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## **316** POLICY: Personal Projects On-Duty

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Approval: BOFC

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Reviewer:

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### **316.1 PURPOSE AND SCOPE**

The purpose of this policy is to establish the specific conditions in which privileges may be granted to conduct some personal projects while on-duty.

### **316.2 POLICY**

It is the policy of the Orcas Island Fire & Rescue to consider granting privileges to members to conduct personal projects while on-duty in some circumstances. Members assigned to a fire station may experience downtime during their shift and have an opportunity to engage in some personal projects. When this opportunity arises, permission may be granted, subject to the following conditions:

- a. Personal projects shall not interfere with emergency response demands.
- b. Personal projects shall not interfere with other assigned station duties.
- c. At their discretion, the Fire Chief, Battalion Chief, or shift officer may deny or revoke permission for a personal project while on-duty.
- d. District equipment or resources shall not be used for personal projects.
- e. Office supplies and office equipment (e.g., copiers, fax machines) shall not be used for personal projects.
- f. All district policies must be followed while engaged in the personal project.

### **316.3 PROHIBITED PERSONAL PROJECTS**

For the purposes of this policy, the following personal projects are prohibited:

- a. Any project for which someone other than the District is compensating the member.
- b. Any project that has no association to the District and/or the fire service.
- c. Any project that has no personal, career-related or promotional value.
- d. Any project that has the potential to cause injury or illness to anyone, or the potential to create risk or liability for the District.

The acceptable or prohibited nature of a project may vary for employees and volunteers. If a project is questionable in nature, consult with the Battalion Chief or shift officer prior to engaging in the project. The Fire Chief may review the scope of a project at any time and provide direction as to the acceptable or prohibited nature of the project.