with respect and adhering to ethical and fair practices. All Public Officials are held accountable to the states Ethics laws found in ORS 244.

Public Officials

A public official includes anyone serving the State of Oregon or any of its political subdivisions or any other public body in any of the listed capacities, including as an “agent.” An “agent” means any individual performing governmental functions. Governmental functions are services provided on behalf of the government as distinguished from services provided to the government. This may include private contractors and volunteers, depending on the circumstances.

Upon employment with our organization you became a Public Official.

Gifts

During a calendar year, a public official, a candidate or a relative or member of the household of the public official or candidate may not solicit or receive, directly or indirectly, any gift or gifts with an aggregate value in excess of \$50 from any single source that could reasonably be known to have a legislative or administrative interest.

During a calendar year, a person who has a legislative or administrative interest may not offer to the public official or a relative or member of the household of the public official any gift or gifts with an aggregate value in excess of \$50.

During a calendar year, a person who has a legislative or administrative interest may not offer to the candidate or a relative or member of the household of the candidate any gift or gifts with an aggregate value in excess of \$50.

Use of Official Position or Office

A public official may not use or attempt to use official position or office to obtain financial gain or avoidance of financial detriment for the public official, a relative or member of the household of the public official, or any business with which the public official or a relative or member of the household of the public official is associated, if the financial gain or avoidance of financial detriment would not otherwise be available but for the public official’s holding of the official position or office.

Except:

- Any part of an official compensation package as determined by the public body that the public official serves.

- The receipt by a public official or a relative or member of the household of the public official of an honorarium or any other item allowed under ORS 244.042 (Honoraria).
- Reimbursement of expenses.
- An unsolicited award for professional achievement.
- Gifts that do not exceed the limits specified in ORS 244.025 (Gift limit) received by a public official or a relative or member of the household of the public official from a source that could reasonably be known to have a legislative or administrative interest.
- Gifts received by a public official or a relative or member of the household of the public official from a source that could not reasonably be known to have a legislative or administrative interest.
- The receipt by a public official or a relative or member of the household of the public official of any item, regardless of value, that is expressly excluded from the definition of “gift” in ORS 244.020 (Definitions).
- Contributions made to a legal expense trust fund established under ORS 244.209 (Application to establish fund) for the benefit of the public official.

A public official may not solicit or receive, either directly or indirectly, and a person may not offer or give to any public official any pledge or promise of future employment, based on any understanding that the vote, official action or judgment of the public official would be influenced by the pledge or promise.

A public official may not attempt to further or further the personal gain of the public official through the use of confidential information gained in the course of or by reason of holding position as a public official or activities of the public official.

A person who has ceased to be a public official may not attempt to further or further the personal gain of any person through the use of confidential information gained in the course of or by reason of holding position as a public official or the activities of the person as a public official.

A person may not attempt to represent or represent a client for a fee before the governing body of a public body of which the person is a member. This subsection does not apply to the person’s employer, business partner or other associate.

The provisions of this section apply regardless of whether actual conflicts of interest or potential conflicts of interest are announced or disclosed under ORS 244.120

Honoraria

A public official may not solicit or receive, whether directly or indirectly, honoraria for the public official or any member of the household of the public official if the honoraria are solicited or received in connection with the official duties of the public official.

A public official may receive of an honorarium or a certificate, plaque, commemorative token or other item with a value of \$50 or less; or receive an honorarium for services performed in relation to the private profession, occupation, avocation or expertise of the public official or candidate.

Financial Interest in Public Contracts

A person who ceases to hold a position as a public official may not have a direct beneficial financial interest in a public contract for two years after the date the contract was authorized.

You are required to inform us of any activity that is ongoing or planned that may be or is a conflict with these laws. We will work with the State Ethics commission to determine the appropriate steps for resolution.

Failure to meet these standards will result in investigation and, depending on the outcome, result in discipline up to and including separation.

Confidentiality

Organization and Customers

At Illinois Valley Rural Fire Protection District, employees have access to highly confidential and proprietary information, including information about our business plans and customers. Our customers trust us with confidential information and disclosing this information without authorization would have a materially adverse impact on our integrity and on our relationships with our customers. Employees must not disclose any information pertaining to the organization or its customers without prior explicit approval of their managers/supervisors and must sign a form stating such.

No organization records or information, including documents, files, records, computer files, and similar materials may be removed from our premises without permission from Illinois Valley Rural Fire Protection District, except in the ordinary course of performing duties on behalf of Illinois Valley Rural Fire Protection District. Additionally, the contents of organization records or information otherwise obtained in regard to business may not be disclosed to anyone except where required for a business purpose. This prohibition also applies to items posted in a blog or website. Employees are subject to appropriate corrective action, up to and including termination, for revealing confidential information.

Volunteer Records

Illinois Valley Rural Fire Protection Districts' philosophy is to safeguard personal volunteer information in its possession to ensure the confidentiality of this information. Additionally, the organization will only collect personal information that is required to pursue its business operations and to comply with government reporting and disclosure requirements. Personal information collected by the organization includes volunteer names, addresses, telephone numbers, e-mail addresses, emergency contact information, EEO data, social security numbers, date of birth, employment eligibility data, benefit plan enrollment information, which may include dependents' personal information, and school/college or certification credentials.

All pre-volunteering inquiries, including reference check records, as well as former volunteer files are maintained in locked, separate areas and are not used by the organization in the course of business operations.

Personal volunteer information will be considered confidential and, as such, will be shared only as required and with those who have a need for access to such information. All hard copy records will be maintained in locked, secured areas with access limited to those who have a need for such access. Personal volunteer information used in business system applications will be protected under company proprietary electronic transmission and Virtual Private Network policies and security systems. Participants in company benefit plans should be aware that personal

information will be shared with plan providers as required for claim handling or record keeping needs.

Organization-assigned information, which may include organizational charts, department titles and staff charts, Designated Positions, department budgets, company coding and recording systems, telephone directories, e-mail lists, and company facility or location information and addresses, is considered by the company to be proprietary company information to be used for internal purposes only. The company retains the right to communicate and distribute such information as it feels necessary to conduct business operations.

If a volunteer becomes aware of a breach in maintaining the confidentiality of any personal information, the volunteer should report the incident to Division Chief of Administration. The division Chief of Administration has the responsibility to investigate the incident and take or recommend corrective action. Please understand that the reasonableness of actions taken in these circumstances will be taken into consideration. Examples of the release of personal volunteer information that will not be considered a breach include the following:

- Release of partial volunteer birth dates [i.e., day and month, which is not considered confidential and will be shared with supervisors/managers who elect to recognize volunteers on such dates].
- Personal telephone numbers or e-mail addresses may be distributed to supervisors/managers in order to facilitate company work schedules or business operations.
- Volunteer identifier information used in budget planning, review processes, and for timekeeping purposes will be shared with supervisors/managers.
- Volunteers' company anniversary dates will be distributed to appropriate supervisors/managers periodically.
- Volunteer and dependent information may be distributed in accordance with periodic benefit plan changes, or for benefit updates.

Should a security breach occur, you will be notified in writing as soon as possible.

Workplace Rules

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Should a security breach occur, you will be notified in writing as soon as possible.

Whistleblower Protections

Illinois Valley Rural Fire Protection District encourages any volunteer with knowledge of an illegal or dishonest activity to report it to their supervisor/chain of command. All such issues will be promptly investigated with the intent to determine fault and institute any appropriate corrective measures. Examples of illegal or dishonest activities are violations of federal, state, or local laws; billing for services not performed or for goods not delivered; and other fraudulent financial reporting. Any volunteer wishing for more information can obtain further details from their supervisor/chain of command.

If a volunteer has knowledge of or a concern of illegal or dishonest fraudulent activity, the volunteer should immediately contact a direct supervisor or the Operations Chief. The volunteer must exercise sound judgment to avoid baseless allegations. A volunteer who intentionally files a false report of wrongdoing will be subject to corrective action, up to and including termination.

Whistleblower protections are provided to maintain confidentiality and to prevent retaliation. Although someone's identity may have to be disclosed to conduct a thorough investigation, to comply with the law, and to provide accused individuals their due course, the privacy of the individual making the report will be protected to the extent possible. Illinois Valley Rural Fire District will not retaliate against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, or poor work assignments as well as threats of physical harm. Any whistleblower who believes retaliation has occurred must contact the Operations Chief immediately. The right of a whistleblower to protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

All reports of illegal and dishonest activities will be promptly submitted to the Operations Chief who is responsible for investigating and coordinating corrective action.

Standards of Appearance

1. General. Uniform and grooming standards are paramount to the professional image of the Fire District. All personnel are expected to be in uniform and to present a professional, clean, neat, and orderly appearance while on shift or standing by at the station, at District functions, trainings and emergency calls. Adherence to this SOG will be strictly enforced. All IVFD officers are expected to set the example for subordinates and to point out violations of appearance to offenders.

2. Uniform.

2(a). Uniform Items with the approved District logos will be worn at all times while on shift or standing by at the station, at District functions, trainings and emergency calls. The only exception to this is while actively participating in physical fitness. Uniform items with approved District logos may not be worn outside of official District duties and functions.

2(b). Cleaning: Uniform items will be kept neat, clean, and serviceable. IAW NFPA 1581, Standard on Fire District Infection Control Program, para 8.4.4.1 and 8.4.5.2, cleaning of contaminated work uniforms shall not be done at home. Members are provided and hereby directed to use the washer and dryer located at Stations 1-4 for cleaning of contaminated work/station uniforms.

2(c). No uniform, insignia, equipment or other item shall be worn or used that is not issued or authorized by the District, unless specific permission is granted through the chain of command. Only uniform clothing and items purchased from or through the District's contracted uniform source(s) will be worn.

2(d). Uniform shirt may be removed providing the issued District t-shirt is the undergarment while in quarters, participating in work details or training. T-shirts and other shirts will be kept tucked in the pants at all times.

2(e). IVFD badge, Patches, & Insignia's: Uniforms, accessories and insignia will be in the possession of and maintained by IVFD personnel. Most personnel will not utilize these modes on a daily basis. It is MANDATORY that all personnel have them for wear as required.

2(e)(1). Sleeve Braids

Worn on the Blazer and Jacket on both sleeves according to rank.

2(e)(1)A. Wonder Gold 1/2 inch Metallic :

Fire Chief	5 Braids
Deputy Fire Chief	4 Braids
Division Chief	3-Braids
Battalion Chief	2-Braids

2(e)(1)B. ½-inch Silver:

Captain	2-Braids
Lieutenant	1-Braid

2(e)(2). Maltese Cross

Worn on the left sleeve of Blazer and Jacket, 1 per 5 years of Fire Service

2(e)(2)A. Wonder Gold Metallic:

Chief Officers

2(e)(2)B. Silver:

Captain

Lieutenant

2(e)(3). Name Tag

Metal, ½"x2-1/2"x1/16". 2 Lines. 1st Line: First name, Last Name. 2nd line: Rank.

2(e)(3)A. Gold:

Chief Officers

2(e)(3)B. Silver:

Captain , Lieutenant, Firefighter and Support personnel

2(e)(4). Length of Service Pin (5 yr, 10 yr, etc.) may be worn centered above the name tag on Class A or Class B uniform.

2(e)(5). IVFD patch will be worn on the left sleeve, centered, 1 inch from the sleeve seam. Patches will be issued by the District.

2(e)(6). State of Oregon EMS certification patch will be worn on the right sleeve centered, 1 inch from the sleeve seam.

2(f). Fire Chief can authorize wear of business attire.

2(g). Long-sleeved t-shirts may be worn with short-sleeved uniform shirts provided, they are navy blue and in good condition. No other undergarment (i.e., thermal underwear) is authorized.

2(h). Modes of Dress:

2(h)(1). Dress Mode (Class "A") Uniform Requirements-Chief Officers and Officers.

2(h)(1)A. Shirts: Long sleeve, White, with military creases and badge tab.

2(h)(1)B. Trousers: Black, to match the blazer.

2(h)(1)C. Blazer: Black, Double-Breasted with FD gold (chiefs) / silver (company officers) buttons.

2(h)(1)D. Hat: White top (chief officers), navy top (company officers), with black visor, Bell Crown.

2(h)(1)D(i). Fire Chief may have flame visor scramble.

2(h)(1)D(ii). Hat Insignia.

Fire Chief 5 Crossed Trumpets, Gold

Deputy Chief 4 Crossed Trumpets, Gold

Division Chief 3 Crossed Trumpets, Gold

Battalion Chief 2 Crossed Trumpets, Gold

Captain 2 Standing Trumpets, Silver

Lieutenant 1 Standing Trumpet, Silver

2(h)(1)E. Tie: Black.

- 2(h)(1)F. Belt: 1 ½ width smooth design or basket weave. Gold Buckle- Chief Officers Silver Buckle-all others. Velcro fastened belts are optional.
- 2(h)(1)G. Shoes: Black Dress.
- 2(h)(1)H. Gloves: White.
- 2(h)(2). ***Work Mode (Class “B”)***
 - 2(h)(2)A. NFPA dual- or tri-certified safety wear is preferred.
 - 2(h)(2)B. Shirt: Navy short- or long-sleeve (tie optional with long-sleeve), with military creases and badge tab.
 - 2(h)(2)C. T-Shirt: Navy (undershirt), embellished with approved IVFD Logo. EMS qualification may be added at the member’s expense. Letters will be 3/8-inch silkscreened or embroidered. Only block lettering will be used, i.e., Paramedic, EMT-Intermediate, EMT-Advanced, EMT, EMR on the right sleeve 1- inch above the bottom of the sleeve.
 - 2(h)(2)D. Trousers: Navy uniform pants, May wear EMS (cargo pocket) style pants.
 - 2(h)(2)E. Belt: Black, smooth design or basket weave.
 - 2(h)(2)F. Boots: Black, military-style, all leather lower, slip resistant rubber lug sole, minimum 6 inches upper. Approved safety or wildland boots are preferred.
 - 2(h)(2)G. Jacket and Liner: District-issued Navy; embellished with approved IVFD logos, name and rank on Velcro nametag.
 - 2(h)(2)H. Ball Cap: District-issued Navy, embellished with approved IVFD Logo.
- 2(h)(3). ***Duty Uniform Work Mode (Class “D”)***
 - 2(h)(3)A. Shirt.
District-issued IVFD uniform collared shirt or IVFD t-shirt.
 - 2(h)(3)B. Pants.
Navy uniform pants. May wear (cargo pocket) style pants.
 - 2(h)(3)C. Boots.
Black, military-style, all leather lower, slip resistant rubber lug sole, minimum 6 inches upper. Approved safety or wildland boots are preferred.
- 2(h)(4). ***Traffic Control Uniform Work Mode (Class “T”)***
 - 2(h)(4)A. Shirt.
District-issued IVFD uniform shirt or IVFD t-shirt with District-issued reflective vest or Yellow/Green ANSI-approved reflective over-shirt/jacket.
 - 2(h)(4)B. Pants.

2(h)(4)B(i). Navy uniform pants. May wear (cargo pocket) style pants.

2(h)(4)B(ii). Yellow/Green ANSI-approved reflective over-pants will be worn over any non-compliant pants.

2(h)(4)C. Boots.

Black, military-style, all leather lower, slip resistant rubber lug sole, minimum 6 inches upper. Approved safety or wildland boots are preferred.

2(h)(5). *Wildland Work Mode (Class "W")*

2(h)(5)A. Shirt.

District-issued IVFD uniform shirt or IVFD t-shirt with District-issued NFPA-approved wildland over-shirt/jacket.

2(h)(5)B. Pants.

2(h)(5)B(i). Navy blue NFPA-approved wildland pants.

2(h)(5)B(ii). District-issued yellow NFPA-approved wildland over-pants will be worn over any non-compliant pants.

2(h)(5)C. Boots.

Black, military-style, all leather, slip resistant rubber lug sole, minimum 8 inches upper. Approved safety or wildland boots are preferred.

2(h)(6). *Optional Uniform Items*

2(h)(6)A. Polo: District-issued Navy; embellished with approved IVFD logo, name and rank.

2(h)(6)B. Jacket and Liner: District-issued Navy; embellished with approved IVFD logos, name and rank on Velcro nametag.

2(h)(6)C. Job shirt: District-issued Navy; embellished with approved IVFD logo, name and rank.

2(h)(6)D. Ball Cap: District-issued Navy; embellished with approved IVFD logo.

2(h)(6)E. Stocking Cap: Navy; blank or embellished with approved IVFD logo.

2(h)(6)F. Traffic Control Cap: Yellow/Green ANSI-approved reflective boonie style cap.

3. Grooming.

3(a). Hair will be clean, well-groomed and safe. Any hairstyle considered unsafe shall be trimmed accordingly or bound to eliminate the hazard. Any hairstyle or color that distracts from the uniform appearance of the members will not be allowed.

3(b). Facial hair shall not be allowed at the points where the SCBA face piece is designed to seal with the face. Any facial hair considered unsafe shall be trimmed accordingly to eliminate the hazard.

3(c). Facial hair, sideburns and mustaches shall be trimmed and well groomed. All personnel will be clean, and free of offensive body odors. Personnel will shower if remaining in the station after heavy physical activity such as a fire response or physical fitness.

Communication and Software Systems

Electronic Communications Systems

Illinois Valley Rural Fire Protection District provides electronic communication systems to maintain superior communications both within the organization and with outside clients and vendors. You are encouraged to learn about these tools and how to use them. This policy provides directions for you regarding access and disclosure of information when using these communication systems. All employees and others outside the organization who may use the systems are expected to be aware of and support this policy.

Our electronic communication systems include computers, mobile devices such as tablets and laptops, memory sticks, CD's, DVD's, removable hard drives, software, electronic mail (e-mail), copiers, fax machines, telephones, cell phones, voice mail, messengers, and various online services. All of these systems are operated and managed based upon this policy.

These systems and any other informational, storage, or retrieval services that the organization provides are organization tools and are to be used for business purposes only. Personal use of voice equipment is allowed but should be limited. Individuals must not make hoax or threatening calls to internal or external destinations or accept reverse charge calls from domestic or international operators, unless it is for business use. Use of company systems during business hours for other than work-related purposes should be minimal and must not impact business operations.

The use of these systems is not private or confidential. Within the bounds of current and future laws, the organization reserves and intends to exercise the right to review, audit, intercept, access, and search these business systems at will, monitor data and messages within them at any time and for any reason, and disclose selected contents without notice or other restrictions. Messages sent through these systems remain the property of the organization.

As an employee, you must not permit any proprietary or confidential information of Illinois Valley Rural Fire Protection District to enter the public domain through electronic transmissions. Examples of the organization's proprietary and confidential information are provided in the Confidentiality Policy. Also, these systems shall not be used to receive or distribute copyrighted materials, trade secrets, proprietary information, or similar materials from/to outside the organization without prior authorization.

Any messages or communications used through this system are subject to our anti-harassment, anti-discrimination, and non-solicitation policies. You are expected to carefully compose and review the wording, tone, and content of your communications before transmission.

You should check with your supervisor if you have any questions about the proper use of communication or software systems. All system users who discover violations of this policy are expected to notify their supervisors or managers immediately. Improper use or violation of this policy can result in corrective action, up to and including termination.

Electronic Mail System

You are reminded to be courteous to other users of the e-mail system and to always conduct yourself in a professional manner. E-mail messages are sometimes misdirected or forwarded and may be viewed by persons other than the intended recipient. You should write e-mail communications with no less care, judgment, and responsibility than you would use for letters or internal memoranda written on organizational letterhead.

You should know that even when a message is erased through e-mail, it is still possible to retrieve and read that message. Even though the organization reserves the right to retrieve and read any e-mail messages, those messages are to be treated as confidential by other employees and accessed only by the intended recipient. We expect employees to respect others' privacy and not retrieve or read electronic messages for which they are not the intended recipient unless authorized. The use of passwords for security does not guarantee confidentiality.

Organization-owned Personal Computers

To protect the integrity of our systems, all software used on our computers must be registered with the IT department. Personal or downloaded software may only be installed after written authorization from that individual. A virus check of all such software must be made immediately before it is installed on any organization computer. A virus check must also be conducted on any electronic devices originating from or used on any computer outside of the organization prior to its use with an organization-owned computer. The copy or transfer of organization-owned software may occur only with the written authorization of IT and the Fire Chief.

It is critical that any loss or theft of a mobile device, including laptops, be immediately reported to your supervisor/chain of command. Security of these devices should always include two (2) levels (*i.e.*, locked in a trunk if kept in a car; locked in a hotel safe, not left out in a hotel room; etc.) of safeguarding. Failure to ensure this minimum level of protection may leave an employee responsible for the cost of the device or loss of company-related information addressed in this policy, and further corrective action, up to and including termination.

Use of Internet, Virtual Private Network, and Commercial Online Systems

The Internet can provide a wealth of information to users at the simple click of a button. Members are encouraged to explore and use the Internet in the conduct of District business. All use should be appropriate. Inappropriate uses include, but are not limited to:

- Disclosure of employee, client, or other proprietary information
- Use of profanity, obscenities, or derogatory remarks in communications

- Access, download, send or receive any data (including images) which the organization considers offensive in any way, including sexually explicit, discriminatory, defamatory or libelous
- Private business adventures
- Gambling
- Software downloads
- Violations of copyright laws
- Violations of Districts' harassment policy
- Dissemination of confidential or privileged information
- Accessing personal Internet Provider accounts (with the exception of web-based email)
- Remove or disable anti-virus software

Users should be aware that there is a wide variety of information on the Internet and some people may find information or images on the Internet that they consider offensive. Individual users should be aware that the District has no control over and therefore cannot be responsible for the content of information available over the Internet. Users should educate themselves on proper Internet use so as to avoid offensive materials.

Social Media and Networking

Social networking websites and online communities, such as Twitter, LinkedIn, Facebook, and Flickr are increasingly used and can be accessed by individuals not only from computer systems, but also from smart phones. These tools have value because they can be used to information; employees may also use these systems as a quick communications and networking tool to complete projects. It is not the intent of this policy to unduly limit employees' access to these conduits, however, guidelines and expectations surrounding their use are necessary as there are liabilities inherent in such use. When any employee is using organization-provided computers or cell phones or is representing the organization via social networking activity, that individual is expected to represent the organization in a professional and positive light. Illinois Valley Rural Fire Protection District wishes to use social networking exclusively to its advantage, preventing and minimizing any negative outcomes. This includes ensuring that all employees will be free from harassment and unprofessional behavior when utilizing or consuming social media; therefore, employees authorized for its use must abide by all applicable laws [including copyright] and ethical considerations.

Business Use

Employees may use social networking websites to conduct organizational business, as long as such use is authorized and complies with the organization's policies. Company logos or other organizational information must conform to pre-approved marketing concepts and standards. We do not endorse making business references on behalf of others on sites such as LinkedIn.

In the case that a social media account is set up for business purposes, the organization has the right to review, edit, and delete content associated with the account. The organization will have access to information associated with the account such as the username and password, and any content associated with the account will be considered the property of the organization. If an employee separates from Illinois Valley Rural Fire Protection District, the organization has the right to assume control of this account.

Monitoring

While the organization does not routinely monitor social networking sites, other employers, organizations, and individuals do monitor and share information found on social networking websites. Again, posted information is public information.

Protection

Social networking sites collect profile information for advertising opportunities and criminal reasons. Phishing (e-mail messages asking for username and passwords, etc.) and spamming are two downsides. Never click on links asking for personal or confidential information. Heed security warnings and pop-ups. Use of these sites may mean more SPAM sent to your e-mail account. If possible, disable the ability of others to post HTML comments to your home page. When accessing these sites, use caution when you see a posting or link that looks suspicious; when in doubt, delete it. Viruses and spyware may damage the organization's operating system, compromise data, or expose your privacy and that of others you communicate with via e-mail and social media sites.

Be aware that others may piece together personal information for identity theft purposes. Be prudent in making comments or posts which reveal your or others' travel plans or divulge other safety-sensitive and private information.

Prohibited Conduct

Behavior and judgment in an electronic environment should mimic behavior in a physical setting. Employees are expressly prohibited from posting content that is malicious, abusive, threatening, intimidating, coercing, profane, disruptive, discriminatory, or harassing. Defamatory statements are prohibited and employees should be aware they are personally responsible for the legal consequences of such statements.

Nothing in this policy should be interpreted as limiting an employee's right to engage in legally protected speech or other activity. Failure to adhere to these standards and to use appropriate protocols will lead to further corrective action, up to and including termination.

Telephone Usage

Illinois Valley Rural Fire Protection District realizes that employees must occasionally make and receive personal telephone calls at work. Such calls must be kept to a minimum and should

impact your work as little as possible. Unauthorized use of the telephone, including charging long distance calls to the organization, will result in corrective action, up to and including termination.

Voice Mail System

The voice mail system at Illinois Valley Rural Fire Protection District is the property of the organization and is provided for use in conducting organization business. All communications and information transmitted by, received from, or stored in this system are organization records and property of Illinois Valley Rural Fire Protection District. The voice mail system is to be used for business only; use of the system for personal purposes is prohibited. You have no right to personal privacy in any matter stored in, created, received, or sent over the voice mail system. Illinois Valley Rural Fire Protection District, in its discretion as owner of the voice mail system, reserves the right to monitor, access, retrieve, and delete any messages stored in, created with, received by, or sent over the system for any reason and without employee permission. You are not authorized to retrieve or listen to any voice mail messages that are not sent to you, with exception to the general mailbox.

Cell Phones

Where job or business needs necessitate immediate access to an employee, the organization may provide a business cell phone for work-related communications. This phone is provided for business use only. Business cell phones are not to be used for purposes not related to work. Keep in mind that cell phone internet usage, phone records, voice mail, and text messages are not private and may be accessed. If an organization-provided phone is used for personal business, any phone charges incurred by an employee related to the personal usage will be the sole responsibility of the employee.

Illinois Valley Rural Fire Protection District is aware that all administrative employees are often needed at a moments' notice. Although we do not supply each employee with a cell phone we do pay the monthly cost as well as maintenance/replacement on personal cell phones.

Personal calls during the workday using personal cell phones can be distracting to others and can interfere with employee productivity. Use of a personal phone for any reason should therefore be kept to a minimum.

Any use of a cell phone while driving may present an unsafe condition for the driver, other employees, and the general public. The organization strongly discourages, the use of cell phones while driving, except when hands-free accessories are used. In cases where a cell phone call is necessary, employees must adhere to all federal, state, and local rules and regulations regarding such to help ensure the safe operation of both organization-owned and private vehicles. If an employee is using a cell phone while driving and has an accident, any costs, fees, and fines shall be solely the responsibility of the employee.

Regardless of the media or device used, typically information generated or exchanged for the purpose of government work is subject to Public Records laws. While not all information is accessible by the public our organization is required to maintain these records.

Performance Management and Reviews

To establish a meaningful performance evaluation system upon which Illinois Valley Rural Fire Protection District can continuously monitor the effectiveness of organizational operations and volunteer performance, all volunteers will receive annual formal performance evaluations, from the Operations Chief for suppression and the Fire Chief for Administration.

The objectives of our performance management and formal appraisal process are to:

- Ensure that volunteers know their individual performance against established performance standards;
- Determine how well the organization is doing in assisting volunteers with work performance and meeting goals;
- Ensure communication and two-way feedback;
- Provide a consistent, objective, and fair method of making compensation decisions;
- Provide a tool for career planning; and,
- Provide a permanent record of volunteer performance and organizational contributions.

Managers and supervisory personnel are accountable for providing volunteer development actions designed to improve and enhance volunteer performance such as:

- Reasonable volunteer training;
- Assigning, directing, controlling, and reviewing volunteer work;
- Assisting volunteers in correcting deficiencies; and,
- Objectively evaluating volunteer performance during the evaluation period.

Our performance appraisal program is intended to be participatory and equally involves both your input and your supervisor's. This allows you to contribute to the growth and improvement of the organization. You are encouraged to:

- Inquire about your performance periodically;
- Accept additional responsibilities and show initiative;
- Review opportunities for advancement within the organization;
- Ask for assistance in developing a goal-oriented path for advancement within the department or organization; and,
- Learn about training available to assist you in improving your skills

Performance evaluations serve as one factor in decisions related to employment such as training, merit pay increases, job assignments, volunteer development, promotions, and retention. Evaluations identify specific performance levels as compared to established standards,

acknowledge the merit of outstanding performance, and prescribe the means and methods of improving performance deficiencies.

Corrective Action

Everyone benefits when we work together and conduct ourselves in a manner that reflects the best interests of both the organization and its volunteers. It is the philosophy of Illinois Valley Rural Fire Protection District to correct performance deficiencies and address violations of policies and work rules in order to correct situations and avoid repetition.

You will be informed if corrective action is necessary as soon as possible after any performance problem has been identified. Your manager or supervisor will discuss the situation with you, explaining this policy and the necessity of corrective action to avoid additional disciplinary actions.

Although one or more corrective action measures may be taken in connection with a particular performance problem, no formal order will be followed. Corrective action may include any of a variety of actions depending on the circumstances and severity of the particular situation.

Corrective actions taken at the discretion of management may include any of the following:

- Verbal counseling with you, which will be confirmed in writing by your supervisor and placed in your volunteer file.
- Written warning, which will be placed in your volunteer file.
- Suspension, which will be confirmed in writing for your volunteer file. Suspension is normally used to remove a volunteer from the organization's premises during an investigation or as a disciplinary action. If you are suspended, it will be documented in your volunteer file.
- Demotion, which will be documented in your volunteer file.
- Termination of volunteer service, which will be documented in your volunteer file.

The corrective action process will not always commence with verbal counseling or include every step. The above options are not to be seen as a process in which one step always follows another. Some acts, particularly those that are intentional or serious, warrant more severe action on the first or a subsequent offense. Consideration will be given to the seriousness of the offense, any change in behavior, and the circumstances surrounding the offense.

Counseling, verbal warning and written warnings may be undertaken by the Operations Chief without prior approval from the Fire Chief. However, the Fire Chief must be informed by the Operations Chief of any such actions taken. Suspension, demotion and discharge require prior approval from the Fire chief before the action is taken.

Volunteer Incurred Expenses and Reimbursement

Illinois Valley Rural Fire Protection District will pay all actual and reasonable business-related expenses you incur while performing your job responsibilities. All such expenses must be pre-approved by The Fire Chief or Designee before payment will be made.

Expense Reimbursement Procedure and Reports

Requests for per diem, mileage, lodging or other expenses must be submitted to the Division Chief of Administration with a signed reimbursement form. Supporting documentation and/or itemized receipts must be provided to each request.

Expense reimbursements will not be paid unless and/or until all itemized receipts are provided or, if lost, a note with a description of the business activity and expense.

Credit Card Payment

If a credit card is provided to you, the employee, all receipts must be provided to the Division Chief of Administration for the credit card reconciliation process. You must follow the protocol for reconciliation of your statement and submission of documentation as required. This may include the utilization of an electronic system provide by the financial institution that the credit card is tied to.

Employees may expense and/or use a company provided credit card, for business related activities or incidental supplies following IRS guidelines.

Overnight Travel and Meal Expense Reimbursement

If an employee is traveling overnight on a work-related activity, the employee may expense pre-approved lodging, food, beverage and any incidental expenses that are necessary and business related.

Meal Reimbursement Limits

Illinois Valley Rural Fire Protection District will not reimburse more than the following amounts for any meal unless approved in advance by the Fire Chief.

Breakfast	\$ 15.00
Lunch	\$ 15.00
Dinner	\$ 20.00

Trainings that require travel but not overnight stays (White City, Medford, Applegate, Williams, Etc.) will be paid a lunch per diem only. If meal(s) are provided a per diem will not be allowed without prior approval.

Exceeding meal reimbursement limits

Illinois Valley Rural Fire Protection District recognizes that there may be certain group meal functions at locations where a conference/training is held where exceeding the meal reimbursement limits may be acceptable. Such situations should be known in advance and prior approval obtained from the Fire Chief.

Alcoholic Beverages

Illinois Valley Rural Fire Protection District will not pay for alcoholic beverages and such costs should not be submitted for reimbursement.

Transportation Expense Reimbursement

Transportation costs may only be expensed upon prior approval. Transportation costs include such items as airfare, airport parking, hotel shuttles, automobile rental and fuel for such rental.

Spouse/Guest Expense Reimbursement

Illinois Valley Rural Fire Protection District will not pay for meals or entertainment of spouses/guest/significant others.

Illinois Valley Rural Fire Protection District expects its employees to use good judgment and reserves the right to deny an expense if, in management's belief, it is unreasonable.

Benefits of Volunteer Service

Volunteer and Student Benefits

In addition to the intangible benefits derived from providing service to the community and gaining invaluable training and experience, the District provides the following benefits to its volunteers and students.

Educational and Training Expenses

Volunteers and students receive training by the District during the initial 12-month probationary period. After successful completion of the probationary period, you may be eligible to attend training and educational classes that have been pre-approved by the Training Coordinator. You must submit a training or education request form, which must be signed by the Training Coordinator and Fire Chief. Educational and training expenses provided or reimbursed by the District must comply with the District's accountable plan policy and IRS regulations relating to education programs and expenses.

Workers' Compensation Insurance

Illinois Valley Rural Fire Protection District provides Workers' Compensation Insurance to all members. If you are injured, infected, or become ill while performing work for, or activities on behalf of, the District, you must report, in writing, the injury or illness to your supervisor within 24 hours. Failure to follow this procedure may jeopardize your right to workers' compensation benefits.

Leave of Absence Policy

We realize that our volunteers may encounter situations that require a temporary short-term or extended absence from work. We offer several different types of leaves of absence for the following purposes:

Personal Leave:

You may request a leave of absence for a period not to exceed six months. Leaves of absence shall be determined by the Fire Chief on a case-by-case basis. Requests for leaves of absence must be submitted in writing to the Operations Chief for approval by the Fire Chief at least five business days before the start of the requested leave. If the requested leave is over 30 days, all District property must be returned to the District before the leave begins. You are not guaranteed a volunteer position upon returning from a leave of absence. The Fire Chief will determine if you will be reinstated to your former position or another position based upon such factors as the availability of a position, the District's financial status, your standing at the time you took the leave, your prior length of volunteer service, and the length of leave taken. The Fire Chief also will consider if you must meet any specific training or other requirements as a condition of reinstatement.

Health and Safety

Volunteer Health and Safety

Illinois Valley Rural Fire Protection is committed and legally responsible to provide our volunteers with a safe and healthful work environment while on-site, in the field, and working at an approved alternative location. To accomplish this goal, both management and volunteers must make diligent efforts to promote safety within applicable laws and standards.

We develop and implement safety rules and regulations through our managers and supervisors. This process is ongoing and requires periodic safety audits. Safety audits are undertaken to determine the necessity and feasibility of providing devices or safeguards to make the workplace safe and healthful. We also educate volunteers about workplace hazards and the proper and safe methods to use in performing job tasks.

You are expected to give your full skill and attention to the performance of your duties, using the highest standard of care and good judgment. You are also expected to always follow safety rules and regulations, including using appropriate protective clothing, shoes, and equipment, attending all training sessions offered, and following directions of warning signs, signals, and supervisory personnel. Use the safety equipment that has been provided for use, do not operate any District equipment while on medication or drugs that may alter your rationality or ability to perform any task, operate only the equipment on which you have received training, and refrain from injurious horseplay at all times.

All job-related injuries or illnesses are to be reported to your supervisor immediately, regardless of severity. In the case of serious injury, your reporting obligation will be deferred until circumstances reasonably permit a report to be made. Failure to report an injury or illness may preclude or delay the payment of any benefits to you and could subject Illinois Valley Rural Fire Protection District to fines and penalties. No one will be retaliated against for filing a workers' compensation claim in good faith.

Safety rules and regulations will be issued or modified from time-to-time and will be effective immediately upon communication. Rules and regulations will be distributed to you and posted on the volunteer bulletin board.

If an injury or illness occurs, you are required to:

- Take remedial first aid actions; seek emergency care if necessary.
- Report the injury or illness as soon as possible.
- Fill out the report form and workers' compensation form.
- Provide your supervisor with a medical release from a doctor.
- Review the incident with your supervisor/chain of command.

Early Return to Work Program

Our Return-to-Work program provides guidelines for returning you to work as early as possible after you have suffered an on-the-job-injury or job related illness. The program is not intended to be a substitute for a reasonable accommodation when an injured or ill employee also qualifies as an individual with a disability.

The Return to Work program consists of a team effort by supervisors, volunteers and their treating physicians, management, and our workers' compensation insurance carrier. All team members will take an active role in returning a volunteer to productive work. Through this team effort, we hope to help our volunteers recover and return to full duty as soon as their medical condition permits.

If you are injured on the job and your doctor determines that you are able to perform modified work, the organization will attempt to provide such a job until you are able to resume your regular duties, except where provided as an accommodation for a permanent disability. All modified work is temporary and may be offered at any location or on any shift. If you are offered a modified position that has been medically approved, failure to report at the designated time and place may affect time loss compensation.

Return to work policy

The following procedures must be followed by members who anticipate a return to work following an on-the-job injury, which had resulted in the member's being off work for any length of time.

1. All requests to return to work must be accompanied by a dated, written release signed by the members attending workers compensation physician. The physicians release must clearly specify whether the member is released to full non restricted duty, or identify any work restrictions plus the member's availability for light duty.
2. Members are required to return to work on the next business day after the members' Receipt of their physician's written release. Failure to seek a written release upon the member's ability to return to work may constitute abandonment of the member's right to reinstatement or reemployment.
3. Requests to return to work may be brought in personally or mailed to the District. If mailed, the request should be directed to the person listed in No. 4 below. Requests delivered personally to the District Office will be considered on the date in which the document was

received. Mailed requests will be considered on the date of receipt. All requests will be date stamped upon receipt.

4. All requests to return to work must be acknowledged by the Operations Chief / Operations Chief.
5. If a suitable job is not available at the time of the member's request, the member must contact the Operations Chief in person or by telephone once a week to renew their request. If a period of 10 calendar days elapses without such a contact, the member will be considered to have abandoned their right to be returned to work.
6. All job offers will be made by telephone. It is the member's obligation to keep the District advised of any changes in telephone numbers.
7. If a member is offered a suitable position in response to their request to return to work and that member refuses to accept it, that member will be considered to have voluntarily terminated their employment and abandoned the right to reinstatement or reemployment.
8. All members that return to work must pass a job-related agility test within 30 days and will be subject to drug testing.

9.

Return to work policy; non-job related injury or illness

1. All members that return to work must provide medical clearance.

All members that return to work must pass a job-related agility test within 30 days.

Smoking in the Workplace

Illinois Valley Rural Fire Protection District is a non-smoking facility. This includes the use of electronic cigarettes and vaping devices. Places outside the office may be designated as smoking areas; smoking is limited to these areas. Please do not smoke or vape within 10 feet of any entrance, exit, window, or air intake device. If any employee has a concern about the areas designated, that individual should speak with the appropriate supervisor.

Volunteer Right to Know/Hazard Communication Program

Illinois Valley Rural Fire Protection District provides a Hazard Communication Program so that all volunteers are aware of chemical hazards in the workplace. By becoming familiar with this information you can help prevent injuries and illnesses from chemical exposure. If you have any questions regarding chemical hazards, do not delay in asking your supervisor or Chief of Logistics.

The following safety precautions have been taken to prevent injuries and illnesses from chemical exposure:

Container Labeling

The Chief of Logistics will verify that all containers received for use will:

- Be clearly labeled as to the contents with a product identifier.
- Note the appropriate hazard warning with a precautionary statement, pictogram, hazard statement, and supplemental information.
- List the manufacturer/supplier name, address, and emergency phone number.

It is our policy that no container will be released for use until the above data is verified.

The supervisor in each section will ensure that all secondary containers have either an extra copy of the original manufacturer's label or a generic label that has identification and hazard warning blocks. For help with labeling, see the Chief of Logistics.

Safety Data Sheets (SDS)

Copies of safety data sheets for all hazardous chemicals that members of this organization may be exposed to will be kept in the Logistics Department and at Station #4.

All new members will be required to take a Hazard Communications class training (online) with annual updates to follow.

- An overview of the requirements contained in the Globally Harmonized Hazard Communication System;
- Chemicals present in your workplace operations;
- Location and availability of our written hazard communication program;
- Physical and health effects of the hazardous chemicals;
- Methods and observation techniques used to determine the presence or release of hazardous chemicals in the work area; and,
- How to reduce or prevent exposure to these hazardous chemicals through the use of control/work practices and personal protective equipment.

After attending the training class a certificate of completion is issued which will need to be signed and approved by the Chief of Training.

Substance and Alcohol

The objective of this policy is to provide a workplace and environment that are free from the effects of substance abuse. Furthermore, Illinois Valley Rural Fire Protection District has a responsibility to our members, to those who use or come into contact with our services, and to the general public to ensure safe operating and working conditions. To satisfy our drug free workplace objective and meet these responsibilities, we have established a work environment where members are free from the effects of drugs, alcohol, or other impairing substances. Accordingly, we have adopted this substance and alcohol policy.

The following conditions and activities are expressly prohibited on our premises or property or during work time or while representing us in any work-related fashion and will lead to corrective action, up to and including termination:

- Manufacturing, selling, attempting to sell, using, distributing or possessing alcohol or other controlled or substances that impair job performance or pose a hazard when use or possession occurs (as a government employer this includes marijuana);
- Reporting for or being at work while impaired by the use of alcohol, drugs, or controlled substances.

If your doctor prescribes over-the-counter or pharmaceutical drugs, you are responsible for determining if you are able to maintain work performance standards, including safety. If you are not, you are to contact your Operations Chief before returning work.

If you have a problem with substance or alcohol use and wish to undertake rehabilitation, you may be granted a leave of absence for this purpose. It is your responsibility to seek help before the problem adversely affects your work performance or results in a violation of this policy. If you need assistance in seeking this help, you may talk to the Operations Chief. No one will be discriminated against for undertaking rehabilitation.

Where we have a reasonable basis to believe that an volunteer is in violation of this policy, the volunteer will be required to submit to testing to determine presence of, use of, or involvement with alcohol or drugs. We reserve the right to determine whether reasonable basis exists.

The following definitions apply:

Reasonable suspicion is defined as specific, describable observations concerning such circumstances as the work performance, appearance including, for example, noticeable odor of an alcohol, behavior, or speech of the employee, or as being involved in an accident on organization premises that results in physical injury or property damage.

Presence of is defined as any noticeable or perceptible impairment of the employee's mental or physical faculties.

Controlled Substances are defined as any product causing potential impairment of an employees' mental or physical faculties.

Over-the-counter drugs are defined as those that are generally available without a prescription from a medical doctor.

Prescription drugs are defined as those drugs that are used in the course of medical treatment and have been prescribed and authorized for use by a licensed practitioner/physician or dentist.

Any volunteer who is found to be in violation of this policy and who refuses to submit to testing, or refuses to cooperate, or attempts to subvert the testing process will be subject to corrective action, up to and including termination.

Tobacco and Tobacco Products – to include vape/vaping products

You must not smoke/vape in or on any public portion of the District Premises. Smoking/Vaping is allowed only in designated areas. You must use common courtesy and cleanliness when smoking/vaping or using other tobacco products (dip/chew), including proper disposal of cigarette butts and spit cups/containers. Trash cans will not be used as spittoons.

Workplace Violence

Illinois Valley Rural Fire Protection District has a zero tolerance anti-violence workplace policy. The workplace will be free from intimidation, threats and violence. This includes, but is not limited to, physically, psychologically or emotionally intimidating or threatening behavior, physical or verbal mistreatment or injury, vandalism, sabotage, use of weapons, openly carrying weapons onto the District Premises or during any District duty or activity, or any other act that in the District's opinion is inappropriate in the workplace.

The use of District property, including but not limited to the District's communications systems, in a physically, psychologically or emotionally threatening, intimidating or violent manner is prohibited. All members are prohibited from bringing a weapon onto District Premises or possessing a weapon while performing any District duty or activity, except for the following individuals:

1. Members required to store, carry and/or use a weapon in performing their District duties;
2. Law enforcement officials, Special Deputies
3. An individual authorized under Oregon law to carry a concealed weapon in a public place. Under current Oregon law, the District cannot prohibit someone possessing a valid permit from carrying a concealed weapon in the public portions of the District's facilities; however, as your employer/volunteer organization, the District can and does prohibit you from carrying or storing a concealed weapon in any non-public portion of the District Premises unless approved by the fire chief in writing. Further, you are hereby notified that carrying, storage or use of a concealed weapon in the performance of any District duty or activity is expressly prohibited and not within the scope of your employment/volunteer services, UNLESS authorized and appointed as a Special Deputy by the Fire Chief and the Sheriff. If you carry, store or use a concealed weapon while performing a District duty or activity, you do so without District authority and will be individually responsible for such actions. If you intend to store or carry a concealed weapon on the District Premises, you must provide the Fire Chief or a Designee with a copy of a valid state permit before taking such action.

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 the District Premises with the intent to cause psychological or emotional harm, bodily injury or death.

If you believe you have been subjected to workplace violence, you have witnessed workplace violence, or you know an individual who has engaged in workplace violence, you must immediately report it to the Fire Chief or a Designee. If there is an immediate threat to your health/safety, or the health or safety of another member or other individual, or to District property, you must immediately call 911. The District will investigate all reports of workplace violence and take such action as it deems appropriate. If you engage in workplace violence, you may be subjected to discipline, up to and including immediate termination. The District also may report any incident of workplace violence to the appropriate law enforcement agency.

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

Special Deputy Status

Certain career members may be authorized by the Josephine County Sheriff to be Special Deputies. The primary function of the Special Deputy is to issue fire code related citations, not law enforcement activities. The Fire Chief will determine who can be a Special Deputy upon approval of the JoCo Sheriff and a background check. Weapons carrying Special Deputies will maintain a concealed weapons permit.

Special Deputies may be authorized to carry a weapon. This is for self-defense only. At no time will the career member engage in any law enforcement activities. In extremely rare events, a Special Deputy may be required to back up or assist a Josephine County Sheriff Deputy. The Special Deputy will be under the direction of the on scene law enforcement officer.

Fire District Special Deputies will receive the following training

1. Weapons qualification at least annually
2. Defensive training as soon as practical
3. Participate in Josephine County Sheriff continuing education training

Weapons and ammunition are the responsibility of the Special Deputy. This is not property of the Fire District.

Emergency Preparedness

Illinois Valley Rural Fire Protection District may be subject to major disruptions as a result of occurrences beyond the control of the organization. All volunteers should exercise good judgment in responding to these events as the situation necessitates. Illinois Valley Rural Fire Protection District will try to provide emergency and limited services during periods of disruptions. The Fire Chief shall make the determination to close the organization, suspend activities, or make the organization available for community support.

In the event of potential or actual disruptions that may be weather-related or a result of a catastrophic event such as an earthquake, fire, explosion, or public health emergency, contact the Fire Chief.

Should a threat to company property or a volunteer be received, it should be reported immediately to the Fire Chief or Designee.

Conclusion of Volunteer Service

Separation from Service

Separation from Illinois Valley Rural Fire Protection District occurs when you voluntarily resign, from volunteer service or are discharged by the organization.

Resignation

Employment Volunteering with us is “at-will,” which means you are free to stop service at any time, with or without cause or notice. However, in order to achieve an orderly transition, we would appreciate receiving notification of your resignation at least 10 working days before the intended date of departure.

Volunteer Service Abandonment

To maintain a safe and productive work environment, volunteers are expected to be reliable in reporting for scheduled work. Absenteeism and tardiness place a burden on other volunteers and on the organization; poor attendance and excessive tardiness are disruptive. Either may lead to corrective action, up to and including termination of employment. If a volunteer fails to call in or show up for work for three [3] consecutive shifts or days, job abandonment and voluntary resignation will be assumed.

Discharge

Our philosophy and general practice is to provide volunteers who have completed the initial introductory period of volunteering with an opportunity to correct minor performance and conduct problems before discharge is implemented.

The organization has a corrective action policy found in this Handbook that describes action management may take, at its discretion, to correct performance infractions prior to discharging volunteers. The decision to discharge volunteers is based not only on the seriousness of the current performance infraction, but also on the individual’s overall performance record and length of service.

We also believe that our volunteers should be given an opportunity to be heard in matters involving corrective action, including discharge, and we have provided a formal dispute resolution procedure found in this Handbook for that purpose. You are encouraged to use this procedure to resolve any issues you may have that cannot be resolved by consulting with your supervisor.

Exit Interview

An exit interview may be arranged to give you an opportunity to address unresolved issues before leaving the organization. It also allows us to solicit your opinions about our organization and any suggestions you may have for its improvement. We encourage all volunteers invited to participate

in an exit interview when they separate from employment to do so, and we value all opinions and suggestions we receive in the process.

Return of Organization Property

Upon separation from employment, either voluntarily or otherwise, you must return all organizational property in your possession. Such property may include credit cards, organization vehicles, keys, ID cards, pagers, tools, software, electronic devices, uniforms, this Handbook, and any other items in your possession that belong to the organization. By a separate written agreement each employee has agreed the value of the District property is their responsibility and if not returned the District will take legal actions to recuperate costs to replace the unreturned property.