

Tigerville Fire Department Personnel Procedures and Policies

- 1.0 Organization of the Tigerville Fire District – Board of Commissioners
- 2.0 Mission of the Tigerville Fire Department
- 3.0 Fire Department Personnel Policies
 - 3.01 Chain of Command
 - 3.02 General Administrative Policies
 - 3.02.1 Physical Requirements for Active Duty
 - 3.03 Employee Status
 - 3.04 Equal Opportunity Employment Policy
 - 3.05 Hours of Work
 - 3.05.1 Hours of Work – Fire Chief
 - 3.06 Daily Duties
 - 3.07 Exception to Normal Workweek
 - 3.08 Emergency Call-Back
 - 3.09 Driver's License
 - 3.10 Compensation
 - 3.10.1 Annual Compensation Review
 - 3.10.1.1 Employee Performance Review
 - 3.10.2 Chief's Annual Compensation Review
 - 3.10.3 Benefits
 - 3.10.4 Department Insurance and Liability
 - 3.10.5 Payroll
 - 3.20 Promotions
 - 3.30 Termination
 - 3.40 References for Former Employee
 - 3.50 Exit Interviews
 - 3.60 Lay-Offs
 - 3.70 Attendance and Leave
 - 3.70.1 Vacation (Annual Leave)
 - 3.70.2 Holidays
 - 3.70.3 Sick Leave
 - 3.70.4 Personal Leave
 - 3.70.5 Military Leave
 - 3.70.6 Bereavement Leave
 - 3.70.7 Civil Leave
 - 3.80 Standards of Conduct
 - 3.80.1 Discrimination
 - 3.80.2 Sexual Harassment
 - 3.80.3 Protected Category Harassment
 - 3.80.4 Dress (uniform) Standards
 - 3.80.5 Jewelry & Tattoos
 - 3.80.6 Personal Cell Phones, Cameras, Recording Technology,

Use of District Name

- 3.90 Safety
 - 3.90.1 Risk Management
 - 3.90.2 Injury Reporting
 - 3.90.3 Bloodborne Pathogen Exposure
- 4.0 Training
 - 4.10 Continuing Education
- 5.0 Station and Grounds
 - 5.10 Use of Station
- 6.0 Apparatus
- 7.0 Business Travel
- 8.0 Use of Department Vehicles
 - 8.00.1 Use of Chief's Vehicle
 - 8.01 Department Vehicle Mileage Logs
- 8.10 Vehicle Accident Reporting
- 9.0 Use of Personal Vehicle
- 10.0 Fire Marshall Inspections
- 11.0 Use of Department Computers, Software and Internet Resources
 - 11.10 Privacy
- 12.0 Public/Customer Relations
- 13.0 Communication with Elected Officials
- 14.0 Conflict of Interest
- 15.0 Financial Policies
- 16.0 Federal, State, or Non-Government Grants
- 17.0 Fund Raising Activities
- 18.0 Volunteers
 - 18.01 Bonus for Volunteers
 - 18.02 Bonus for Paid Staff
 - 18.03 Reimbursement of Training Expenses for Volunteers
- 19.0 Explorers
- 20.0 Freedom of Information

Appendix

- TFD Commission ByLaws
- Accident Reporting Form (Workman's Comp)
- 29 CFR 1910.1030 - OSHA Bloodborne Pathogens Standard
- Personnel Evaluation Form