



Craig A. Haigh
Fire Chief

Original ___/___/___

Chapter: 100

Section: 001

Update 07/ 23/ 2004

Approved By:

C.A. Haigh, Fire Chief

HANOVER PARK FIRE DEPARTMENT

Standard Policy & Procedure

ADOPTION OF FIRE DEPARTMENT POLICIES

Purpose

These Fire Department Policies shall be rules and regulations for the conduct and guidance of the members of the department adopted pursuant to the authority of section 10-32(b) of the Municipal Code of Hanover Park.

These policies supplement the Personnel Rules and Regulations of the Village which shall take precedence over department policies.



HANOVER PARK FIRE DEPARTMENT

Administrative Policies and Procedures

Approved By:

C.A. Haigh, Fire Chief

Craig A. Haigh
Fire Chief

Original 07/01/2000

Chapter: 100

Section: 002

Update 11/8/2011

DEPARTMENT STRUCTURE

Purpose

To create a Fire Department Structure and support system whereby the day-to-day operations of the fire department can function smoothly and whereby employees or customers can readily identify the person(s) who can best address their concerns.

Scope

This policy is applicable to all fire department members and shall apply unless otherwise prohibited by law or contract. Nothing in this policy shall be deemed to, or intended to, circumvent the established chain of command. While operating at an emergency incident the fire department shall operate within the National Incident Management System (NIMS).

1. Structure and Organization

- 1.1. By direction of the Village Manager, the general management, administration, supervision and control of the fire department is vested with the Fire Chief. The Fire Chief shall be directly accountable to the Hanover Park Village Manager.
- 1.2. The fire department shall consist of a Fire Chief, Assistant Fire Chief, Battalion Chiefs, Lieutenants, full-time Firefighters/Paramedics, part-time Firefighters/Paramedics, and other ranks or positions as may, from time to time, be approved by the President and Board of Trustees of the Village of Hanover Park. See pages 4 through 10 for organizational flow charts.

2. Authority

- 2.1. Commonly called a chain of command, in the absence of the Fire Chief, the command authority of the Chief will descend through the ranks, provided there is no specific policy, temporary order or other provision made. The chain of command will descend in the following order:

Fire Chief
Assistant Fire Chief
Battalion Chief
Lieutenant/ Shift Commander
Lieutenant/Company Officer
Firefighter/ Paramedic
Firefighter/EMT

- 2.2. The senior (by rank or date of service) member at the scene of an incident may act with the authority of the Chief to handle an emergency in the absence of the Fire Chief. When individuals are of the same rank, the one with the longer seniority (time in this department) shall be the ranking individual and take command. The individual in command shall have and be permitted to exercise the rights and duties of command within the written policies and procedures of the department.

- 2.3. General or administrative responsibility of the department will rest with the Chief.



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3. Function Group

- 3.1. Definition: A Function Group shall be defined as a group of related non-emergency activities and responsibilities whose purpose is to support the mission of the village and the day-to-day goals, objectives, and operations of the Fire Department.
- 3.2. Roles and Responsibilities: Each Function Group shall be assigned to a capable member of the department chosen by the Fire Chief who shall be responsible for administering the assigned duties and tasks. He/she shall report to the Fire Chief. The Fire Chief may select other members to assist with specific duties within the Function Group and who shall report to the group leader.

4. Functional Areas

- 4.1. *Operations* – The Operations group shall be responsible for administering all areas of the fire department's day-to-day activities. Operations is directed by the Assistant Fire Chief and may include, but is not limited to;

- Prevention Services
- EMS Operations
- Training
- Fire Operations
 - Hazardous Materials/Weapons of Mass Destruction
 - Technical Rescue
 - Communications
 - SCBA Program
 - Tools, Hose & Equipment
 - Quartermaster System
 - Water Department Liaison
 - Records & Reports

- 4.2. *EMS Ops* – The EMS Ops group shall be responsible for administering those areas of the fire department that support the delivery of emergency medical services. EMS Ops include, but is not limited to:

- EMS Operations
- GEAMIC Compliance
- Medical Billing
- EMS Coordinator Activities
- EMS Equipment & Supplies
- CPR and First Aid
- IDPH Liaison
- ImageTrend Software and Reports
- Non-911 Ambulance Program



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4.3. *Training* – The Training group shall be responsible for those areas of the fire department responsible for the training and continuing education of those members involved in the delivery of emergency services. Training shall consist of, but not limited to:

- Training Curriculum
- Safety Committees
- Recruit Training
- NFPA Compliance
- OSFM Programs
- NFA and EFO Programs
- Fire Investigations
- MABAS Committees
- Employee Recruitment and Health

4.4. *Prevention Services* – The Prevention Services shall be responsible for those areas of the fire department that serve to prevent fires, limit their severity or automatically extinguish fires as well as educate the public. The Prevention Services activities might include:

- Fire Department Administration
- Commercial Code Enforcement
- Plan Review
- Public Education
- Building Inspections
- Fuel Tank Inspections
- Systems Inspection and Testing
- Community Development and Planning
- Fire Pre-planning
- Property Maintenance Inspections
- Health Inspections

5. Budgets

5.1. Each Function Group shall assist the Fire Chief with the preparation of the annual budget by submitting materials and documents specified by the Fire Chief. Each Function Group shall be responsible for monitoring the fiscal impact of the group.

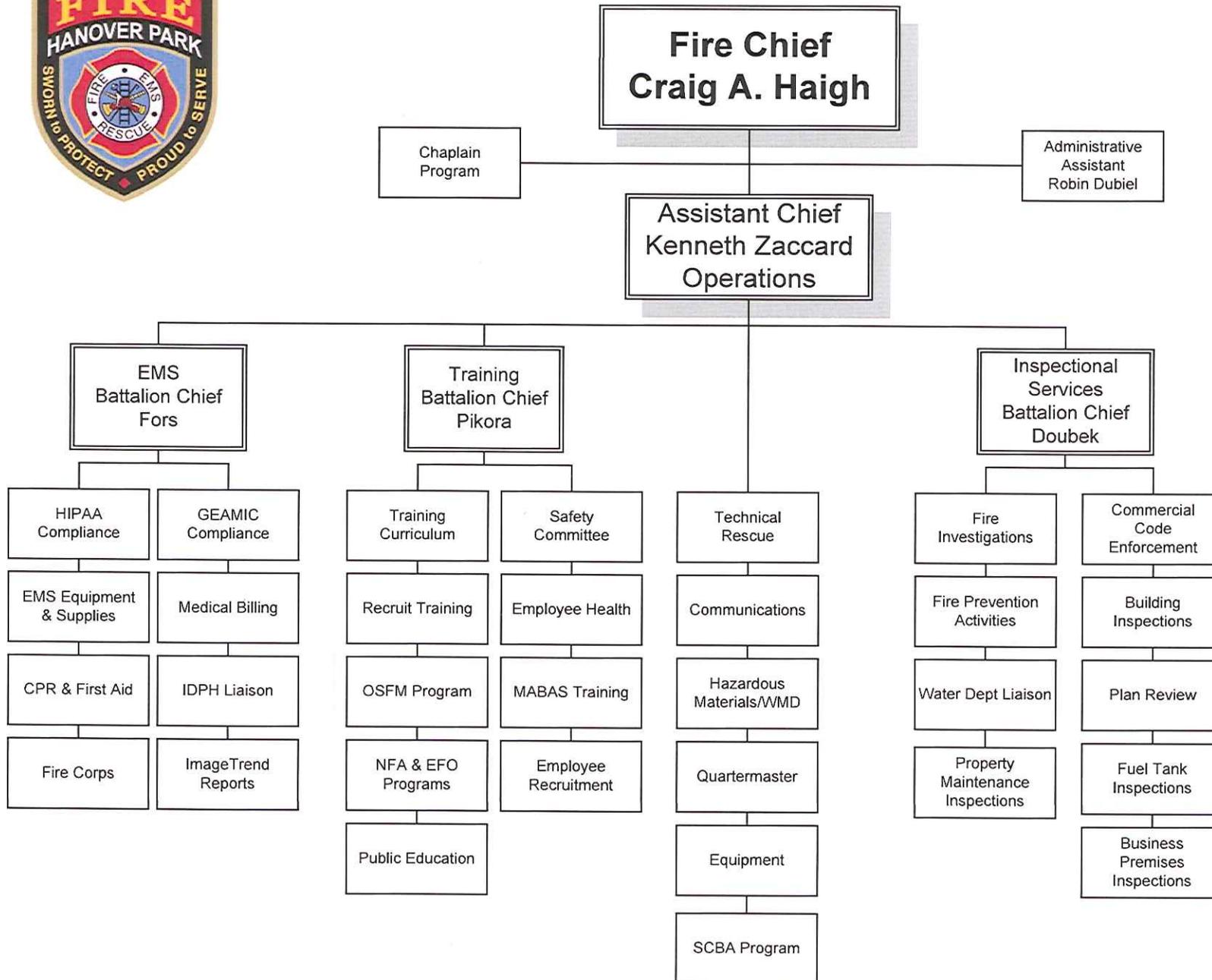
6. Support Activities

6.1. Unless contained within another group, each Function Group shall be responsible for those incidental activities that are necessary to complete the tasks assigned to the groups.

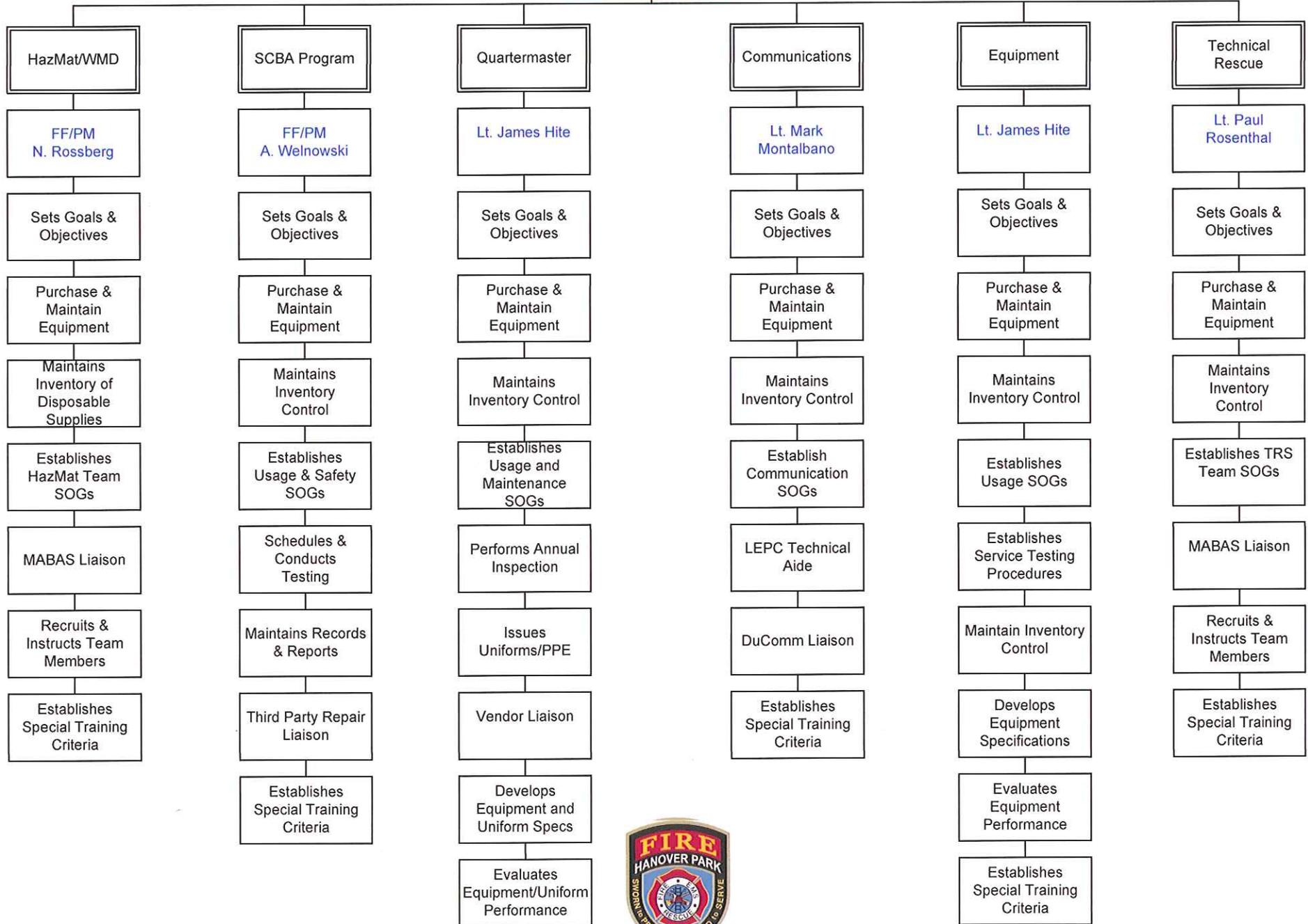
7. Amendments

7.1. The Fire Chief may change, alter, amend or eliminate this policy at any time.

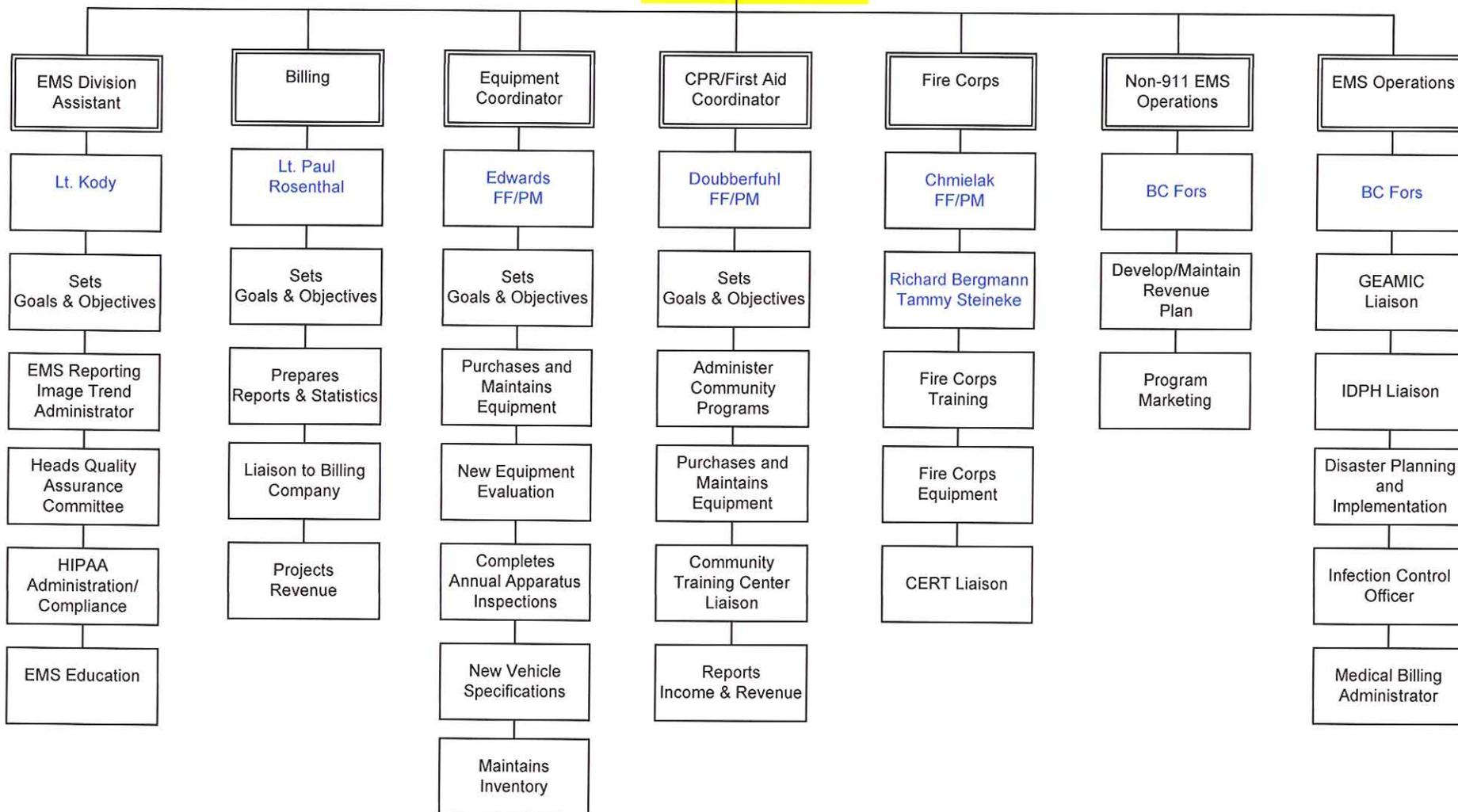
HANOVER PARK FIRE DEPARTMENT 2011 OVERVIEW



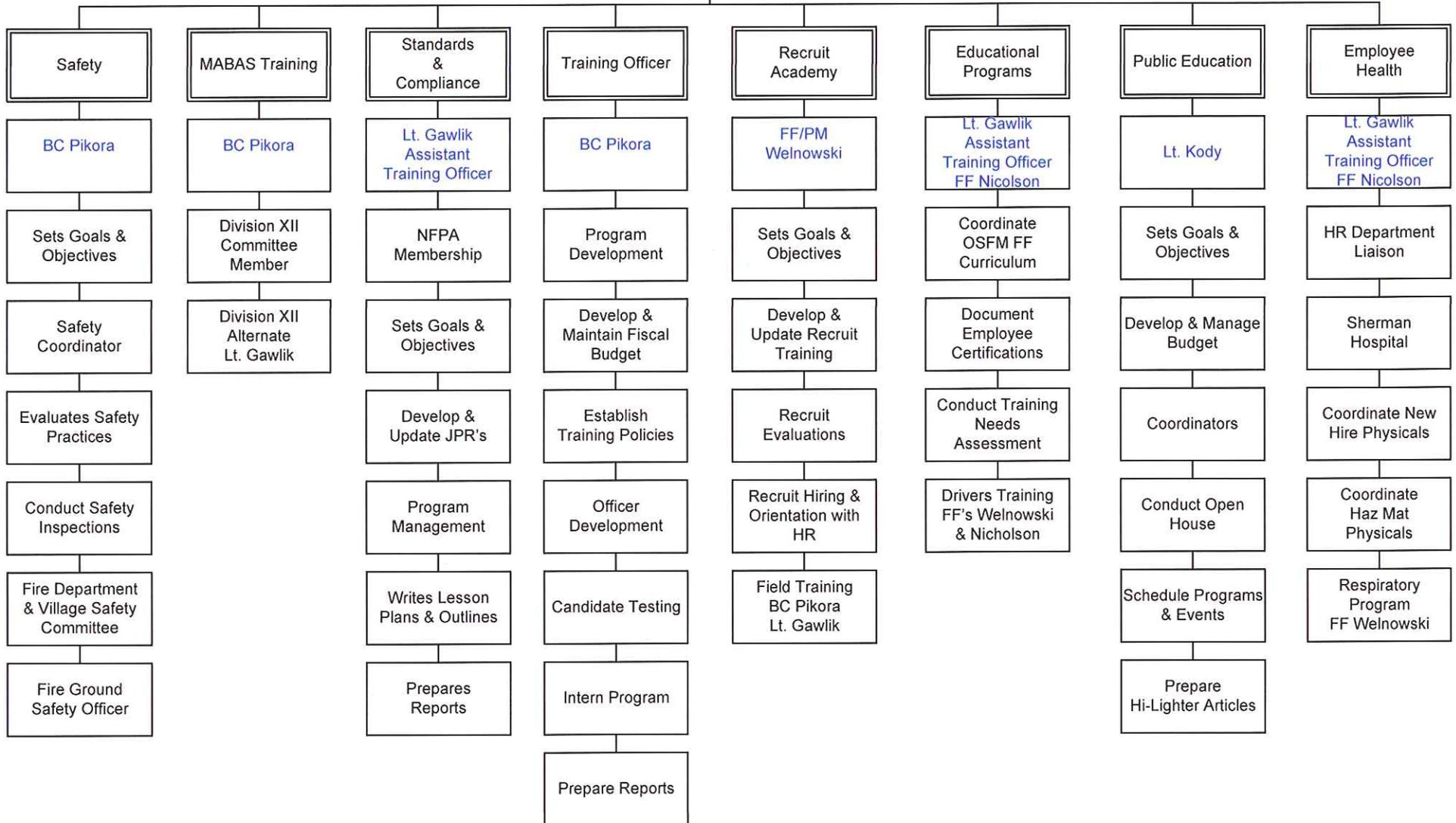
Operations



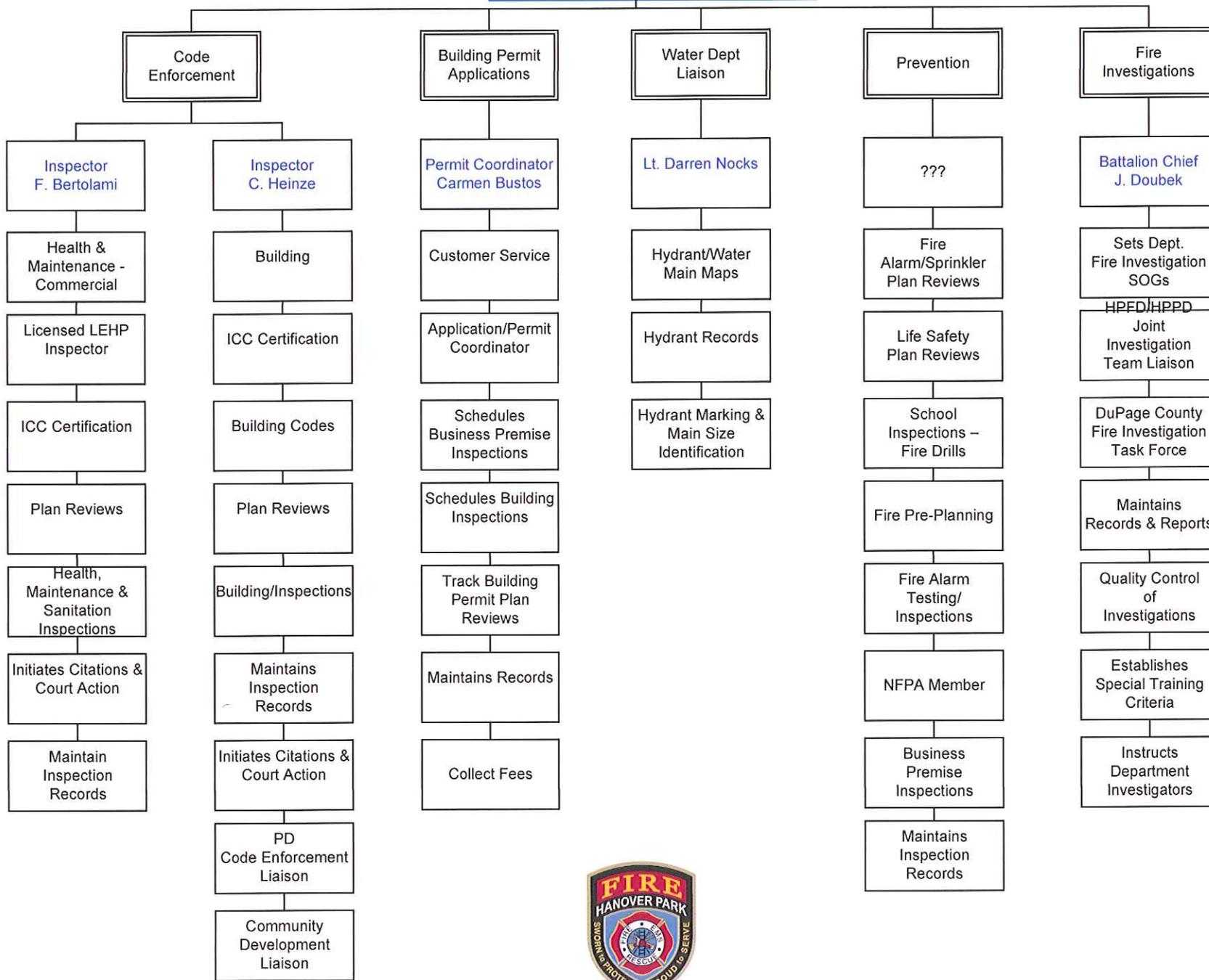
EMS



Training



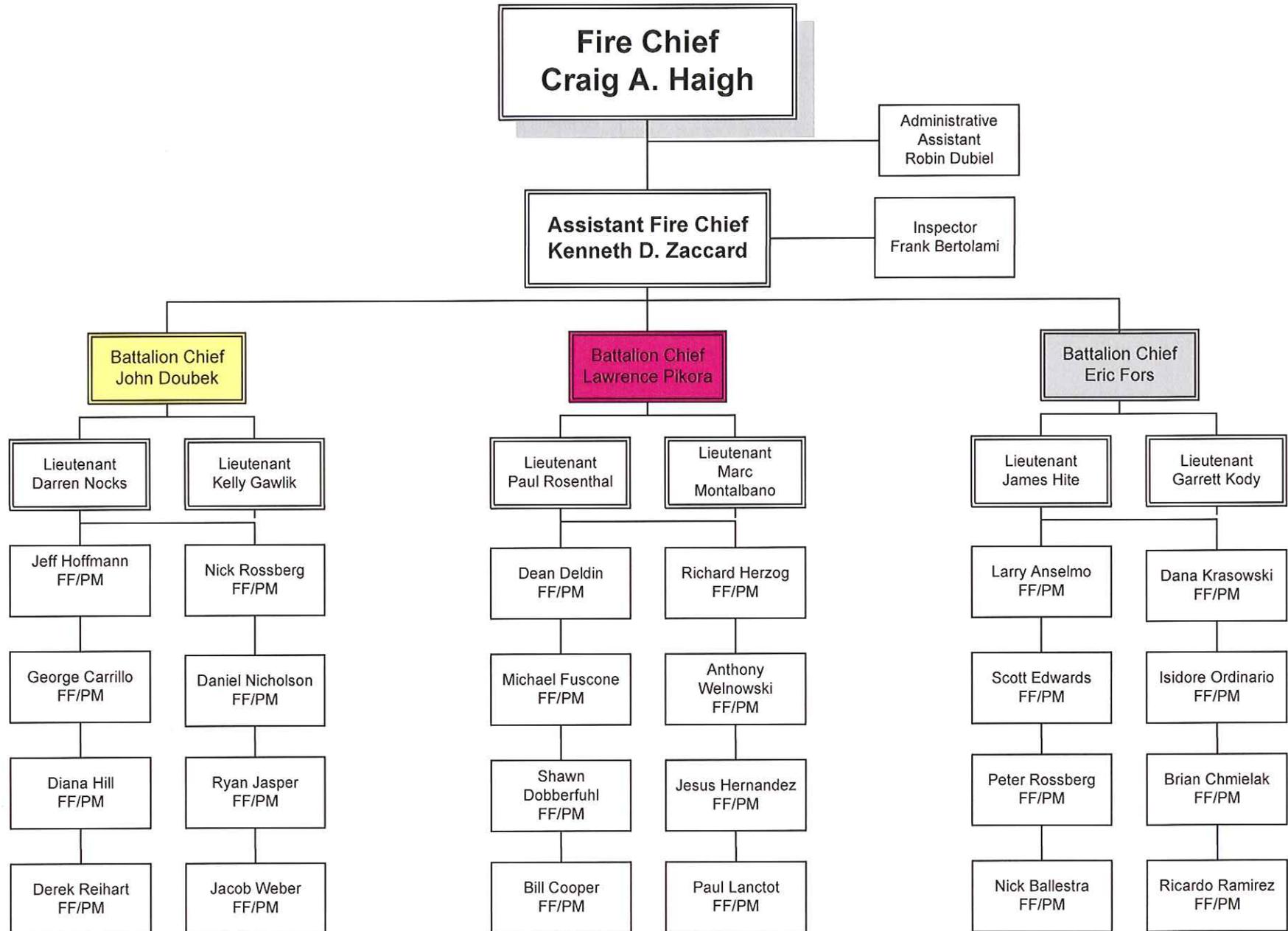
Inspectional Services



HANOVER PARK FIRE DEPARTMENT

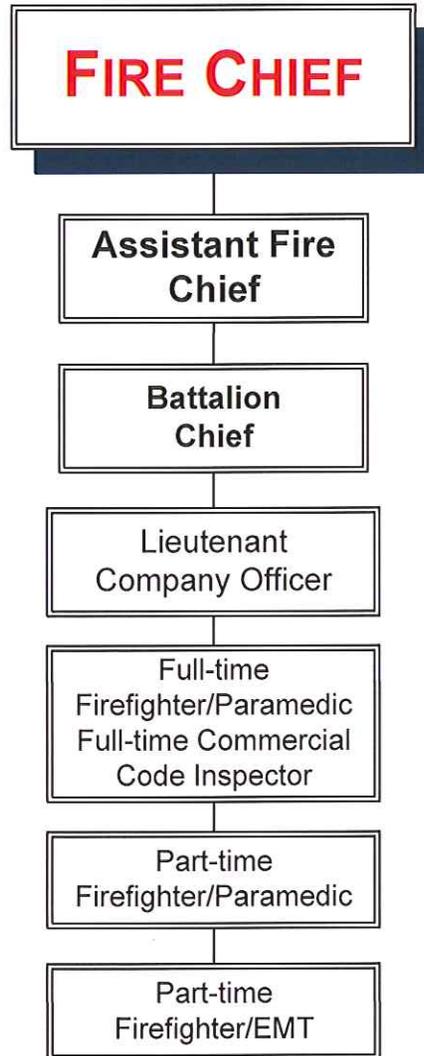
ORGANIZATIONAL CHART

SHIFT PERSONNEL OCTOBER 2011



HANOVER PARK FIRE DEPARTMENT

CHAIN OF COMMAND





Craig A. Haigh
Fire Chief

HANOVER PARK FIRE DEPARTMENT

Standard Policy & Procedure

Approved By:

C.A. Haigh, Fire Chief

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CODE OF CONDUCT

Purpose

The United States and Illinois Constitutions, Statutes of the United States and State of Illinois, Ordinances and Personnel Rules and Regulations of the Village, Department Polices, and Standard Operating Procedures shall govern the actions of each member. Any violation of the above laws rules policies or procedures may be cause for disciplinary action. Ignorance of the laws, rules polices or procedures shall not be considered as a defense or justification for any such violation.

Scope

This policy shall apply to all personnel at all times. Nothing herein shall be construed as diminishing an employee's right to free speech under the First Amendment of the United States Constitution unless that speech impairs the public service for which the employee is paid to provide.

1. Responsibilities

- 1.1. Members shall be responsible for their own acts, and they shall not shift to others the burden of responsibility of executing or failing to execute a lawful order or a member's job duties. Members shall devote their entire duty time to the services of the Department and shall not conduct private business that would create a conflict of interest or interfere with the proper performance of their duties.
- 1.2. All members of the Department are required to maintain a professional level of knowledge based upon position and qualification. It is also a requirement of the Department that all members maintain an adequate level of physical conditioning in order to respond to and perform at all fires, rescue, Hazmat and medical emergencies or other Fire Department functions.
- 1.3. Unsatisfactory performance may be demonstrated by an unwillingness or inability to perform assigned task, the failure to conform to established work standards of training, inspections, physical fitness, or other duties and failure to take appropriate action. Ignorance of the laws, rules polices or procedures shall not be considered as a defense or justification for any such violation.
- 1.4. Members shall not engage in any conduct or act that will bring discredit to the Fire Department or the Village.
- 1.5. Members shall obey the orders of those higher in the chain of command relating to job duties unless it is illegal or it places the subordinate in an unsafe operating position, nor intentionally violate the chain of command within the Department without appropriate justification.
- 1.6. Members are prohibited from using their official position for obtaining privileges, gifts or discounts not otherwise available to them.



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- 1.7. Members shall not solicit or accept from any person, business or organization any valuable gift or benefit for the member of the Fire Department except as permitted under the Hanover Park Personnel Rules and Regulations.
- 1.8. Members shall not publicly criticize or ridicule the Fire Department, its policies, or other officers by speech, writing, or other expressions, where such speech is defamatory, obscene, unlawful, and untruthful or is not a matter of public concern and disrupts the harmony and efficiency of the Department. This includes, but is not limited to, written, auditory and/or visual messages communicated via or on Village resources or via personal devices, such as cell phones, PDAs, etc., and/or social media (Twitter, Facebook, MySpace, etc.). Any written, auditory and/or visual messages communicated by a member that are relative to the Hanover Park Fire Department in any capacity are the sole property of the Village of Hanover Park. This includes, but is not limited to, any written, auditory, and/or visual messages communicated via or on Village resources or via or on personal devices and/or social media.
 - 1.8.1. When engaging in social media or social networking activities, all personnel will maintain a level of professionalism in both on-duty and off-duty conduct that is consistent with the honorable mission of the department.
- 1.9. Members shall not address gatherings, appear on radio or television, prepare any article for publication, act as correspondents to a newspaper or a periodical, release or divulge investigative information or any other matters unless authorized by the Fire Chief.
- 1.10. No member, while speaking as a private citizen on a matter of public concern, shall speak in such a way as to cause actual harm or disruption to the mission and functions of the fire department.
- 1.11. Members may speak on a matter of public concern as a spokesperson for the department only with the permission of the Fire Chief. The use of titles, FD logos, FD owned images, or identification as a member of the department that creates the impression that a member is a spokesperson for the department is prohibited.
- 1.12. Members are prohibited from publicly discussing fire department matters that are not a matter of public concern unless doing so is for the purpose of engaging in concerted activities relative to workplace issues.
- 1.13. 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:
 - 1.13.1. Matters that are under investigation
 - 1.13.2. Patient and employee information protected by HIPAA/medical confidentiality
 - 1.13.3. Personnel matters that are protected from disclosure by law



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Approved By:

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HANOVER PARK FIRE DEPARTMENT

Standard Operating Guideline

PERSONAL APPEARANCE

Purpose

This policy provides guidelines for personal appearance so that each employee portrays a professional appearance that will enhance the overall image of the department and the Village of Hanover Park.

Scope

This policy shall apply to all uniformed and civilian personnel of the fire department as each member reflects the values of the village as a whole. This policy is in conjunction with the Village of Hanover Park *Employee Handbook*, Section 705 Personal Appearance; duplicated subject matters shall be enforced using the strictest language. Any provision of this policy in conflict with a collective bargaining agreement shall be controlled by the agreement.

1. Responsibilities

- 1.1. The on-duty shift commander shall be responsible for the overall appearance of the employees working on his/her shift.
- 1.2. Any violation of this policy shall be immediately corrected when practicable. Violations such as hair length or style shall be corrected prior to the subsequent shift. Violations of this policy that may be deemed a safety issue shall be corrected before the employee may be allowed to work.

2. Requirements

- 2.1. Cleanliness in personal appearance must be maintained. Uniforms and other clothing must be clean and neat. Exposed body surfaces shall be clean. Hands should be washed frequently, especially after patient contact; fingernails should be closely trimmed. Gloves should be worn to protect the hands when working with chemicals or materials that may stain the skin.
- 2.2. Hair must be neatly groomed and of a style that reflects a professional image consistent with industry standards. Hair shall not interfere with any safety equipment issued by the department and shall not hinder or limit the use of self-contained breathing apparatus or other issued respiratory protection. Hair shall not interfere with, or limit any employee in their job performance.
- 2.3. Mustaches shall be neatly trimmed and shall not extend more than ¼" below the upper lip.
- 2.4. Sideburns must not protrude below the bottom of the ear lobe and must be neatly trimmed.
- 2.5. Beards of any length or style are strictly prohibited.
- 2.6. Facial hair, except as provided above shall not be permitted; employees must be clean-shaven.
- 2.7. Earrings, necklaces, bracelets and large rings are not allowed while on duty.
- 2.8. Strong perfumes or colognes and facial make-up shall be used in moderation.



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HANOVER PARK FIRE DEPARTMENT

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UNIFORM DRESS CODE

Purpose

To ensure all members of the fire department can be readily identified as members of the Hanover Park Fire Department; provide uniformity in dress among personnel; project a professional appearance and positive public image; and provide enhanced safety and comfort during emergency incident operations.

1. Application

- 1.1 This policy shall apply to all uniformed members of the Fire Department. For this policy, Command Staff shall mean Lieutenants and all ranks above. Where a collective bargaining agreement exists which specifically addresses an item or issue contained in this policy, the collective bargaining agreement shall control for only those specific items or issues.

2. Duty Uniform

- 2.1 The Duty Uniform shall consist of items purchased and supplied by the Quartermaster as directed by the Fire Chief. Unless provided elsewhere, the Fire Chief shall decide the specifications of all uniform items including, but not limited to, color, style, manufacturer, price and quantity, as well as usage.
- 2.2 The Quartermaster Supply List containing approved uniform items and vendor part numbers shall be attached to this policy as Appendix A.
- 2.3 The Duty Uniform shall consist of:
 - 2.3.1 Navy blue (or white for command staff) button-front shirt. The shirt shall be fully buttoned except for the top-most button and shall have the department patch on the left shoulder; an American flag with gold trim shall be on the right shoulder; the department badge shall be fastened above the left pocket; a nameplate with the employee's first initial and last name shall be worn centered over the right pocket; a "*Serving Since*" bar may be attached to and directly below the nameplate; rank insignia shall be worn on both collar tabs when appropriate.
 - 2.3.2 Navy (or white for command staff) t-shirt with department logo or navy mock turtleneck
 - 2.3.3 Black belt with silver (or gold for chief officers) buckle
 - 2.3.4 Navy blue or black socks (preferred). If white socks are worn, they shall not be visible when standing or walking
 - 2.3.5 Black shoes or boots that shall be polished. Canvas shoes, gym shoes, high-heels, and shoes bearing a visible commercial logo are prohibited
 - 2.3.6 Jacket with removable liner and patches as described in 3.3.1



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- 2.4 Unless provided by law, no other pins, clips, buttons or other items may be affixed to the Duty Uniform without the expressed written permission of the Fire Chief.
- 2.5 All on duty personnel shall wear the Duty Uniform to begin their shift and shall continue to wear the Duty Uniform until the conclusion of Roll Call. The Duty Uniform may be worn throughout the shift.
- 2.6 The Duty Uniform **must** be worn: during public education events, when performing company inspections or preplans, when conducting tours of the station, during any other public functions, or when directed by the shift supervisor for any reason.
- 2.7 Baseball style caps with an approved logo may be worn with the Duty Uniform when outside.
- 2.8 The Duty Uniform shall be used for official fire department business only.

3. Modified Duty Uniform

- 3.1 The Modified Duty Uniform shall be defined as the Duty Uniform with either a department-supplied t-shirt with the department logo, a department-supplied sweatshirt with the department logo, or a department-supplied polo shirt with the department logo substituted for the button-front shirt, badge and name plate.
- 3.2 Specialty t-shirts supplied by the department, such as HazMat Tech or Instructor, may be part of the Modified Duty Uniform
- 3.3 No other shirts, sweatshirts, or pullover sweaters are permitted except during extreme weather. Shirts with cartoons, cartoon characters, commercial logos or any obscene or profane language are strictly prohibited. Sleeveless or cut-off shirts are prohibited at all times.
- 3.4 The Modified Duty Uniform may be worn during all other times when the Duty Uniform is not required by policy or order.
- 3.5 Approved baseball style caps may be worn outdoors when the Modified Duty Uniform is worn.

4. Duty Uniform Exceptions

- 4.1 Employee-supplied clothing may be worn during periods of physical fitness exercise and up to one hour post-exercise. Items supplied by the employee should meet the standard set in Section 4.3. Employees must wear a shirt at all times, including during exercise periods.
- 4.2 During periods of extreme cold, additional clothing may be added, with the style and type at the discretion of the shift supervisor.
- 4.3 Department supplied coveralls may be worn when performing station maintenance.



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5. Dress Uniform

- 5.1 The Dress Uniform, also called a Class A Uniform, consists of the following:
- 5.1.1 Navy dress coat with badge, patches and name plate as in Section 3.
 - 5.1.1.1 Service Award Ribbons and Years of Service Pins may be worn centered directly above the nameplate on the right chest. Pins or awards issued by agencies affiliated with the department and approved by the Fire Chief may be worn above the Service Award Ribbon. A list of approved items will be contained in the Quartermaster Supply List in Appendix A
 - 5.1.1.2 Rank stripes shall be sewn on each sleeve when appropriate. Single silver shall designate Lieutenant, double silver shall designate Captain, double gold shall designate Battalion Chief, quadruple gold shall designate Assistant Chief and five gold stripes shall designate Chief of the Department.
 - 5.1.1.3 Service Crosses shall be placed centered on the left sleeve directly above the rank stripes. Each cross shall designate five years of service.
 - 5.1.2 Navy blue button-front long sleeve shirt. A second badge and nameplate are not required so long as the dress coat is worn. Rank insignia shall be worn on both the dress coat epaulets and both shirt collars
 - 5.1.3 Navy or black tie (cross-style ties may be worn by female employees)
 - 5.1.4 Navy dress pants
 - 5.1.5 Black belt
 - 5.1.6 Black or navy socks. No white socks are allowed when wearing a Dress Uniform
 - 5.1.7 Black, highly polished, shoes
 - 5.1.8 Dress hat with hat badge
- 5.2 The Dress Uniform shall be worn during formal fire department functions such as promotions, inspections, public hearings, funerals, and all other times when directed by the Fire Chief.
- 5.3 The dress hat shall be worn out of doors whenever the Dress Uniform is worn. Hats should not normally be worn in doors.
- 5.4 Black bands will be worn horizontally across the department badge to denote a period of mourning resulting from the death of a firefighter or other high-ranking public official. The decision to wear the black band and the duration in which it will be worn will be designated by the Fire Chief.



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- 5.5 White gloves shall be worn when performing specialized functions such as funeral detail and honor guard duties.

6. Modified Dress Uniform

- 6.1 The Modified Dress Uniform shall consist of the Dress Uniform less the dress coat and hat and may be worn with a short-sleeve shirt.
- 6.2 The Modified Dress Uniform may be worn during such activities as building and business inspections, meetings, public education, during periods of extreme heat and whenever directed by the Fire Chief.

7. Miscellaneous Provisions

- 7.1 Employees shall at all times present a professional appearance regardless of which uniform is worn.
- 7.2 All uniforms are to be kept clean and neat. Shirts must be buttoned with the shirttail tucked into the pants. Caps are to be worn facing forward.
- 7.3 Uniforms will be replaced at the discretion of the Quartermaster or pursuant to a collective bargaining agreement.
- 7.4 Non-uniform items such as shorts, slippers, sandals, robes, gym shoes, and another department's items are not allowed.
- 7.5 Decorative jewelry such as necklaces, bracelets, large rings, and earrings shall not be worn with any uniform.
- 7.6 Employees shall not wear rank insignias, badges, service ribbons or any other uniform item that have not been officially awarded to him/her. The wearing of such item constitutes official misconduct.
- 7.7 The wearing of an item denoting rank not yet earned constitutes impersonating an officer and shall subject the employee to disciplinary measures up to and including discharge.
- 7.8 If an employee-supplied item is substituted for a department item it should be as close in color and style to the required item as is practical.
- 7.9 Whenever an employee is away from the fire station and acting on behalf of the department, he/she shall dress according to the nature of the business, i.e. business casual for meetings, work clothes for hands-on training, etc. Cut-off shorts are never permitted when doing fire department business.



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8. Quartermaster System

- 8.1 The Quartermaster System shall be used throughout the department except as provided elsewhere by collective bargaining agreement.
- 8.2 The Quartermaster System shall be a replacement-in-kind system where the item to be replaced is returned to the Quartermaster for a replacement item.
- 8.3 Employees are responsible for maintaining all issued items and promptly reporting lost or stolen items to the Quartermaster.
- 8.4 When an employee needs to replace a uniform item, the employee shall submit a completed Uniform Order Form #404 (Appendix B), to the Quartermaster. The Quartermaster will either replace the item or issue a completed purchase order form for the needed item.
- 8.5 The employee will be responsible for either submitting the correct size or being fitted at the vendor location. Normally orders will be completed on the same day; only vendor back-orders may be shipped directly to the department.
- 8.6 No employee shall be given cash or check for uniform items.
- 8.7 No employee, other than those authorized by policy, may order or purchase uniform items without the expressed written permission of the Fire Chief.
- 8.8 All uniform items remain the property of the Hanover Park Fire Department. All items shall be returned to the Quartermaster upon separation from the fire department.
- 8.9 Failure to comply with any provision of this policy, in whole or in part, may subject the employee to progressive disciplinary measures.



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Appendix A

Quartermaster Supply List

Dress Uniform Blouse, Navy	38800
Dress Uniform Pants, Navy	38200
Dress Cap, Navy	118
Dress Cap, White (Officer)	116
Cap Rosette Black (Officer)	R-9045RD
Single Bugle, Officer Cap	A-2912-S
Dress Cap, White (Chief)	To be selected
4 or 5 Bugle, Chief Cap	To be selected
Badge, Hat	B500-S
Service Insignia	04600-002-0050
Tie, Navy	455BO-61
Shirt, Long Sleeve, Navy	P874-3
Shirt, Long Sleeve, White	P877-3
Shirt, Short Sleeve, Navy	P864-3
Shirt, Short Sleeve, White	P867-3
Lt. Collar Insignia, Single Silver Bugle	IN1419-S
Chief Collar Insignia, 4 or 5 Gold Bugle	To be selected
Badge, Shirt	B427
Name Plate Silver	500DT-S
Work Pants, Navy	4954
Work Pants, Navy, Cargo-Style	49300
Belt, Black	41P
Mock Turtleneck, L/S	8110NV
American Flag, Gold	13495-2010999-5
Jacket, Work (Firefighter)	5409 NV
Jacket, Work (Officer)	58120

Dress Uniform Additions

Village of Hanover Park Years of Service Pin	Above Nameplate
U.S. Department of Justice COBRA Pin	Above Nameplate
A.F.F.I. Honor Guard Rocker	Above Department Patch
Any single NY 9-11 Commemorative Pin (Quarter size)	Left Lapel



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Appendix B

Uniform Order Form

Employee: _____ Dept. I.D.: _____ Date filed: _____

Purchase Order # ##### Authorized Signature _____

Direct all inquiries to: Quartermaster Ph: 630-736-6800 Fax: 630-483-3080

All orders and invoices must have a purchase order number clearly indicated.

Shipping instructions: U.P.S. U.P.S. Overnight Pick-up by FD employee

Special instructions: _____

Description	Item Number	Quantity	Size
Dress Uniform Blouse, Navy	38800		Chest:_____ Short – Reg - Long
Dress Uniform Pants, Navy	38200		Waist:_____ Inseam:_____
Dress Cap, Navy	118		Inches:_____
Dress Cap, White (Officer)	116		Inches:_____
Cap Rosette, Black (Officer)	R-9045BLK		N/A
Single Bugle, Officer Cap	A-2912-S		N/A
Badge, Hat	B500-S		N/A
Service Insignia	04600-002-0050		N/A
Tie, Navy	455BO-61		N/A
Shirt, Long Sleeve, Navy	35W5456		Neck:_____ Sleeve:_____
Shirt, Long Sleeve, White	35W5400		Neck:_____ Sleeve:_____
Shirt, Short Sleeve, Navy	85R5456		SM - MD – LG – XL – 2X - 3X
Shirt, Short sleeve, White	85R5400		SM - MD – LG – XL – 2X - 3X
Collar Insignia, Single Silver	IN1419-S		N/A
Badge, Shirt	B427		N/A
Name Plate Silver	500DT-S		N/A
Work Pants, Navy	4954		Waist:_____ Inseam:_____
Work Pants, Navy, Cargo-Style	49300		Waist:_____ Inseam:_____
Belt, Black 1 ½"	6582-1		Waist:_____
Mock Turtleneck, L/S	8110NV		SM - MD – LG – XL – 2X - 3X
American Flag, Gold	13495-2010999-5		N/A
Jacket, Work (Firefighter)	5409 NV		SM - MD – LG – XL – 2X - 3X
Jacket, Work (Officer)	58120		SM - MD – LG – XL – 2X - 3X

Address for shipped orders:

**Hanover Park Fire Department, Attn: Ken Zaccard
1661 Maple Avenue,
Hanover Park, IL 60133**



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Fire Chief

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Approved By:

C.A. Haigh, Fire Chief

HANOVER PARK FIRE DEPARTMENT

Standard Policy & Procedure

DEPARTMENTAL DISCIPLINE

Purpose

All employees regardless of full or part-time status are required to exhibit acceptable conduct, satisfactory job performance and to comply with the Village of Hanover Park Personnel Rules & Regulations as well as all additional Rules, Regulations, Policies and Procedures of the Hanover Park Fire Department.

Employees may be disciplined in accordance with Village policies and where applicable, said discipline will comply with the current collective bargaining contracts between the Village of Hanover Park, Hanover Park Professional Firefighters Association -- Local #3452 and SEIU -- Local 73.

All discipline shall be administered in a progressive, fair and equitable manner designed to correct employee behavior. However, certain offenses are of sufficient seriousness in and of themselves that employees may be subject to more stringent action up to and including termination without any further prior disciplinary action.

Final departmental disciplinary authority and responsibility rests with the Fire Chief except where grievance proceedings apply as stipulated by a Collective Bargaining Agreement.

1. Procedure

1.1 Discipline shall be administered in the following manner and as described above:

1.2 **Oral Warning** (Administered by any departmental supervisor)

1.2.1 Employee Coaching - When a supervisor deems it necessary to correct a specific behavior or performance, but does not believe a formal reprimand is needed, the supervisor has the ability and authority to "Coach" an employee in hopes of correcting the infraction without filing an official disciplinary document. The supervisor should make a note in the employee's evaluation log as a reminder of the coaching.

1.2.2 Documented Oral Warning When a supervisor deems it necessary to correct a specific behavior or performance and feels that the infraction is of a serious enough nature to warrant a documented verbal warning, such shall be completed and subsequently documented on the Village of Hanover Park Disciplinary Action Form and submitted to the employee's Shift Commander and then to the Chief.

2.1 **Written Warning** (Administered by any departmental supervisor)

2.2.1 When a supervisor deems it necessary to correct a specific behavior or performance and feels that the infraction is of a serious enough nature to warrant a documented written warning or is the second such violation, such warning shall be completed and subsequently documented on the Village of Hanover Park Disciplinary Action Form and submitted to the employees Shift Commander and then to the Chief. The employee is encouraged to comment on the Disciplinary Action Form before signing it.



Craig A. Haigh
Fire Chief

HANOVER PARK FIRE DEPARTMENT

Standard Policy & Procedure

Original 07/01/00

Chapter: 100

Section: 006

Update 08/ 02/ 2004

2.3 **Relief of Duty** (Administered by Shift Commander, or Chief Officer w/immediate notification of Fire Chief)

2.3.1 When an employee's actions are such that in the opinion of the Shift Commander or Chief Officer, are of a serious enough nature or the employee's continued presence would disrupt the inner workings of the department or undermine the public's trust in the department, or the health and safety of the employee, co-workers, or the public, an emergency suspension of twenty-four hours shall be administered. Upon ordering the employee from the premises, the Shift Commander shall immediately notify the Fire Chief. The supervisor shall document the incident using the Village of Hanover Park Disciplinary Action Form for submission to the Fire Chief. The Fire Chief and Charging Officer shall meet with the employee within a reasonable amount of time to investigate and determine the employee's status.

2.4 **Suspensions and Administrative Leave** (Administered by Fire Chief)

2.4.1 Given as the third step in the disciplinary process (documented oral and written warning) or awarded due to an offense with sufficient seriousness in and of itself that a more stringent discipline is required. The Battalion Chief/Shift Commander can/shall recommend suspensions or administrative leaves with the Fire Chief administering the suspensions or Administrative leaves.

2.4.2 With Suspensions or Administrative Leaves lasting longer than seventy-two hours, the employee will be required to surrender their badge and Village of Hanover Park Identification.

2.5 **Demotions and Terminations** (Administered by Fire Chief)

2.5.1 In general, the disciplinary process shall follow the guidelines of due process, but the Chief reserves the right to demote or terminate an employee due to severe infractions. An officer may be demoted back to a lesser or lower rank, and a firefighter terminated since no promotion has been awarded. The demotion process does not remove the officer from the threat of termination; it only provides an additional disciplinary option.



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Craig A. Haigh
Fire Chief

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Update 08/ 02/ 2004

3. Disciplinary Guidelines

- 3.1 This list is designed to be used as a guideline for disciplinary action while still allowing the supervisor flexibility to increase or decrease discipline depending on the specific circumstances of the situation. This list is not considered to be all inclusive, listing all possible violations, but is a general list of offenses and recommended actions.

Disciplinary Guidelines for Hanover Park Fire Department				
Violation	1st Offense	2nd Offense	3rd Offense	4th Offense
Acceptance of gifts or gratuities from the public in connection with performance of duty as a Village Employee	Suspension	Termination		
Assault - Physical assault in the workplace	Suspension	Termination		
AWOL (Including no call / no show)	Suspension	Termination		
AWOL with notification	Written	Suspension	Termination	
Criminal, dishonest or disorderly conduct (on or off duty)	Suspension	Termination		
Endangering self, fellow employees or public by willful violation of safety rules, laws or ordinances	Suspension	Termination		
Excessive Absenteeism	Verbal	Written	Suspension	Termination
Excessive Absenteeism - without accrued leave time	Suspension	Termination		
Failure to provide an address and phone number	Verbal	Written	Suspension	Termination
Failure to report a known injury	Verbal	Written	Suspension	Termination
Felony Conviction	Termination			
Harassment - Retaliation	Suspension	Termination		
Harassment - Sexual	Written	Suspension	Termination	
Harassment - Sexual harassment by supervisor	Suspension	Termination		
Harassment of a fellow employee (on or off duty)	Written	Suspension	Termination	
Harassment policy - Supervisor fails to enforce	Written	Suspension	Demotion	
Harassment with physical assault (including sexual)	Termination			
Insubordination / Refusal to carry out a lawful order or abusive language	Written	Suspension	Termination	
Interfering with the work of others or failure to treat the public or fellow employees with respect and courtesy	Written	Suspension	Termination	
Leaving workplace without authorization	Written	Suspension	Termination	
Making false entries or statements in any department communications / reports	Written	Suspension	Termination	
Misappropriation or unlawful taking of village property	Suspension	Termination		
Possession or consumption of alcohol or illegal drugs on village property	Suspension	Termination		
Provoking or instigating a fight	Suspension	Termination		
Reporting to work under the influence of alcohol or illegal drugs	Evaluation	Termination		
Supervisor fails to enforce Village or HPFD Rules and Policies	Oral	Written	Suspension	Demotion
Willful or negligent destruction of Village property	Written	Suspension	Termination	



Craig A. Haigh
Fire Chief

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Section:007

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HANOVER PARK FIRE DEPARTMENT

Standard Policy & Procedure

Approved By:

C.A. Haigh, Fire Chief

ROLL CALL

Purpose

Morning roll call is to establish a procedure by which the prescribed daily manpower can be reviewed, that all members report fit for duty and in proper uniform and exchange any pertinent information for the safe and efficient operation of the department that may be passed on from the previous shift.

1. Procedure

- 1.1. Time: 0700 hours the Shift Officer, or his designated alternate, will conduct the roll call in all fire stations.
- 1.2. Personnel: All personnel will report to roll in the duty uniform as described in the Uniform Dress Code Policy.
 - 1.2.1. Attendance will be taken.
 - 1.2.2. Inspection of uniforms will be conducted as stated in Department Administrative Policies.
 - 1.2.3. Daily apparatus and job assignments will be made at this time.
- 1.3. Information concerning firefighter safety, new orders, policies and procedures will be read and discussed.
- 1.4. Apparatus and Equipment: A verbal report will be made on the condition of all apparatus and equipment related to its in-service and out-of-service status as passed on from the off going shift.
- 1.5. Company Information: the Lieutenant-Shift Officer will report the schedule of the day and all other pertinent information and facilitate the completion of all scheduled items.
- 1.6. The Lieutenant shall make available the printed Daily Reminders Report at roll call.
- 1.7. In the event that roll call is not complete due to emergency response, it will be completed when all personnel return to the station.
- 1.8. The Battalion Chief shall ensure the Daily Schedule is completed by 0730.



SUPERVISOR'S INVESTIGATION REPORT

PLEASE FAX OR MAIL (708) 562-0900 ACCIDENT REPORT FORM TO IRMA WITHIN 5 WORKING DAYS

This report shall be completed in ink by the supervisor of the injured, **no later than the end of the injured person's work shift**. The report shall then be forwarded to your claims coordinator **within 24 hours**, along with the completed form IC45.

Any additional information, including a completed wage statement (if applicable), should follow as soon as possible. This completed form shall then be forwarded to IRMA the **same day** the claims coordinator receives it.

The unsafe acts of persons and the unsafe conditions that cause accidents can be corrected only when they are known specifically, It is your responsibility to find them, name them and to state the remedy for them in this report.

NAME OF IRMA MEMBER (MUNICIPALITY)		DATE & TIME OF ACCIDENT / / AM PM	
DATE INJURED PERSON REPORTED ACCIDENT AND TO WHOM			
LOCATION OF ACCIDENT (The name or number of building, store, dept., floor, etc.)			
NAME OF INJURED EMPLOYEE / PHONE NUMBER		INJURED EMPLOYEE'S DEPARTMENT	INJURED EMPLOYEE'S JOB
INJURED PERSON STATUS <input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME <input type="checkbox"/> SEASONAL <input type="checkbox"/> CONTRACT <input type="checkbox"/> VOLUNTEER <input type="checkbox"/> MISC.			
TIME IN JOB <input type="checkbox"/> IN TRAINING <input type="checkbox"/> UNDER 6 MONTHS <input type="checkbox"/> 6 MONTHS TO 1 YEAR <input type="checkbox"/> 1 TO 5 YEARS <input type="checkbox"/> OVER 5 YEAR			
DATE OF HIRE / /		AVERAGE NUMBER OF HOURS WORKED PER WEEK	HOURLY RATE
DESCRIBE THE INJURY			
DESCRIBE THE ACCIDENT (State what the injured was doing and the circumstances leading to the accident)			
WAS EMPLOYEE REQUESTED TO GO TO A MEDICAL MANAGEMENT NETWORK FACILITY FOR TREATMENT? <input type="checkbox"/> YES <input type="checkbox"/> NO		IF RESTRICTED, IS LIGHT DUTY AVAILABLE? <input type="checkbox"/> YES <input type="checkbox"/> NO	
IS EMPLOYEE STILL TREATING WITH A MEDICAL MANAGEMENT NETWORK FACILITY? <input type="checkbox"/> YES <input type="checkbox"/> NO		IF NO, NAME & ADDRESS OF TREATING DOCTOR:	
DID/WILL INJURED PERSON MISS MORE THAN 3 WORKDAYS DUE TO THIS ACCIDENT? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> UNKNOWN			
# OF WORK DAYS INJURED PERSON MISSED :		DATE STARTED LOSING TIME: / /	
ANY WITNESSES TO THIS INJURY/ACCIDENT? <input type="checkbox"/> YES <input type="checkbox"/> NO			
IF YES, WITNESS NAME _____		TITLE/JOB DESCRIPTION _____	PHONE # _____
WITNESS NAME _____		TITLE/JOB DESCRIPTION _____	PHONE # _____
HOW COULD THE INJURY/ILLNESS HAVE BEEN PREVENTED?			
REMEDY (As a supervisor, what action have you taken or do you propose taking to prevent a repeat accident?)			
SUPERVISOR	REVIEWED AND APPROVED BY CLAIMS COORDINATOR		DATE REPORT PREPARED

**USE REVERSE SIDE FOR ADDITIONAL SPACE NEEDED
 PLEASE MAIL OR FAX (708) 562-0900 ACCIDENT REPORT TO IRMA WITHIN 5 WORKING DAYS**

 Accident Report

Please fill out in ink within 24 hours of the loss. When the form is completed, forward it to the claims coordinator for signature and date. Please complete all areas on form. Below are some explanations of areas on the form that may need clarification. †

*General Instructions***Section I MEMBER INFORMATION**

Provide the name of member's contact person and phone number.

Estimated Cost of Repair – Approximate figure of damages caused to municipal auto/mobile equipment taken from estimate or personal inspection. In the event of an extensive/serious loss, IRMA should be notified immediately.

Employee Name/Home Phone – Give phone number to allow easy contact.

Section II MEMBER PROPERTY DAMAGE

Items Damaged – Precise location of damage on the vehicle/equipment (i.e. left front, rear end, right front, etc.). If first Party Property list items damaged.

Section III MEMBER DESCRIPTION OF ACCIDENT

Provide detailed explanation, of the accident facts.

Section IV TYPE OF ACCIDENT

Check appropriate box.

Section V CLAIMANT ACCIDENT INFORMATION (If no injuries, please skip)

Nature of Injury/Part of Body – In as much detail as possible, describe injury and specific area of body where party was injured (i.e. right knee, left elbow)

What was Injured Person Doing – Describe actions of the injured party that directly relate to why accident occurred and cause of injuries.

Where Taken – Name and location of hospital and/or clinic.

Section VI CLAIMANT AUTOMOBILE INFORMATION

Area of Damage – Please note the exact area on the equipment where the damage occurred (i.e. front lower, upper left corner, etc.). Be specific.

Estimate of Damages – Approximate amount of damages caused to claimant property taken from estimate or personal inspection.

Insurance Company/Policy #/Phone Number – For subrogation and recovery purposes. Please complete if known and/or applicable to loss.

Section VII CLAIMANT NON-AUTO PROPERTY DAMAGE

Describe Damaged Property – Describe the type of building and/or structure where accident took place. If not a building, describe type of property damaged.

Section VIII WITNESS INFORMATION (If no witnesses, please skip)

Please list names of all persons who were at the scene of accident and/or actually witnessed the accident take place. Use supplemental sheets if necessary.

Section IX

The last section of the report is essential to the handling of any accident. This section allows the employee's immediate supervisor, or administrative review board, the opportunity to express an opinion as to the degree of unsafe acts or conditions borne by the employee or member in contributing to or causing the accident. The Accident report should be accompanied by a police report, newspaper account, photos, repair estimates and/or bills, and any other supporting materials to aid us in the investigation and prompt handling of these types of losses.

OTHER COMMENTS AND/OR ADDITIONAL INFORMATION

Any additional employee or comments that he/she feels would be important to the investigation.

General Information

Members are to secure as much information as possible.

Does Village anticipate further action by Claimant? – We are trying to assess possibility that claimant will file suit in the future or, if not represented, will retain the services of an attorney. Advise your impression of complaint when first notice of loss is reported. This also helps IRMA decide if this report should be set up as an incident or formal a claim.

If represented by Attorney – Give Name, Address & Phone



PLEASE FAX ACCIDENT REPORT TO IRMA WITHIN 5 DAYS 708-562-0900
IRMA NON-WORKERS COMPENSATION ACCIDENT REPORT FORM

Please complete the sections of the report that are applicable. Please print in ink. The individual having responsibility for reporting the accident should complete the report **by the close of the work shift**. The claimant should not complete this form.

The supervisor/department head of the employee who filled out the form should complete section IX. The report shall then be forwarded to your claims coordinator **by the end of the work shift or within 24 hours**. This completed form shall then be forwarded to IRMA the **same day** the claims coordinator receives it.

I. MEMBER INFORMATION								
NAME OF IRMA MEMBER (MUNICIPALITY)			CONTACT PERSON NAME AND PHONE NUMBER			DEPARTMENT		
DATE OF LOSS		TIME OF LOSS _____ A.M. _____ P.M.		WAS EMPLOYEE INJURED YES _____ NO _____				
LOCATION OF LOSS			EMPLOYEE NAME			EMPLOYEE STATUS __ FULL __ PART __ SEASONAL __ OTHER		
POLICE OR FIRE DEPT. REPORT #		STREET/SIDEWALK CONDITIONS: ___ DRY ___ OTHER ___ WET ___ SNOW/ICE			WEATHER CONDITIONS: ___ CLEAR/CLOUDY ___ RAIN ___ SNOW ___ OTHER			
II. MEMBER PROPERTY DAMAGE								
ITEMS DAMAGED:		AGE OF ITEM (S) DAMAGED		VIN NUMBER:		ESTIMATE OR LOSS DAMAGE \$		
MAKE OF OUR VEHICLE/MOBILE EQUIPMENT:			YEAR:		MODEL:		LICENSE NUMBER (S)	
III. MEMBER DESCRIPTION OF ACCIDENT								
IS CLAIMANT MAKING A CLAIM? ___ YES ___ NO PLEASE EXPLAIN								
IV. TYPE OF ACCIDENT (Please check which applies)								
SLIPS, TRIPS, FALLS _____		PROPERTY _____		POLICE PROFESSIONAL LIABILITY _____				
AUTOMOBILE LIABILITY _____		EMPLOYMENT LIABILITY _____		OTHER/PLEASE EXPLAIN _____				
V. CLAIMANT ACCIDENT / INJURY INFORMATION								
NAME				SEX		AGE/D.O.B.		
BUSINESS PHONE		HOME PHONE			ADDRESS			
NATURE OF INJURY/PART OF BODY _____ FATALITY				WHAT WAS INJURED PERSON DOING?				
WHERE TAKEN? (Name of hospital/clinic, address, phone number)								
VI. CLAIMANT AUTOMOBILE INFORMATION								
OWNER OF OTHER VEHICLE		AGE	ADDRESS		CITY	STATE	ZIP	PHONE
DRIVER, IF OTHER THAN OWNER		AGE	ADDRESS		CITY	STATE	ZIP	PHONE
MAKE OF VEH	YEAR	MODEL		LICENSE NO.	VIN NO.		AREA OF DAMAGE	ESTIMATE OF DAMAGE
IS VEHICLE INSURED? ___ YES ___ NO		COMPANY/AGENCY NAME, POLICY NO. & PHONE NO.			WHERE VEHICLE CAN BE SEEN			

VII. CLAIMANT NON-AUTO PROPERTY DAMAGE (i.e. fence, building, etc.)

OWNER OF PROPERTY	ADDRESS	CITY	STATE	ZIP	PHONE ()
DESCRIBE DAMAGED PROPERTY		LOCATION OF PROPERTY			
IS PROPERTY INSURED? ____ YES ____ NO	COMPANY/AGENCY NAME, POLICY NO. & PHONE NO.				

VIII. WITNESS INFORMATION

NAME	AGE/D.O.B.	ADDRESS	BUS PHONE ()	HOME PHONE ()
NAME	AGE/D.O.B.	ADDRESS	BUS PHONE ()	HOME PHONE ()

IX. ADDITIONAL COMMENTS

Conditions (Describe any conditions or defects contributing to the accident)

Describe any unsafe acts or procedures contributing to the accident.

What precautions could have been taken to avoid accident (if any?)

Remedy (As a supervisor, what action have you taken or do you propose taking to help prevent a similar accident?)

Comments:

X _____ SUPERVISOR/DEPT. MANAGER SIGNATURE & DATE	X _____ CLAIMS COORDINATOR SIGNATURE & DATE
---	---

PLEASE FAX ACCIDENT REPORT TO IRMA WITHIN 5 WORKING DAYS.
 PLEASE SEND ANY SUPPORTING MATERIAL, SUCH AS AVAILABLE REPORTS, NEWSPAPER ACCOUNTS,
 PICTURES, REPAIR ESTIMATES AND/OR BILLS, AS SOON AS POSSIBLE.
 POLICE REPORTS / AMBULANCE REPORTS / ESTIMATES OF REPAIR
**NOTE: IF MEMBER PROPERTY IS DAMAGED BY A CLAIMANT VEHICLE, PLEASE FILE A STATE OF ILLINOIS ACCIDENT
 FORM WITH THE SECRETARY OF STATE.**

INCIDENT/FIRST AID REPORT

This report will be used for any accident or incident, which may or may not have required first aid, but did not require clinic or hospital treatment. This report should be completed no later than the end of the work shift of the employee involved. This report does not need to be submitted to IRMA.

IRMA MEMBER:	
DEPARTMENT OF:	

EMPLOYEE'S NAME:			
JOB TITLE:			
DATE OF ACCIDENT:		TIME:	A.M./P.M.
LOCATION:			
DESCRIBE HOW ACCIDENT/INJURY OCCURRED:			
WAS FIRST AID GIVEN?		YES []	NO []
IF YES, TYPE OF FIRST AID GIVEN:			
FIRST AID GIVEN BY:		DATE/TIME	

EMPLOYEE'S SIGNATURE:	DATE:
SUPERVISOR'S SIGNATURE:	DATE:

(Send one copy of report to Safety Coordinator.)

FORM 45: **Employers First Report of Injury or Illness**

PLEASE TYPE OR PRINT

Filing of this report does not affect your liability under the Workers' Compensation Act and is not incriminatory in any sense.

A	*45	ILLINOIS UNEMPLOYMENT COMPENSATION NUMBER		DATE OF REPORT	MONTH	DAY	YEAR	CASE OR FILE NUMBER					
B	EMPLOYER'S NAME			EMPLOYER'S FEIN NUMBER				IS THIS A LOST WORKDAY CASE? <input type="checkbox"/> YES <input type="checkbox"/> NO					
C	DOING BUSINESS UNDER THE NAME OF							/	CITY, STATE	/	ZIP CODE		
D	MAILING ADDRESS							/	CITY, STATE	/	ZIP CODE		
E	EMPLOYEE LOCATION IF DIFFERENT FROM MAILING ADDRESS												
F	NATURE OF BUSINESS OR SERVICE				SIC CODE	TOTAL NUMBER OF EMPLOYEES AT THE LOCATION WHERE ILLNESS OR INJURY OCCURRED							
G	NAME OF WORKERS' COMPEN. INSURANCE CARRIER			POLICY NUMBER		SELF INSURED YES <input type="checkbox"/> NO <input type="checkbox"/>		COUNTY WHERE INJURY OCCURRED					
H	EMPLOYEE'S NME (LAST, FIRST, MIDDLE)						SOCIAL SECURITY NUMBER						
I	HOME ADDRESS												
J	MALE <input type="checkbox"/>	FEMALE <input type="checkbox"/>	MARRIED <input type="checkbox"/>	SINGLE <input type="checkbox"/>	WIDOW(ER) <input type="checkbox"/>	DIVORCED <input type="checkbox"/>	BIRTH DATE	MONTH	DAY	YEAR	NUMBER OF DEPENDENT CHILDREN UNDER 18 AT TIME OF INJURY OR ILLNESS		
K	DATE AND TIME OF THE INJURY OR EXPOSURE		MONTH	DAY	YEAR	a.m. _____ P.m. _____	EMPLOYEE'S AVERAGE WEEKLY EARNINGS	\$	LAST DAY EMPLOYEE WORKED		MONTH	DAY	YEAR
L	JOB TITLE OR OCCUPATION							DEPARTMENT NORMALLY ASSIGNED					
M	ADDRESS OF LOCATION WHERE INJURY OR EXPOSURE OCCURRED												
N	DID THE EMPLOYEE DIE AS A RESULT OF THE INJURY OR ILLNESS? <input type="checkbox"/> YES <input type="checkbox"/> NO						EMPLOYEE DIED AS A RESULT OF THE INJURY OR ILLNESS, GIVE DATE OF DEATH				MONTH	DAY	YEAR
O	WAS THE INJURY OR EXPOSURE ON THE EMPLOYER'S PREMISES? <input type="checkbox"/> YES <input type="checkbox"/> NO			DID THIS INCIDENT RESULT IN: <input type="checkbox"/> OCCUPATIONAL DISEASE				WAS EMPLOYEE GIVEN INDUSTRIAL COMMISSION HANDBOOK? <input type="checkbox"/> YES <input type="checkbox"/> NO					
P	NATURE OF THE INJURY												
Q	PART OF THE BODY AFFECTED (BE SPECIFIC)												
R	WHAT TASK WAS EMPLOYEE PERFORMING WHEN ILLNESS OCCURRED?												
S	OBJECT OR SUBSTANCE RESPONSIBLE FOR INJURY OR ILLNESS (SOURCE)												
T	HOW DID ACCIDENT OR ILLNESS OCCUR (TYPE)?												
U	WHAT HAZARDOUS CONDITIONS, METHODS OR LACK OF PROTECTIVE DEVICES CONTRIBUTED?												
V	WHAT UNSAFE ACT BY A PERSON CAUSED OR CONTRIBUTED TO THE INJURY OR ILLNESS?												
W	HAVE MEDICAL SERVICES BEEN RENDERED TO THE EMPLOYEE? <input type="checkbox"/> YES <input type="checkbox"/> NO				IS OR HAS THE EMPLOYEE BEEN HOSPITALIZED?				<input type="checkbox"/> YES <input type="checkbox"/> NO				
X	NAME AND ADDRESS OF PHYSICIAN												
Y	NAME AND ADDRESS OF HOSPITAL												
Z	REPORT PREPARED BY: (NAME - PRINT OR TYPE)				SIGNATURE				TITLE AND TELEPHONE NUMBER				

ACCIDENT REPORTING DEPT., ILLINOIS INDUSTRIAL COMMISSION, 100 West Randolph Street, Chicago, Illinois 60601

NOTE: DISCLOSURE OF THIS INFORMATION TO THE INDUSTRIAL COMMISSION IS MANDATORY UNDER IL. REV. STAT. CH.48. §1386. FAILURE TO PROVIDE ANY INFORMATION COULD RESULT IN PROSECUTION. APPROVED BY FORMS MANAGEMENT.



SUPERVISOR'S ADDITIONAL INFORMATION

(Attach to Form 45)

DATE INJURED PERSON REPORTED ACCIDENT: _____ / _____ / _____		REPORTED ACCIDENT TO WHOM:	
INJURED EMPLOYEE'S PHONE NUMBER:		INJURED EMPLOYEE'S DEPARTMENT:	
INJURED PERSON STATUS: <input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME <input type="checkbox"/> SEASONAL <input type="checkbox"/> CONTRACT <input type="checkbox"/> VOLUNTEER <input type="checkbox"/> MISC.			
TIME IN JOB: <input type="checkbox"/> IN TRAINING <input type="checkbox"/> UNDER 6 MONTHS <input type="checkbox"/> 6 MONTHS TO 1 YEAR <input type="checkbox"/> 1 TO 5 YEARS <input type="checkbox"/> OVER 5 YEARS			
DATE OF HIRE: _____ / _____ / _____		AVERAGE NUMBER OF HOURS WORKED PER WEEK: _____	
IS EMPLOYEE STILL TREATING WITH A MEDICAL MANAGEMENT NETWORK FACILITY: <input type="checkbox"/> YES <input type="checkbox"/> NO	IF RESTRICTED, IS LIGHT DUTY AVAILABLE: <input type="checkbox"/> YES <input type="checkbox"/> NO	# OF WORK DAYS INJURED PERSON MISSED: _____	
ANY WITNESSES TO THIS INJURY/ACCIDENT: <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES: WITNESS NAME			
IF YES: WITNESS NAME: _____ TITLE/JOB DESCRIPTION: _____ PHONE #: _____			
HOW COULD THE INJURY/ILLNESS HAVE BEEN PREVENTED?			
REMEDY (As a supervisor, what action have you taken or do you propose taking to prevent a repeat accident?)			



Craig A. Haigh
Fire Chief

HANOVER PARK FIRE DEPARTMENT

Standard Policy & Procedure

Approved By:

C.A. Haigh, Fire Chief

Original ___/___/___

Chapter: 100

Section: 008

Update 01/19/2005

ACCIDENT/INJURY REPORTING VEHICULAR ~ NON-VEHICULAR

Purpose

The purpose of this policy is to establish a system of reporting all vehicular and non-vehicular accidents, damage to Village property, and the property of others, and injuries to department members and others from vehicular accidents.

All Fire Department personnel will notify their appropriate Supervisor and Police Department when involved in a vehicular accident on a public right of way or private property:

- Resulting in personnel injury, death, or property damage.
- Involves a pedestrian, attended bicycle or other vehicle used for transportation of people or property.
- Is a result of a motor vehicle striking any property, public or private.
- Results in a passenger falling out of a moving motor vehicle.
- Results in property damage.

1. Responsibilities

1.1 Lieutenant- Shift Commander

1.1.1 Have the driver supply the information for completion of an accident report. Have the driver complete, in duplicate, a State of Illinois Division of Highway Report of Motor Vehicle Accident on all occurrences.

1.1.1.1 In all cases of accidents in which Village owned vehicles are involved.

1.1.1.2 When any personnel are struck by a motor vehicle or motorized equipment.

1.1.1.3 In all cases involving any damage to any Village property by a motor vehicle.

1.1.2 Shall report, at once, to the Fire Chief any serious motor vehicle accident that occurs to a Department vehicle, department property or a member while on duty.

1.1.3 Shall review all related reports for accuracy, consistency, legality and completeness and complete the IRMA Accident Report form.

1.1.4 The IRMA Accident Report must include driver's statement, witness statements, Police Reports if reported, Police Officer's investigation narrative, photographs relevant to the investigation, and the IRMA form.

1.1.5 Shall submit a written summary report to the Assistant Fire Chief as to the facts of the accident no later than the end of the day.

1.1.6 The IRMA Accident Report shall be filed with the Legal Department within 48 hours of the accident. If the report is not complete, as much of the report as is complete should be filed with the remaining information filed as soon as completed.



Craig A. Haigh
Fire Chief

HANOVER PARK FIRE DEPARTMENT

Standard Policy & Procedure

Original ___/___/___

Chapter: 100

Section: 008

Update 01/19/2005

1.1.7 If an employee is injured, the required IRMA forms shall be filed with the Human Resources Department.

2.1 Driver

2.2.1 In the absence of the Shift Commander, the Driver, after determining extent of any injuries, reporting the accident, and checking for the necessary aid, shall obtain all the information pertaining to the accident from the other drivers, witnesses, Police Officer on the scene, pedestrians, etc., and complete the required reports.



Craig A. Haigh
Fire Chief

HANOVER PARK FIRE DEPARTMENT

Standard Policy & Procedure

Approved By:

C.A. Haigh, Fire Chief

Original ___/___/___

Chapter: 100

Section:009

Update 07/ 16/ 2004

RELEASE OF FIRE DEPARTMENT RECORDS

Purpose

Requests for review or copy of the Fire Department records shall be processed in compliance with the Village's Freedom of Information Act filing and review procedures as follows:

1. Procedure

- 1.2 All Freedom of Information Act requests for the Village Fire Department records shall be in writing. The attached form may be used but is not required as long as the written request contains the needed information.
- 1.3 All FOI request must be dated and signed by the person receiving the request.
- 1.4 All FOI request must be forwarded to the Village Clerk's office within one working day.
- 1.5 The Village Clerk's office will approve for release those Village records, which are determined to be public records.
- 1.6 Medical records of patients transported or treated by Hanover Park Fire Department ambulance must be requested from the Greater Elgin Area EMS, at Sherman Hospital, Elgin.
- 1.7 Fees and waiver of fees shall be handled as provided in the Village procedure.
- 1.8 Questions by those who have filed FOI requests should be directed to the Village Clerk's office at extension 4220.



HANOVER PARK FIRE DEPARTMENT

Standard Policy & Procedure

Approved By:
C.A. Haigh, Fire Chief

Craig A. Haigh
Fire Chief

Original 03 / 25 /2013

Chapter: 100

Section: 010

Update

Safety Committee

Purpose

The purpose of this policy is to establish guidelines for monitoring and identifying safety issues, reviewing accidents involving fire department personnel or apparatus, recommending improvements or corrective measures to current safety practices, and reviewing proposed equipment purchases for compliance with current safety standards and policies.

Scope

This policy applies to all members of the department at all times, unless specifically excluded by written policy or contract. The Safety Committee shall report to the Safety/Training Chief, who shall report to the Fire Chief or his/her designee.

1. Committee Members

- 1.1. The Committee shall consist of five members, three appointed by the Fire Chief, and two appointed by the labor unions.
- 1.2. The Fire Chief shall appoint the Committee Chairperson from any of the five members.
 - 1.2.1. The Committee shall be made up of, a Chairperson, 2 Fire Chief-appointees, IAFF Local 3452 representative, and SEIU Local 73 representatives.
 - 1.2.2. The Committee shall select one of its members to act as Committee Secretary to take meeting minutes and handle all committee documentation. The Committee Secretary shall comply with all training requirements as may be necessary under the Freedom of Information Act.

2. Meetings

- 2.1. The Safety Committee shall meet bi-monthly to review all accident reports, station inspections, PPE inspections and vehicle inspections, for any possible safety issues or concerns. The Committee shall report any cumulative finding and make recommendation or changes to policies, practices, or procedures to rectify any safety issues.
 - 2.1.1. Special meetings may be called by the Fire Chief to address any safety issues that cannot wait for the next regular bi-monthly meeting
- 2.2. Accident review, the Committee shall assign one of the following accident classifications, based upon findings and factors related to the incident:
 - 2.2.1. Preventable
 - 2.2.2. Non-preventable
- 2.3. Once the accident has been reviewed and assigned a classification, the following actions shall be taken:
 - 2.3.1. The Committee shall make recommendations/corrective actions, if any.



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Craig A. Haigh
Fire Chief

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2.3.2. The Committee shall report its findings directly to the Safety/Training Chief, who shall forward the findings to the Fire Chief.

3. Station Inspections

3.1. A monthly safety inspection of the building, grounds and equipment at each fire station will be completed by the Equipment Coordinator/Officer.

3.2. Any safety hazards will be documented, and reported to the Training Chief.

4. Bunker Gear / PPE Inspections

4.1. Inspection of bunker gear / PPE shall be inspected by the Company Officers on the first Sunday of every month. The appropriate documentation shall be completed during inspection, noting any deficiency or safety concerns, and then forwarded to the Quartermaster.

4.2. The Quartermaster shall determine if any bunker gear / PPE is in need of repair or replacement, and shall forward his recommendations to the Operations Chief.

5. Apparatus / Equipment Inspections

5.1. The Committee shall review the weekly vehicle and equipment inspections for any possible safety issues or concerns. Any issues or concerns that cannot be rectified by the Equipment Officer or Fleet Services shall be forwarded to the Operations Chief for corrective action.



Craig A. Haigh
Fire Chief

HANOVER PARK FIRE DEPARTMENT

Standard Policy & Procedure

Approved By:

C.A. Haigh, Fire Chief

Original ___/___/___

Chapter: 100

Section: 011

Update 08/ 13/ 2004

SICK TIME

Purpose

- To insure members are available to perform the duties of the fire department as assigned.
- To establish procedures for the notification and use of sick time.
- Sick leave shall not be considered a right, which an employee shall use at his/her discretion, but shall be allowed as a privilege in such cases where the employee is sick or disabled.
- Sick leave usage will be considered in evaluating employee performance, based on established standards in effect at the time of the rating.

Scope

This policy is applicable to all fire department members and shall apply unless otherwise prohibited by law or contract. Nothing in this policy shall be deemed to, or intended to circumvent the established practice of sick time usage.

1. Responsibilities

- 1.1 It shall be the responsibility of the Shift Commander to monitor all personnel under his command in regard to sick time usage. Sick leave cannot be taken before it is actually earned.
- 1.2 It shall be the responsibility of the officers to emphasize the purpose of the sick time policy and the necessity of having all firefighters on duty.
- 1.3 Notification
 - 1.3.1 It shall be the responsibility of the employee to notify the Shift Commander of absence due to illness. The Shift Commander will complete the necessary documentation in the computer under the daily activities.
 - 1.3.2 Employees shall make notification as soon as possible, but no later than one-half (1/2) hour before the start of the employee's work shift unless, it is shown that such notification is not feasible.
 - 1.3.3 Notification shall be provided on the first day of such absence and every day thereafter. This requirement can be waived by the Chief or if the employee provides a physician's verification of anticipated absence.
 - 1.3.4 Failure to properly report an illness may be considered an absence without leave and may subject the employee to discipline.
- 1.4 Medical Examination
 - 1.4.1 The Fire Chief may require an employee to submit a physician's verification of illness. If the employee has been or will be absent for two consecutive shifts, the Fire Chief



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Fire Chief

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may also require a physician's verification that the employee is well enough to return to work.

1.4.2 The medical certificate must contain the following information:

1.4.2.1 The name of the physician

1.4.2.2 The diagnosis of the physician

1.4.2.3 A statement declaring the date of the examination and the date the employee is allowed to return to duty.

1.4.2.4 Must state if there are any work restrictions.

2. Requirements

2.1 Family Medical Leave Act (FMLA)

2.1.1 In cases of extended illnesses, or serious health conditions, the employee may apply for a leave of absence under FMLA.

2.1. For further information regarding FMLA, contact the Human Resources Department of the Village of Hanover Park.



Craig A. Haigh
Fire Chief

HANOVER PARK FIRE DEPARTMENT

Standard Operating Guideline

Approved By:

C.A. Haigh, Fire Chief

Original ___/___/___

Chapter: 100

Section: 012

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LOCK COMBINATIONS AND KEYS

Purpose

The purpose of this policy is to ensure the safety and security of Department members, Village property and the contents of the buildings and vehicles.

1. Responsibilities

- 1.1 All Department employees will be given the lock combination to the Departments entry doors to facilitate their response to duty.
- 1.2 No Department employee is to reveal the lock combination or loan a key to anyone without the consent of the Fire Chief or his designee.
- 1.3 Duplication of Village keys is prohibited.



Craig A. Haigh
Fire Chief

HANOVER PARK FIRE DEPARTMENT

Standard Operating Guideline

Approved By:

C.A. Haigh, Fire Chief

Original ___/___/___

Chapter: 100

Section: 012-1

Update 08/ 11/ 2004

LOCK BOX SYSTEM

Purpose

To establish a master lock box system that is to be offered to all commercial, industrial, educational, apartment and private property owners. This system is designed to enable the Fire Department to gain entry into a structure when dispatched to a fire or medical emergency. Usage of the lock box key will eliminate or reduce the need for forcible entry into these structures. Fire Department personnel will restrict access of the lock box keys per department policy.

1. Definitions

- 1.1 The Lock Box will be installed near the main entrance of the structure and shall be within easy reach of a firefighter standing on the ground. It shall contain necessary keys to gain entry and for resetting the fire alarm system.
- 1.2 Lock box keys will be assigned at the discretion of the Fire Chief or his designee.

2. Responsibilities

- 2.1 Certain apparatus will be assigned a numbered lock box key. The keys will be marked:

#ST 1 and will be in Front Line Engine at Station #1
#ST 2 and will be in Front Line Engine at Station #2.
#352 and will be in the Command Vehicle 352.

Responsibility for the key will rest with the company officer or senior firefighter assigned to the engine and will be passed onto his/her counterpart on the next shift.

- 2.1.1 Each Officer or firefighter assigned the key shall have the key in-service at all times and report immediately to his supervisor of the absence of this key. All Department members are responsible to know the locations of the lock boxes throughout the Village/District and to use these lock boxes whenever prudent for gaining access into a building in order to minimize damage to the structure. **(The Box will not be used to let an owner in because he/she forgot or lost their keys).**
- 2.1.2 Personnel shall report immediately the loss of the key to the Fire Chief or his designee and conduct a complete investigation of the loss of the key and forward a written report of his/her findings to the Chief before the end of his/her tour of duty.



Craig A. Haigh
Fire Chief

HANOVER PARK FIRE DEPARTMENT

Standard Policy & Procedure

Approved By:

C.A. Haigh, Fire Chief

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Update 08/24/2004

PERSONAL USE

Purpose

The Fire Department has a responsibility to provide lockers, desks, cabinets and key cabinets to hold fire department issued equipment.

1. Responsibilities

- 1.1 The Fire Department employee is advised that uniform, clothing, lockers desk and cabinets provided by the Department are to be used for the performance of the department's mission, the retention of any personal items in such equipment is at the employee's own risk. The Department or employee supervisor will not be responsible for any losses.

2. Procedure

- 2.1 The fire department provided equipment is subject to entry, search and inspection by the employee's supervisor, at any time without prior notice. Any privately owned property contained in such equipment may also be opened and examined without further notice or without the employee's permission. This includes any fire department provided equipment that is protected by a personally owned lock that the employee later might place on the outside. Therefore, the employee has no expectation of privacy when using fire department provided equipment.



Craig A. Haigh
Fire Chief

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Approved By:

C.A. Haigh, Fire Chief

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Update 05/ 15/ 2006

VEHICLE SECURITY

Purpose

To ensure that fire department vehicles are properly secured while on-scene and when not in service.

Scope

This policy applies to all fire department vehicles and is to be used as a guide to ensure proper security.

1. Responsibilities

- 1.1 All fire department employees are to be advised that fire department vehicles shall be secured to the best of their ability. While it is apparent that some vehicles cannot be locked, members of the fire department shall do their best to keep the vehicle secure.

2. Procedure

2.1 Securing Vehicles

- 2.1.1 Command vehicles while not in use, shall be secured by being locked.
- 2.1.2 While it is impossible to lock fire trucks and impractical to lock ambulances while in service, employees shall take care to maintain that vehicles are secure while performing their duties.
- 2.1.3 Keys for fire department vehicles shall not be reproduced.
- 2.1.4 In the event that a key is lost, the employee shall report it to the company officer and a report shall be filed with the shift Battalion Chief and the Fire Chief. A copy will be forwarded to the Legal Department and fleet services.



Craig A. Haigh
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HANOVER PARK FIRE DEPARTMENT

Standard Policy & Procedure

Approved By:

C.A. Haigh, Fire Chief

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Update 07/ 20/ 2004

BLUE LIGHT

Purpose

The purpose of this policy is to ensure the safe and legal use of blue oscillating, rotating or flashing lights by firefighters responding to a bona fide emergency.

1. Provisions

- 1.1 Any firefighter of Hanover Park Fire Department may use a blue light to identify his vehicle as being used by a firefighter responding to a bona fide emergency.
- 1.2 A blue light may only be used when responding to the station.
- 1.3 A blue light must be displayed in front of the driver, inside the vehicle or fixed behind the grill, unless otherwise approved by the Fire Chief.
- 1.4 A blue light shall be sufficient intensity, when illuminated, to be visible at 500 feet in normal sunlight.
- 1.5 A blue light does not exempt a firefighter from the laws regarding the operation of a vehicle contained in the Illinois Vehicle Code.
- 1.6 Blue lights and their mounting must never mimic the appearance of an emergency vehicle whether lighted or unlighted.



Craig A. Haigh
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HANOVER PARK FIRE DEPARTMENT

Standard Policy & Procedure

Approved By:

C.A. Haigh, Fire Chief

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Update: 08/ 02/ 2004

ON-CALL DUTY CHIEF

Purpose

To provide a systematic policy for the emergency response of a senior level Chief Officer to all major incidents, or incidents where the shift commander is committed on another response.

1. Procedure

- 1.1 The Duty Chief shall respond to an emergency making known his/her response immediately upon dispatch of the following:
 - 1.1.1 General Alarms
 - 1.1.2 Reported Extrications
 - 1.1.3 Dive, TRS, and Hazardous Materials Incidents
 - 1.1.4 All incidents in which the Shift Commander is due, but unavailable because of a simultaneous incident
 - 1.1.5 Any other incidents that the Officer deems appropriate
- 1.2 When serving as Acting Chief you are responsible to the Village Manager and Village Board to the same level as if you were the duly sworn Fire Chief. Therefore, it is imperative that you maintain close contact with this group providing them information regarding the day to day operations of the department as well as any adverse information occurring to Village equipment or personnel. This information is to be channeled through the Village Manager unless otherwise directed.
 - 1.2.1 When serving as Acting Chief you need to make every effort to notify the Fire Chief of any incident per the Chief of Department Notifications policy.



Craig A. Haigh
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HANOVER PARK FIRE DEPARTMENT

Standard Policy & Procedure

Approved By:

C.A. Haigh, Fire Chief

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DEPARTMENT MAILBOXES

Purpose

The Department needs to communicate with its members effectively in order to accomplish its mission. In that some of its members may from time to time not be present in Fire Station for face-to-face communication, the Department mail system has been implemented.

1. Procedure

- 1.1 It is expected that all members will routinely check their assigned mailboxes at least once during each week.
- 1.2 Mail placed in the employee's mailbox is considered to have been delivered to him/her on the date delivered.
- 1.3 Mail in employee's mailboxes is not to be removed or read by anyone other than the member whose mailbox it is; to do so is a violation of Fire Department Rules and could lead to disciplinary action.
- 1.4 It is the employee's duty to routinely clean out their mailbox.



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Approved By:

C.A. Haigh, Fire Chief

Craig A. Haigh
Fire Chief

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DEPARTMENT LOCKERS

Purpose

It is the policy of the Hanover Park Fire Department to provide each firefighter with a clean and organized method and place to keep certain items for personal use. The fire department will provide only limited safeguards against any losses incurred by bringing or storing any personal items within or around the fire stations. It shall be the policy of the Hanover Park Fire Department to provide each firefighter with a place for which to store firefighting gear so that it may remain clean and ready for use at all times.

Scope

This guideline will apply to all Hanover Park Fire Department members at all times. Nothing contained herein shall negate any provision of any part of the Collective Bargaining Agreement (CBA) that may be in effect from time to time. If a conflict between this policy and any provision of the CBA arises, the CBA shall supersede the policy.

1. Procedure

1.1. Lockers will be classified as clothing locker, gear locker, or linen locker.

1.2. Division of Gear Lockers

1.2.1. Each full time employee shall normally be assigned one locker at one station.

1.2.2. Each part-time employee will be assigned one locker at one station, when available.

1.2.3. When possible each shift will have a designated block of gear lockers for their shift.

Each block will have five (5) lockers set aside in the block for each of the full time members assigned to that shift at that station. The remaining lockers will then be assigned to part-time employees. Locker shall be clearly marked with a removable label containing the firefighter's name.

1.2.4. Any locker that is assigned to a part-time employee will remain that employee's locker until they are notified that their gear locker assignment has been reassigned. Once the employee has been notified of the reassignment of their gear locker by a Battalion Chief, the Assistant Chief or Chief of the department, the part-time employee will then have to vacate the locker at the beginning of their next scheduled shift.

1.2.5. Any lockers that are unused shall remain empty until assigned to an employee. Vacant lockers will not be used to store any items except for the gear that belongs to a firefighter assigned to the locker.

2. Station Reassignment

2.1. A station assignment is defined as the place the firefighter will be reporting to for a time frame of at least one bid cycle.



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Fire Chief

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- 2.2. Firefighters will clear out their lockers, both gear and personal, upon being reassigned to a new station.
- 2.3. Reassigned firefighters or officers shall empty all lockers at the old station at the first available date or time, but no later than 09:00 on the first shift at the new station. A newly reassigned firefighter shall receive his/her locker assignment from the station Lieutenant.

3. Privacy

- 3.1. Lockers may be subject to search by the department at any time for any reason.
- 3.2. Lockers should be kept closed when not attended.
- 3.3. Privately owned locks may be applied, but are subject to forced removal for inspection.

4. Prohibited Items

- 4.1. The lockers are to be used to store items as stated above.
- 4.2. Items that are prohibited include, but are not limited to; weapons, illegal drugs, alcoholic beverages, and pornographic materials such as magazines, videos, and pictures.
- 4.3. No items are to be permanently affixed to the locker's exterior.
 - 4.3.1. Items temporarily affixed to the locker's exterior that may be offensive shall be immediately removed.

5. Keys

- 5.1. No extra keys shall be made
- 5.2. Leave keys in locker when transferring stations
- 5.3. All fire departments keys shall be returned to the Assistant Fire Chief upon permanent separation from the department.
- 5.4. You are responsible for lost keys and/or the re-keying of a locker, if the locker keys are lost

6. Extended Absence

- 6.1. If a member is out for an extended period due to injury, family illness, or other circumstance that would prevent the firefighter from being able to empty their belongings



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Fire Chief

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out of their lockers, the officer of the shift should try to make contact with the fire fighter to approve the reassignment of the firefighters lockers.

- 6.2. If a firefighter assigned to a shift has been out on extended leave and is going through the processes of separating from the department, the officer should contact the firefighter and have them remove their belongings to another station so that the firefighter filling their spot will then have a locker for their gear and personal items.
- 6.3. If any member covered under this policy is unable to vacate their locker for any reason, the Battalion Chief on that shift may collect all items and keep them secured in the Battalion Chiefs office.



Craig A. Haigh
Fire Chief

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HANOVER PARK FIRE DEPARTMENT

Standard Policy & Procedure

Approved By:

C.A. Haigh, Fire Chief

DRIVERS LICENSE

Purpose

To establish the requirements and responsibilities for obtaining and maintaining the proper class license to operate automotive fire apparatus.

1. Requirements

- 1.1 All Department members must obtain at least a Class B NON CDL license to operate automotive and fire apparatus during their employment with Village of Hanover Park.
- 1.2 It is the employee's duty to maintain such license and renewal at their own cost.
- 1.3 The Village of Hanover Park will conduct annual driver's license check on all members.
- 1.4 If an employee is found to have an invalid license he/she may be subject to disciplinary action.



Craig A. Haigh
Fire Chief

HANOVER PARK FIRE DEPARTMENT

Standard Policy & Procedure

Approved By:

C.A. Haigh, Fire Chief

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Chapter: 100

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Update 07/ 30/ 2004

POST INCIDENT ANALYSIS

Purpose

This policy outlines the procedure used when conducting a Post-Incident Analysis. A Post-Incident Analysis is a constructive evaluation of what transpired during an emergency incident. It is a review of strategies, tactics, resources and events of the incident.

Scope

This policy shall cover all fire department emergency events and is applicable to all members. This policy may also apply for incidents outside of our jurisdiction where members of the fire department played an active role, but shall be limited to the extent of our participation and shall not be a forum for judging any other department or their practices.

1. Defined

1.1. A Post-Incident Analysis is a formal, constructive evaluation and review of an incident. It is to be used as an informational exchange between members of the department and invited guests. A Post-Incident Analysis should never be used as a disciplinary tool nor used to embarrass or blame any member of the department. A Post-Incident Analysis should not be referred to as a "critique", but rather as an evaluation or review.

- 1.1.1. A Post-Incident Analysis should seek to identify or highlight the following:
- 1.1.2. Things that went according to policy and procedures
- 1.1.3. Things that did not go according to policy and procedures
- 1.1.4. Training needs or changes
- 1.1.5. Equipment, including human resources, needs or changes
- 1.1.6. Procedural changes needed
- 1.1.7. Overall department effectiveness
- 1.1.8. Future planning data or statistics
- 1.1.9. Interdepartmental operability

2. Criteria

2.1. A Post-Incident Analysis shall be conducted after the following incident types:

- 2.1.1. A structure fire, collapse or explosion
- 2.1.2. Complex or unusual accidents or extrications
- 2.1.3. Water rescues
- 2.1.4. Hazardous Materials responses at any level
- 2.1.5. Disasters, man-made or natural
- 2.1.6. Mass Casualty Incident
- 2.1.7. At the direction of the Fire Chief

2.2. Shift Commanders and Company Officers are encouraged to have informal group discussions concerning lesser calls as a learning tool for those that participated.



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Fire Chief

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2.3. A Post-Incident Analysis shall not be conducted for any incident involving a fire service death or serious injury until after all state and federal regulatory agencies have completed their investigations.

3. Participation

3.1. The Post-Incident Analysis shall be conducted by the Incident Commander and/or Fire Chief and may have in attendance, if possible:

- 3.1.1. The Incident Safety Officer
- 3.1.2. Company Officers involved
- 3.1.3. Department members that participated at the incident
- 3.1.4. Department members, non-participants
- 3.1.5. Invited Mutual Aid departments
- 3.1.6. Invited Village of Hanover Park departments
- 3.1.7. Invited outside contractors or service representatives
- 3.1.8. News media, with the expressed permission of the Fire Chief

3.2. The Fire Chief must approve any off-duty participation requiring overtime compensation.

4. Materials

4.1. Prior to conducting the Post-Incident Analysis, the Incident Commander shall have the following, if available:

- 4.1.1. The completed NFIRS report
- 4.1.2. The completed fire investigation report (subject to ongoing criminal investigation)
- 4.1.3. Drawings or sketches of the incident scene
- 4.1.4. Attendance reports or rosters
- 4.1.5. Site Safety Plans or scene notes
- 4.1.6. Rehab reports
- 4.1.7. Audio recording of radio channel(s) from DuComm
- 4.1.8. Any available slides or photos

5. Time and Location

5.1. The Post-Incident Analysis should normally be conducted at the fire department headquarters. For larger gatherings or for those involving many outside agencies, the analysis may be held off site based on facility availability.

5.2. The time of the Post-Incident Analysis should be during normal business hours Monday through Friday, when possible.

6. Content

6.1. The Post-Incident Analysis shall address, as a minimum, the following topics:

- 6.1.1. Risk Assessment, Risk Management Plan



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Fire Chief

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- 6.1.2. Initial Action Plan – Strategy and Tactics used
- 6.1.3. Incident Command System (IMS)
- 6.1.4. Communications
- 6.1.5. Equipment performance
- 6.1.6. Manpower levels
- 6.1.7. Resource levels
- 6.1.8. Safety considerations ongoing
- 6.1.9. Water supply (if used)
- 6.1.10. Interagency coordination
- 6.1.11. Intra-village coordination
- 6.1.12. Financial impact (community & department)
- 6.1.13. Social impact
- 6.1.14. Lessons earned
- 6.1.15. New procedures



Craig A. Haigh
Fire Chief

HANOVER PARK FIRE DEPARTMENT

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Approved By:

C.A. Haigh, Fire Chief

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PART TIME FIREFIGHTERS BID PROCEDURE

Purpose

To establish procedures for assignment of part time firefighters and to establish procedures for the completion of part time bid sheet and shift assignments.

1. Procedure

- 1.1 This policy is applicable to all part time fire department members and shall apply unless otherwise prohibited by law or contract.
- 1.2 All part time firefighters are required to fill out a Bid Request Form.
- 1.3 All part time firefighters will bid a minimum of 2 twelve-hour shifts per week.
- 1.4 Normal Work Schedules:
 - 1.4.1 All shifts are scheduled in 12 hour increments.
 - 1.4.2 Day shift will start at 07:00 until 19:00 hours
 - 1.4.3 Night shift will start at 19:00 until 07:00 hours.
 - 1.4.4 The bid cycle is 28 days.
 - 1.4.5 Part time firefighters can work up to 212 hours during the bid cycle
 - 1.4.6 Additional shifts can be worked with the permission of the Fire Chief or his designee in excess of 212 hours in the 28 day bid cycle.

2. Responsibilities

- 2.1 It shall be the responsibility of the Fire Chief or his designee to provide a bid sheet for part time firefighters to complete.
- 2.2 It shall be the responsibility of the part time firefighter to complete the bid sheet and turn it in on the specified date due.
- 2.3 The Fire Chief or his designee will then make assignments to fill vacant shifts and post them on a calendar provided by the department.

3. Requirements

- 3.1 Shift Assignments
 - 3.1.1 Shift assignments will be filled from the bid request form based on the firefighter's seniority.



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Fire Chief

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- 3.1.2 Shift assignments will start with the most senior firefighters 1st and 2nd pick placed on the calendar followed by the next firefighter in seniority and so on until all vacancies are filled.
- 3.1.3 Any shifts not filled by the bid process will be posted on the assignment sheet. Any part time firefighter wishing to fill these vacancies shall do so with the approval from a shift commander.
- 3.1.4 Once a firefighter is assigned to a schedule it is their responsibility to report to the designated station at the designated time.
- 3.1.5 Any part time firefighter unable to work his/her assigned shift is responsible for finding a replacement to work in their place. This does not include sick time.
- 3.1.6 Failure to report for an assigned shift may be considered an absence without leave and may subject the employee to discipline.



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HANOVER PARK FIRE DEPARTMENT

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Approved By:

C.A. Haigh, Fire Chief

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CALL BACK POLICY

Purpose

To provide for additional staffing due to the nature of the incident, multiple incidents, and availability of manpower, the use of off duty personnel may be required. To provide a procedure to call back off duty personnel.

Scope

This guideline shall apply to all members of the Hanover Park Fire Department.

This guideline applies to Full Still and General Alarm call backs.

1. Authority

- 1.1 DuComm has the responsibility to dispatch the initial alarm based on information received from the caller.
- 1.2 DuComm will escalate the alarm at the request of the Fire Chief, Incident Commander, or Company Officer.
- 1.3 The Incident Commander (IC) or Company Officer may escalate the alarm based on additional information received or upon arrival at an incident.
- 1.4 The Incident Commander may request additional manpower to cover station assignments.

2. Procedure

- 2.1 Upon dispatch of a Full Still alarm part time firefighters may respond back to their assigned duty station for further assignment.
- 2.2 Upon arrival at their duty station the off duty personnel will notify DuComm of their availability by telephone. ie; 1 paramedic at Station#1 or we have a 2 person engine at Station #2 etc.
- 2.3 DuComm will notify the Incident Commander of available personnel.
- 2.4 Upon dispatch of a general alarm all off duty firefighters may respond back to their assigned duty station for further assignment.
- 2.5 Upon arrival at their duty station they will respond to the scene of an incident utilizing the next due department vehicle unless held in quarters by the Incident Commander. In the event that companies are held in quarters the off duty personnel will telephone DuComm and notify them of the availability of personnel in the fire station.
- 2.6 With the exception of the Fire Chief, the Assistant Fire Chief, and Shift Commanders other personnel are to report to their assigned duty station and not directly to the scene of an incident.



Craig A. Haigh
Fire Chief

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- 2.7 Personnel who respond back for an alarm will remain on duty until released by the Fire Chief or Shift Commander.



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Fire Chief

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Section: 021

Update 08 / 01 / 2004

HANOVER PARK FIRE DEPARTMENT

Standard Policy & Procedure

Approved By:

C.A. Haigh, Fire Chief

CHIEF OF DEPARTMENT NOTIFICATIONS

Purpose

The Chief of Department is charged with the overall responsibility of all activities of the department. The Chief may delegate any of these responsibilities at his discretion. The incidents identified in this policy require that the Chief of Department be notified immediately, whether or not the duty has been delegated.

Scope

This policy applies to all uniformed members of the department and shall apply in all circumstances unless specifically excluded by written policy or contract. Fire Chief shall mean the Chief of the Department or his designated substitute as may be designated.

1. Responsibilities

- 1.1. It shall be the responsibility of the Incident Commander to immediately notify the Fire Chief of the following events during an incident:
 - 1.1.1. Any extra alarm fire when a MABAS box has been requested.
 - 1.1.2. Structural failure or collapse of any structure.
 - 1.1.3. Motor vehicle accidents where there is, or likely to be, multiple fatalities.
 - 1.1.4. Hazardous materials incidents requiring any MABAS HazMat Team.
 - 1.1.5. Any fire of any type where a fatality has occurred as a result of the fire.
 - 1.1.6. Any incident where a firefighter has been injured and requires transport to a medical facility.
 - 1.1.7. Any weather related declared disaster.
- 1.2. It shall be the responsibility of the on-duty Shift Commander to immediately notify the Fire Chief of the following non-emergency events:
 - 1.2.1. Serious injury or death of any employee of the Village of Hanover Park.
 - 1.2.2. Any injury to a civilian as a result of an action by Fire Department Personnel.
 - 1.2.3. Any time when the on-duty Shift Commander becomes incapable of performing his/her duties.
 - 1.2.4. Accidents involving Fire Department apparatus where estimated repair cost exceeds \$1,000.00
- 1.3. The above lists are not in order of priority and the Shift Commander or Incident Commander should never hesitate to contact the Fire Chief for counsel during any complex situation.

2. Notification

- 2.1. The Fire Chief shall be notified by the quickest and most effective means available during the situation. This may include: pager, direct connect Nextel, cellular telephone, land-line telephone, fire department radio, text messaging or messenger. The Fire Chief may also be paged, or alerted, using the fire department alarm dispatch system by requesting such from the DuComm operator. If the chief is paged, a return number shall be supplied.



Craig A. Haigh
Fire Chief

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- 2.2. Pages and messages shall contain specific information as it relates to the nature of the incident.
- 2.3. Notification of the Fire Chief shall continue until receipt of a return call or the arrival of the Fire Chief.
3. In the absence of the Fire Chief the same shall apply to his/her designee.



Craig A. Haigh
Fire Chief

HANOVER PARK FIRE DEPARTMENT

Standard Operating Guideline

Approved By:

C.A. Haigh, Fire Chief

Original 03/17/2006

Chapter: 100

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Update 11/2/2009

STATION STAFFING

1. Purpose

To ensure that staffing levels are maintained in accordance with the service delivery requirements of the fire department as set forth by the Fire Chief and Board of Trustees.

2. Scope

This guideline shall apply to all fire department personnel and is applicable in all circumstances unless otherwise directed by the Fire Chief, or is prohibited by law or contract.

3. Responsibilities

- 3.1. It shall be the responsibility of the on-duty Battalion Chief, or his/her replacement actor, to maintain the fire department staffing levels in accordance with department policy and procedures as set forth by the Fire Chief.
- 3.2. The on-duty Battalion Chief, or his/her replacement, shall be responsible for the allocation and distribution of the required staff between the two fire stations.
- 3.3. The on-duty Battalion Chief and all company officers shall monitor and always be cognizant of any changes in the staffing levels throughout their assigned shift.
- 3.4. It shall be the responsibility of the on-duty Battalion Chief, or his/her replacement to notify the Fire Chief at any time when the staffing level falls below the acceptable minimum level.
- 3.5. The Fire Department shall always maintain on duty no less than two sworn fire department officers at/or above the rank of Lieutenant

4. Recall Procedures

- 4.1. When an absence occurs, the procedure to follow will depend on the employee that is absent and the on-duty manning at the time of the occurrence.
- 4.2. Should an unexpected vacancy occur at the start of the shift, and when the full-time firefighter staffing is 50 percent or greater of the regular full-time assessment (5 full-time firefighters on duty) every effort will be made to contact a part-time firefighter to work in the open position(s). If there are no part-time personnel available or willing to return, the full-time firefighter voluntary turnsheet will be used.
- 4.3. When the full-time staffing is below 50 percent of the regular full-time assignment, the full-time firefighter voluntary turnsheet will be used immediately to obtain a replacement.



Craig A. Haigh
Fire Chief

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- 4.4. Should the full-time firefighter voluntary turnsheet be exhausted, the mandatory Turnsheet provisions shall be followed until the staffing shortage is resolved.
- 4.5. If an absence occurs before 7:00 am the on-duty Lieutenant shall immediately begin the process of finding a replacement. The on-duty Lieutenant (prior to 7:00 am) shall not be released from duty until the staffing issue is resolved and the on-coming Lieutenant releases the off-going Lieutenant.
- 4.6. Should the schedule reflect a vacancy (on the calendar) the search for a person to fill this vacancy must begin immediately. These vacancies appear days before the actual date they will occur. As such, they must be filled before the date of occurrence.
- 4.7. Every effort will be made to contact a part-time firefighter to work the position. If there are no part-time firefighters available or willing to return, the Full-Time Firefighter Voluntary Turnsheet will be used.
- 4.8. Full-time firefighters will be called for voluntary overtime opportunities by a member of their bargaining unit in accordance with procedures established by the Union.



Craig A. Haigh
Fire Chief

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Approved By:

C.A. Haigh, Fire Chief

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Update 10/ 27/2011

DAILY AND WEEKLY WORK SCHEDULES

1. Purpose

- 1.1 Firefighters, by the nature of their position, are required to live in their assigned stations for periods up to twenty-four (24) hours or more. Considering this requirement it is necessary to insure that our fire stations are cleaned and in good repair to insure that a healthful living environment is maintained.
- 1.2 In order to have a clean, healthful, and well-maintained work environment, firefighters are expected to assist in the general as well as certain specific maintenance of the fire stations and the apparatus and equipment provided for the Fire Department.

2. Procedure

- 2.1 Routine (Daily Station Duties) maintenance is accomplished during the duty day (24 hours) of every shift. The daily station duties will begin immediately following Roll Call in every case, unless interrupted by an emergency response. Daily and weekly station duties must be completed during the tour of duty on the day assigned in this policy by the shift working that day. All other assigned responsibilities are in addition to the general and weekly station duties.
- 2.2 Daily Station Duties: May include any general cleaning necessary to maintain a condition of station cleanliness. These duties will consist of at least the following:
 - 2.2.1 Clean and vacuum all carpeted floors (Administrative offices after 0900)
 - 2.2.2 Dust living areas as needed
 - 2.2.3 Clean all bathrooms thoroughly
 - 2.2.4 Empty all wastebaskets (Administrative offices after 0900), company quarters, apparatus room, meeting rooms, classrooms, kitchen and workrooms.
 - 2.2.5 Wash all dishes, clean stove and food prep areas after every meal.
 - 2.2.6 Sweep and mop kitchen and eating area floor after every meal.
 - 2.2.7 Kitchen, eating area, day and meeting room cleaned up, no dirty dishes in the sink or left on tables, garbage taken out, all clean dishes and utensils put away before the next shift reports for duty.
 - 2.2.8 Police outside areas for debris, wind blown paper, garbage, etc.
 - 2.2.9 Clear walks and doors of snow and ice, during shift

3. Weekly Station Duties

3.1 Monday - Bathroom Day

- 3.1.1 Scrub and disinfect all showers and toilet rooms, including floors, walls and fixtures.

3.2 Tuesday – Kitchen Day



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Fire Chief

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- 3.2.1 Thoroughly clean the kitchen, Wash the kitchen floor, clean refrigerator and microwave inside and out. Clean all counter tops and sinks.
- 3.2.2 First and Third – Clean and reorganize cabinets.
- 3.2.3 Second and Forth – Clean stove and oven

Note: Careful cleaning of the refrigerator, stove and oven may require some disassembly to insure complete cleaning of the appliance (i.e., removing shelves, grates, etc.)

3.3 **Wednesday- Dayroom, Offices and Window Day**

- 3.3.1 Complete cleaning and dusting of the Dayroom and Offices in all fire stations. Clean windows inside and out.

3.4 **Thursday – Hose Tower, Tool Room, Furnace Room, Storage/Laundry Room Day and Polish Sliding Pole**

- 3.4.1 Clean hose tower and host storage area. Clean and straighten storage, tool, laundry, and furnace rooms. Make sure nothing is stored near furnaces. Polish the Sliding Pole.

3.5 **Friday – Apparatus Room Day**

- 3.5.1 Wash down apparatus room floors and hose down the apron (apron as weather permits). Clean parking lot area round the station as needed.

3.6 **Saturday – Daily Station Duties**

3.7 **Sunday – Daily Station Duties, Administrative Offices, Classrooms, Treatment Rooms, and check Eye Wash Station.**

- 3.7.1 Eye wash station inspection
- 3.7.2 Make sure eye wash station is clean and un-obstructed, check to see if fluid is full and sign weekly log sheet

4. **Weekly Apparatus Inspection Schedule (See OPS 200 SOG 009 Weekly Vehicle Checks)**



Craig A. Haigh
Fire Chief

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HANOVER PARK FIRE DEPARTMENT

Standard Policy & Procedure

Chapter: 100

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Approved By:

C.A. Haigh, Fire Chief

PERFORMANCE APPRAISAL

Purpose

An employee performance appraisal is used to establish a process for recognizing individual achievement, identifying areas in which an employee may need to demonstrate improvement, and documenting employee work performance.

Scope

This policy and procedure shall apply to all members at all times. Performance appraisals shall only be used for the purpose for which they are intended and created. Employee appraisals, comments, coaching notes, etc. shall be viewed only by those who have prior authorization or permission to view such records as may be needed from time to time in their performance as a supervisor. Publishing or releasing employee appraisals or work history without prior approval shall be cause for discipline, up to and including discharge.

1. Evaluation Cycles

- 1.1. Annual appraisal consists of a twelve-month period, starting and ending on the employee's anniversary date.
 - 1.1.1. Firefighters will be evaluated annually by their Lieutenant and forwarded to their Battalion Chief, then to the Assistant Chief, and then to the Fire Chief. Evaluators may maintain the last evaluations for reference, except probationary members, which may be maintained throughout the probationary period.
 - 1.1.2. Battalion Chiefs will evaluate the Lieutenants assigned to their shift and approve evaluations created by their Lieutenants.
 - 1.1.3. The Assistant Fire Chief shall evaluate the Battalion Chiefs and shall approve evaluations created or approved by Battalion Chiefs.
 - 1.1.4. The Fire Chief shall evaluate the assistant Chief and other command staff. The Fire Chief shall have final approval on all evaluations of Fire Department members.
- 1.2. Behavior Observations
 - 1.1.1 All supervisors shall conduct behavior observations on all employees assigned to them each shift to monitor their performance on calls and during training sessions.
 - 1.1.2 Any deficiencies or exceptions noted shall be documented by counseling and coaching the employee on the deficiency, then documenting the counseling in the employee staff record in the FIREHOUSE® software program to be used as part employees annual performance appraisal.
 - 1.1.3 Cumulative findings identifying training needs shall be reported to the Training Chief. Training sessions will be scheduled to correct any deficiencies in performance.



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Fire Chief

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- 1.3. Probationary evaluation cycles consist of six month periods. Probationary firefighters are to be evaluated at six month intervals by the Training Officer and their Shift Lieutenant.

2. Appraisal Forms

- 2.1. All evaluators will use the *NEOGOV PE*[®] Advice section, the Village's Personnel Rules and Regulations, and the ***Administrative Policy Manual*** as a resource in conducting performance appraisal evaluations.
- 2.2. All evaluations will be conducted utilizing the computerized Employee ***Performance Appraisal Form*** in the *NEOGOV PE*[®] Program or other program authorized by the Human Resources Department.

3. Review Process

- 3.1. Additional employee comments may be submitted with the evaluation. These employee comments will become part of the evaluation process and be reviewed through the administrative process.

4. Responsibility

- 4.1. The system has been designed to provide fairness, equity, and consistency with sufficient flexibility for both supervisors and individual employees. It is the responsibility of the evaluator, using a measure of managerial ability and observance of policy that will assure all employees are benefited by this program.



HANOVER PARK FIRE DEPARTMENT

Standard Policy & Procedure

Approved By:
C.A. Haigh, Fire Chief

Craig A. Haigh
Fire Chief

Original 07/01/00

Chapter: 100

Section: 025

Update 08/06/03

COMMENDATION AWARDS

Purpose

A commendation award is presented to individual(s) who have demonstrated a high standard of excellence in support of department objectives consistent with the department’s mission, incident management or service to our Village. These awards will be issued for performance or valor.

1. Nomination Procedure

- 1.1 The Hanover Park Fire Department recognizes that there will be circumstances that go above and beyond the ordinary and will test the determination and resolve of its employees. In these situations, this policy defines the guidelines and procedures that must be followed in order to formally recognize those individuals.
- 1.2 The Nomination form (Page 3 - Attachment #1) shall be used to make recommendations and will be forwarded to the Fire Chief with all appropriate attachments deemed pertinent to the nomination.

2. Commendation

- 2.1 Definitions of commendations are described on Page 2 of this policy. The awards are listed in descending order from that of greatest significance and shall be worn on the uniform with the highest level of award worn at the top most portion of the nametag/ribbon.
 - Honor Ribbon
 - Individual Citation Ribbon
 - Company Citation Ribbon
 - Chief’s Commendation Ribbon
 - Fire Department Ribbon
 - Village of Hanover Park Ribbon
- 2.2 Application for awards shall be submitted no later than 60 days after the date of the incident.
- 2.3 Upon receipt of the nomination they will be forwarded to the “Awards Committee: which shall be appointed by the Fire Chief and shall consist of the following:
 - One Officer
 - One Part-time Firefighter
 - One member of each of the three platoons
- 2.4 No member of the committee who is being considered for an award shall be allowed to participate in the discussion or vote on the award. All final decisions for awards shall rest with the Fire Chief.
- 2.5 All commendations will be awarded at a Village Board Meeting with the exception of Village ribbons which will be given at the employee recognition ceremony.
- 2.6 Copies of the awarded certificates shall be placed in the employees personnel files.



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Craig A. Haigh
Fire Chief

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3. Definitions

3.1 Honor Ribbon

3.1.1 A Hanover Park Fire Department award for fire, hazardous materials, emergency medical or rescue service that is recommended by any member of the department or public to the Fire Chief. After review by the awards committee, the Fire Chief makes the final recommendation for the awarding of this ribbon. The standards of conduct for this ribbon include a **high level of personal risk and the endangerment of one's life** in which the individual used the highest of his or her personal courage, training and experience in the performance of his or her objective. The Fire Chief **shall** submit application for the Ben Franklin Award, the Illinois State Medal of Honor, and the Firehouse Magazine Heroism Award for any member awarded the Honor Ribbon.

3.2 Individual Citation Ribbon

3.2.1 This ribbon is awarded for an **individual's action at an emergency incident** in which the individual demonstrated the highest standard of performance leading to the successful completion of the assignment. It is recommended by a company officer or higher.

3.3 Company Citation Ribbon

3.3.1 This ribbon is awarded for any action at an **emergency incident while acting with a company** that demonstrated a high standard of performance. The company actions led to the successful completion of the department's mission and were a credit to the company and the department. This award is recommended by a company officer or higher.

3.4 Chief's Commendation Ribbon

3.4.1 This ribbon is awarded for **non-emergency work related activity** while acting individually or with a company, group, or committee that was responsible for the successful completion of an assigned objective. This individual or group success was instrumental in the overall successful completion of the department's mission and has brought credit to the department, group or individual as confirmed by department records, or information from other sources. This award is recommended by any member of the department, or public.

3.5 Fire Department Ribbon

3.5.1 This ribbon is awarded for any **individual activity that exemplifies by personal effort, a member's pursuit of goals, humanitarian efforts, service to the community, and or support of department objectives** consistent with the department's mission bringing credit to the department and themselves. This award is recommended by any member of the department, or public.



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Fire Chief

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3.6 Village of Hanover Park Ribbon

- 3.6.1 This ribbon is awarded automatically to any member of the department who receives one of the following Village of Hanover Park awards: "Rookie of the Year, Employee of the Year, Supervisor of the Year, Customer Service Award, Leadership Award, or Teamwork Award".



Awards Attchmt
1.doc

HONOR RIBBON

Blackinton RC-3



INDIVIDUAL CITATION RIBBON

Blackinton RC-36



COMPANY CITATION RIBBON

Blackinton RC-43



CHIEF'S COMMENDATION RIBBON

Blackinton RC-44



FIRE DEPARTMENT RIBBON

Blackinton RC-39



VILLAGE of HANOVER PARK RIBBONS:

ROOKIE of the YEAR

Blackinton RC-7



EMPLOYEE of the YEAR

Blackinton RC-1



SUPERVISOR of the YEAR

Blackinton RC-13



CUSTOMER SERVICE AWARD

Blackinton RC-20



LEADERSHIP AWARD

Blackinton RC-22



TEAMWORK AWARD

Blackinton RC-5





Craig A. Haigh
Fire Chief

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Approved By:

C.A. Haigh, Fire Chief

HANOVER PARK FIRE DEPARTMENT

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SMOKING

Purpose

This policy is intended to help provide for the safety and comfort of employees and visitors by regulating the use of tobacco products.

Scope

This policy applies to all Fire Department properties and is applicable to all persons, including visitors.

1. Regulations

- 1.1 Smoking shall be governed by the Municipal Code of the Village of Hanover Park, Section 66-37 et.al.
- 1.2 Smoking shall be prohibited inside at any Fire Department facility.
- 1.3 Smoking outdoors at any Fire Department facility shall be limited to the area immediately adjacent to the employee entrance at the rear of each facility.
- 1.4 Smoking shall be prohibited in any Fire Department vehicle.
- 1.5 Smoking on the scene of any emergency incident shall be limited to areas away from the public and shall be prohibited in any rest or rehab area.
- 1.6 Smoking while on Fire Department business while away from the Village of Hanover Park shall be governed by the rules and regulations of the entity conducting the business.
- 1.7 All smoking materials shall be completely extinguished before the smoker leaves the smoking area. Lighted smoking materials shall not be left unattended.
- 1.8 Smoking material receptacles shall be used at all times for waste materials. Extinguishing or discarding smoking materials on the ground is strictly prohibited.

2. Violations

- 2.1 Employees violating this policy shall be subject to progressive disciplinary measures.
- 2.2 Visitors or guests in violation of this policy shall be asked to leave the Fire Department property.
- 2.3 All on-duty members are responsible for the enforcement of this policy. Uncorrected violations shall then be reported to the on-duty Shift Commander.



Craig A. Haigh
Fire Chief

HANOVER PARK FIRE DEPARTMENT

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Approved By:

C.A. Haigh, Fire Chief

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Update 02/10/2012

BUILDINGS AND GROUNDS MAINTENANCE REQUEST

Purpose

To make notification to the Buildings Maintenance Supervisor when there is a problem with any fire station or adjacent, village-owned property, and repairs need to be made.

Scope

This guideline shall apply to all members of the Hanover Park Fire Department (HPFD). It shall be the policy of the Hanover Park Fire Department to document, and make proper notification of items in need of repair or replacement in the fire station(s) and/or outside surrounding grounds.

For the purpose of this policy, the term building shall be defined as the fire station, and anything permanently affixed or immovable, inside or outside. Examples include, but are not limited to; washer/dryer, refrigerators, stove, dishwasher, ice machine, heating/cooling system, elevator, and air compressor. The term grounds, shall be defined as all areas outside of the building. Examples include, but are not limited to; parking lot, sidewalk, lawn, backup generator and outside lighting.

1. Procedure

- 1.1. In the event that an item in the Fire Station or outside grounds needs repair, notify the company officer and on duty Battalion Chief of the repairs that need to be made.
 - 1.1.1. Urgent/emergency repairs are defined as anything that will delay equipment or personnel from an emergency response, or interfere with the day to day operations and function of the Fire Department, or is an immediate safety hazard.
 - 1.1.2. Non-Urgent repairs are defined as anything needing repair, which does not interfere with emergency response or department function.
- 1.2. For non-urgent repairs, the company officer will fill out the appropriate Village of Hanover Park Building Maintenance Work Request, and e-mail it back to the building maintenance supervisor. For urgent/emergency repairs, the building maintenance supervisor is to be contacted immediately.
- 1.3. Complete all areas of the Village maintenance work request that apply. These should include the location of the repairs to be made, and the name of the person requesting the maintenance, including contact information. Indicate the type of work to be done, and include a good description of the repairs that need to be made.
- 1.4. The company officer will also complete the request for building maintenance module in Firehouse Software®. Fire station 1 & 2 are inventory items, listed as FS1 & FS2, respectively.



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Craig A. Haigh
Fire Chief

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2. Follow up

- 2.1. Upon making proper notifications that repairs need to be made, the company officer will allow sufficient time for repairs to be made. If it has been found that no action has been taken on the reported repairs, the company officer will follow up with the building maintenance supervisor.
- 2.2. If the company officer is unable to contact the building maintenance supervisor, or is unable to get an update as to the progress of the repairs, the on duty Battalion Chief will be notified of the situation in detail, including what steps were taken to make contact, and a description of the repairs not completed.
- 2.3. The on duty Battalion Chief will attempt to follow up, and investigate the progress of the work or repairs needed. If no updated information is gathered, and the on duty Battalion Chief is unable to make contact with the building maintenance supervisor, the Assistant Chief will be notified of the situation.



Craig A. Haigh
Fire Chief

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HANOVER PARK FIRE DEPARTMENT

Standard Policy & Procedure

Approved By:

C.A. Haigh, Fire Chief

PURCHASING POLICY

Purpose

This policy establishes a procedure for the procurement of quality goods and services while providing a fair and equitable treatment of all persons involved in public purchasing while maximizing the purchasing value of the financial resources of the Village of Hanover Park.

Scope

This policy shall be applicable to purchases made with any public funds on behalf of the Fire Department of Hanover Park and shall apply to all members of the department. This policy shall incorporate rules and procedures established by the Village of Hanover Park's purchasing policy and shall supersede this policy when there is a conflict.

Attached to this policy is a copy of the current village purchasing policy.

1. Vendor Selection

1.1. Price – Price analysis shall include, but not be limited to:

- 1.1.1. Price submissions
- 1.1.2. Prior price quotations and contract pricing
- 1.1.3. Prices established in current catalogs or price lists
- 1.1.4. Prices available through retail outlets
- 1.1.5. In-house estimates
- 1.1.6. Intergovernmental purchasing/bidding procedures and contracts

1.2. Lowest Responsible Vendor – One or more of the following must apply in order to justify a vendor selection:

- 1.2.1. The ability of the vendor to provide the service or materials required
- 1.2.2. The ability of the vendor to supply the service or materials in a timely fashion
- 1.2.3. The qualification, experience or efficiency of the goods or services supplied by the vendor
- 1.2.4. Previous performance of the vendor
- 1.2.5. The vendor's compliance with applicable laws and standards
- 1.2.6. The financial stability of the vendor when supplying goods or services over time
- 1.2.7. The availability of, or the ability to provide, service contracts or maintenance agreements

1.3. Sole Source – A sole source vendor may be selected after conducting reasonable efforts to locate additional vendors providing equal or greater services or materials. Sole source purchasing shall be based upon:

- 1.3.1. The compatibility of equipment, accessories, or replacement parts
- 1.3.2. Determination that goods or services sought can only be provided by a single source
- 1.3.3. Trial use or testing
- 1.3.4. Public utilities



Craig A. Haigh
Fire Chief

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1.4. The Fire Department reserves the right to specify materials, items or processes that are trademarked or patented even though the specifying of such may in itself mandate a sole source manufacturer or distributor.

2. Intergovernmental Purchases

2.1. State of Illinois, Northwest Municipal Conference or DuPage Mayors and Managers' Joint Purchasing Programs may be used based upon the State or Intergovernmental agencies bidding process which determines the recommended lowest responsible bidder.

3. Emergency Procurement

3.1. Emergency procurement may be made pursuant to 2-122(11) of the Hanover Park Municipal Code

4. Professional Services

4.1. Contracts for professional services, including engineering reports, architectural services, plan reviews, inspectional services, educational or teaching services, including fire academies, shall be awarded based upon:

- 4.1.1. Request for qualifications
- 4.1.2. Request for proposals
- 4.1.3. Evaluation factors

5. Purchase Types

5.1. Petty cash – The petty cash system may be utilized for purchases under \$50.00. Supporting documents, i.e. receipts, shall accompany all petty cash purchases and shall be approved by the Fire Chief. The Administrative Assistant to the Fire Chief shall control and distribute the petty cash.

5.2. Under \$100.00 – Purchases may be made by the Fire Chief without competitive quotes. The Fire Chief may authorize Shift Commanders and/or Company Officers to make routine purchases from approved vendor sources for pre-approved goods and/or services, i.e. charge accounts.

5.3. \$100.00 - \$1,999.00 – Purchases made over \$100, but less than \$2,000, require three (3) verbal quotes. The quotes shall be included with the purchase order (P.O.), or standing purchase order request. Justification for the vendor selection shall be included with the P.O. request. A written explanation shall accompany any P.O. request having less than three (3) quotes.

5.4. \$2,000.00 - \$9,999.00 – Purchases made over \$2,000, but less than \$10,000, require three (3) written quotes. The written quotes shall be included with the purchase order (P.O.), or standing purchase order request. Justification for the vendor selection shall be included with the P.O. request. A written explanation shall accompany any P.O. request having less than three (3) written quotes.

5.5. Over \$10,000.00 – A single purchase or multiple purchases from the same vendor anticipated to be in excess of \$10,000 in any one fiscal year shall comply with the criteria set forth in "Vendor



Craig A. Haigh
Fire Chief

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Selection" and shall be approved by the Village Board pursuant to Section 2-126 of the Hanover Park Municipal Code.

- 5.6. Purchases over \$10,000 require three (3) written quotes or a written explanation of why three quotes can not be obtained. Any contract in excess of \$10,000 shall be reviewed by the village legal department prior to sending out any request for proposal/quote.

6. Procedure

- 6.1. Request for Purchase Orders (P.O.) shall be completed by the division head and shall be submitted to the Fire Chief for his approval. All requests shall contain a description of the goods or services, the quantity requested unit cost, total cost, and budget line-item reference number. Upon approval and issuance of the P.O., the division head shall receive a copy of the P.O. and may then purchase the goods or services.
- 6.2. A Check Request shall be completed by the division head and shall be submitted to the Fire Chief for his approval. All requests shall contain a description of the goods or services received, the amount owed, the budget line-item reference number and shall be accompanied by all original shipping documents and invoices.
- 6.3. A Standing Purchase Order shall be for a specified dollar amount and shall not be used for longer than the fiscal year in which it was issued.
- 6.4. Reimbursement(s) requests with supporting documentation for employee-paid expenses shall be submitted to the Administrative Assistant for payment. Employees should allow ample time for payments to be approved and distributed.
- 6.5. All receipts, shipping papers, bills, invoices or other purchasing documents shall be forwarded to the Administrative Assistant to the Fire Chief.
- 6.6. Any employee intentionally falsifying or supplying misleading information on any purchasing document, or during any purchasing procedure, may be subject to disciplinary measures. No employee may authorize any charge or purchase with public funds for personal use.



Craig A. Haigh
Fire Chief

HANOVER PARK FIRE DEPARTMENT

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Approved By:

C.A. Haigh, Fire Chief

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Section: 029

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SEPARATION FROM SERVICE

Purpose

The process of separation of service from the Hanover Park Fire Department requires guidelines to achieve a smooth transition for both the member and the Department. The purpose and objective of this standard is to provide a guideline for members leaving the service of the Department when preparing for retirement or resignation.

1. Responsibilities

1.1 Retirement/Resignation Procedures

- 1.1.1 The member filing for retirement or resignation shall submit a letter notifying the Village of their intent of retirement or resignation.
- 1.1.2 The completed letter shall be forwarded to the Fire Chief a minimum of fourteen (14) calendar days prior to the member's planned date of retirement or resignation.
- 1.1.3 The Fire Chief will notify to the Human Resources Department and the Village Manager.
- 1.1.4 After filing papers for retirement/resignation, the member shall make contact with the Quartermaster. The purpose of this contact is to identify, and determine the scheduling of the relinquishment of Department property in the possession of the retiring/resigning member.
- 1.1.5 It is suggested that contact be made immediately with the appointed secretary of the Hanover Park Firefighters Pension Board (Village Clerk) for completion of the required documentation for application for retirement benefits. This will assist the member in facilitating an orderly transition to retirement pay.

2. Further Reference

- 2.1 Personnel Manual - Village of Hanover Park



Craig A. Haigh
Fire Chief

HANOVER PARK FIRE DEPARTMENT

Standard Policy & Procedure

Approved By:

C.A. Haigh, Fire Chief

Original ___/___/___

Chapter: 100

Section: 030

Update 04/ 11/ 2005

DEPARTMENT ID

Purpose

All fire department employees are issued a picture identification card to provide a means of identification for employees of the Village of Hanover Park.

Scope

This guideline shall apply to all members of the Hanover Park Fire Department and shall be produced upon request of any outside person for identification purposes only.

1. Authority

- 1.1 Upon hire the Human Resource Department will issue all fire department employees a picture identification card.
- 1.2 The employee issued the card is solely responsible for his/her identification card.
- 1.3 If lost or stolen it is the employee's duty to report the missing card to the Human Resource Department.

2. Procedure

- 2.1 The identification card is solely for the use by the employee to whom issued and shall remain on his/her person while on duty for the Village of Hanover Park.
- 2.2 The identification card is not to be used for any other purpose then to identify the employee to whom it is issued.
- 2.3 The identification card is the property of the Village of Hanover Park and must be returned upon termination of employment.



Craig A. Haigh
Fire Chief

Original 07 / 30 /2004

Chapter: 100

Section: 031

Update 8/ 02/ 2004

Approved By:

C.A. Haigh, Fire Chief

HANOVER PARK FIRE DEPARTMENT

Standard Policy & Procedure

LOSS OF DEPARTMENT PROPERTY

Purpose

This policy outlines the procedure used to report any loss of fire department property and is designed to aid in the recovery of any missing property or its replacement costs.

Scope

This policy applies to all members and is applicable to any property owned or controlled by the Village of Hanover Park. Where provisions of this policy conflict with a collective bargaining agreement, the collective bargaining agreement shall control.

1. Definitions

1.1. Property shall be defined as:

- 1.1.1. Any item purchased by the Village of Hanover Park
- 1.1.2. Any item given to the Village of Hanover Park by another agency for use by the Fire Department
- 1.1.3. Any item given to the Village of Hanover Park by an employee for use by the Fire Department
- 1.1.4. Any item leased, borrowed, rented or otherwise controlled by the Village of Hanover Park for use by the Fire Department or its agents and employees

1.2. Loss shall be defined as misplacing, or forgetting the last known location of, an item of property. The presumption used for lost items is that they will remain where last placed and should not need any outside intervention in order to locate the item.

1.3. Stolen shall be defined as a loss of any item caused by the taking without permission by another person(s). The presumption used for declaring an item stolen is that another person(s) was involved and that outside intervention will be necessary in order to recover the item.

2. Procedure

2.1. When an employee believes he/she has lost or misplaced an item of department property, he/she shall immediately notify their supervisor of the loss and shall provide the following in a written narrative:

- 2.1.1. Item description
- 2.1.2. Item inventory number, if known
- 2.1.3. Last seen time and location
- 2.1.4. Circumstances surrounding the loss
- 2.1.5. Efforts made to recover the item
- 2.1.6. Replacement measures made



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Craig A. Haigh
Fire Chief

Original 07 / 30 /2004

Chapter: 100

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- 2.2. If not already done, the employee is responsible for taking all reasonable measures to recover the item. Recovery efforts shall remain ongoing until the item is found or 30 days, whichever occurs first.
- 2.3. If a recovery is not made within 30 days, the employee shall make a supplemental written report of the recovery efforts surrounding the missing item and forward it to the Shift Commander.
- 2.4. The Shift Commander shall investigate and document the circumstances involving the missing item and recovery efforts made to replace or substitute for the missing item and any operational deficiencies incurred. He/she shall forward all reports to the Fire Chief.
- 2.5. If an item is subsequently recovered, the shift supervisor shall be immediately notified.
- 2.6. If an employee believes that an item of department property has been stolen, he/she shall immediately notify their supervisor and shall provide the following in a written narrative:
 - 2.6.1. Item description
 - 2.6.2. Item inventory number, if known
 - 2.6.3. Last seen time and location
 - 2.6.4. Circumstances surrounding the theft
 - 2.6.5. Suspected persons, if known
 - 2.6.6. Efforts made to recover the item, if any
 - 2.6.7. Replacement measures made
- 2.7. The supervisor shall immediately notify the Shift Commander who shall in turn notify the Hanover Park Police Department; he/she shall complete any and all reports and/or complaints as requested by the Police Department.
- 2.8. The reporting employee and Shift Commander shall make him/herself available for follow-up questioning by the Police Department investigator.
- 2.9. The Shift Commander shall investigate and document the circumstances involving the stolen item and efforts made to replace or substitute for the missing item and any operational deficiencies incurred.
- 2.10. The police report case number and complete narrative prepared by the Shift Commander shall be forwarded to the Fire Chief.
- 2.11. If an item is subsequently recovered, the Shift Commander and police department shall be immediately notified.

3. Disposition

- 3.1. The Fire Chief shall make a final determination as to the status of the item and whether it shall be replaced. The status options are:
 - 3.1.1. Lost Excused – where an item is lost due to circumstances beyond the control of the employee, an example might be items lost and unrecoverable during building collapse.



Craig A. Haigh
Fire Chief

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- 3.1.2. Lost Unexcused – where an item is lost due to an employee's carelessness or neglect.
- 3.1.3. Stolen – where an item is missing and circumstances are such that there is reason to believe that the item was taken by another without permission.
- 3.1.4. Undetermined – where no evidence or facts can be ascertained to determine the circumstances surrounding the missing item.

4. Responsibility

- 4.1. Employees are responsible for the safekeeping operational readiness of all department property in their charge during their shift. The mission of the Fire Department and the safety of employees may be jeopardized by the lack of needed equipment during an emergency and as such, the Fire Chief may discipline employees for lost or stolen items pursuant to applicable collective bargaining agreements and Village personnel rules.



Craig A. Haigh
Fire Chief

Original ___/___/___

Chapter: 100

Section: 032

Update 10/ 26/ 2004

HANOVER PARK FIRE DEPARTMENT

Standard Operating Guideline

Approved By:

C.A. Haigh, Fire Chief

RETRAINING REQUIREMENT

Purpose

Extended absence from duty, in particular training, may allow necessary skills to decline. This Policy will establish a standard that defines the requirements for members to return to duty after an extended absence from duty. This requirement is to ensure that they are able to perform their assigned duties in a safe manner that does not present a hazard to either themselves or another member.

1. Definition

- 1.1. Absence from duty: The term "absence from duty" shall be defined as an excused leave from duty involving:
 - 1.1.1. An injury on duty
 - 1.1.2. An injury and/or illness that is not related to duties and/or occurred while off duty
 - 1.1.3. A personal request for extended time off

2. Training Requirement

- 2.1. The Fire Department has determined that any absence from duty for a period of six (6) or more months will require the individual firefighter to undergo re-training, and/or EMT recertification.
- 2.2. The type of training will be determined by the length of time the individual firefighter is absent from duty.
- 2.3. **0-6 Months:** The training requirement would be coordinated by the Training Officer and is intended to re-familiarize the firefighter with any operational changes or procedures.
- 2.4. **6-12 Months:** The training would be coordinated by the Training Officer, involving requirements for the Firefighter to pass all minimum standards (Levels I and II), as well as familiarize himself with all operational changes or procedures. This could result in the Firefighter completing these requirements before he is reassigned to shift duty.

3. Responsibilities

- 3.1. It shall be the responsibility of the Assistant Fire Chief to monitor all incidents involving personnel absent from duty for 30 days.
- 3.2. The Assistant Fire Chief shall submit to the Fire Chief a written report prior to reassigning any fire personnel to routine emergency service duties. The report will include the following:
- 3.3. All pertinent information regarding the amount of training required to return to duty. Cause of absence from duty, i.e., type of incident, cause, total duty time lost and recommendation on his training needs as set forth in this procedure.



HANOVER PARK FIRE DEPARTMENT

Standard Policy & Procedure

Approved By:

C.A. Haigh, Fire Chief

Craig A. Haigh
Fire Chief

Original 10 / 01 / 2013

Chapter: 100

Section: 033

Update ___/___/___

Employee Timesheets

Purpose

This policy shall serve as a guideline for employees to accurately and timely comply with payroll requirements and to help ensure that payroll funds are properly distributed. This policy shall serve as the Village's compliance with certain requirements under the Fair Labor Standards Act (FLSA) and Rules & Regulations established by the Illinois Department of Labor (IDOL).

Scope

This policy shall apply to all non-exempt employees as defined in the Fair Labor Standards Act. This policy shall be in full force and effect at all times. Nothing in this policy shall interfere with or diminish any rights or privileges established by law or contract. The Village of Hanover Park Employee Handbook Policy 401 Timekeeping shall apply in conjunction with issues addressed herein.

1. Responsibilities

- 1.1. Each non-exempt employee is responsible for the accurate documentation of their hours of work.
- 1.2. Each non-exempt employee shall complete and sign a timesheet as provided by the department. Each completed and signed timesheet shall be returned to the designated supervisor by the posted date/time.
- 1.3. Each non-exempt employee is responsible for the accuracy of the stated hours of work and the type/class of work performed, i.e. regular hours, overtime, and compensatory time. Hours of paid time off shall also be listed on the employee's timesheet.
- 1.4. Each non-exempt employee is responsible for notifying their supervisor in the event they work before or past their scheduled work hours.
- 1.5. Each supervisor of non-exempt employees shall be responsible for the collection, review and submission of their employee's timesheets.

2. Procedure

- 2.1. Each employee shall complete a daily entry onto their timesheet accurately reflecting their hours of work for that day. If the employee's shift spans more than one day, the entry shall be made on the day in which the work began.
- 2.2. Each employee shall specify the type of work or paid time off using the designated codes.
- 2.3. When completing the employee timesheet, the time may be rounded to the nearest 15 minute increment. The method of rounding shall be the same for the beginning time and the ending time.
- 2.4. Employees must document all hours of work as defined by the Fair Labor Standards Act.



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Craig A. Haigh
Fire Chief

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- 2.5. Each employee shall have the supervisor for that work day initial for that day in the space provided.
- 2.6. Employees are to complete only their own timesheet and shall not amend, alter, change, or modify the timesheet for another employee.
- 2.7. Supervisors may complete and initial portions of an employee's timesheet in their absence.
- 2.8. Employees shall submit their timesheets to the place designated by the date and time specified on the timesheet.
- 2.9. Employees will not be paid unless a signed timesheet is submitted. Employees submitting timesheets past the stated deadline may not expect a timely payroll check. Mid-term, substitute, or additional payroll checks will only be issued with the consent of the Human Resource Director.
- 2.10. Discrepancies in hours worked or wages must be promptly brought to the attention of the Human Resource Department.

3. Prohibitions and Violations

- 3.1. Employees shall only work the hours specified by a work schedule or by their supervisor. Employees shall not work overtime without the knowledge and consent of their supervisor.
- 3.2. Employees are prohibited from volunteering their work time. All hours of work as defined by the FLSA must be documented. However, employees may volunteer their time for charitable functions such as races, walk-a-thons, clean-up days, boot drives, etc., even though such events may be endorsed or sponsored by the Village, so long as the Village is not receiving a direct benefit from the employee's efforts.
- 3.3. Violations of this policy may be cause for discipline.
- 3.4. Any employee falsifying or attempting to falsify records shall be subject to discipline, up to and including discharge. Employees found to have falsified records and to have knowingly received benefits or monies otherwise not due to him/her may be subject to additional charges of official misconduct.



Craig A. Haigh
Fire Chief

HANOVER PARK FIRE DEPARTMENT

Standard Policy & Procedure

Approved By:

C.A. Haigh, Fire Chief

Original ___/___/___ Chapter: 100 Section: 034 Update 08/ 02/ 2004

TELEPHONES

Purpose

This policy establishes guidelines relating to the use of telephones, cellular telephones and pagers.

Scope

This policy applies to all members of the department. This policy is applicable to the use of telephones, cellular phones, pagers, Nextels or any other telecommunicating devices regardless of ownership.

1. General Provisions

- 1.1 All telemetry/cellular phone systems are to be used exclusively for communications related to emergencies.
- 1.2 All cellular phones located in staff vehicles are to be used for Fire Department related business.
- 1.3 All calls of a non-fire department business nature are to be limited to a maximum duration of five minutes.
- 1.4 Employees with specified personal situations that could require immediate notification of the employee may carry personal pagers with the express permission of the Chief. These pagers must be of the non-audible sounding type and carried in the employee's pocket. In no case should the employee stop the performance of his/her duties to answer or identify a page.
- 1.5 Use of a cellular telephone while operating at an emergency is prohibited except when required for communication as part of the overall incident.
- 1.6 The Village of Hanover Park is not responsible for the loss or destruction of personal property, including pagers and telephones.
- 1.7 Fire Department telephones shall be answered as follows: "Fire Department Station (#), (Rank) (Surname)".
- 1.8 If a call is received for a person not on duty, the call taker shall offer to take a message, offer to transfer to voice mail, or inform the caller of the person's next duty day.
- 1.9 Persons answering the Fire Department telephones shall always be courteous and helpful.



Craig A. Haigh
Fire Chief

Original 04 / 01 / 2004

Chapter: 100

Section: 035

Update 09/ 30/ 2013

HANOVER PARK FIRE DEPARTMENT

Standard Operating Guideline

Approved By:

C.A. Haigh, Fire Chief

OVERTIME CALLING

Purpose

It is the policy of the Fire Department that maintaining designated staffing levels is of the highest priority and directly affects firefighter safety and that the Fire Department shall exercise any and all management rights in securing the staffing levels as designated by the Fire Chief. This policy shall provide the procedures for the calling of employees for overtime assignments.

Scope

This policy shall apply to all full-time sworn firefighters as further defined in existing Collective Bargaining Agreement(s). Any provision in this guideline in conflict with a Collective Bargaining Agreement (CBA) in full force and effect shall be controlled by the agreement. This policy shall not interfere with the proper scheduling of other employees and is not a guarantee of hours of work or overtime.

1. Definitions

- 1.1. Voluntary/Involuntary - Overtime is either voluntary, which may be refused, or mandatory which may not be refused. The ability to schedule overtime does not mean that it is voluntary nor does overtime for non-emergency mean that it is not mandatory.
- 1.2. Blocks of Hours - Overtime assignments shall be in blocks of time of equal to or less than 24 hours as determined by the Fire Chief or his designee. Nothing herein shall preclude the dividing of a shift into any size block of time, or number of blocks of time, as deemed appropriate by the Fire Chief or his designee.

2. General Procedures and Regulations

- 2.1. Contact phone number
 - 2.1.1. Each Full-time Firefighter shall advise the Fire Chief of his/her primary contact telephone number.
- 2.2. Inclusion on the voluntary turnsheet is at the employee's discretion. However, all employees, whether or not they are on the voluntary turnsheet, are subject to the mandatory provisions of the CBA and this policy.
- 2.3. Each Full-time Firefighter may designate a secondary phone number which may be a departmental issued telephone number.
- 2.4. Messages for voluntary overtime will be left at the discretion of the Fire Chief or his designee.
- 2.5. Return calls shall be made to the Shift Commander at the main Fire Headquarters number (630.823.5800), or number as specified in a voice or text message, and will be answered in the order in which they were received.
- 2.6. The overtime assignment offer need only contain the day/date and starting time with the anticipated ending time.



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Craig A. Haigh
Fire Chief

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2.7. Multiple assignments

2.7.1. If an overtime assignment is divided into blocks of time less than a full 24 hour shift, it is permissible to offer multiple openings when calling and giving the employee a choice of either day or night (one). The list would then be re-calculated and called again. It would not be necessary to call for days first and then evenings when an employee may readily accept the night first.

2.8. Sick Calls/Unable to work

2.8.1. Openings due to call-offs received prior to 10:00 PM should be filled immediately when received. Openings due to call-offs received between 10:00 PM and the start of the next shift should be filled at 6:00 AM or when the call-off was received, whichever is later.

2.9. Calls received by an Acting Shift Commander from a Battalion Chief who is calling in sick shall be referred to the remaining off-duty Battalion Chief, or if not available, the Fire Chief. The call(s) shall be made immediately upon learning of the upcoming absence. The Battalion Chief, or Chief shall then determine the staffing needs and designate how the Battalion Chief position is to be filled.

2.10. Traded Time For purposes of the turnsheets, if an employee is already working for another employee on a trade day already accepted by the employer, then the employee working is considered on duty even though it is not his/her regular shift.

3. Voluntary Overtime Procedures

3.1. Posted Non-shift Opportunities - Overtime opportunities posted for more than 3 consecutive shifts become a wash and no one is charged for either accepting or declining the overtime. (Not signing up for known opportunities would in essence be a refusal.) Filling of an unaccepted, posted opportunity shall then be filled by using the mandatory overtime provisions on the third day of the posting.

3.2. Future OT - Calls for scheduled overtime opportunities should be made two (2) shifts in advance of the opening.

4. Mandatory Overtime Procedures

4.1. Mandatory overtime at the beginning of a shift is from the off-going shift, however, for only those who are regularly assigned to that shift. An employee who is working overtime on another shift should not be held over after the already-worked overtime. This would usually result in three consecutive shifts worked.

5. Documentation

5.1. The overtime turnsheet, as defined by contract, shall be kept in the operations office. The following abbreviations shall be used to document the telephone calls:

5.2. N/C No Contact

5.3. R Refused (add hours)

5.4. D Duty or other paid leave



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Craig A. Haigh
Fire Chief

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- 5.5. W Accepts (add hours)
- 5.6. LM Left message

6. Prohibitions

- 6.1. Employees shall not interfere with the overtime calling procedure.
- 6.2. Employees shall not change, alter or amend an overtime assignment without the permission of the Fire Chief or his designee.
- 6.3. Employees shall not alter, change, amend, deface or otherwise manipulate the numbering on any turnsheet.
- 6.4. Any employee who violates this policy shall be subject to discipline.

7. Changes

- 7.1. This policy and its applications may be changed from time to time as determined by the Fire Chief.



Craig A. Haigh
Fire Chief

Original 07 / 01 / 2000

Chapter: 100

Section: 037

Update 07/ 21/ 2004

HANOVER PARK FIRE DEPARTMENT

Standard Policy & Procedure

Approved By:

C.A. Haigh, Fire Chief

QUARTERMASTER

Purpose

This policy defines the Fire Department Quartermaster program which enables uniformed personnel to maintain a professional appearance by timely replacement of uniform items.

Scope

This policy applies to all uniformed personnel in the Fire Department and governs the replacement of all uniform items. Where a conflict arises between this policy and a collective bargaining agreement, the collective bargaining agreement shall control.

1. Definition

1.1 The Quartermaster Program is a replacement in kind program where an unserviceable uniform item is replaced with the same item type. The Quartermaster and the Fire Chief reserve the right to change or substitute uniform styles as may be deemed necessary.

2. Procedure

- 2.1 Whenever an employee believes that a fire department uniform item is not serviceable, or if directed by his/her supervisor, the employee will make application for a new item by completing a Uniform Application Form (Form 401). Form 401 is attached as Appendix A
- 2.2 The completed Form 401 shall be submitted to the quartermaster for review. If accepted, the quartermaster will then issue a completed and signed Uniform Purchase Order. The Uniform Purchase Order, Form 404 shall specify the date, the employee's name and ID, the numbers of items requested and size if known, and a valid purchase order number issued from the finance department.
- 2.3 The completed Form 404 will be signed by the Quartermaster and then be returned to the employee. The employee is responsible for obtaining the items from the vendor, which may include the need for measuring, sizing or alterations. Form 404 is attached as Appendix B.
- 2.4 The employee will then return the unserviceable item to the Quartermaster.

3. General Provisions

- 3.1 Upon separation from the fire department, all uniform items and IDs shall be returned to the Quartermaster.
- 3.2 Additional items may be purchased by the employee from the vendor source only. The Quartermaster shall not sell, or distribute for sale, any uniform items.
- 3.3 All items issued under the Quartermaster Program are subject to inspection at any time by the Quartermaster or Fire Chief.



Craig A. Haigh
Fire Chief

HANOVER PARK FIRE DEPARTMENT

Standard Policy & Procedure

Approved By:

C.A. Haigh, Fire Chief

Original ___/___/___

Chapter: 100

Section: 038

Update: 07/ 23/ 2004

DEPARTMENT INSPECTIONS AND EXPECTATION OF PRIVACY

Purpose

1. Responsibilities

- 1.1 Fire Department employees are advised that uniforms, clothing, lockers, vehicles, desk, cabinets, storage bags and brief cases provided by the Village are to be used in the interest of and for the performance of the department's mission. The retention of any personal items in such equipment is at the employee's own risk. The Village and the employee's supervisors will not be responsible for any losses.

2. Procedure

- 2.1 The department may hold (2) or more regular inspections annually, in order to determine the fit, condition, and proper use of Village property and issued equipment. Moreover, any Village-provided equipment is subject to entry, search, and inspection by employee's supervisor, at anytime without prior notice. Any privately owned property contained in such equipment (including the content of closed or sealed item/containers) may also be opened and examined without further notice or without the Fire Department employee's permission.
- 2.2 This includes any Village provided equipment that is protected by a personally owned lock that the Fire Department employee later might place on the outside. Therefore, the Fire Department employee has **NO** expectation of privacy when using Village-provided equipment.



Craig A. Haigh
Fire Chief

HANOVER PARK FIRE DEPARTMENT

Standard Policy & Procedure

Approved By:

C.A. Haigh, Fire Chief

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Update: 07/ 23/ 2004

IDENTIFYING DEPARTMENT TOOLS AND EQUIPMENT

Purpose

1. Procedure

- 1.1 Hand tools carried on vehicles and intended for use at an incident will be painted with a distinctive color band at least 6 inches wide, identifying the apparatus on which tool is carried, and with capital letters. Tools such as ladders, a Hurst tool, chain saw, resuscitator, and life pack...equipment of this nature will also be marked with the appropriate color designation. In the case of very long tools it may be necessary to mark them in more than one location. For those that are small, color-coding may be all that is possible.
- 1.2 Hose will be stamped on the male connection with a number identifying the year of purchase and HPFD number. Each length will be painted with an identifier on the hose near the female connection. The hose numbers painted on Hanover Park Fire Department hose will be:

A code number for size of the hose followed by the length number.

1 ¾ inch hose,	1-
2 ½ inch hose,	2-
3-inch hose,	3-
4-inch hose,	4-

Example: The oldest 1 ¾ inch hose in the department would be painted 1-1, the next newer length of 1 ¾ hose would be 1-2 and in the case of 2 ½ hose the 78th length of 2 ½ hose would be 2-78.

- 1.3 Suction hose fixed to engines will not be painted.
- 1.4 Ladders will be color-coded and marked according to their apparatus they are assigned with appropriate department lettering.
- 1.5 Pike poles will be color coded according to their apparatus.



Craig A. Haigh
Fire Chief

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Approved By:

C.A. Haigh, Fire Chief

HANOVER PARK FIRE DEPARTMENT

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STATION JOURNAL

Purpose

The station journal is used to maintain a record of routine activities, members present for duty, unusual occurrences that effect daily operations, condition of equipment assigned to the station as well as calls responded to by the company. All entries will be recorded in the Firehouse software.

Any activity that takes place during the day, i.e. drills, tours, company inspections, public education activities and maintenance request will be noted.

1. Example of Entries in FIREHOUSE

- 1.1 NOTES: Daily reminders/equipment notes
- 1.2 ACTIVITIES: Daily activities and events
- 1.3 TRAINING: Training sheets/drills/outside drills
- 1.4 DEPARTMENT EVENTS: Open house/public education/tours
- 1.5 OCCUPANCY INSPECTIONS: Company inspections
- 1.6 EQUIPMENT MAINTENANCE: Weekly apparatus checks/maintenance request



Craig A. Haigh
Fire Chief

HANOVER PARK FIRE DEPARTMENT

Standard Operating Guideline

Approved By:

C.A. Haigh, Fire Chief

Original ___/___/___

Chapter: 100

Section: 041

Update 08/ 30/ 2004

FIRE DEPARTMENT CHAPLAIN

Purpose

The purpose of this guideline is to describe the duties of the Fire Department Chaplain and Chaplain Services and is a brief summary of what may actually be required in any given situation. The Fire Department Chaplain must remain constantly alert and sensitive to the needs of the Fire Department, its employees, the situation and the means he must employ to meet those needs.

Scope

This guideline applies to all Fire Department personnel the Fire Department Chaplain and those clerics that may be assisting from time to time. The Fire Department Chaplain is encouraged to offer his/her services to other village departments and other fire departments, but when doing so, shall adhere to the standards and practices of this policy with regards to the chain of command, incident management, and the confidentiality of the Fire Department Chaplain Services.

1. Emergency Situations

- 1.1 The Chaplain will respond when contacted by DuComm or at his own discretion, and will report at the scene to the Command Post. When at the scene, the Chaplain will be under the command authority of the incident commander. The Chaplain shall display proper credentials and shall be readily identifiable as the Chaplain. The Chaplain shall don protective clothing when and where the situation warrants under other existing policies. The Chaplain will respond as follows:
 - 1.2 To the scene when:
 - 1.2.1 A working fire or incident at the general alarm or greater is in progress.
 - 1.2.2 A critical incident is in progress.
 - 1.2.3 A critical injury or death to a firefighter is reported.
 - 1.2.4 The incident involves a victim that is a member of a fire department employee's family.
 - 1.2.5 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:
 - 1.2.5.1 The victim or family is highly emotional or unstable.
 - 1.2.5.2 Care is needed for the family of the victim while treatment is underway.
 - 1.2.5.3 The victim or the family requests the services of a chaplain or clergy.
 - 1.2.5.4 The incident commander feels the presence of the Chaplain would be of benefit to the victim or to department personnel.



Craig A. Haigh
Fire Chief

HANOVER PARK FIRE DEPARTMENT

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Update 08/ 30/ 2004

1.3 To the hospital when:

1.3.1 The incident commander determines that the victim or family may need support or counsel.

1.3.2 A victim's family needs to be located and notified.

1.3.3 A member of the fire department is the victim.

2. Follow-Up Actions

2.1 On-the-Scene Duties

2.1.1 Provide appropriate victim assistance to free the incident commander as he or she gives direction.

2.1.1.1 Provides comfort and counsel.

2.1.1.2 Referral to appropriate community agencies for assistance.

2.1.1.3 Help contact person(s), family member(s), etc. The Chaplain will find out a victim's church or religious preference and attempt to notify the pastor or church as requested.

2.2 Provide appropriate assistance to firefighters engaged in firefighting activities.

2.2.1 Watch for signs of physical or emotional stress.

2.2.2 Assist in providing firefighting needs in rehab.

2.2.3 Advise the Incident Safety Officer whenever it is felt that a firefighter(s) is in need of being relieved from emergency operations.

2.3 Post-Emergency Duties:

2.3.1 Conduct follow-up to ensure victims are receiving necessary assistance as needed or directed by the Incident Commander.

2.3.2 Assist the incident commander in assuring that firefighter's needs are being met in the areas of on-the-job injuries, critical incident stress, etc.



Craig A. Haigh
Fire Chief

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3. Routine Duties

3.1 Duties within the fire department:

- 3.1.1 Visit all stations and shifts as directed by the Fire Chief.
- 3.1.2 Visit hospitalized department members and members of their families.
- 3.1.3 Participate in recruit training as requested by the Fire Chief.
- 3.1.4 Be available for helping or counseling members of the department in times of stress or difficulty.
- 3.1.5 Assist when requested by any division of the department in their programs.
- 3.1.6 Attend fire department functions.
- 3.1.7 Conduct funeral/memorial services as needed and requested.
- 3.1.8 Be a member of the Critical Incident Stress Debriefing team if required or as directed by the Fire Chief.
- 3.1.9 Be on-call on a twenty-four (24) hour a day basis for that chaplain's assigned days.

3.2 Duties outside of the fire department

- 3.2.1 Represent and interpret fire department goals and concerns to the churches and religious institutions of the community.
- 3.2.2 Assist when requested with public events or public information needs.
- 3.2.3 As time permits, and as requested, conduct extended ministry to victims and their families.

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 for every member of the department, regardless of his or her nationality, race, sex, or religion.
- 4.2 Any communication 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.

Firefighters from mutual aid departments shall be considered employees while operating at emergency scenes. However, any follow up or additional contact should be made in conjunction with the mutual aid fire department's policy or guidelines, if any.



Craig A. Haigh
Fire Chief

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4.3 Any fire department officer or member (including administrative staff) who is made to become aware of any situations, which may need the response of the Chaplain, may contact the Chaplain directly. Fire department administration will keep current telephone numbers of the Chaplain. The Chaplain may also be contacted through fire department administration if desirable. Examples of situations where the Chaplain may be contacted include, but are not limited to:

4.3.1 Death, injury to, or hospitalization of a fire department member.

4.3.2 Death, injury to, or hospitalization of a fire department member's spouse or child.

4.3.3. Death in a fire department's member's close family, i.e., any family member covered under the department's death leave provisions.



Craig A. Haigh
Fire Chief

HANOVER PARK FIRE DEPARTMENT

Standard Policy & Procedure

Approved By:

C.A. Haigh, Fire Chief

Original ___/___/___

Chapter: 100

Section: 042

Update 09/ 13/ 2004

MAXIMUM CONSECUTIVE WORK HOURS

Purpose

This policy establishes guidelines for scheduling shift employees who are working hours in addition to their regularly assigned shift. This guideline is intended to ensure that all employees are adequately rested and not fatigued.

Scope

This guideline applies to all 12-hour and/or 24-hour shift employees when not inconsistent with a collective bargaining agreement in full force and effect.

1. Procedure

- 1.1 Shift employees shall not be allowed to work more than three (3) consecutive 24-hour shifts, or seventy-two (72) consecutive hours except in extreme emergencies as determined by the Fire Chief.
- 1.2 Hours of work shall include all hours that the employee is on shift, on call-back, on overtime, or at training except as provided in this policy.
- 1.3 Hours of work shall not include time spent away from the department for training when the employee is not constantly or continuously working. An example would be when an employee is furloughed for a 24 hour shift in order to attend a one-day (8 hour) class.
- 1.4 Shift trades will not be approved that would cause a violation of this policy.
- 1.5 Vacation days or holidays requested after the annual calendar is posted will not be approved if it will cause, or is likely to cause, a conflict with this policy.
- 1.6 Equitable distribution of overtime required by collective bargaining agreements shall not be affected by this policy. However, the Fire Chief, or his designee, reserves the right to determine the need for overtime based in part upon the availability of adequately rested employees
- 1.7 If a situation arises when an employee must work more than the allotted number of hours, he/she must immediately notify the on-duty Shift Commander. The Shift Commander will attempt to allow that employee additional rest during the work day and may, at his/her discretion, reassign or re-locate an employee in order to accomplish the additional rest.
- 1.8 It is the responsibility of the employee to advise the Shift Commander if an added work assignment or trade day will cause a violation of this policy.



Craig A. Haigh
Fire Chief

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Approved By:

C.A. Haigh, Fire Chief

Original 05/05/2003

Chapter: 100

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Update: 02/27/2013

STRATEGIC NATIONAL STOCKPILE DRUGS

Purpose

In the event of a Biological Agent Release, the county and federal government has reserved medications to be given out to essential government personnel. These personnel include Fire, Police, Public Works, and certain government entities. The purpose is to maintain essential government functions during a biological terrorist attack.

Scope

This Standard Operating Procedure shall be utilized in conjunction with the Hanover Park Police Department's Directive# 249-P, Du-Comm Operating Policy 9.22.00, and the Village of Hanover Park Emergency Operations Plan as may be amended from time-to-time. Nothing in this guideline shall conflict with procedures set forth by the DuPage County Department of Public Health or any communication, written or verbal, from the Department of Homeland Security. This guideline shall pertain to all members at all times.

1. Procedure

- 1.1. Notification of a biological terrorist event will be made by the Dupage County Office of Emergency Management (OEM) in Wheaton to Du-Comm. Du-Comm will tone out ("Attention Hanover Park B/C contact Du-Comm via landline for an important message"). When the B/C contacts Du-Comm they will be given all critical information from the OEM.
- 1.2. When the B/C contacts the OEM, they will:
 - 1.2.1. Be informed that Box 998 has been activated
 - 1.2.2. Be given a contact telephone number
- 1.3. The on-duty Battalion Chief shall have all on-duty companies respond to the Police Department.
- 1.4. The DuPage County Health Department will then be advised to deliver the Strategic National Stockpile medical counter measures to the Police Department's south garage (Door #7). Simultaneous to the above actions, the on-duty shift shall assist the personnel setting up Room 214 as outlined in Appendix A. (HPFD Standard Operating Guideline)
- 1.5. Once the stockpile is delivered, Police and Fire Department personnel receiving the stockpile will secure them in the patrol sergeant's storage Room. If the stockpile is not pre-package for distribution to the first responders, the patrol conference Room will be utilized for the separation and preparation of allotments designated for: Fire, Police, Public Works, and Administration based upon the master list.
- 1.6. Once the distribution site has been set up in Room 214 of the Village Hall, Police and Fire Department personnel will transport the medical counter measures to the sally port adjacent



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Fire Chief

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to Inspectional Services Division at Village Hall. Once the transport vehicle is secure in the sally port the medical counter measures will be loaded onto the "med cart" (crash), which is maintained by the Fire Department and stored in the old Police Department Jail Facility locked storage area. The "med cart" will then be taken to Room 214 by Police and Fire Personnel. The purpose of the "med cart" is for medical emergencies that may occur in Room 214 during dispersal. The "med cart" will also have an up-to-date printed list of persons who receive the medical counter measures. It will include a master list and be broken down by department.

- 1.7. A record of all employees and family members who are eligible for this program shall be maintained and updated as necessary. A file packet shall be kept at the Headquarters Fire Station Office, in the Incident Command Vehicle, at the Police Department and Human Resources Department. These packets will be accessible to Duty Officers, should this distribution plan go into effect.

2. Distribution Procedure

2.1. *Distribution Center Setup*

- 2.1.1. The Hanover Park Fire Department is responsible for procuring and distributing the Dupage Pharmaceutical Stockpile. EMS personnel must be present at the distribution center and are responsible for physically distributing the medication. The reserve ALS equipment from Fire Station #1 will be brought to Room 214. (Other than those distributing the Meds, all Fire Department personnel will stay together in their designated companies. This will expedite their return to available status after receiving their medications). **Distribution procedures shall begin immediately regardless of the time day or night.**
- 2.1.2. The Village Hall will be the designated distribution site for all Hanover Park personnel. Room 214 will be the distribution center. Set up Room 214 as shown on Appendix A attached.
- 2.1.3. The Ranking Police Duty Officer shall assign sufficient duty personnel to Village Hall Room 214, to aid with distribution activities. These activities include:
- 2.1.4. Distribution center setup (see Appendix A)
- 2.1.5. Dividing up dosage packaging by departments
- 2.1.6. Paramedics to distribute medications
- 2.1.7. Personnel to handle paperwork if needed
- 2.1.8. Police to handle parking and crowd control
- 2.1.9. Police to have officers at Room 214 for security



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2.2. *Medication Distribution*

- 2.2.1. Once the distribution center is staffed and ready to open, the following procedure will be used to distribute the medications.
- 2.2.2. Persons arriving to pick up medications should be routed into the Village's South Parking Lot. They should enter the building through the south entrance. They will proceed to the check in tables in Room 214. Personnel shall be assigned to control the flow of personnel through the facility.
- 2.2.3. As personnel enter Room 214, they should be directed to the appropriate registration table, according to their department.
- 2.2.4. All personnel picking up medications at the distribution center shall fill out and sign the medication receipt form. Names on the form shall be checked against the current roster.
- 2.2.5. Family members of employees, 18 years of age and older, not accompanied by an employee will be required to produce a government issued photo identification to verify their identity. Identification can also be verified by another known employee or family member or waived by the Police Department Officer-in-charge. If identification can not be verified or waived, the family member will be required to wait until the employee can be contacted to verify identification.
- 2.2.6. **Only those persons listed on the current eligibility roster will be supplied medications**
- 2.2.7. After receiving their medications, personnel shall exit through the west door of Room 214 and down the stairs to the outside of building.
- 2.2.8. This same procedure will be used for any subsequent stockpile distributions to emergency personnel.

2.3. **The distribution center will remain open until:**

- 2.3.1. All medications have been distributed, or
- 2.3.2. The Police Department Officer-in-charge decides that after the bulk of medication has been distributed, it would be appropriate to scale-back or close the center.



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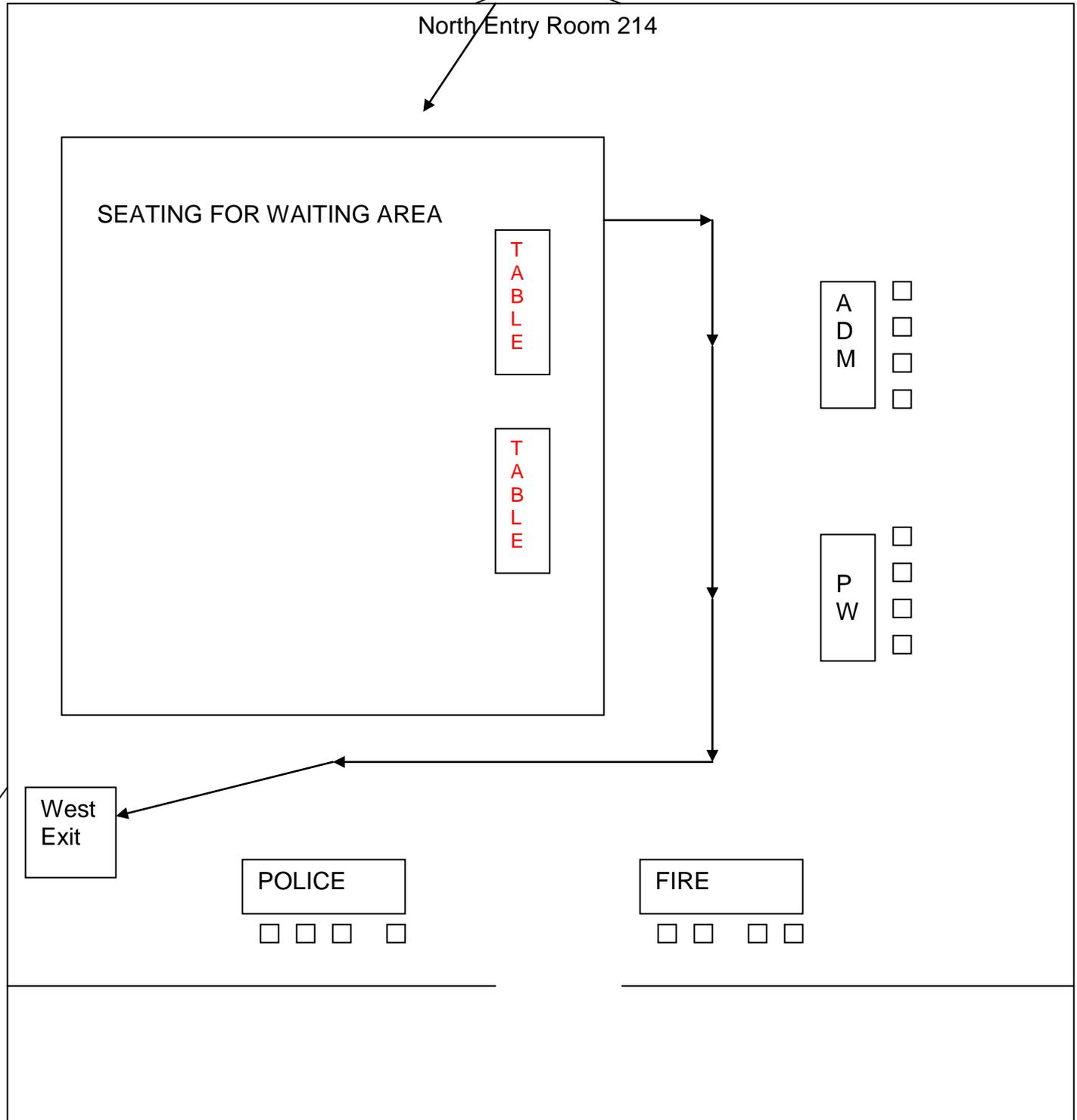
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Appendix A

Distribution Center Layout





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Fire Chief

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Update 05/ 17/ 2006

HANOVER PARK FIRE DEPARTMENT

Standard Policy & Procedure

Approved By:

C.A. Haigh, Fire Chief

FIRE DEPARTMENT STRUCTURE

Purpose

To create a Fire Department Structure and support system whereby the day-to-day operations of the Fire Department can function smoothly and whereby employees or customers can readily identify the person(s) who can best address their concerns.

Scope

This policy is applicable to all Fire Department members and shall apply unless otherwise prohibited by law or contract. Nothing in this policy shall be deemed to, or intended to, circumvent the established chain of command. While operating at an emergency incident the Fire Department shall operate within the Incident Command System (ICS).

1. Function Group
 - 1.1 Definition: A Function Group shall be defined as a group of related non-emergency activities and responsibilities whose purpose is to support the mission of the village and though day-to-day goals, objectives and operations for the Fire Department.
 - 1.2 Roles and Responsibilities: Each Function Group shall be assigned to a capable member of the department chosen by the Fire Chief who shall be responsible for administering the assigned duties and tasks. He/she shall report to the Fire Chief. The Fire Chief may select other members to assist with specific duties within the Function Group and who shall report to the group leader.
2. Functional Areas
 - 2.1 Fire Ops – The Fire Ops group shall be responsible for administering those areas of the Fire Department that support firefighting activities. Fire Ops include, but is not limited to:
 - 2.1.1 Fire Operations
 - 2.1.2 Hazardous Materials/Weapons of Mass Destruction
 - 2.1.3 Technical Rescue
 - 2.1.4 Communications
 - 2.1.5 SCBA Program
 - 2.1.6 Tools, Hose & Equipment
 - 2.1.7 Quartermaster System
 - 2.1.8 Liaison to the Water Maintenance Division of the Public Works Department
 - 2.1.9 Records and Reports
 - 2.2 EMS Ops – The EMS Ops group shall be responsible for administering those areas of the Fire Department that support the delivery of emergency medical services. EMS Ops include, but is not limited to:
 - 2.2.1 EMS Operations
 - 2.2.2 GEAMIC Compliance



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- 2.2.3 Medical Billing
- 2.2.4 EMS Coordinator Activities
- 2.2.5 EMS Equipment & Supplies
- 2.2.6 Employee Health
- 2.2.7 CPR and First Aid
- 2.2.8 IDPH Liaison
- 2.2.9 GEAC® Software and Reports

2.3 Training – The Training group shall be responsible for those areas of the Fire Department responsible for the training and continuing education of those members involved in the delivery of emergency services. Training shall consist of, but not limited to:

- 2.3.1 Training Curriculum
- 2.3.2 Safety Committees
- 2.3.3 Recruit Training
- 2.3.4 NFPA Compliance
- 2.3.5 OSFM Programs
- 2.3.6 NFA and EFO Programs
- 2.3.7 Fire Investigations
- 2.3.8 MABAS Committees
- 2.3.9 Employee Recruitment

2.4 Prevention – The Prevention Bureau shall be responsible for those areas of the Fire Department that serve to prevent fires, limit their severity or automatically extinguish fires as well as educate the public. The Prevention Bureau activities might include:

- 2.4.1 Fire Department Administration
- 2.4.2 Code Enforcement
- 2.4.3 Plan Review
- 2.4.4 Public Education
- 2.4.5 Building Inspections
- 2.4.6 Fuel Tank Inspections
- 2.4.7 Systems Inspection and Testing
- 2.4.8 Liaison to Community Development Department

3. Budgets

3.1 Each Function Group shall assist the Fire Chief with the preparation of the annual budget by submitting materials and documents specified by the Fire Chief. Each Function Group shall be responsible for monitoring the fiscal impact of the group.

4. Support Activities

4.1 Unless contained within another group, each Function Group shall be responsible for those incidental activities that are necessary to complete the tasks assigned to the groups.



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5. Amendments

5.1 The Fire Chief may change, alter, amend or eliminate this policy at any time.



Craig A. Haigh
Fire Chief

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C.A. Haigh, Fire Chief

Original ___/___/___

Chapter: 100

Section: 046

Update 10 / 04 / 2005

UNSAFE STRUCTURE NOTIFICATION

Purpose

This standard operating guideline serves to set minimum criteria to be used by fire department personnel when it is necessary or advisable to declare a structure unsafe or unfit for human occupancy or use as provided in the Village's Property Maintenance Code.

Scope

This guideline is applicable to all members of the department and shall apply to all structures whose occupancy use is residential, commercial, industrial, or other uses where human occupancy is intended. Structures not intended for human occupancy shall be treated according to other applicable codes and standards.

1. Authority

- 1.1. The Incident Commander as duly authorized representative of the Code Official shall have the authority to declare a structure unsafe or unfit for human occupancy when circumstances and conditions warrant such added protection against further loss or injury. The Incident Commander shall exercise this authority only in cases where there is an imminent threat to the safety of the occupants or a likelihood that further loss of property will occur as provided in the Village's Property Maintenance Code. The Incident Commander may take reasonable measures to assist the owner or occupant in restoring the structure to a useable state.
- 1.2. The Incident Commander shall declare a structure unfit for human occupancy when building components are affected as follows:
 - 1.2.1. One or more structural, load-bearing building components is damaged or missing
 - 1.2.2. Two or more structural, non-load-bearing building components in the same area are damaged or missing
 - 1.2.3. Three or more structural components anywhere in the building are damaged or missing
 - 1.2.4. The structure is unsafe, unlawful or, because of the degree to which the structure is in disrepair or lacks maintenance, is insanitary, vermin or rat infested, contains filth and contamination, or lacks ventilation, illumination, sanitary or heating facilities or other essential equipment required by this code, or because the location of the structure constitutes a hazard to the occupants of the structure or to the public.
- 1.3. The Incident Commander shall declare a structure unfit for human occupancy when utilities are affected as follows:
 - 1.3.1. Loss of heat when ambient temperatures are below 60 degrees Fahrenheit. Space heaters are not to be recommended as a suitable replacement for loss of heat
 - 1.3.2. Loss of electricity not due to temporary outages by Commonwealth Edison
 - 1.3.3. Loss of potable water



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Fire Chief

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1.3.4. Sewage from a sanitary sewer line has backed-up into the structure

1.4. The Incident Commander shall declare a structure unfit for human occupancy when health concerns are as follows:

1.4.1. Visible infestation of rats, mice, or other non-domesticated animals

1.4.2. Visible infestation of insects beyond the normal seasonal amount

1.4.3. Visible human waste

1.4.4. Excessive animal waste in or around the structure

1.4.5. Excessive visible growth of mold or mildew

1.5. The Incident Commander may also declare a structure unfit for occupancy when:

1.5.1. Lesser degrees of the conditions listed above are present

1.5.2. The occupancy limit is exceeded

1.5.3. The structure is in significant disrepair

1.5.4. There are other building code violations that, in the judgment of the Incident Commander, make the structure unsafe

1.5.5. The structure is damaged due to fire and the cause and origin investigation is not yet completed

1.5.6. The structure has received fire damage due to intentionally set fire(s) and the fire setter has not been identified and there is a reasonable belief that other fires may be set.

2. Procedure

2.1. After the incident is mitigated and when it is safe to do so, the Incident Commander shall meet with the building owner, agent, or occupants to explain the safety concerns. Reasonable efforts shall be made to contact owners/agents when no one is present and the structure is deemed unsafe.

2.2. The Incident Commander may assist the owner or occupants in obtaining remedial repairs.

2.3. If suitable, timely repairs can not be made, the Incident Commander shall refer the owner or occupants to other agencies that specialize in loss prevention and/or victim assistance, such as the Salvation Army, Red Cross, or Village of Hanover Park Social Services.

2.3.1. Printed materials, including After The Fire and telephone directories, shall be supplied to all affected parties. *Valuables Recovery Cartons* shall also be made available if the fire department aids in removal of personal property

2.4. The Incident Commander shall prominently affix the Village of Hanover Park's **Unsafe For Human Occupancy Or Use** orange sticker on or near the entrance(s) to the building.

2.5. The Village of Hanover Park Community Development Department shall be notified by telephone of the closure and the need for a follow up inspection. After hours notification shall be made by voice mail messages to the number provided by the Director of Community Development.

2.6. The unsafe condition(s) shall be noted in the Incident Report Narrative



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- 2.7. Unsafe condition(s) and/or building closures for non-residential structures shall also be documented in the Occupancy Module record for that occupancy in the "Supplemental History" section.
- 2.8. In the event owners or occupants do not fully comply with the Incident Commanders instructions the police department shall be immediately notified of any non-compliance.



Craig A. Haigh
Fire Chief

Original 7/24/07

Chapter: 100

Section: 047

Update

HANOVER PARK FIRE DEPARTMENT

Standard Policy & Procedure

Approved By:

C.A. Haigh, Fire Chief

INTERN PROGRAM

Purpose

To provide students enrolled in a college or university Emergency Services Degree program or related professional programs with an unpaid internship giving them the opportunity to observe and practice skills commonly used in an emergency service career. These skills may include but not be limited to fire suppression, emergency medical care, hazardous materials incident mitigation, fire and life safety education, written and verbal communications, company and departmental leadership and incident command and management. These skills will be practiced and refined through hands on and academic instructional activities provided or sponsored by the department.

Scope

This policy is applicable to fire interns and precepted EMS providers and shall apply unless otherwise prohibited by law or contract. Any provision of this policy in conflict with a collective bargaining agreement shall be controlled by the agreement.

1. Candidate Selection

- 1.1. The Department, in conjunction with the institution of higher education will select interns who meet all established prerequisites as defined by the individual learning institution as well as pass background investigations and physical and medical examinations as established by the Village's Human Resource Department and approved by the Fire Chief.
- 1.2. Interns must sign a waiver of liability/hold harmless agreement with the department prior to acceptance into the program.

2. Program Management

- 2.1. The Intern Program will be managed by the department's Training Division under the direction of the Chief of Training.

3. Performance Guidelines

- 3.1. Behavior – Politeness and courtesy are expected and that Interns will follow the orders of officers and preceptors. Insubordination will be grounds for immediate dismissal from the program.
- 3.2. Attitude – Interns are expected to make the most of the time they are working at the department by demonstrating a positive attitude in their program activities.
- 3.3. Attendance/Punctuality – Interns are expected to begin work on time. Tardiness will not be tolerated.
- 3.4. Initiative – Interns should feel free to ask questions and actively seek out learning opportunities.
- 3.5. Communication/ Listening Skills – Interns are expected to listen well, be attentive, and communicate effectively with preceptors, officers and civilians.



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- 3.6. Interns must operate within the established chain of command and their direct reporting authority. They must fully and consistently comply with Village Personnel Rules and Hanover Park Fire Department Policies and Procedures regarding the following:
- Code of Conduct
 - Personal Appearance
 - Uniform Dress Code (except where amended specifically for Interns)
 - Chain of command
 - Standard Operating Guidelines established by the department and the Greater Elgin Mobile Intensive Care Program.
- 3.7. Program activities shall include participation in basic shift activities in and around the fire station including training, station and apparatus maintenance, public education and fire prevention activities, and emergency responses. Interns after completing training and passing any or all required written and practical examinations may operate exterior hose lines, power tools and climb ladders, but will not be allowed to perform roof ventilation or operate interior hose lines except during training. Interns may perform overhaul and salvage activities and may operate interior hose lines during overhaul under the direct supervision of a preceptor and at the discretion of the company officer and incident commander. Interns will be required to wear full protective equipment and SCBA per department policies. Interns operating as Emergency Medical Technicians or Paramedics must meet all requirements and be approved by the Greater Elgin Mobile Intensive Care Program. **In all cases, Interns will only be allowed to function to their level of training and level of comfort of the preceptor, company officer or incident commander.**
- 3.8. Ride time including training will be scheduled through the department training division. Interns will be given apparatus assignments by the station officer and are encouraged to participate in communal firehouse meals and will be allowed to stay overnight.
- 3.9. Course assignments, as required by the institution of higher learning, must be completed and all interns must maintain a "C" average or higher. Department preceptors will meet all instructional requirements as established by the institution of higher learning.
- 3.10. **Any problems or difficulties caused in any way by the intern may be cause for immediate dismissal from the program.**

The Ride Along Request and Waiver and the Hold Harmless Agreement forms, used for distribution, are attached as Appendix A.



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“RIDE-ALONG” REQUEST AND WAIVER” HANOVER PARK FIRE DEPARTMENT

To: Craig A. Haigh, Fire Chief

From: _____ Date: _____
(print name)

Address: _____

City: _____ State: _____ Zip: _____

Phone #: _____ Birth Date: _____

On: _____ Shift: Black Red Gold
(day of week and date)

Previous Ride-Along: Yes No If Yes – When: _____

I am riding as part of: Internship EMS Precept Time Other (Explain Below):

(Signature)

(Signature of parent/guardian, if under 18 years of age)

=====

Approved Denied Date: _____

Reviewed By: _____ Title: _____
(Fire Chief or Designee)



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Update

Village of Hanover Park 2121 W. Lake Street, Hanover Park, IL 60133

Participant Liability Waiver and Hold Harmless Agreement

Name and description of program: _____

Dates of Participation: _____

Please read this form carefully and be aware that by registering for and participating in this program, or by registering your minor child/ward for participation in this program, you will be waiving your rights and/or the rights of your minor child/ward to all claims for injuries you or your minor child/ward might sustain arising out of this program. You will also be required to indemnify and hold harmless the Village of Hanover Park for any claims arising out of participation in this program.

Risk of Injury: As a participant in the program, or as a parent or legal guardian of a participant under 18 years of age, I recognize and acknowledge that there are certain risks of physical injury and I agree to assume the full risk of injuries, including death, damages or less which I may sustain as a result of participating in any and all activities with this program.

Waiver of injury claims: I agree to waive and relinquish any and all claims I have arising out of, connected with or in any way associated with the activities of the program.

Release from liability: I do hereby fully release and discharge the Village of Hanover Park, its officers, agents, and employees from any and all claims from injuries, including death, damage, or loss, which I or my minor child/ward may have or which may occur on account of participation in the program.

Indemnity and defense: I further agree to indemnify, hold harmless and defend the Village of Hanover Park and its officers, agents and employees from any and all claims from injuries, including death, damages, and losses, sustained by me or my minor child/ward and arising out of, connected with or in any way associated with the activities of the program.

In the event of an emergency, I authorize the Village to secure from any licensed hospital, physician and/or medical personnel any treatment deemed reasonable and necessary for my minor child/ward's immediate care and agree that I will be responsible for payment of any and all medical services rendered.

I have read, fully understand and agree to the above stated conditions and any attached conditions or rules of participation in the program.

Print name, address and phone number of participant

Print name, address and phone number of parent or legal guardian of Participant under 18 years of age

Participant's signature and date

Signature and date

**“RIDE-ALONG” REQUEST AND WAIVER
HANOVER PARK FIRE DEPARTMENT**

To: Craig A. Haigh, Fire Chief

From: _____ Date: _____
(print name)

Address: _____

City: _____ State: _____ Zip: _____

Phone #: _____ Birth Date: _____

On: _____ Shift: Black Red Gold
(day of week and date)

Previous Ride-Along: Yes No If Yes – When: _____

I am riding as part of: Internship EMS Precept Time Other (Explain Below):

(Signature)

(Signature of parent/guardian, if under 18 years of age)

Approved Denied Date: _____

Reviewed By: _____ Title: _____
(Fire Chief or Designee)

Village of Hanover Park
2121 W. Lake Street, Hanover Park, IL 60133

**Participant Liability Waiver and
Hold Harmless Agreement**

Name and description of program: _____

Dates of Participation: _____

Please read this form carefully and be aware that by registering for and participating in this program, or by registering your minor child/ward for participation in this program, you will be waiving your rights and/or the rights of your minor child/ward to all claims for injuries you or your minor child/ward might sustain arising out of this program. You will also be required to indemnify and hold harmless the Village of Hanover Park for any claims arising out of participation in this program.

Risk of Injury: As a participant in the program, or as a parent or legal guardian of a participant under 18 years of age, I recognize and acknowledge that there are certain risks of physical injury and I agree to assume the full risk of injuries, including death, damages or less which I may sustain as a result of participating in any and all activities with this program.

Waiver of injury claims: I agree to waive and relinquish any and all claims I have arising out of, connected with or in any way associated with the activities of the program.

Release from liability: I do hereby fully release and discharge the Village of Hanover Park, its officers, agents, and employees from any and all claims from injuries, including death, damage, or loss, which I or my minor child/ward may have or which may occur on account of participation in the program.

Indemnity and defense: I further agree to indemnify, hold harmless and defend the Village of Hanover Park and its officers, agents and employees from any and all claims from injuries, including death, damages, and losses, sustained by me or my minor child/ward and arising out of, connected with or in any way associated with the activities of the program.

In the event of an emergency, I authorize the Village to secure from any licensed hospital, physician and/or medical personnel any treatment deemed reasonable and necessary for my minor child/ward's immediate care and agree that I will be responsible for payment of any and all medical services rendered.

I have read, fully understand and agree to the above stated conditions and any attached conditions or rules of participation in the program.

Print name, address and phone number of participant

Print name, address and phone number of parent or legal guardian of Participant under 18 years of age

Participant's signature and date

Signature and date



HANOVER PARK FIRE DEPARTMENT

Standard Policy & Procedure

Approved By:
C.A. Haigh, Fire Chief

Craig A. Haigh
Fire Chief

Original 11/27/2007

Chapter: 100

Section: 048

Update

FIRE CORPS PROGRAM

Purpose

The Fire Corps Program is created to support the mission of the fire department and to provide emergency service assistance to the fire department. Services many include, but are not limited to firefighter rehab, assistance with public fire and life safety education and community service functions, fire ground/emergency incident support, emergency management support activities, clerical assistance and other services as approved by the Fire Chief. Fire Corps personnel shall not be utilized to replace line personnel and are not firefighters as defined by Village Collective Bargaining Agreement.

Scope

This policy is applicable to Fire Corps members.

Organization

Fire Corps is a component of the Village's Citizen Corps Council and functions as an operational component of the Fire Department. Fire Corps members are volunteers for the department and are subject to all pertinent rules and regulations, policies and operations standards of the department and the Village.

1. Member Selection

- 1.1. Membership shall be open to anyone 18 years or older without regard to geographic boundaries or residency within the corporate limits of the Village of Hanover Park.
- 1.2. Potential members must complete the Village's Volunteer Application and provide all requested background documentation and professional licenses or certifications.
- 1.3. Applicants may be appointed only after passing prescribed background investigations and any pertinent physical, medical and psychological examinations as required by the Village's Human Resource Department and approved by the Fire Chief.
- 1.4. Applicants meeting the established selection criteria per Village policy may be appointed Corps members.
- 1.5. New members added to the Corps will serve a six month probationary period whereby they will be evaluated by fire department officials and may be recommended for continued membership.

2. Program Management

- 2.1. The Fire Corps will be under the direction of a Fire Department Chief Officer who may be assisted by Program Coordinators as defined by the Collective Bargaining Agreement or by other individuals or staff as directed by the Fire Chief.
- 2.2. The Fire Chief or his/her designee shall have the authority to make, alter, amend, change, modify, delete or remove rules, practices, policies, and regulations governing the Fire Corps Program.

3. Performance Guidelines

- 3.1. Members shall at all times be vigilant to protect and further the mission of the department.



HANOVER PARK FIRE DEPARTMENT

Standard Policy & Procedure

Craig A. Haigh
Fire Chief

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- 3.2. Members shall obey all constituted authority and shall abide by all lawful orders given by fire department leadership and shall do any and all things to cooperate with the members of the department in order to further the interests of the Fire Department.
- 3.3. Training/Meetings: The third Tuesday of each month shall be set aside for Fire Corps training. Meetings shall begin at 1830 hours and be held at Fire Station No. 1 unless otherwise advised.
- 3.4. Special meetings or trainings shall be called from time to time in order to benefit the Department.
- 3.5. Attendance: Members are encouraged to make every effort to attend and shall provide notice of special circumstances where absences would preclude the member from remaining in good standing. Special dispensation in these cases will reside with the Fire Chief.
- 3.6. Good Standing: Members who willfully miss four consecutive regular training/meetings shall be considered in poor standing and will be subject to discipline up to and including termination.
- 3.7. Leave of Absence: The Fire Chief may grant a Leave of Absence for a definitive time period at his/her sole discretion.
 - 3.7.1. Eligibility: One year of continuous service with the department shall be required before a request of leave can be made, except in cases of military leave.
 - 3.7.2. General reasons to grant leave of absence may include:
 - 3.7.2.1.1. Personal for up to 6 (six) months
 - 3.7.2.1.2. Extended illness or injury for up to 6 (six) months
 - 3.7.2.1.3. Out of town employment for up to 3 (three) months
 - 3.7.2.1.4. Military Leave as prescribed by law
 - 3.7.2.1.5. The above times shall be subject to review and possible extensions as needed.
 - 3.7.2.1.6. Members on leave will not be eligible to participate in Fire Corps activities without prior approval of the Fire Chief.
- 3.8. Prohibited activities:
 - 3.8.1. Alcohol use is prohibited while on duty. Member shall exercise caution not to respond after the consumption of alcoholic beverages.
 - 3.8.2. Members shall exercise caution in the use of prescribed medication that may alter level of consciousness or increase reaction times.
 - 3.8.3. The taking of any medication or drug not sold over-the-counter or not prescribed for the individual member is strictly prohibited.
- 3.9. Any member resigning from the department shall immediately relinquish all issued equipment, identification cards and badges and all records of their assigned office.

4. Appointment of Fire Corps Leadership

- 4.1. The Fire Chief may deem it necessary from time to time to appoint Fire Corps Team Leaders. These Team Leaders shall be responsible to the Fire Chief or his designee for the efficient operation of Fire Corps and to facilitate operations at emergency scenes and non emergency events. The number of team leaders appointed, if any, including their qualifications, shall be determined solely by the Fire Chief.



Craig A. Haigh
Fire Chief

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Approved By:

C.A. Haigh, Fire Chief

HANOVER PARK FIRE DEPARTMENT

Standard Policy & Procedure

Emergency Action Plan

Purpose

The Hanover Park Fire Department Emergency Action Plan (EAP) is designed to provide guidelines for the emergency evacuation/and or shelter for employees and the public occupying the buildings of the Village of Hanover Park Fire Department. This guideline is consistent with OSHA regulation 29CFR 1910.38 - Emergency Action Plans.

Scope

This plan must be reviewed by all fire department personnel to familiarize themselves with these guidelines should the fire station be evacuated or that shelter be sought during an emergency.

Portions of this plan assign specific responsibilities to certain personnel during evacuation and relocation. Knowledge of these guidelines is a critical element of the plan and is intended to minimize the possibility of injury to any persons occupying these buildings and to minimize damage to Village property.

1. Notification

- 1.1. All personnel shall have the responsibility of notifying other building occupants of any verbal evacuation order(s) given.
- 1.2. Shift officers shall notify or designate a staff member to call 911 in the event of an evacuation or severe weather event.

2. Evacuation - Smoke/Fire/Noxious Fumes/Bomb threat

- 2.1. Upon hearing the fire alarm or verbal instructions to evacuate, all personnel and building occupants are to leave the building via the shortest distance and most direct exit. When members of the public are present within the station, fire department personnel are to direct, escort and provide assistance as necessary to ensure an organized evacuation.
- 2.2. Exit routes
 - 2.2.1. All persons are to leave the building through the nearest exit designated by a red "EXIT" sign.
 - 2.2.2. Exit route diagrams are to be placed in general locations throughout the building(s). The routes should be the shortest and most direct paths to an exit. These routes are indicated by a solid red line on the diagrams. Fire department staff should be familiar with these exit paths.
- 2.3. To eliminate the risk of entrapment, **DO NOT USE ELEVATORS!**
- 2.4. Rendezvous Points



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Craig A. Haigh
Fire Chief

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2.5. Upon exiting the building, staff Officers and acting officers will be responsible to account for each of their employees' presence at the rendezvous points

2.5.1. Persons occupying Fire Station 1 are to relocate at the rear parking area (West parking lot).

2.5.2. Persons occupying Fire Station 2 are to relocate to the parking area south of the station.

2.6. Return to the Building

2.6.1. Fire department command will determine if the building is safe to reoccupy.

3. Shelter - Severe Weather

3.1. The amount of time available between receiving warning of an impending weather event and the time the event actually impacts the Fire Station will determine where shelter should be sought.

3.2. Primary shelter

3.2.1. Fire Station 1 - The classroom in the basement via stairways

3.2.2. Fire Station 2 - Rooms with no windows – Washrooms and locker rooms next to the sleeping quarters.

3.3. Emergency Shelter

3.3.1. Hallways adjacent to office/work areas that are away from windows are to be used as temporary emergency shelter when there is little or no warning of a weather event.

3.4. Relocation routes

3.4.1. Routes to shelter areas are to be designated by dotted lines on the evacuation/relocation route diagrams posted at various locations throughout the fire station(s).

3.5. Close Interior Doors

3.5.1. Fire department personnel are to close all interior doors upon leaving their work area, including office and meeting rooms. Some doors have self closing mechanisms; however, they should be checked to make sure that they are not propped open. Doors should be closed and latched securely but should not be locked.

3.6. Shelter for crews while on calls

3.6.1 If crews are in a residence, small building, school, nursing home, or shopping center they should take shelter in a basement or safe area on the lowest level of the building away from any windows.

3.6.2 If crews are in a vehicle they should exit the vehicle and take shelter in a low lying area.

3.6.2.1 Avoid areas with many trees.

3.6.2.2 Do not get under an overpass or bridge.



Craig A. Haigh
Fire Chief

Original 5 / 6 / 2008

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HANOVER PARK FIRE DEPARTMENT

Standard Policy & Procedure

4. Medical care

4.1. Upon the completion of the evacuation or end of a severe weather event, fire department staff shall initiate emergency medical care for any persons injured until the arrival of emergency resources.

5. Emergency Action Plan Training

5.1. It shall be the responsibility of the Shift Officer to schedule annual emergency evacuation/shelter drills and to evaluate the plan's effectiveness and make recommendations for plan improvement.

6. Training Documentation

6.1. It shall be the Shift Officers responsibility to document all Emergency Action Plan training into the Village of Hanover Park's Fire Department data base (FIREHOUSE).



HANOVER PARK FIRE DEPARTMENT

Standard Policy & Procedure

Approved By:

C.A. Haigh, Fire Chief

Craig A. Haigh
Fire Chief

Original 04/23/2008

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Update

Medical Services and First Aid

Purpose

This guideline is used to maintain compliance with the Occupational Safety and Health Administration rules and regulations in regard to medical services and first aid.

Scope

This policy shall apply to all Fire Department members at all times. All procedures shall follow the guidelines published by the U.S. Department of Labor under 29 CFR 1910.151.

1. Procedure

- 1.1. All personnel shall be responsible for rendering first aid or medical services to their highest level of training following the scope of practice allowed by the Greater Elgin Area Mobile Intensive Care Program.
 - 1.1.1. All training, and its frequency, to maintain medical certification will be determined by the Greater Elgin Area Mobile Intensive Care Program.
 - 1.1.2. In the absence of an employee that is certified to the level of Paramedic or EMT, 911 shall be utilized for assistance.
- 1.2. The workplace hazard assessment, identified by the safety review committee, shall be completed monthly by a safety committee member who shall forward all findings to the Village of Hanover Park Human Resources Department.
- 1.3. In case of any injury/illness the employee's supervisor shall be immediately notified.
 - 1.3.1. All documentation and notification shall follow the current IRMA reporting guidelines published by the Village of Hanover Park human resources department.
- 1.4. Areas used for rendering medical services and first aid shall be adequately supplied.
 - 1.4.1. The first aid stations will be re-stocked by the Public Works Department.
 - 1.4.2. The EMS Division will be responsible for re-stocking items in the EMS Treatment Room. All equipment shall remain in the recommended date range if applicable and all non disposable equipment will be checked weekly.

2. Review Process

- 2.1. This policy shall be reviewed annually by the EMS Chief or his designee and may be altered or amended at any time without notice.

HANOVER PARK FIRE DEPARTMENT

CONFIDENTIAL

CONFIDENTIAL DEATH INFORMATION FORMS ARE COMPLETED ANNUALLY BY EACH MEMBER OF THE DEPARTMENT, ON A VOLUNTARY BASIS. THEY ARE KEPT IN A SEALED, CONFIDENTIAL FILE IN THE FIRE CHIEF'S OFFICE AND OPENED ONLY IN THE EVENT YOU RECEIVE A SERIOUS INJURY OR IN THE EVENT OF YOUR DEATH.

PLEASE TYPE OR PRINT ALL RESPONSES.

CONFIDENTIAL

C O N F I D E N T I A L

EMPLOYEE INFORMATION		
Last	First	Middle
Date of Hire	SSN:	
	_____ - _____ - _____	

The information that you provide on this form will **ONLY** be used in the event you are seriously injured or in the event of your death, while you are an active employee of the Hanover Park Fire Department. Please take the time to fill out the form accurately because the data will be of extreme comfort to your family and the department in fulfilling your wishes.

CURRENT ADDRESS		
City	State	Zip Code
Home Phone	Cellular Phone	

FAMILY INFORMATION

SPOUSE'S INFORMATION		
Last	First	Middle
ADDRESS (IF DIFFERENT FROM ABOVE)		
City	State	Zip Code
Home Phone	Cellular Phone	

EMPLOYER INFORMATION		
ADDRESS		
City	State	Zip Code
Main Phone Number	Spouse's Work Phone	Extension

C O N F I D E N T I A L

MINOR CHILDREN

Name	Date of Birth
School Name/Address	School Phone
Name	Date of Birth
School Name/Address	School Phone
Name	Date of Birth
School Name/Address	School Phone
Name	Date of Birth
School Name/Address	School Phone
Name	Date of Birth
School Name/Address	School Phone

Please list a person that is authorized to pick them up in an emergency.

Name	Relationship
Home Phone	Work Phone
Cell Phone	Other Information

C O N F I D E N T I A L

CHILDREN NOT LIVING AT HOME

NAME		AGE	
ADDRESS			
Home Phone		Cellular Phone	
Work Phone		Extension	

NAME		AGE	
ADDRESS			
Home Phone		Cellular Phone	
Work Phone		Extension	

NAME		AGE	
ADDRESS			
Home Phone		Cellular Phone	
Work Phone		Extension	

NAME		AGE	
ADDRESS			
Home Phone		Cellular Phone	
Work Phone		Extension	

C O N F I D E N T I A L

RELATIVES

Please list information on key relatives and close friends (parents, siblings, in-laws, etc) below:

NAME		
Last	First	Relationship
ADDRESS		
City	State	Zip Code
Home Phone	Work Phone	Cell Phone
NAME		
Last	First	Relationship
ADDRESS		
City	State	Zip Code
Home Phone	Work Phone	Cell Phone
NAME		
Last	First	Relationship
ADDRESS		
City	State	Zip Code
Home Phone	Work Phone	Cell Phone

CONFIDENTIAL

If you are divorced, do you want a fire department representative to contact your ex-spouse? Yes No

EX-SPOUSE'S INFORMATION		
Last	First	Middle
ADDRESS		
City	State	Zip Code
Home Phone	Work Phone	Cell Phone

NOTIFICATIONS

Please list the persons identified on this form that you would like to be contacted by a fire department representative in the case of your serious injury or death. List those persons in the order that you would like them to be contacted, beginning with the first.

Name	Relationship
1.	
2.	
3.	

With these notifications, are there any special circumstances, such as health concerns with any family members? Yes No

If **yes**, please list their name(s) and special circumstances below.

1.
2.
3.

Is there anyone you would like to accompany the fire representative when the notification is made to your immediate family? Yes No

If **yes**, please identify them below. If it is someone other than a fire department employee, please include complete information in the form above.

Name	Relationship
1.	
2.	

EMPLOYEE DEATH INFORMATION

C O N F I D E N T I A L

Is there anyone you would like contacted to assist your family, or to assist with funeral arrangements, or related matters that is not listed above? (This person should be knowledgeable concerning your life insurance, location of your will, etc.) Yes No

NAME		
Last	First	Relationship
ADDRESS		
City	State	Zip Code
Home Phone	Work Phone	

FUNERAL ARRANGEMENTS

Have you made advanced arrangements for your funeral? Yes No

If yes, please provide the following information:

FUNERAL HOME		
ADDRESS		
City	State	Zip Code
Representative	Main Phone	
CEMETERY		Plot #
ADDRESS		
City	State	Zip Code
Representative	Main Phone	

If no, please list any preferences you have regarding funeral arrangements:

Religion	
Church, Synagogue, etc./Address	
Funeral Home/Address	
Cemetery/Address	

C O N F I D E N T I A L

FUNERAL ARRANGEMENTS

If you have a preference, please indicate up to 8 individuals who could serve as pallbearers (if not members of this department, please provide addresses and telephone numbers).

Name	Name
1.	5.
Address	Address
Phone	Phone
Name	Name
2.	6.
Address	Address
Phone	Phone
Name	Name
3.	7.
Address	Address
Phone	Phone
Name	Name
4.	8.
Address	Address
Phone	Phone

My locker will be cleaned out by the Fire Chief or his/her designee.

My locker will be cleaned out by _____
and he/she is aware of this responsibility.

C O N F I D E N T I A L

Are you a veteran of the U.S. Armed Forces? Yes No

If you are entitled to a military funeral as determined by the Department of Veteran Affairs, do you wish to have one? Yes No

Do you wish to have a Fire/Police funeral? Yes No

Are you a designated organ donor? Yes No

ADDITIONAL INFORMATION

Please list any memberships in the fire service, religious, community or fraternal organizations that may provide assistance to your family.

1.
2.
3.

Do you have a will? Yes No

If yes, where is it located?

Please list any insurance policies you may have:

Company	Policy #
Beneficiary	Location of Policy
Company	Policy #
Beneficiary	Location of Policy
Company	Policy #
Beneficiary	Location of Policy
Company	Policy #
Beneficiary	Location of Policy



Craig A. Haigh
Fire Chief

Original 07/06/2010

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Update

HANOVER PARK FIRE DEPARTMENT

Standard Policy & Procedure

Approved By:

C.A. Haigh, Fire Chief

CONFIDENTIAL DEATH INFORMATION FORM ACCESS POLICY

Purpose

In the event of serious injury or line of duty death of a member of the Hanover Park Fire Department, the Fire Chief, Assistant Fire Chief, and Administrative Assistant shall be allowed access to the member's Confidential Death Information Form (CDIF) packet in order to provide immediate comprehensive crisis response interventions.

Scope

For the designated department employees to have access to the CDIF packets in order to be helpful in the event of a serious injury or death of a Fire Department employee.

1. Procedures

- 1.1. CDIF packets are to be sealed and stored in a locked safe in the Fire Chief's office.
- 1.2. Information contained in CDIF packets will be used solely for the purposes of providing immediate comprehensive crisis response interventions in the event of an employee's death or serious injury.
- 1.3. Information contained in CDIF packets may be updated as requested by the employee or annually, each January.
- 1.4. CDIF packets may be withdrawn by the employee at any time by contacting the Fire Chief.
- 1.5. Access to the CDIF packets shall be limited to the Fire Chief, Assistant Fire Chief and the Administrative Assistant. Family members will not have access to the CDIF packets unless and until the employee is seriously injured or deceased.

Appendix A - Confidential Death Information Form