

SECTION 100
Rules and Regulations

SOP 100.01
Administration

1. A bulletin board is available in hallway in the training room for posting general correspondence, special notices, work assignments, training schedules etc.
2. A manual(s) containing the departmental bylaws, rules and regulations, and sops will be provided in the communications room.

SOP 100.02 DEFINITIONS

Member in good standing: Any member who has fulfilled the requirements for the North Haines Volunteer Fire Department Inc. according to its By-lays and Constitution.

Chain of Command: Line of authority from the fire chief through a single subordinate at each level of command.

District: The physical area within the defined boundaries of the protection district.

Dismissal: The act of terminating the service of a member.

EMS: Emergency medical service.

Fire Corps: Fire Corps is a partner program under the Citizen Corps initiative and is administered by the National Volunteer Fire Council. The purpose of the Fire Corps is to assist the Fire Department with incident operations, and other tasks as delegated by the Fire Chief or his designee

Gender: Within this manual, the words “he” and “his” shall be construed to refer to both genders.

Incident Commander: The person responsible for all aspects of an emergency response; including quickly developing incident objectives, managing all incident operations, application of resources as well as responsibility for all persons involved. The incident commander sets priorities and defines the organization of the incident response teams and the overall incident action plan. The role of incident commander *may* be assumed by senior or higher qualified officers upon their arrival or as the situation dictates. Even if subordinate positions are not assigned, the incident commander position will always be designated or assumed. The incident commander may, at their own discretion, assign individuals, who may be from the same agency or from assisting agencies, to subordinate or specific positions for the duration of the emergency.

ICS System: Is a standardized approach to the command, control, and coordination of emergency response providing a common hierarchy within which responders from multiple agencies can be effective

Insubordination: The willful disobedience of any order lawfully issued by a superior officer; or any disrespectful, mutinous, insolent, or abusive language toward a superior officer.

Length of service: The period of time starting from the date a member begins until the present or until the date the member resigns or is terminated.

May and should: The word “may” is permissive. “Should” is advisory. Where used, the word “should” implies that while the procedure is not mandatory, it is in the best interest of everyone involved for the procedure to be followed.

Members: A collective term applied to all persons on the department.

Mutual Aid Agreements: Contracts that define working relationships and response plans between departments and outside agencies or jurisdictions. The agreements create a set of expectations and requirements for the organizations involved.

Personnel: Fire department members.

Policy: A plan or course of action designed to influence and determine decisions and actions. Purpose is to ensure consistency of action and provide guidelines for a given activity. Policies must allow for change depending on the circumstances.

Probationary period: The initial period of new applicants’ service, beginning with the date of acceptance.

Procedure: While policy guides decision making, a procedure is a more detailed guide to action. A procedure details the steps to be followed, and in what order, in carrying out a policy related to a specific recurring situation.

Resignation: The act of voluntary termination of a member’s service.

Responder Exposure Control: Use of PPE/barrier protection, incident operations, incident recovery and post-exposure procedures.

Purpose: Shall describe the goal of the SOP and what is created to accomplish.

Rules and regulations manual: A written collection of administrative policies, operational procedures, and rules and regulations authorized by an order of the fire chief.

Safety Officer: Functions compromised of the health and safety officer and the incident safety officer. These roles can be performed by one member or several members as designated by the chief.

Scope: Describes situations for which the SOP was created.

Shall and will: The words “shall” and “will” as used herein indicate that the action referred to is mandatory.

S O P: An organizational directive that establishes a standard course of action. SOPs are broad organizational guidelines written to explain what is expected and required of fire service personnel in performing tasks safely & effectively. SOPs don't describe how to do the job (technical skills)--they describe the department's rules or policies for doing the job (procedural guidance).

Strategic Plans/Master Plans: Are developed by fire service agencies to put in place a set of expectations for the present and the future. They identify short-term/long-term goals and clarify agreements and relationships that must be addressed in operations. SOP's must work in concert with strategic plans to meet the established goals.

Superior officer: Any member with supervisory responsibilities, either temporary or permanent, over members of a lower rank.

SOP 101.01 **Membership**

Premise:

There may on occasions be persons who desire to become members of the NHVFD who may or may not reside within reasonable distance of the Fire Station, and may or may not be members of other fire departments or related organizations

Purpose:

It is the purpose of this guideline to establish the requirements for residency, membership in associated organizations and the application process for persons desiring to become members of the NHVFD.

Scope:

This guideline will apply to all persons making application for membership into the NHVFD. It is the policy of the NHVFD to affirmatively recruit, train and promote the most qualified persons into all job levels without regard to race, color, religion, national origin, sex and disability (except where disability and sex are bona fide occupational qualifications.)

A. RESIDENCY REQUIREMENTS

1. Any person residing outside a five-mile radius of the North Haines Fire Station may not be granted membership to the North Haines Volunteer Fire Department Inc.
2. The General membership of the NHVFD shall have the authority to waive the residency requirements if the general membership feels it is in the best interest of the fire department to grant such a waiver.
3. The general membership of the NHVFD shall have the authority to request any active or inactive member to resign their membership in NHVFD if they live outside the five-mile radius and if the general membership deems it in the best interest of the fire department. This request shall require a 2/3 majority vote of members present at a given regularly scheduled meeting.

B. MEMBERSHIP IN ASSOCIATED ORGANIZATIONS

1. Any person who is an active current member of another volunteer fire department may not be granted membership in the NHVFD. The applicant may be asked to submit proof of resignation from the other volunteer fire department. This section does not apply to honorary, lifetime, or other such memberships bestowed upon a person.
2. Any person who belongs to a fire department of similar agency as their full or part time occupation is exempt from these requirements.

C. APPLICATION PROCESS

1. Any person of good moral character, not less than eighteen (18) years old, possessing a valid drivers license may apply for membership with the NHVFD
2. A written application must be submitted at a regularly scheduled business meeting. The general membership shall by a majority vote accept or deny the application
 - i. If the application is denied, the applicant may reapply not more than twice in a 12-month period at any regularly scheduled business meeting.
 - ii. If the application is accepted the applicant will be placed on a 30-day waiting period. During this waiting period the applicants name will be submitted to the Pennington County Fire Administrator for his/her

action. The NHVFD membership will interview the applicant, review background, references and other pertinent related information.

3. The general membership of the NHVFD shall then vote to accept or reject the application. This vote shall be a majority of members present.

D. Disqualification from membership

1. Omission or falsification of information requested and/or provided by the applicant including but not limited to:

- a. Failure to disclose criminal conviction, arrest or activity
 - b. Any information provided or omitted with the intention to prevent derogatory information from discovery
2. Any violent felony conviction to include suspended sentences
 3. Current registration on any Sex Offender Registry

E. Active Member Status

1. Fire Department Member (Probationary, Firefighter, Officers)

a. Total of 50 Points

i. Points may be obtained from Meetings, Trainings, incident responses, and other activity.

ii. There may be as many as 108 points available from regularly scheduled meetings, trainings, and scheduled maintenance activities not including incident responses.

b. Review of status of points of members with greater than 12-months of service shall be completed in December by the Executive Board.

i. Members not meeting the minimum points will be sent a letter notifying them of their status, requesting their attendance at either the January or February General Membership Meeting.

ii. Letters will be sent via postal mail, as well as electronically

2. Fire Corps Member

a. Total of 25 points

i. Points may be obtained from Meetings, Trainings, incident responses, and other activity.

ii. There may be as many as 108 points available from regularly scheduled meetings, trainings, and scheduled maintenance activities

b. Review of status of points of members with greater than 12-months of service shall be completed in December by the Executive Board.

i. Members not meeting the minimum points will be sent a letter notifying them of their status, requesting their attendance at either the January or February General Membership Meeting.

ii. Letters will be sent via postal mail, as well as electronically

SOP 102.01

Disciplinary Actions

1. Disciplinary action is a method to effectively deal with members whose conduct or performance is unacceptable according to department policies.
2. Disciplinary actions are taken to maintain the efficiency and respect of department rules and operations. In exercising discipline, the department shall give due regard to each member's legal rights and will ensure that disciplinary actions are based on objective considerations without regard to age, color disability, ethnicity, national origin, political affiliation, race, religion, gender sexual orientation, or other nonmerit factors.
3. Disciplinary actions shall be based on verbal or written notices to the member as a consequence of their actions contrary to department bylaws.
4. Any member is subject to disciplinary action for negligence, gross misconduct, safety violations, failure to comply with established personnel policies and standard operation procedures, reckless endangerment of life, or for conduct unbecoming a North Haines Member. Disciplinary actions of personnel are such, and shall always be done with the auspices of Article IV, Section 8 in mind during all matters.
5. Any member suspended for disciplinary action shall not be allowed to participate in any department functions, (i.e.: responses, training, meetings or any functions of the department), during the suspension. All equipment belonging to the department shall be turned into the department and shall be locked into storage until the suspended member has met all conditions set forth by the disciplinary action.

SOP 102.03

Grievance Procedure

1. A grievance is a complaint or dispute by a member relating to an action resulting from formal discipline or unsatisfactory job performance based on department policies, rules and regulations, bylaws, or sops.
2. A member who believes they have a legitimate grievance or complaint should consult the bylaws.

SOP 103.01

Workers Compensation

Fire related Medical Conditions – Reporting

- A. Notify Chief, Assistant Chief or Captain within 24 hours of the incident
- B. Complete workers compensation “First Report of Injury” form,
- C. Notify Pennington County Fire Administrator within 24 hours of the incident
- D. Take appropriate medical action as required by the medical condition.

SOP 103.02

Leave for Medical Reasons

Fire Related Medical Conditions – Lost Time

- A. If medical condition(s) prevents a firefighter from responding to incidents, then:
 1. Firefighter may provide copy of medical doctor’s written order stating such.
 2. Firefighter must inform Chief or Assistant Chief of anticipated length of absence.
 3. Firefighter may continue to attend business meetings and fire department functions or duties as allowed by the doctor.
 4. Firefighter will provide a statement from the attending physician that the firefighter is able to return to his/her duties as a firefighter.

SOP 104.01

Media Relations

1. Statements to the news media, news releases, and media campaigns must be approved by the fire chief or authorized person prior to their release except as provided below.
2. The incident commander may be authorized to provide the media with general details concerning an incident.
3. A media person or public information officer may be designated to provide the media with information from the chief or incident commander.
4. Only the chief or his designee or authorized person shall release information pertaining to the cause or origin of an incident.
5. Only the chief or his designee shall release information regarding personnel matters, department policy, department litigation, or other sensitive issues.

SOP 104.02 **Social Media**

Purpose

The purpose of this policy is to provide guidance to members, and to clarify the boundaries between appropriate and inappropriate use of social media by fire department members. Furthermore, the members must acknowledge that inappropriate use of social media may lead to actual harm and disruption to the department in terms of the public's perception of the organization.

Scope

To assure professionalism and the privacy rights of department personnel, patients, fire victims, and the public we serve. Nothing in this policy is intended to unlawfully restrict members rights to discuss as a private citizen, matters of public concern, nor engage in concerted activity with other members. Members have an affirmative obligation to avoid being perceived as a spokesperson for the department except when appointed as such. Members cannot engage in speech that causes actual harm or disruption to the mission and function of the department.

Procedure

1. Department members may use personal cameras, smartphones, video recorders or other such devices for personal use only. Any images or recordings that display the destruction of property shall only be shared amongst members and/or their immediate family.
2. All incident scene photography/video shall be for clinical, documentation, or training purposes only, and conducted by or at the direction of North Haines VFD personnel in charge of the scene.
3. Images captured by department members at incident scenes may be discoverable evidence in the court of law and discretion must be taken when taking photos and/or videos at scenes. Members must also acknowledge that by taking photos and/or video at a scene, their smartphone and/or camera may be seized as evidence by law enforcement.
4. Images taken at any incident scene displaying the destruction of property whether in the department response area or mutual aid response areas shall not be posted on personal social media accounts.
5. Posting of images captured at training and other department non-incident related events is allowed and encouraged.
6. The department maintains an official social media presence and is administered by the Fire Chief and both Assistant Chiefs. Considerations for posting to the official department page will be given by the Fire Chief, or either Assistant Chief when images are provided in advance of any posting. Any information released on the department social media account shall follow the procedures outlined in SOP 100.08 Media Relations.

7. The use of helmet cameras is strictly prohibited.
8. Department members shall refrain from releasing any details about incidents when commenting on social media posts by the media or any other department or agency.
9. Department members shall also use discretion when commenting on social media posts that may cause harm to the department. Members shall not speak in such a way as to cause actual harm or disruption to the mission and functions of the department.
10. Department members are prohibited from publicly discussing fire department matters that are not a matter of public concern.
11. Department members shall not engage in speech that is false, deceptive, libelous, slanderous, misleading or causes harm to others, including speech that constitutes hate speech, or harassment, nor shall members discuss protected or confidential matters of the department including matters that are under investigation, patient and member information protected by HIPAA/Medical Confidentiality laws, or personnel matters that are protected from disclosure by law.
12. Violation of this policy may result in disciplinary action in accordance with Disciplinary Action SOP

SOP 105.00 Job Descriptions

SOP 105.01

Fire Chief—Job Description

It shall be the duty of the Chief to preside at all meetings, appoint all committees not ordered, see that all committees perform their duties, and mediate disputes among the members that involve the fire department. The Chief must meet the minimum training requirements of the department. The Chief must be an active member of the department for at least two (2) years. In addition, must have served one (1) year as Assistant Chief. Must have certificates of completion for one (1) National Fire Academy Leadership Course, and one (1) National Fire Academy Incident Management Course and ICS 400. One (1) National Fire Academy residency course is desirable.

SOP 105.02

Assistant Chief of Operations Job Description

The Assistant Chief of Operations is responsible for operational functions of the department and shall oversee the Captains of Facilities and Equipment. The Assistant Chief must meet the minimum training requirements of the department. The Assistant Chief must be an active member of the department for at least two (2) years. Shall have served as a Captain for at least one (1) year within the department. Must have certificates

of completion for one (1) National Fire Academy Leadership course, and one (1) National Fire Academy Incident Management Course, and ICS 400. One (1) National Fire Academy residency course is desirable.

SOP 105.03

Assistant Chief of Administration

Administrative Support Services

Job Description

The Assistant Chief of Administration is responsible for administrative functions of the department and shall oversee the Captain of Training, Secretary, and Treasurer. The Assistant Chief must meet the minimum training requirements of the department. The Assistant Chief must be an active member of the department for at least two (2) years. Shall have served as a Captain for at least one (1) year within the department. Must have certificates of completion for one (1) National Fire Academy Leadership course, and one (1) National Fire Academy Incident Management Course, and ICS 400. One (1) National Fire Academy residency course is desirable.

SOP 105.04

Captain of Operations

Job Description

The Captain with Operations responsibilities will oversee the operations functions of the department not limited to/including maintenance of building and grounds, department equipment and apparatus. A Captain must be an active member of the department for at least one (1) year and must meet the minimum training requirements of the department. This position shall require the Captain to be certified as a South Dakota Fire Apparatus Driver Operator, South Dakota Fire Officer, L-280 Followership to Leadership, and ICS 300 within one (1) year of his/her election. This position will report directly to the Assistant Chief of Operations.

SOP 105.05

Captain of Administration

Job Description

The Captain with Administration responsibilities shall be familiar with county, state, and federal training requirements. The Administration Captain shall provide all certification hours needed by members of the department for all fire and EMS related functions of the department following SOP'S, SOG's, local and stated requirements outlined. The Administration Captain shall also be responsible for the infection control program as required by law. A Captain must be an active member of the department for at least one (1) year and must meet the minimum training requirements of the department. This position shall require the Captain to be certified as a South Dakota Fire Service Instructor, South Dakota Fire Apparatus Driver Operator, South Dakota Fire Officer,, and

within one (1) year of his/her election. This position shall report directly to the Assistant Chief of Administration

SOP 105.06

Lieutenants of Operations

Job Description

The Lieutenants with operations responsibilities will work in conjunction with the Captain of Operations on the operational aspects of the department as described in the Captain of Operations job requirements. A Lieutenant must be an active member of the department for at least one (1) year and must meet the minimum training requirements of the department. This shall require the Lieutenant to be certified in ICS 300, and L-280 Followership to Leadership.

SOP 105.07

Lieutenants of Administration

Job Description

The Lieutenants with administration responsibilities will work in conjunction with the Captain of Administration on the administrative functions of the department. This includes/not limited to maintaining training schedules, reviewing incident reports. A Lieutenant must be an active member of the department for at least one (1) year and must meet the minimum training requirements of the department. This shall require the Lieutenant to be certified in ICS 300, and L-280 Followership to Leadership

SOP 105.08

Secretary –Job Description

It shall be the duty of the Secretary to keep a record of all meetings in a binder and/or computer provided for that purpose; to keep roll call of all members to provide the County Fire Administrator with a list of all North Haines Firefighters and Officers and other duties as requested by the Executive Board. Eligible candidates for the office of Secretary must be on the department for at least one year and be a member in good standing. This position shall report directly to the Assistant Chief of Administration.

SOP 105.09

Treasurer—Job Description

It shall be the duty of the Treasurer to keep a fair and regular account of all moneys received and paid out by him/her; sign all check drawn on the department funds; keep a record of accounts in a book and/or computer provided for that purpose; report to the firefighters at the monthly meeting; and to submit the records to the auditing committee for its audit as required by the Executive Board. Eligible candidates for the office of Treasurer must be on the department for at least one year and in good standing. Candidate's must be bondable. This position shall report directly to the Assistant Chief of Administration.

SOP 105.10

Assistant Treasurer—Job Description

The Assistant Treasurer shall be an annually appointed position by the Chief at the regular meeting in January. Duties of this position shall be to reconcile all accounts of the department, including but not limited to credit cards, all charge accounts, bank accounts, credit union accountants, and any other accounts as deemed appropriate. This position will be in charge of tracking all financial duties of grants awarded to the department. The procedure shall be worked out between the Chief, Treasurer, and other department members as needed for accountability purposes.

SOP 105.11

Firefighter/EMT—Job Description

It shall be the duty of a Firefighter/EMT to respond to department incidents and provide fire suppression and patient care as directed by a competent authority. In the absence of an officer, the Firefighter/EMT will act as highest-ranking member on all incidents. It shall be the responsibility of the Firefighter/EMT to ensure all patient care is properly documented and done in a timely manner. The Firefighter/EMT will also assist in medical trainings as requested by the Training Captain.

SOP 105.12

Support Firefighter-Job Description

A Support Firefighter may or may not respond to an emergency call. Support Firefighter responsibilities may be to provide assistance in administration, maintenance, training, facility upkeep, fire prevention, public fire safety education, and duties on the emergency scene within the hot or cold zones depending on the Support Firefighters qualifications and training. Support Firefighters will apply for membership per the North Haines Volunteer Fire Department Inc. by-laws; Article IV.

Characteristic Work of the Position:

The Support Firefighter shall not perform direct fire suppression operations but may function as a driver/operator and perform support operations. Emergency scene assignments may be, but are not limited to; ICS staff positions, Driver/operator, limited EMS duties, air supply support, photography, fire investigations and public relations/information. The Support Firefighter must remain outside the immediate danger area that would require potentially strenuous physical activity, including the donning of SCBA.

Training Requirements for Responding Support Firefighter:

Support Firefighters wishing to respond to the emergency scene and/or fill the position of Driver/Operator will complete the following training.

A. NHVFD New Member Orientation Training, SD Driver Operators Course, classroom instruction of Part 1 of the South Dakota Certified Firefighter Course, NWCG Wildland

Firefighter Course, S-130, S-190, and L-180, and ICS-100, ICS-200 and ICS-700, or its equivalent of any of these classes.

B. Maintain active fire department status as outlined in the Fire Department by-laws and Standard Operating Guidelines.

C. Must be at least 18 years of age and must possess a valid vehicle operator's license.

Training Requirements for Non-Responding Support Firefighters.

Support Firefighter must demonstrate the ability to operate vehicles safely.

Intent: The intent of this SOP is that both Responding and Non-Responding Support Firefighter should attend as many meetings, training, and responses as possible. But this may not be the only deciding factor if the individual is an active member. All "Responding Support Firefighters" are entitled to the same rights and privileges as any other member.

SOP 105.13

Fire Chaplain

Objective

To provide for the full range of needs of fire department and emergency medical service personnel through the establishment of a comprehensive Chaplaincy program for the **North Haines Volunteer Fire Department.**

The fire chaplain "serves those who serve" with spiritual support.

1. APPOINTMENT

- 1.1 Because of the major risks and constant stresses faced by fire service and emergency medical service personnel in the line of duty, a Chaplain will be appointed to function within the North Haines Volunteer Fire Department.
- 1.2 The Chaplain will maintain the title and maintains an officer's rank of "Chaplain" (and does *not* include firefighting command authority).
- 1.3 The Chaplain will be appointed by written agreement and the Fire Chief of the department will issue a letter to all department personnel announcing the appointment.
- 1.4 The Chaplain may appoint qualified Associate Chaplains upon approval by the Fire Chief.

2. QUALIFICATIONS AND TRAINING

- 2.1 An individual appointed to the position of Fire Chaplain will be:
 - a. An ordained member of the clergy.
 - b. Interested in the fire service.
 - c. Prepared to serve in a crisis zone.
 - d. Committed to learning the skills necessary to effectively relate to and to minister to firefighters and emergency medical service personnel.
 - e. If possible, a trained member of the Federation of Fire Chaplains.
 - h. Trained in Advanced Critical Incident Stress Management
- 2.2 The Chaplain will be given the authority and encouragement to meet with

members and staff (paid and volunteer) and visit all stations.

3. DUTIES OF THE CHAPLAIN

The below listed duties constitute only a summary of what may actually be required in any situation that may be encountered. The Chaplain must remain constantly alert and sensitive to needs and the means employed to meet those needs.

3.1 EMERGENCY SITUATIONS.

The Chaplain will respond when contacted by fire department personnel or alerted by Department issued pager and will report at the scene to the Incident Commander (or to any location designated, i.e. - hospital emergency room). While at the scene, the Chaplain will be under the command authority of the officer-in-charge. The Chaplain will respond as follows:

a. May respond to the scene, as available, when:

1. A working structure fire is in progress in the district.
2. Any incident requiring prolonged scene exposure (rescues, hostage situations, etc.)
3. Incidents with entrapments and/or multiple patients (triage situations).
4. Any incident involving injury or death to any department member.
5. Any incident involving the family member of any department member.
6. Whenever the incident commander determines that the services of the Chaplain may be of value in the ongoing emergency operation. This may include situations where:
 - (a) The victim or family is highly emotional or unstable.
 - (b) The victim, family or firefighter requests the services of a Chaplain/clergy.
 - (c) The IC feels the presence of the Chaplain would be of benefit to the victim or to department personnel.

b. May respond to the hospital when:

1. The incident commander determines this need.
2. The victim is a member of the department.
3. The victim is a family member of a department member.

3.2 FOLLOW-UP ACTIONS.

a. On-the-scene duties:

1. Provide appropriate assistance to free up operational personnel for firefighting duties.
 - (a) Comfort and counsel.
 - (b) Referrals to appropriate community agencies for assistance.
 - (c) Help contact resources. In all cases, the Chaplain will attempt to find out the victim's church or religious preference and attempt to notify the pastor or that church.
 - (d) The Chaplain shall work with the Red Cross and other relief agencies when necessary to assist victims who have been

displaced from their homes.

2. Provide appropriate assistance to firefighters engaged in firefighting activities. In any case, the Chaplain should always:
 - (a) Watch for signs of emotional and/or physical stress.
 - (b) Assist where requested by the Incident Commander.
 - (c) Advise command whenever it is felt that a firefighter or emergency medical services worker is in need of being relieved from the operation.

b. Post-Emergency Duties:

1. Ensure firefighter's needs are met in the areas of injury, critical incident stress, etc.
2. Conduct follow-up with victims to ensure necessary assistance has been obtained.

3.3 ROUTINE DUTIES

a. Duties within the department.

1. Visit all stations.
2. Visit hospitalized department members and family members.
3. Be available for helping and/or talking with members of the department in times of stress or difficulty.
4. Assist with department programs as requested.
5. Attend all major functions of the department.
6. Conduct funeral/memorial services as needed.
7. Other duties as may be instructed by the Chief or his designee.

b. Duties Outside of the Fire Department.

1. Represent and present fire department goals and concerns to the churches and religious institutions of the community.
2. Assist when requested with public events or public information needs.

4. GENERAL GUIDELINES FOR THE CHAPLAINCY

- 4.1 The Chaplain does not replace the home church pastor, but seeks to support the concern of every church for its members who may be in professions with special risks or needs. Moreover, the Chaplain must be for the advantage of every member of the department, regardless of his or her nationality, race, sex or religion.
- 4.2 Any communications a person makes to the Chaplain is on a strictly confidential basis and will not be released to department members or any other person. Any fire personnel may go to the Chaplain without having to notify his or her supervisor (or anyone else).

- 4.3 Any fire department officer or member (including administrative staff) who becomes aware of any situation, which may need the response of the Chaplain, may contact the Chaplain directly. Fire Department administration will keep current telephone numbers for the Chaplain (including pager/cellular phone numbers).
- 4.4 For the Chaplain's safety on scene the chaplain shall be issued basic bunker gear consisting of but not limited to, helmet (with Chaplain's chevrons), bunker coat and gloves; fire fighter boots, and reflective safety vest for highway related accidents. The chaplain shall be familiarized with all safety equipment. If possible vest and bunker coat should identify the Chaplain for other Emergency Personnel and victims.
- 4.5 For safety and communication while on scene of a working fire, a major accident or a large scale disaster the chaplain shall have access to a hand held radio using the call sign "Chaplain".
- 4.6 When responding to a call, the Chaplain shall exercise due caution and restraint, remembering at all times he/she is not a first responder to the call and shall park personal vehicle outside the immediate zone of the fire or accident to enable the chaplain to shelter or transport victims as needed.

SOP 106.01

Code of Conduct

As a basic condition of membership all members have an obligation to conduct their department duties in a manner that serves the public interest, upholds the public trust and protects the department resources. To this end, all members have the responsibility to:

- A. Demonstrates honesty and ethical behavior while conducting department business.
- B. Performs your duties to the best of your ability and in a manner that meets the needs of the department and the public which you serve.
- C. Ensure that all department resources including funds, vehicles, equipment and other property are used in compliance with department policies, procedures or guidelines for the direct benefit of the department.
- D. Avoid any behavior that would fall under the definition of misconduct as defined by the department SOP's.

Officers/supervisors need to set an example for other members and have a responsibility to ensure that all activities are consistent with the department policies and procedures.

SOP 107.01
Vehicles and Equipment

A. General Requirements

1. Vehicles and equipment shall be maintained in a constant state of readiness and availability for complete and immediate use.
2. Members shall be responsible for the use and care of apparatus and equipment.
3. Members shall immediately report any loss, damage, or malfunction of apparatus or equipment to a supervisor or officer. Damage, destruction or loss due to a member's negligence may result in them being required to make restitution.
 - a. Refer to SOP for lost or destroyed equipment.

B. Use of Department Vehicles

1. Vehicles owned or operated by the department shall be used for department business only. Department business means any authorized work or activity performed by a department member.
2. Members shall properly wear safety restraint devices whenever driving or riding in a department owned vehicle.
3. Members shall not use nicotine products while driving or riding in a department owned vehicle.
4. Any accident or collision involving damage to any department owned vehicle, property damage, or injury to any person shall be reported immediately to the appropriate law enforcement agency and to the member's supervisor.

SOP 108.01
Station Usage

1. The administrative portion of the North Haines fire station may be used for department meetings, trainings, and general department discussions.
2. The administrative portion may also be used by outside visitors for organization meetings, outside training sessions and general discussion purposes with prior approval of the department executive board. Use of the kitchen facilities or catered food and/or beverage may require a deposit of \$100 returnable upon satisfactory inspection of the facilities. All areas shall be returned to original condition.

3. Department members using the station shall clean up the area used upon completion. This means cleaning and replacing department tools and maintenance equipment, cleaning of work areas, properly storing of tables, chairs, training & office equipment, replacing books & periodicals, maps, other administrative or training supplies. Discarded or used items shall be placed in proper trash receptacles, which shall be emptied frequently.
4. Outside organizations using the building will pay the deposit along with a \$50 fee to rent the facility.
5. Use of alcoholic beverages, debilitating drugs or any other impairing substances is prohibited.
6. Visitors are not allowed to enter the operation section (apparatus bay, work area) control room, exercise area, or department offices unless escorted by a department member.
7. Members are permitted to bring visitors to the station to show the facilities, emergency apparatus and equipment.
8. When escorting visitors in the apparatus bay members shall not allow children to play on, around, or with any apparatus or equipment unless closely supervised. Firefighter helmets shall not be placed on children under age 12. Children shall at all times remain under the control of an adult.
9. Amorous activity is not permitted within the station or on department grounds.
10. Buildings and structures owned or operated by the North Haines Fire Department have been designated nicotine-free workplaces. Use of nicotine products within the structures is not permitted.
11. Floors shall be kept clean of slippery substances such as oil, water, and other fluids and free from hazardous obstructions.
12. All flammable/combustible liquids shall be stored in appropriate containers in approved cabinets or storage units.
13. All electrical equipment and cords shall be inspected to prevent the possibility of shock or electrocution.
14. Any defective equipment or unsafe condition shall be reported or repaired immediately.
15. Overhead door closures shall not be activated until the apparatus has completely cleared the door.

16. Apparatus should not be left idling in the station for an extended period of time

SOP 109.01

Department Issued uniforms, clothing and accessory items

Purpose

To establish procedures for issuing, wearing, maintaining and replacing of fire department uniforms, clothing and accessories

Scope

The favorable public image of the department depends, in part, on the appearance of each individual member. It is the responsibility of all personnel to be neat and presentable at all times. The Fire Chief or his designee reserves the right to authorize changes to any uniform requirement found herein, as may be dictated by a given event or situation.

Responsibilities and Accountabilities

1. Personnel who have been issued department clothing, uniforms, and uniform accessories are responsible for maintaining these items in a clean, neat, and proper state of repair. Faded, frayed, and worn out items should be turned in for replacement and discarded.
2. Personnel shall not use the North Haines VFD name on clothing unless approved by the Fire Chief or his designee.
3. All personnel must report the loss or damage of any uniform items to an officer. The Fire Chief or his designee will make the final determination as to who is responsible for replacement cost.
4. All personnel are required to produce, upon request by the Fire Chief or designated representative, any issued uniforms or accessories.
5. Uniforms shall not be worn in assembly establishments whose sole purpose is the serving of alcohol.
6. Consumption of alcoholic beverages while in uniform shall be done in moderation.
7. Uniforms shall be worn for all funeral activities and other department activities as required.
8. In the event of resignation/termination from the department, all uniform clothing and uniform accessories not purchased by member must be returned to the North Haines VFD in clean condition.
9. Upon retirement from the department the member shall be allowed to retain all uniform clothing and uniform accessories.

SOP 109.02

Personal Appearance

1. This applies to all members representing the department at public meetings, seminar/training sessions, conferences, or similar events.
2. Members not in uniform shall dress appropriately for the occasion.

3. Members shall maintain proper hygiene while representing the department.

SOP 109.03

Grooming Standards

Purpose:

The purpose of this policy is to provide the provisions for the personal grooming and appearance of fire department members

Responsibility:

1. The Fire Chief or his designee is responsible for ensuring that all new department members receive a copy of this and all policies at the time of their new-member orientation
2. All members are responsible for ensuring members adhere to the provisions of this policy
3. All department members have the responsibility to learn and adhere to this policy.
4. All department members shall exercise reasonable judgement in adhering to this policy

Guidelines:

1. Hair: Hair shall not interfere with the proper wearing of any department head gear or equipment. Members must conceal all hair within a protective hood and still maintain a proper fit of headgear and SCBA face piece. Additionally, hair length must not interfere with providing emergency medical services. Caution must be taken to prevent a member's hair from becoming contaminated by a patient's bodily fluids.
2. Facial Hair: No member shall maintain facial hair of sufficient length to potentially interfere with the ability to maintain a safe SCBA face piece seal while wearing SCBA
3. Sideburns: Sideburns must be neatly trimmed, not extend below the bottom of the ear lobe and must end with a clean-shaven line. Sideburns shall not extend into the portion of the face which provides for the seal of the SCBA face piece.
4. Mustaches: Mustaches may be worn provided they are maintained in a neat manner which presents a groomed appearance. Mustaches must not be longer on the sides than the bottom of the lip. The mustache must not interfere with the wearing of any fire equipment or SCBA face piece seal and must expose the wearer to undue risk or hazard.
5. Beards and goatees; Beards and goatees are not permitted if they extend below the jaw line and interfere with the proper fitting of protective gear. If a member chooses to maintain a beard or goatee, they shall not be permitted to wear a SCBA.
6. Jewelry: A limited amount of jewelry is permitted provided the items do not expose the wearer to undue risk or hazard and comply with this policy.
 - a. Jewelry in the nose, eyebrow, lip, or any place other than in the ear lobes are not permitted

- b. Ear jewelry is limited to no more than two post style earrings worn in the ear lobe. Post style earrings shall be simple without any dangles or exhibiting offensive emblems.
- c. Necklaces or chains worn about the neck are permitted as long as they are concealed beneath a t-shirt or sweatshirt.
- d. Hand jewelry (rings) which are loose or protrude and may catch in machinery or equipment may not be worn while in personal protective gear.

SOP 109.04

Class A Uniforms

1. Uniforms will be purchased and provided to North Haines VFD members. Class A uniforms will be purchased for any member with at least 5 years as a member in good standing to NHVFD as funding allows and as recommended by the membership of the department.
2. All personnel in violation of this policy will be subject to disciplinary action per SOP.
3. Personnel must not wear or use any uniform clothing, or accessory except those approved for usage with a Class A uniform.
4. The Fire Chief or his designee must approve any alterations to the uniforms. The exception to this is for fitting alterations (i.e. hems).
5. Class A uniforms may be worn at official formal functions.
6. Personnel shall not carry/display any firearm while in a Class A uniform.

Class A Uniform

1. The class A uniform is the full-dress uniform. The class A uniform shall be worn at formal department activities (if issued). The Class A uniform consists of the following:

A. Dress Shirt

- 1) White long-sleeved button-down shirt (Chiefs and Captains)
- 2) Medium blue long-sleeved button-down shirt (Firefighters)
- 3) Any undershirt if worn must be white in color.

B. Navy Blue Coat: See Class A Dress Coat section of this policy for further guidance on the dress coat.

C. Pants: Navy blue dress pants that match the navy-blue coat shall be worn.

D. Belt

1) Black leather, metal clasp in good working order, not faded or worn not to exceed 2" in width.

a) Gold clasp for Captains and above

b) Silver clasp for Firefighters

E. Gloves: White dress gloves may be worn for memorial or ceremonial events

F. Dress Cap: See Dress Cap section for further guidance.

1) The dress cap is to be worn at all times while outdoors as appropriate.

2) The dress cap is not to be worn indoors unless the member is participating in the color or honor guard.

Uniform Accessories

1. Badges:

A. The NHVFD badge shall be worn on:

1) The Class A cap

2) Over the left breast pocket of the Class A coat

3) The Class A uniform shirt.

a. During special periods of mourning, a black band shall be worn over the badge. The fire chief or his designee will make this declaration.

2. Collar pins:

A. Collar pins shall be worn on the uniform shirt 1" from the corner of the collar to the center of the disk.

3. Name Tags:

A. Nametags shall be worn on

1) The class A coat

2) The class A uniform shirt.

B. The nametag shall be worn centered over the right breast pocket with the bottom of the nametag resting on top of the pocket seam.

C. First name (when room permits) and last name shall be printed on first line.

D. Nametag can be either clutch-back or safety pin design.

E. Personnel may also use a "Serving Since" add on pin underneath their nametag.

4. Patches:

A. The NHVFD patch is to be worn on:

1) The class A coat

2) The class A uniform shirt

3) It is to be placed on the left sleeve 1 1/4" down from the shoulder seam.

B. A South Dakota or National Registry EMT, EMT-I, AEMT or Paramedic Patch may be worn by medical trained personnel on

1) The class A uniform shirt

2) Not to be worn on the class A coat

3) On the right sleeve 1 1/4" down from the shoulder seam

Class A Dress Coat

1. Accessories:

A. All badges, name tags, pins, and patches worn on the class A dress coat shall conform to the same standards as the class A uniform shirt.

2. Dress Coat Buttons:

A. Firefighters wear silver buttons.

B. Chiefs and Captains wear gold buttons.

3. Sleeve Markings:

A. Sleeve markings shall be worn as a sleeve rank indicator and shall be worn above the left sleeve cuff at 2 1/2" above the start of the cuff with 1/2" between stripes of the class A coat.

1) Fire Chief: Five Stripes

- 2) Assistant Chiefs: Three Stripes
- 3) Captains: Two Stripes
- 4) Firefighter: One Stripe

B. Maltese Cross shall be worn ½” above the left sleeve markings centered horizontally on the sleeve. One cross shall be worn for every 5 years of fire service to the NHVFD. Color of service cross is as follows:

- 1) Chiefs: Gold
- 2) Captains: Silver
- 3) Firefighters: Red

Class A Cap

1. A white cap with a white cap band and gold strap are worn by the Fire Chief, and Assistant Chiefs.
2. Captains and Lieutenants wear a navy cap with a black cap band and silver strap.
3. Firefighters wear a black cap with a black cap band and silver strap.
4. Visor identification:
 - A. The Fire Chief visor is black with gold scramble.
 - B. The Assistant Chiefs visors are black.
 - C. All other visors are black without marking.

Footwear

1. The Class A shoe will be a parade gloss shoe.
2. Black recreational/tennis style shoes or soft leather shoes are not allowed.
3. Shoes will be kept clean and polished; if possible.

Socks

1. Black socks without design shall be worn with shoes.

Eyeglasses

1. No faddish sunglasses or eyeglasses will be worn while in uniform.

2. Sunglasses will not be worn indoors while in uniform.

Ties

1. Ties will be black in color, standard issued from the department
2. Department approved tie tacks/clasps may be worn

Retirement

1. Upon retirement from the department the member shall be allowed to retain all uniform clothing and uniform accessories.

SOP 109.05

Class B Uniform

Uniform Shirt

1. The uniform shirt will be purchased by the firefighter and remain the property of that firefighter.
2. Badges, collar insignia, nametags, and shoulder emblems will be provided by the department.
3. The NHVFD patch will be worn on the left shoulder.
4. For those who are EMS certified the SD EMS or National Registry patch shall go below the NHVFD patch on the left shoulder.
5. The SD Fire Service patch and chevrons will be worn on the right shoulder.
6. An American Flag patch may be placed above the SD Fire Service patch with stars forward and stripes rearward
7. The badge will be worn over the left pocket using the badge sling.
8. The nametag will be worn centered over the right pocket. A serving since plate shall be placed below the nametag if not included with the nametag.
9. Appropriate collar insignia will be worn so that it is approximately centered between the top, bottom, and front of the collar.
10. Placement of all other insignia will be the decision of the Chief.

SOP 110.01

Impairing Substances

1. Consumption of alcohol or any substance that impairs a member's ability to perform his/her job during any North Haines function will not be permitted.

- a. No member shall respond to an operational function of the department while having used any alcohol or impairing substance prior to the response. Operational functions are generally considered those functions where a dispatch has been put out to the members via pager or text message. This can also be by an officer in special events.
 - b. All members are required to have eight hours between the last consumption of alcohol or impairing substance and their response to an operational call.
 - c. Members shall use the same guidelines for in-department training.
 - d. Members shall not be allowed to participate in department trainings, meetings, and other non-operational functions of the department as long as they are under the influence of alcohol or impairing substance. This shall be at the discretion of the member.
 - e. Members are urged to use common sense and remember that they are putting themselves and the department at risk if they are involved in any affairs of the department while under the influence of alcohol or impairing substance.
2. Exceptions to the policy of not using alcohol shall be during annual department banquet, annual county banquet, and any out of department training sessions that members may be involved in.
 - a. Members shall follow all laws pertaining to the use of alcohol and impairing substances.
 - b. If a member attends any functions for which the department has expended funds, the member can be asked by the department to reimburse all expenses pertaining to the activity if it is found that any member is participating while impaired.
 3. The senior officer or member at the incident shall write a written report to be given to the E-Board to fallow disciplinary action in accordance with SOP.
 4. Member(s) will be required to contact a responsible method of transportation or a family member for a ride home if it is determined they are impaired during any function pertaining to department functions.

SOP 110.02

Inappropriate Behavior

The following activities by members are prohibited:

1. Unlawful behavior, lewd or indecent activity, gambling, quarrelsome conduct, or threats of acts of physical violence against other members while at or on station facilities.
2. Possession of a firearm while on active incident response.
3. Threats or acts of violence against the public or other city, county, state, or federal employee

4. Sexual activity to include possession or display of printed or audiovisual material that is sexually offensive.
5. Abusive behavior, harassment or hazing of members of members of the public. Horseplay or practical jokes shall be held to a minimum so not to injure or offend others.
6. Modification or alteration of any equipment, apparatus, buildings, office/training equipment, or other items owned by the department without approval of a chief officer or executive board.
7. Publicly criticizing or making any statement, oral or written, about a supervisor, official actions or orders of a supervisor which would destroy discipline, moral, good order, or working relationships with members or other department members.
8. Any member displaying insolence or indifference, or evading duty during an incident will be relieved of his duties and instructed to leave the scene.
9. Unwanted or unsolicited verbal or physical harassment of members will not be tolerated. A superior officer or the executive board shall promptly correct such behavior.
10. Any member whose language or behavior is offensive shall be reported to a superior officer of the executive board for corrective action.

SOP 111.01

Artificial Intelligence (AI) Usage

Premise:

Artificial Intelligence (AI) tools are becoming commonly used in the emergency services, which necessitates the administration of this policy.

Purpose:

The purpose of this policy is to establish guidelines for the responsible, ethical, and secure use of Artificial Intelligence (AI) tools by members of the department. AI tools may enhance productivity, training, documentation quality, and administrative efficiency; however, their use must not compromise patient privacy, operational security, or professional accountability.

Scope:

This policy applies to all members of the department. All Fire, EMS and support operations. All department-issued devices and systems. As well as personal devices when used for department business.

Definitions:

Artificial Intelligence (AI): Software systems capable of generating text, images, analysis, or decision support using machine learning or large data models (i.e. report writing assistants, transcription tools, training content generators)

Protected Information:

- Includes but is not limited to:
 - o Patient Health Information (PHI)
 - o Personally identifiable information (PII)
 - o Incident details not released to the public
 - o Tactical or response capability information
 - o Internal Department records or investigations

Procedure:

1. **Approved Uses:** Personnel may use approved AI tools for the following purposes
 - a. **Operational Support**
 - i. Drafting training materials
 - ii. Creating educational presentations
 - iii. Developing policies or SOP drafts (with review)
 - iv. Scenario generation for training exercises
 - b. **Administrative Functions**
 - i. Grammar and clarity improvement for reports
 - ii. Drafting public education materials
 - iii. Assistance with grant writing
 - iv. Data organization or formatting
 - c. **Documentation Support (Limited)**
 - i. AI may assist with:
 1. Narrative structure suggestions
 2. Spelling/grammar review
 3. Formatting assistance
 - ii. **AI SHALL NOT be used to independently generate patient care documentation without human verification and authorship**
2. **Prohibited Uses:** Personnel shall not
 - a. **Privacy Violations:**
 - i. Enter patient names, DOBs, addresses, SSNs, or identifiers into public AI tools
 - ii. Enter incident addresses tied to patient information
 - iii. Upload ePCRs, CAD notes, or patient/scene photos into AI tools
 - b. **Operational Security**
 - i. Enter tactical response plans

- ii. Enter building preplans with sensitive details
 - iii. Enter radio frequencies, vulnerabilities, or response capability gaps
 - c. **Professional Accountability**
 - i. Use AI to fabricate documentation
 - ii. Use AI to complete reports for incidents not personally participated in
 - iii. Represent AI-generated content as official department guidance without approval
- 3. **Documentation and Reporting Writing Requirements:** All reports must:
 - a. Be written and verified by the officer/firefighter in charge on scene
 - b. Reflect actual observations and actions performed
 - c. Not contain fabricated or assumed information generated by AI
 - d. Personnel are responsible for all submitted documentation regardless of AI assistance.
- 4. **Data Security Requirements:** Members shall:
 - a. Only use department-approved AI platforms when available
 - b. Avoid using personal AI accounts for department business when possible
 - c. Follow all department IT policies
 - d. Immediately report suspected data breaches
- 5. **Approval of AI tools:** AI platforms used for department business must be:
 - a. Reviewed by Department Leadership
 - b. Evaluated for HIPAA/Security compliance when applicable
 - c. Approved for operational use prior to deployment
- 6. **Training Requirements:** Personnel using AI tools for department business must receive training covering:
 - a. HIPAA considerations
 - b. Data security
 - c. Ethical use
 - d. Verification responsibilities
 - e. Limitations and hallucination risks
- 7. **Quality Assurance/Compliance:** AI-assisted work products may be subject to:
 - a. QA/QI review
 - b. Supervisory audit
 - c. Compliance review
 - d. Violations may result in disciplinary action consistent with department policy
- 8. **Public Information and Media:** Personnel shall not use AI to:
 - a. Generate public statements on behalf of the department without authorization
 - b. Create AI-generated images representing real incidents
 - c. Release AI-generated incident summaries
- 9. **Guiding Principle:**
 - a. AI is a support tool, not a decision maker

- b. Human judgement, training, and professional standards remain the foundation of all Fire and EMS operations

10. Policy Review

- a. This policy shall be reviewed periodically and updated as necessary to address technological advancements, legal developments, and operational needs.

11. Adoption

- a. **PASSED AND ADOPTED** by the members of the North Haines Volunteer Fire Department on this **1st day of April, 2026**