

BOARD OF PUBLIC WORKS AND SAFETY

RESOLUTION NO. 18-18

A RESOLUTION OF THE BOARD OF PUBLIC WORKS AND SAFETY OF THE CITY OF GREENWOOD AMENDING FIRE DEPARTMENT GENERAL ORDERS 2.1 (RADIO ASSIGNMENT, ACCOUNTABILITY, AND SECURITY), 5.4 (CONTROLLED SUBSTANCES), 7.1.2. (UNIFORM POLICY) AND OPERATIONAL GUIDELINE 3.3 (MOTOR VEHICLE ACCIDENT)

WHEREAS, it is important to set written policies relating to certain aspects of the duties and responsibilities of fire fighters and employees of the Fire Department given their critical role in protecting and serving the community and the unique safety concerns regarding their employment;

WHEREAS, the Board of Public Works and Safety approved, amended and established by Res. 18-07 certain General Orders for the Fire Department;

WHEREAS, the Fire Department recommends revisions to General Order 2.1 Radio Assignment, Accountability, and Security regarding the definition of "Portable Radio Ensemble", General Order 5.4 Controlled Substances regarding procedures to safeguard narcotics, and General Order 7.1.2 Uniform Policy regarding seasonal Class-C Uniform standards (copies of which are attached hereto as Composite Exhibit A);

WHEREAS, the Fire Department further recommends revisions to Operational Guideline 3.3 Motor Vehicle Accident regarding the use of rescue helmets (a copy of which is attached hereto as Exhibit B);

WHEREAS, it is in the best interests of the City, the Fire Department, and the citizens to approve and adopt the amended General Orders and Operational Guideline as recommended,

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF PUBLIC WORKS AND SAFETY OF THE CITY OF GREENWOOD, INDIANA THAT:

1. Amended Greenwood Fire Department General Order 2.1 Radio Assignment, Accountability, and Security, Amended Greenwood Fire Department General Order 5.4 Controlled Substances, and Amended Greenwood Fire Department General Order 7.1.2 Uniform Policy, attached hereto as Composite Exhibit A, are hereby approved and adopted.
2. Amended Greenwood Fire Department Operational Guideline 3.3 Motor Vehicle Accident, attached hereto as Exhibit B, is hereby approved and adopted.
3. The attached amended General Orders and Operational Guideline shall go into immediate effect upon passage of this Resolution.
4. The Fire Department shall distribute the amended General Orders and the amended Operational Guideline to all affected employees and shall obtain a signed acknowledgment of receipt from all said individuals.

PASSED BY THE BOARD OF PUBLIC WORKS AND SAFETY OF GREENWOOD, INDIANA this 17th day of December, 2018, by a vote of 2 ayes, 0 nays.

BOARD OF PUBLIC WORKS AND SAFETY

Kevin Hoover

Jeffrey Colvin

Shan Rutherford

ATTEST:

Amanda Leach, Board Clerk

Greenwood Fire Department

GENERAL ORDERS

General Order: 2.1

Section: Communication & Technology

Subject: Radio Assignment, Accountability, and Security

Pages: 2

Revision Date: 3/22/2016



I. Purpose

- A. To establish a guideline regarding the use, maintenance, accountability, and security of Greenwood Fire Department radios and to standardize the use of radios for optimum performance, ease of use, and protection of the equipment.
- B. The department has expended significant funding to secure a portable radio for each riding position and staff personnel and a mobile radio for each piece of fire apparatus, ambulance and staff vehicle. It is imperative for personal safety that radios be secured and maintained at all times.

II. Definitions

- A. FIRE DEPARTMENT PERSONNEL: Any employee of the Greenwood Fire Department – sworn or civilian.
- B. MOBILE RADIO: A permanently mounted radio in all fire apparatus, ambulances, and staff vehicles.
- C. PORTABLE RADIO: A handheld radio designed for use away from apparatus, ambulances, and staff vehicles.
- D. PORTABLE RADIO ENSEMBLE: The following portable radio equipment shall be a complete portable radio ensemble:
 - 1. ~~Motorola XTS 5000R radio w/rf adapter~~ Motorola APX 6000XE, APX 4000 or APX 900 radio
 - 2. Speaker Microphone Antenna (SMA) lapel microphone ~~with an antenna~~
 - 3. Leather carrying case with shoulder strap and anti-sway strap

III. Policy

A. ISSUANCE OF PORTABLE RADIOS:

- 1. FIRE APPARATUS and AMBULANCES: A complete radio ensemble shall be issued to each riding position on fire apparatus and ambulance. It is the responsibility of each person assigned to that position to secure their radio at the beginning of their shift and to properly transfer it to their relief person. Any discrepancies shall be reported as they are identified.
 - a. Portable radios shall be secured either in the leather carrying case or protected in the radio pocket on the outside of the turnout coat while used in field operations including training or any other activities off station.
- 2. STAFF PERSONNEL and BATTALION: A complete radio ensemble shall be issued to each staff personnel as deemed necessary. Two complete ensembles shall be issued to the battalion vehicle.

B. ASSIGNMENT:

- 1. Radios will be assigned and identified as follows for each engine, ladder, and rescue:
 - a. A-Officer
 - b. B-Riding position immediately behind officer
 - c. C-Riding position immediately behind engineer
 - d. D-Engineer
- 2. Radios will be assigned and identified as follows for each battalion, ambulance, and hazmat:
 - a. A-Officer

- b. B-Engineer or Driver
- 3. Radios will be assigned and identified as follows on the TSU and staff personnel:
 - a. A-Engineer/Staff

C. ACCOUNTABILITY

1. On-coming personnel are to check for the presence and condition of the portable radio assigned to his or her riding position. On-coming personnel are to insure the radio is functioning properly. It is the responsibility of the company officer or acting officer to account for all radios assigned to a fire company at all times. All personnel are required to account for and secure radios assigned to his or her riding position. Security includes, but is not limited to belt clip, carrying case, and shoulder strap.
2. If a radio cannot be accounted for, and has not been previously documented, the on-coming officer or acting officer must report this finding to his or her Battalion Chief immediately. This must be done in writing, stating all pertinent facts. After a review of the report, the Battalion Chief will forward a copy of the written report to the Assistant Chief and Communications Coordinator. If a radio assigned to the Battalion Chief cannot be accounted for, and has not been previously documented, the on-coming Battalion Chief shall make a written report with all the pertinent facts and forward a copy to the Assistant Chief and Communications Coordinator.
3. Notification must be made no later than 0800 hours. If notification is made after 0800, the officer or acting officer on duty will be expected to have assumed responsibility for all radios. Extenuating circumstances will be taken into account, e.g. relief that takes place on the scene of an emergency or other activity, i.e. a detail.

D. SECURITY

1. Fire department personnel should be in secure possession of their assigned portable radio at all times when they are away from quarters. This includes, but not limited to emergency responses, training, details, and meetings.

E. LOST OR STOLEN RADIO

1. If a radio becomes lost or is stolen, the officer or acting officer must notify the on-duty Battalion Chief immediately. A written report will be made containing all the pertinent facts and reviewed by the on-duty Battalion Chief. The on-duty Battalion Chief will then forward a copy of the written report to the Assistant Chief and Communications Coordinator.
2. If a radio assigned to any staff personnel becomes lost or stolen, notification should be made immediately to the Fire Chief, the Assistant Chief, and Communications Coordinator. A written report with all the pertinent information will be made and forwarded to the Fire Chief, Assistant Chief, and Communications Coordinator.
3. If a portable radio is determined to have been lost due to negligence, the matter will be referred to the Fire Chief for possible disciplinary action.
4. A lost or stolen radio must be reported to police.

F. RADIO MAINTENANCE

1. Fire department personnel experiencing radio problems, including a damaged radio or any part of the ensemble, shall make notification to his or her supervisor and create a ticket in the Fire Help Desk program. The nature of the damage or malfunction must be documented in the Fire Help Desk ticket.

Greenwood Fire Department

GENERAL ORDERS

General Order: 5.4

Section: EMS

Subject: Controlled Substances

Pages: 2

Revision Date: 3/6/2017



I. Purpose

- A. To establish a procedure to ensure that the Greenwood Fire Department complies with all regulations concerning the use and handling of controlled substances.

II. Definition

- A. Controlled Substance- a drug, substance, or immediate precursor listed and classified in schedule I (I.C. 35-48-2-4), schedule II (I.C. 35-48-2-6), schedule III (I.C. 35-48-2-8), schedule IV (I.C. 35-48-2-10), schedule V (I.C. 35-48-2-12), or as may be re-classified pursuant to I.C. 35-48-2-14.

III. Policy

- A. Greenwood Fire Department personnel will adhere to all federal, state, local laws, and Greenwood Fire Department policies and/ or procedures pertaining to the administration, storage, and destruction of controlled substances. Failure to adhere to the herein outlined procedures will result in disciplinary procedures up to and including termination and possible referral to law enforcement. Controlled substances in this policy include Fentanyl, Ketamine, and Midazolam (Versed).

IV. Procedure

A. Expired and/ or Damaged Narcotics: Daily Count of Narcotics

1. All controlled substances shall be counted and documented, **using the Daily Narcotic Log**, every time the narcotic key is passed from one paramedic to another or the paramedic begins or ends their tour of duty. **If the oncoming paramedic is not relieving another paramedic, the narcotics shall be retrieved from the wall safe located in the company officers' office. The key to the narcotics box shall be retrieved from the Knox vault on the apparatus.**
2. **The on duty paramedic shall retain possession of the narcotics box key until they are relieved by another paramedic or the narcotics are locked in the wall safe at the end of their shift.**
3. The actual count of narcotics in the box shall match the record and the control number located in the upper left hand corner of the ~~"Narcotic Control Sheet"~~ **Daily Narcotic Log**. Lot Number shall correspond with the number on the container of the narcotic.
4. ~~If the paramedic does not have a paramedic to relieve them, control of the narcotics shall be transferred to the Knox box on the engine and recorded on the log sheet in the Knox box.~~ **the narcotics box key shall be transferred to the Knox vault on the apparatus. The narcotics box shall be locked up in the wall safe located in the company officers' office.**
5. Expired controlled substances shall be returned to the Greenwood Fire Department Division Chief of EMS.
6. If a narcotic container is damaged or appears to have been tampered with, or if there is a discrepancy in the count, the Battalion Chief will be notified immediately and the Battalion Chief will then notify the Division Chief of EMS in an expedited fashion.

B. Documentation

1. **In the event a controlled substance is used the appropriate medication administration sheet shall be filled out.**
2. **Any medication that remains after administering a controlled substance shall be wasted at the earliest possible time following the call. Wasting a controlled substance requires a witness and their signature.**

3. After completing the medication administration sheet and wasting any remaining medication, the narcotic log sheet shall be updated to reflect the most recent count.

C. Medical Use of Controlled Substances

1. Controlled substances shall be administered only on the order of a licensed Indiana Physician or as per Indianapolis Metropolitan Area EMS protocols.
2. If receiving a verbal order for controlled substance, the Physician giving the order shall be documented on the ~~"Narcotic Control Sheet"~~ **Daily Narcotic Log**.
3. When only a portion of the controlled substance is administered the remaining portion shall be destroyed in the presence of another certified EMT, Paramedic, RN, or Physician.
4. The paramedic and the other healthcare provider shall sign the ~~"Narcotic Control Sheet"~~ medication administration sheet under the wasted medication column.

D. Acquisition of Controlled Substances

1. All controlled substances shall be purchased through Central Pharmacy at Community Hospital East.
2. When controlled substances are in need of replacement or are within one month of expiration, written notice shall be made to the Greenwood Fire Department Division Chief of EMS.
3. The Greenwood Fire Department Division Chief of EMS shall contact the Medical Director and Supervising Hospital Director for verbal and written permission to purchase the controlled substances.
4. The Greenwood Fire Department Division Chief of EMS shall physically acquire the controlled substances from a CHN Pharmacy.
5. The ~~"Narcotic Control Sheet"~~ shall be documented with the corresponding lot number of the new controlled substance. If there is any remaining expired controlled substance it shall be destroyed in the manner listed above.

Greenwood Fire Department

GENERAL ORDERS

General Order: **7.1.2**

Section: **Personnel - General**

Subject: **Uniform Policy**

Pages: **4**

Revision Date: **12/12/2018**



I. Purpose

- A.** To establish uniform clothing and station wear guidelines for the Greenwood Fire Department. The most current uniform specifications will be listed in the uniform policy. All uniforms will be ordered and issued through the G.F.D. Quartermaster. It is the duty of each sworn member of the Department to be accountable for the security of issued uniforms and insignia. The Department is responsible through the quartermaster for repair or replacement of all uniforms due to damage or general wear. Members shall return all items issued through the quartermaster upon retirement or request of the Department with exception of footwear. Members shall maintain and wear such uniform and protective clothing as prescribed.

II. Definitions

- A.** Summer Months: May 1st through September 30th.
- B.** Winter Months: November 1st through March 31st.
- C.** Swing Months: April and October.
- D.** Business Hours: Used in this order shall mean the period of time between 0800 and 1800 hours, Monday through Friday, except on holidays recognized by the City.
- E.** Quartermaster: A supply unit of the Greenwood Fire Department for purchasing, maintaining, and dispersing of uniforms.
- F.** Uniformed Personnel: Firefighters and Officers who are issued uniforms through the Quartermaster.
- G.** Civilian Personnel: Non-Uniformed Employee.

III. Policy

A. Required Uniforms

1. All Uniformed Personnel

a. Class-A Uniform

1. All uniformed personnel shall obtain a Class-A uniform within 18 months of employment.
2. Flying Cross long sleeve white shirt with epaulets and flaps on pockets. Shall have G.F.D. patch on upper left sleeve and American flag centered on right sleeve.
3. White cotton or Dri-fit tee shirt
4. Black tie- straight black military style.
5. Flying Cross navy blue dress pants.
6. Socks, black.
7. Shoes, black patent leather plain toe military style.
8. Flying Cross navy blue dress blouse, double breasted 6 silver button front with badge tab on left breast. Shall have G.F.D. patch on upper left shoulder and American flag on upper right shoulder. Officers will have gold buttons, gold rank stripes on lower sleeves. Years of service Maltese Crosses gold (officers), silver (firefighters) on lower left sleeve.
9. Belt, Boston Leather (6582) smooth leather with gold buckle (officers) or silver buckle (firefighters).

10. Hat, Bell Crown style. Officers will be white with gold hat badge, watchband style hat band and buttons. Firefighters will be navy blue with silver hat badge, watchband style hat band and buttons.

b. Class-B Uniform

1. Flying Cross medium blue button shirt with G.F.D. patch on upper left sleeve and American flag patch on upper right sleeve. Short sleeve shirt to be worn during summer and swing months. Long sleeve shirt to be worn during winter and swing months.
2. Navy blue cotton or Dri-fit tee shirt.
3. Navy blue 5.11 station/company pant.
4. Belt, Boston Leather (6582) smooth leather with gold buckle (officers) or silver buckle (firefighters).
5. Black shoes or black boots smooth toe with maximum heel height of one (1) inch.
6. Socks, black or navy blue. White socks allowed only with high top boots.

c. Class-C Uniform

1. **Summer Months:** Department short sleeve tee shirt, Dri-fit tee shirt, polo, 5.11 shorts
Winter Months: Department long sleeve tee shirt, short sleeve tee shirt, Dri-fit tee shirt, sweatshirt, or 5.11 job shirt.
Swing Months: Department long sleeve tee shirt, short sleeve tee shirt, Dri-fit tee shirt, polo, sweatshirt, 5.11 job shirt.
2. Navy blue 5.11 station/company/EMS pants
3. Belt, Boston Leather (6582) smooth leather with gold buckle (officers) or silver buckle (firefighters).
4. Black shoes or black boots smooth toe with maximum heel height of one (1) inch. Black low cut athletic shoes without different color emblem or lettering.
5. Socks, black or navy blue. White socks allowed only with high top boots.
6. At no time should a department long sleeve tee shirt, sweatshirt, or 5.11 job shirt be worn with 5.11 shorts as a Class-C uniform.
7. During winter months, department short sleeve tee shirt or Dri-fit tee shirt may be worn on station but should only be worn off station when used as an undershirt with a sweatshirt or 5.11 job shirt.

d. Class- D Uniform

1. Departmental tee shirt, Dri-fit, sweatshirt, or 5.11 job shirt.
2. Departmental athletic shorts or sweatpants.

e. Administrative Uniforms

1. Flying Cross white button shirt with G.F.D. patch on upper left sleeve and American flag on upper right sleeve.
2. White or blue polo shirt
3. Long or short sleeve tee shirt
4. Short sleeve shirt are to be worn during summer and swing months. Long sleeve shirt are to be worn during winter and swing months.
5. White cotton or Dri-fit tee shirt shall be worn under any white uniform shirt.
6. Navy blue 5.11 station/company or Vertx pant

7. Belt, Boston Leather (6582) smooth leather with gold buckle.
8. Black shoes or black boots smooth toe with maximum heel height of one (1) inch.
9. Socks, black or navy blue. White socks allowed only with high top boots.
10. Class D uniform is acceptable if planning physical activity.

f. Honor Guard Uniform Additions

1. Flying Cross navy blue dress blouse, double breasted 6 button front with gold buttons, badge tab on left breast and epaulettes. Shall have G.F.D. patch on upper left shoulder with Honor Guard Rocker and American flag on upper right shoulder.
2. White Bell Crown style hat with gold watch style band and buttons.
3. White parade belt (supplied by Honor Guard Commander).
4. White gloves (supplied by Honor Guard Commander).
5. Honor Guard Badge and Hat Badge.

g. Outerwear

1. Navy blue department issued coat.
2. Black Port Authority issued coat.
3. Navy blue department issued stocking cap during winter and swing months.

h. Non Uniform Civilian Personnel

1. Non uniform civilian personnel will be allowed to wear any clothing with or without the appropriate Greenwood Fire Department logo.
2. All clothing must be clean and good repair. Clothing shall be modest and appropriate for an office environment.

B. Uniform Procedures

1. Overview

- a. Department members are not permitted to wear any department uniform while off duty without the approval of the Fire Chief.
- b. Change of Shift: Department approved and issued uniforms shall be worn on all emergency responses. Meaning:
 1. Firefighters reporting for duty shall don department issued uniforms prior to placing turnout gear on apparatus.
 2. Firefighters being relieved of duty shall wear department issued uniforms until their turnout gear has been removed from the apparatus.
- c. Shift personnel will wear class C uniform during business hours and can wear class D uniform during physical fitness activities and non-business hours.
- d. During extreme weather operations, shift personnel uniforms will be at the discretion of the shift Battalion.
- e. Special event tee shirts will be worn at the discretion of the Fire Chief.

- f. Condition of Uniforms: All uniforms must be kept clean and in good condition. Fabrics that are worn out or threadbare shall be replaced. Lost or damaged items must be reported to the Quartermaster through the appropriate station officer.
- g. Sleeping Quarters: A minimum of the **Class D uniform** must be worn by all firefighters in areas common to both males and females and while sleeping in dormitories.
- h. Funeral or Memorial Services: All firefighters attending these services shall wear the Class A uniform **with** blouse unless designated by the officer in charge of the detail.
- i. Firefighters who work in administration on a temporary basis (e.g. detail or light duty) may wear class C uniform unless otherwise instructed by a superior officer.
- j. If uniforms have been stolen, the theft will be reported to the shift battalion who will contact G.P.D. and must see that a police report is filed. Police report documentation must be presented to the Quartermaster before replacement of uniforms.

2. GFD Department Patch, Badge, Nametag, Rank Insignia and Length of Service Patches

- a. All personnel will wear the current fire department patch.
- b. All badges will be issued by the Chief of the Fire Department at pinning or at time of appointment. Badges will be silver for all personnel other than officers, which will be gold in color. The badges will be worn on the Class A and B dress duty shirts on the badge flap. The hat badge will be worn on the Class A hats. This badge will be silver in color for all personnel other than officers, which will be gold in color.
- c. All nametags will be ordered through the Fire Department Quartermaster. Nametags will be silver for all personnel other than officers, which will be gold in color. The nametags will be worn on the flap of the right breast pocket on the class A and B dress duty shirts. Nametags will be centered horizontally with the top edge aligned with top of flap.
- d. Rank insignia for officers will be worn on the collars of the class A and B dress duty shirts and class A blouse, centered on both collars, with the centerline of the insignia bisecting the points of the collar, 1 inch up from the collar point.
- e. Honor Guard members uniforms will conform to the standards of the Honor Guard.


3. Chiefs Exemption Policy

- a. Station specific hats, stocking caps, and patches will only be allowed with written permission from the Fire Chief.

IV. Reference

A. Uniform Standard Issue Amounts

	24 Hour Personnel	12 Hour Personnel	Reserve Personnel	Admin. Personnel
<u>Class A</u>				
Shirt- Long Sleeve	1	1	1	3
Shirt- Short Sleeve				3
Pant	1	1	1	1
Blouse	1	1	1	1
Tie	1	1	1	1
Hat	1	1	1	1
<u>Class B</u>				
Short Sleeve	1	1	1	
Long Sleeve	1	1	1	
<u>Class C</u>				
Duty Pant	4	3	2	5
Sweatpant	3	2	1	2
Athletic Short	3	2	1	2
5.11 TacLite Pro Short	1	1	1	1
Tee/Dri-fit Shirt	6	4	2	
Sweatshirt	3	2	1	2
5.11 Jobshirt	2	1	1	2
Polo Shirt	2	1	1	3
Special Event Tee	1	1	1	
Belt	1	1	1	1
Coat	1	1	1	1
Flex Fit Hat	Optional	Optional	Optional	Optional
Stocking Cap	Optional	Optional	Optional	Optional

Greenwood Fire Department OPERATIONAL GUIDELINE				
OG:	3.3	Section:	EMS	
Subject:	Motor Vehicle Accident	Revision Date:	03/09/2016	
Page:	1			

I. Purpose

- A. This guideline addresses the response to and operations at motor vehicle accident and pertains to all members of the Greenwood Fire Department as well as any agency providing aid or assistance.

II. Policy

A. Minor Motor Vehicle Accident

1. Apparatus placement is a high priority to ensure safety and access of all rescue personnel and patient(s) in accordance with OG 5.4.
2. All personnel on the scene of the incident operating in the hot zone shall don full protective clothing, which may include department provided rescue helmets, and Class II reflective safety vests unless otherwise directed by Incident Command. All other personnel on the scene of the incident shall don a Class II reflective safety vest unless otherwise directed by the Incident Command.
3. Personnel shall ensure that the scene is stabilized as to eliminate any danger to the rescue members or the patients. This should include, but not limited to, vehicle stabilization, hazardous conditions (fuel leaks, etc.) and patient stabilization.
4. If multiple apparatus are involved in the response, including units from other agencies, the incident command system in accordance with OG 1.1.1 should be utilized to coordinate all activities on the scene.

B. Motor Vehicle Accident with Entrapment

1. The first arriving apparatus should: establish command per O.G. 1.1.1, provide initial stabilization of the vehicle(s), provide patient care and call for additional resources if needed.
2. On all accidents, the personnel assigned to the rescue or extrication group should be responsible for the extrication of patients and will work within the operations branch.
3. Full protective clothing including eye protection and gloves shall be worn while in the hot zone. Department issued rescue helmets should be used by rescue personnel entering the car if available. Helmets should not be removed while inside, or around the vehicle. Members performing extrication may also use rescue helmets. A rescue helmet and eye protection may be used to protect the patient(s) if needed.
4. A charged 1 ¾ inch hand line shall be in place prior to the start of the extrication.
5. Every attempt should be made to provide initial EMS care to patients prior to the start of extrication operations.
6. An extrication blanket shall be placed over the patient and rescuer while any extrication is being conducted.
7. When glass removal is conducted, the rescuer in charge of patient care shall coordinate the glass removal. This requires the ultimate in safety for both the rescuer and patient(s).
8. Prior to any cutting operations, the peel and peek method will be utilized to avoid cutting into any high pressure air bag cylinders or high voltage cables.
9. Door access or removal shall be performed when necessary. This may be accomplished by unlocking the door or utilizing hydraulic or pneumatic tools.

- 10.** Roof flap or complete roof removal shall be performed when necessary. Caution should be taken with vehicles having sun roofs and spring loaded hatch backs.
- 11.** Dash displacements/rolls shall be performed when necessary.
- 12.** EMS care shall continue to be provided to the patient(s) during the extrication, if possible. The rescuers and patients are not to be placed in an unsafe situation at any time.
- 13.** Patient removal shall be accomplished any time when the necessary patient access has been obtained and does not interfere with the patient care.