2016

Denver Fire Captain Examination

Study Material for Written Test
556 Pages
(Excluding Cover)
Section A

Local 858 2016-2018
Firefighters Agreement and
Local 858 MOU 2015 Signed
DENVER FIREFIGHTERS – LOCAL 858

IAFF, AFL-CIO

AND

CITY AND COUNTY OF DENVER

2016-2018 FIRE FIGHTERS AGREEMENT

JANUARY 1, 2016 THROUGH DECEMBER 31, 2018
TABLE OF CONTENTS

ARTICLE/TITLE                                                                 PAGE
I    SUBORDINATION ............................................................................................................1
II   RECOGNITION ..................................................................................................................2
III  UNION SECURITY ............................................................................................................3
IV   UNION ACTIVITY .............................................................................................................5
V    DISCRIMINATION ............................................................................................................7
VI   RIGHTS OF MANAGEMENT ...........................................................................................8
VII  PRODUCTIVITY ..............................................................................................................10
VIII CALL BACK COMPENSATION, FIRE FIGHTER OBLIGATION AND OVERTIME ......................11
IX   UNIFORM ALLOWANCE AND REGULATIONS ................................................................13
X    INSURANCE, HEALTH AND SAFETY .............................................................................15
XI   STRIKES AND OTHER DISRUPTIONS OF NORMAL WORK ROUTINE ................................17
XII  SALARY SCHEDULE .....................................................................................................18
XIII HOLIDAYS ....................................................................................................................20
XIV  VACATION .....................................................................................................................22
XV   GRIEVANCE PROCEDURE ............................................................................................25
XVI  TEMPORARY ASSIGNMENT TO HIGHER RANK OR POSITION ....................................27
XVII WORK DAY AND WORK WEEK ..................................................................................28
XVIII SICK LEAVE ...............................................................................................................30
XIX  MILEAGE ALLOWANCE ..............................................................................................35
XX   RETIREE HEALTH .......................................................................................................36
XXI  DEATH AND DISABILITY CONTRIBUTION ................................................................37
XXII WAIVER AND NOTICE ................................................................................................38
XXIII ENTIRE AGREEMENT ................................................................................................39
XXIV EFFECTIVE DATE, RATIFICATION AND TERMINATION ..........................................40
Article I

SUBORDINATION

Section 1. This Agreement shall in all respects, wherever the same may be applicable herein, be subject and subordinate to the provisions of the Charter of the City and County of Denver, the Directives and Guidelines of the Denver Fire Department and the Rules and Regulations of the Civil Service Commission of the City and County of Denver as promulgated and adopted by the Civil Service Commission, and is further subject and subordinate to all applicable City Ordinances, Statutes, Constitutional provisions and any revisions, amendments or newly adopted provisions to any said Ordinance, Charter, Statute or Constitutional provision which may hereinafter be enacted.

Section 2. It is expressly intended that the duties, responsibilities and functions of the City in the operation of its Fire Department shall in no manner be impaired, subordinated or negated by a provision of this Agreement.
Article II

RECOGNITION

Section 1. The City recognizes Denver Fire Fighters, Local 858, IAFF, AFL-CIO (hereinafter referred to as "the Union") as sole and exclusive bargaining agent for all fire fighters pursuant to Section 9.7.1, et seq., of the Charter of the City and County of Denver. As used in this Agreement, the term "fire fighter" shall mean the members of the Classified Service of the Fire Department of the City and County of Denver, except any person holding the rank of Chief of the Fire Department, or any person assigned the duties of Deputy Fire Chief or Division Chief.
Article III

UNION SECURITY

Section 1. No fire fighter shall be required to become a member of the Union as a condition of his/her employment or continued employment by the City, and there shall be no discrimination against any fire fighter on account of his/her membership or non-membership in the Union.

Section 2. It is recognized that all fire fighters may or may not join the Union, at the individual’s discretion.

Section 3. It is further recognized that the Union, as the exclusive bargaining representative of all fire fighters owes the same duties to all fire fighters, whether Union members or not, and provides benefits and services to all fire fighters whether Union members or not. Therefore, all fire fighters shall as a condition of continued employment, within thirty (30) days of the effective date of this provision or within thirty (30) days of the date of hire, whichever is later, either be a member of the Union and pay Union dues or pay an agency fee to the Union in an amount equal to the actual cost of representation which shall not exceed the uniform Union dues, assessed uniformly against all Union members. The Union shall notify non-members who pay an agency fee of their rights, duties, and responsibilities.

Section 4. Any fire fighter who is a member of and adheres to established tenets or teachings of a bona fide religion, body or sect which has historically held conscientious objections to joining or financially supporting labor organizations shall not be required to financially support the Union as a condition of employment; except that as a condition of employment, such employee shall be required to pay, in lieu of “fair share” payment, sums equal to such “fair share” payment to one of the following non-religious, non-labor organizations all of which are exempt from taxation under 26 U.S.C. § 501(c)(3): Denver Fire Fighters Burn Foundation, the Salvation Army, Muscular Dystrophy Association, or the Denver Fire Fighters Protective Association Relief Fund.

Section 5. The City shall deduct on a regular basis from the pay of all fire fighters who hereafter voluntarily authorize such deductions in writing on a form provided for this purpose by the Union or the City: (1) the amount of Union dues uniformly assessed all fire fighters who are Union members, (2) the amount of agency fee, equal to the actual cost of representation which shall not exceed the uniform Union dues, uniformly assessed against fire fighters who are not Union members, and (3) initiation fees uniformly assessed against all Union members. Each authorization given under this Section shall state that it is irrevocable for a period of one (1) year or until the termination date of this Agreement, whichever occurs sooner, and is automatically renewable for another year unless written revocation of check-off authorization is given to the City during the thirty (30) day period immediately preceding the end of the period of irrevocability.
The Union will initially notify the City as to the amount of dues, or dues and initiation fees, to be deducted. Such notification will be certified to the City in writing over the signature of the President or Secretary-Treasurer of the Union. Changes in the Union membership dues or fees will be similarly certified to the City and shall be done at least one month in advance of the effective date of such change. The City will remit to the Union such sums within thirty (30) days and shall accurately account for all changes in membership and monies deducted.

Section 6. The Union shall indemnify, defend and save the City harmless against any and all claims, demands, suits or other forms of liability that shall arise out of or as a result from any conduct taken by the City for the purpose of complying with Sections 3, 4 or 5 of this Article.
Article IV

UNION ACTIVITY

Section 1. Neither the Union, nor its officers, agents, representatives, or members will intimidate, interfere with, or coerce fire fighters. No Union activity or Union business of any kind will be carried on during working hours without express written permission in advance from the Fire Chief or his/her designated representative. Violation of this Section 1 of this Article IV by any fire fighter shall be just cause for disciplinary action pursuant to the City Charter. Failure of the City to enforce any of the provisions of this Section 1 of this Article IV in any one (1) or more instances shall not be considered a waiver of any of the provisions of this Section 1 of this Article IV.

Section 2. No fire fighter shall be discharged, disciplined or discriminated against because of activity on behalf of the Union that does not interfere with the discharge of his/her duties or any assignments, or violate any of the provisions of the Agreement.

Section 3. The Union shall have the right to post on the bulletin board designated by the Fire Chief or his/her designated representative, within all respective fire houses and support services, notices of Union meetings, Union recreational and social affairs, notices of Union elections, and appointments and results of Union elections, all of which pertain to the Denver Fire Department, provided that such notices are first approved by the Fire Chief or his/her designated representative. Any postings of an inflammatory nature are expressly prohibited. There shall be no postings regarding any political candidate or candidates nor of any political matter.

Section 4. When approved by the Fire Chief or his/her designated representative in writing, the two principal officers of the Union shall be granted leave from duty with full pay for conducting necessary Union business. When approved by the Fire Chief or his/her designated representative in writing, during the term of the deliberations of the Union Bargaining Committee, as constituted pursuant to the Union by-laws, members of the Committee, (not to exceed three) shall be granted leave from duty with full pay for conducting necessary Union business. When approved by the Chief or his/her designated representative in writing, members of the Union Executive Board (not to exceed four) shall be granted leave from duty with full pay for attending Executive Board and general membership meetings. The Union shall endeavor to conduct all necessary Union business during the non-working time of the greatest number of fire fighters required for such business, to the greatest extent possible. Said approval shall be granted by the Chief or his/her designated representative in writing when said leave would not disrupt or interfere with the service of the department.

Section 5. Such fire fighters (not to exceed four) as may be selected by the Union and approved by the Fire Chief or his/her designated representative shall be granted leave from duty without pay for Union activities such as attending educational conferences, seminars and training courses for the improvement of fire service and the Fire Department.
Section 6. Members of the union’s Executive Board shall be permitted to address each Department recruit class at a mutually agreeable time within the first week of the academy.
Article V

DISCRIMINATION

Neither the City nor the Union shall discriminate against any fire fighter on the basis of race, creed, color, gender, sexual orientation, politics, religion, national origin or membership or non-membership in a labor organization.
Article VI

RIGHTS OF MANAGEMENT

Section 1. Except as otherwise specifically provided in this Agreement, the City has the sole and exclusive right to exercise all the rights or functions of management, and the exercise of any such rights or functions shall not be subject to any grievance procedure, except as to resolution of whether or not a specific matter is a management right. Without limiting the generality of the foregoing, as used herein, the term "Rights of Management" includes:

(a) The determination of Fire Department policy including the right to manage the affairs of the Fire Department in all respects;

(b) the right to assign working hours including overtime;

(c) the right to establish, modify or change work schedules, staffing of apparatus, amount of apparatus in the main or reserve fleet, etc.;

(d) the right to assign fire fighters to other duties within the Fire Department when their apparatus is out of service;

(e) the right to direct the members of the Fire Department, including the right to hire, promote or transfer any fire fighter;

(f) the table of organization of the Fire Department, including the right to organize and reorganize the Fire Department in any manner it chooses, including the size of the Fire Department and the determination of job classifications and ranks based upon duties assigned;

(g) the determination of the safety, health and property protection measures for the Fire Department;

(h) the selection, promotion or transfer of fire fighters to supervisory or other managerial or technician positions or to positions outside the Classified Service of the Fire Department;

(i) the allocation and assignment of work to fire fighters within the Fire Department;

(j) the determination of policy affecting the selection or training of fire fighters;

(k) the scheduling of operations and the determination of the number and duration of hours of assigned duty per week;
(l) the establishment, modification and enforcement of Fire Department Directives and Guidelines;

(m) the transfer of work from one position to another within the Classified Service of the Fire Department;

(n) the introduction of new, improved or different methods and techniques of operation of the Fire Department or a change in existing methods and techniques;

(o) the placing of service, maintenance or other work with outside contractors or other agencies of the City;

(p) the determination of the number of ranks and number of fire fighters within each rank;

(q) the determination of the amount of supervision necessary;

(r) the transfer of fire fighters from one house, district or support service to another.

Section 2. All discretionary power vested in the City and the Fire Chief shall not be exercised in an arbitrary or capricious manner. The term "arbitrary or capricious" in this article shall mean that this is action taken without adequate information, not founded on reason or rational judgment, or done on a whim or impulse without adequate analysis.
Article VII

PRODUCTIVITY

Section 1. The Union and the City recognize that increased productivity will require the continuation of improvements and technological progress through new methods, techniques and equipment which will contribute to improved quality and efficiency of fire protection for the citizens of Denver. The Union and the City will act in good faith and with a cooperative attitude to achieve these ends.

Section 2. There shall be established a Labor/Management Committee comprised of six (6) members, three (3) of whom shall be appointed by the President of Local 858 and three (3) of whom shall be appointed by the Chief of the Fire Department. The Committee shall address any matter of mutual concern. The Committee shall meet at the request of the President of Local 858 or the Chief of the Fire Department within ten (10) days of a request for a meeting.

Section 3. The Department shall provide the union with written copies of and will email to the President and Secretary Treasurer all new or revised:

(a)     department orders;
(b)     directives;
(c)     guidelines;
(d)     Fire Chief and Division Memoranda (currently those denominated FCM, OPS, TRN, FPB, TEC and ADM); and,
(e)     a quarterly listing of fire fighters in alpha and assignment sequence.
Article VIII

CALL BACK COMPENSATION, FIRE FIGHTER OBLIGATION, AND OVERTIME

Section 1. If, in the sole opinion of the Fire Chief or his/her designees, it is necessary to call fire fighters back to work during their normal time off, such recalled fire fighters must report for duty. Failure to report for duty, if personally contacted, shall subject such fire fighter to disciplinary action pursuant to the Charter of the City unless reporting is excused by the Chief or his/her immediate designee.

(a) A recalled fire fighter of the following ranks or assignments:

- Fire Fighter Fourth Grade
- Fire Fighter Third Grade
- Fire Fighter Second Grade
- Fire Fighter First Grade
- Technician
- Engineer
- Fire Systems Technical Specialist
- Mechanic
- Lieutenant
- Captain

shall be compensated at the rate of time and one-half (1-1/2) of his/her regular rate of compensation for the time worked, in 15 minute increments or a minimum of three (3) hours if required to respond to a station, work location or incident, in cash if the money is available, otherwise in the form of compensatory time off. Such time off shall be taken within one (1) year of the time in which it is earned, provided that the time to be taken off is approved by the Fire Chief or his/her designee in writing. If the call back is contiguous to the beginning or end of the scheduled shift, the three (3) hour minimum shall not apply.

(b) A recalled fire fighter holding the rank of Assistant Master Mechanic, Assistant Superintendent of Fire Alarm, Master Mechanic, Superintendent of Fire Alarm, or Assistant Chief shall be compensated in cash or in the form of compensatory time off, at the rate of their regular rate of compensation, computed on an hourly basis, for time actually worked, when called back to duty during normal time off. Such time off shall be taken within one (1) year of the time at which it is earned, provided that the time to be taken off is approved by the Fire Chief or his/her designee in writing.

Section 2. In the event that a fire fighter other than a person holding the rank of Assistant Master Mechanic, Assistant Superintendent of Fire Alarm, Master Mechanic, Superintendent of Fire Alarm, or Assistant Chief is called upon to work overtime in excess of fifteen (15) minutes after his/her regular shift has ended, the fire fighter shall be compensated at the rate of time and one-half (1-1/2) of his/her regular rate of compensation for all overtime worked after his/her regular shift has ended, in cash if the money is available, otherwise in the form of compensatory
time off. Such time off shall be taken within one (1) year of the time at which it is earned, provided that the time is approved by the Fire Chief or his/her designee in writing.

An Assistant Master Mechanic, Assistant Superintendent of Fire Alarm, Master Mechanic, Superintendent of Fire Alarm, or Assistant Chief who works overtime in excess of fifteen (15) minutes after the end of a regular shift shall be compensated, in cash or in the form of compensatory time off, at the chief's discretion, at the rate of their regular rate of compensation, computed on an hourly basis, for overtime actually worked. Such time off shall be taken within one (1) year of the time at which it is earned, provided that the time to be taken off is approved by the Fire Chief or his/her designee in writing.

Section 3. If a fire fighter of the following ranks or assignments:

   Fire Fighter Fourth Grade
   Fire Fighter Third Grade
   Fire Fighter Second Grade
   Fire Fighter First Grade
   Technician
   Engineer
   Fire Systems Technical Specialist
   Mechanic
   Lieutenant
   Captain

is required to attend court due to job related matters during hours other than scheduled work hours, such fire fighter shall receive compensation as provided in Section 1 of this Article VIII.

An Assistant Master Mechanic, Assistant Superintendent of Fire Alarm, Master Mechanic, Superintendent of Fire Alarm, or Assistant Chief required to attend court, when such attendance is due to job-related matters, during hours other than scheduled working hours, shall be compensated therefor in cash or in the form of compensatory time off, at the discretion of the Chief, at the rate of their regular rate of compensation, computed on an hourly basis, for a minimum of two (2) hours or for time actually worked, whichever is greater. Such time off shall be taken within one (1) year of the time at which it is earned, provided that the time to be taken off is approved by the Fire Chief or his/her designee in writing.

Section 4. Fourth Grade Fire Fighters taking the intermediate (if any) and final tests in hours other than their normally scheduled work hours shall be compensated for such time at their regular rate of pay until the total hours worked, including such testing time, exceeds 144 hours within a twenty-one (21) day work period. Any time worked in excess of the 144 hour limit shall be compensated at the overtime rate as provided in Section 2 of this Article.
Article IX

UNIFORM ALLOWANCE AND REGULATIONS

Section 1. The City shall pay the total cost of procurement and replacement, including replacement for line of duty mishaps, of all uniforms, including replacement of Department issued blue T-shirts, except socks, ties, belts, briefs, panties, and brassieres, that are required to be worn by fire fighters. The style, quality, design, components and the quantity of uniforms shall be specified by the Manager of Safety for the individual fire fighter in an economical, equitable manner in the best interests of the City.

Section 2. Turnout gear required by the Fire Department is not considered to be part of the uniform for purposes of Section 1 above. All fire fighters shall have turnout gear and required personal protective equipment (PPE) provided by the City. If, in the sole opinion of the Fire Chief or his/her designated representative, any item of a fire fighter’s turnout gear or required PPE becomes unserviceable, such article of turnout gear or PPE shall be replaced by the City. Whenever feasible, at the time of purchase, turnout gear and required PPE shall meet or exceed current National Fire Protection Agency safety standards and specifications.

Section 3. All fire fighters will maintain complete uniforms and turnout gear in good condition. Periodic inspections will be made by the Fire Chief or his/her designees to ensure the service-ability of each fire fighter’s uniforms and turnout gear.

Section 4. If a non-uniformed fire fighter sustains line-of-duty damage to his/her clothing, the cost of such damaged article of clothing will be reimbursed by the City upon the submission of a claim accompanied by proof of loss and approved by the Fire Chief or his/her designated representative.

Section 5. Fire fighters assigned to the Fire Investigation Division and who are required to wear firearms, shall receive from the City a $400.00 per year firearm allowance pro-rated for the time a firearm was required. Proration will be based on monthly increments only. Eligibility for a given month will be credited if said assignment is effective on or before the 15th day or transfer from the Fire Investigation Division is after the 15th day of the month. This payment shall be made at the end of each calendar year or upon termination or retirement from the Fire Department of each member entitled to such allowance.

Section 6. The practice of providing those fire fighters assigned to the repair shop with work uniforms and garments shall be pursuant to Executive Order No. 110, and the amendments thereto, for the term of this Agreement.

Section 7. Effective January 1, 2016, each fire fighter shall be paid an annual cleaning and maintenance allowance of $550.00, payable with the last paycheck in November.
Section 8. Fire fighters may wear the official union insignia on both their dress and work uniforms. Such insignia shall be a pin not larger than the size of a dime.
Article X

INSURANCE, HEALTH AND SAFETY

Section 1. The City shall pay monthly, on behalf of each fire fighter, 80% of the total premium of the medical insurance plan selected by the fire fighter, a vision plan, and a mid-level Delta Dental plan. At a minimum, the City shall offer a high deductible plan with a health savings account, a co-pay based HMO and a deductible based co-insurance medical plan to the fire fighters that have a benefit level no lower than the same type of plan offered by the City to Career Service employees. The City’s contribution for each individual will depend on the plan selected and the status of the fire fighter as qualifying either for employee, employee plus spouse, employee plus child(ren), or family plan coverage as may apply under the selected plan which will have a separate rate for each such category of coverage.

If during open enrollment or upon hiring a fire fighter selects a high deductible medical insurance plan offered by the City and opens a Health Savings Account (HSA), or if as of January 1 each year of this Agreement, a fire fighter is already enrolled in the high deductible medical insurance plan offered by the City and has a HSA, the City will contribute monthly to the fire fighter’s HSA: (1) one hundred dollars ($100) if the fire fighter is enrolled in an employee only plan; or (2) two hundred dollars ($200) if the fire fighter is enrolled in an employee plus spouse, employee plus child(ren) or family plan. The City’s contributions to the fire fighter’s HSA will be limited to 24 consecutive months, provided the fire fighter is still employed by the City and continues to be enrolled in a high deductible medical insurance plan offered by the City.

The Union will substantially participate with the City in the development of and negotiations for medical, vision and dental plans to be offered to fire fighters. The Union will have the opportunity to comment and make recommendations on proposals prior to their being finalized and offered to fire fighters.

Section 2. The City recognizes the right of the Union to consult with the City and make recommendations on safety matters.

Section 3. The City will continue to provide a physician's services and assistance on all multi-alarm emergencies. Occupational injuries or diseases shall be treated under Revised Municipal Code Sections 18-307 to 18-312.

Section 4. In the event a fire fighter is killed in the line of duty or dies from injuries sustained in the line of duty, the City shall pay the cost of reasonable funeral expenses up to a maximum of $10,000, which amount shall be offset by any other payments for funeral expenses made by insurance or by any other agency or organization or person(s) (other than relatives of the fire fighter.) This payment shall be made to the fire fighter's estate.
Section 5. Fire fighters are entitled to a maximum of 1.5 times one year of base pay up to a maximum of three hundred thousand dollars ($300,000) in term life insurance with a double indemnity for accidental death or dismemberment in a plan chosen by the City for which the City will pay 100% of the cost.

Section 6. In the event a fire fighter is killed or has been killed in the line of duty, the City shall pay the full cost of health insurance and dental insurance for a surviving spouse and children of the fire fighter, subject to the following conditions:

a. The payments for a surviving spouse will end five (5) years after the fire fighter’s death or upon remarriage, whichever occurs first.

b. The payments for an unmarried child shall continue through the end of the month in which the child reaches age 25.
Article XI

STRIKES AND OTHER DISRUPTIONS
OF NORMAL WORK ROUTINE

Section 1. The protection of the public health, safety and welfare demands that neither the Union, nor the fire fighters, or any person acting in concert with them, will cause, sanction, or take part in any strike, walkout, sitdown, slowdown, stoppage of work, picketing, retarding of work, abnormal absenteeism, withholding of services or any other interference with the normal work routine.

Section 2. Violation of any provision of this Article by the Union shall be cause for the City terminating this Agreement upon the giving of written notice to this effect to the President of Denver Fire Fighters Local No. 858, in addition to whatever other remedies may be available to the City at law or in equity.

Section 3. Violation of any of the provisions of this Article by any fire fighter shall be just cause for the immediate discharge of that fire fighter, in addition to whatever other remedies may be available to the City at law or in equity. No fire fighter shall receive any portion of his/her salary while engaging in activity in violation of this Article.
Article XII

SALARY SCHEDULE

Section 1.  (a) Fire Fighter. For the duration of this Agreement, the position Fire Fighter First Grade will be paid as follows:

- Effective January 1, 2016 $79,321
- Effective January 1, 2017 $80,907
- Effective July 1, 2017 $82,525
- Effective January 1, 2018 $85,001

The positions of Fire Fighters 2nd grade through 4th grade, for the duration of this agreement will be paid in accordance with the following schedule:

- Fire Fighter 2nd 80% of Fire Fighter 1st
- Fire Fighter 3rd 72% of Fire Fighter 1st
- Fire Fighter 4th 65% of Fire Fighter 1st

(b) Engineer. For the duration of this Agreement, the Engineer will be paid 111% of Fire Fighter First Grade pay.

(c) Technician. For the duration of this Agreement, the Technician will be paid 107.5% of Fire Fighter First Grade pay.

(d) Lieutenant. For the duration of this Agreement, the rank of Lieutenant will be paid 118% of Fire Fighter First Grade pay.

(e) Fire Systems Technical Specialist and Mechanic. For the duration of this Agreement, the positions of Fire Systems Technical Specialist (or “FSTS”) I and Mechanic I will be paid 117% of Fire Fighter First Grade pay. The positions of Fire Systems Technical Specialist and Mechanic Second Grade through Fifth Grade will be paid in accordance with the following schedule:

- FSTS II/Mechanic II 95% of FSTS I/Mechanic I
- FSTS III/Mechanic III 90% of FSTS I/Mechanic I
- FSTS IV/Mechanic IV 85% of FSTS I/Mechanic I
- FSTS V/Mechanic V 80% of FSTS I/Mechanic I

Fire Systems Technical Specialists and Mechanics hired after the effective date of this Agreement shall be classified as Fire System Technical Specialist V or Mechanic V and shall progress through the steps annually on their anniversary date.

(f) Captain. For the duration of this Agreement, the rank of Captain will be paid 114.5% of Lieutenant pay.
Section 2. Longevity Pay. All fire fighters, upon reaching their fifth (5th) anniversary date of employment shall be paid longevity pay. Effective January 1, 2010, fire fighters shall be paid at a rate of $12.00 per month for each year of service.

The additional salary provided in this Section 2 is an addition to base salary provided for in Section 1 of this Article and shall be considered or included in determining or computing the pension or retirement benefits of fire fighters.

Section 3. Any fire fighter who is assigned the duties of Technician, who meets the qualifications of the position to which he/she is assigned, and who has the certification required for the position to which he or she is assigned (if any is required) shall begin receiving Technician pay upon commencing the assignment. If any fire fighter assigned the duties of Technician does not meet the qualifications or have the certification required for the position, that fire fighter shall not be paid Technician pay until he or she meets the qualifications or has the certification. This provision shall not limit the City's right to reassign a fire fighter to non-technician duties. All fire fighters below the rank of Engineer that are assigned to apparatus that perform special operation (Diving, Collapse, HazMat, High Angle, Trench, Confined Space, DeCon) shall receive Technician level wages.

Section 4. Fire fighters who are certified and designated as bilingual fire fighters in accordance with procedures published by the Chief or the Chief's designee shall be paid one hundred dollars ($100) per month.

Section 5. Assignment Pay: Fire Fighters assigned to perform the following duties, in addition to their regular pay shall receive the following:

Suppression Specialty Operation Officers and Engineers: $150 per month.

Shift Commanders: Shift Commanders shall be paid 7.5% above the Assistant Chief rate of pay.
Article XIII

HOLIDAYS

Section 1. The following days are recognized as holidays for Fire Fighters for the purpose provided herein:

New Year's Day (January 1)
Martin Luther King, Jr. Day (Third Monday in January)
Presidents' Day (Third Monday in February)
Cesar Chavez Day (Last Monday in March)
Memorial Day (Last Monday in May)
Independence Day (July 4)
Labor Day (First Monday in September)
Veterans’ Day (November 11)
Thanksgiving Day (Fourth Thursday in November)
Christmas Day (December 25)
Birthday (To be used and/or paid in accordance with Sections 3 and 4 of this Article)

Section 2. Fire fighters holding the rank or assignment of Fire Fighter Fourth Grade, Fire Fighter Third Grade, Fire Fighter Second Grade, Fire Fighter First Grade, Technician, Engineer, Lieutenant, Captain, Fire Systems Technical Specialist or Mechanic who are called out under the provisions of Article VIII of this Agreement on any of the above mentioned holidays shall receive their regular rate of pay, for a minimum of three (3) hours in addition to that compensation provided in Article VIII.

Section 3. Support Service Personnel. This Section shall control the granting of holidays and holiday premium for personnel in all support services other than Fire Dispatch, and Fire Investigation.

Where a holiday, except a birthday, as listed in Section 1 of this Article, falls on the first day of a regularly scheduled period of off days, it shall be observed on the immediately preceding work day. Where a holiday except a birthday, falls on the second and third off days of a scheduled period of off days, it shall be observed on the first regularly scheduled work day following the off days. A birthday holiday will be taken by the fire fighter within 30 days of the birthday under procedures approved by the Chief.

When a fire fighter covered by this Section is called out to work on a holiday which is observed on the same day as specified in Section 1, the fire fighter shall be entitled to a holiday premium in addition to the regular rate of compensation.

In situations where the observed holiday except a birthday differs from the holiday specified in Section 1, this paragraph applies. When a fire fighter covered
by this Section is called out to work either on the holiday specified in Section 1 or the “observed holiday,” compensation shall be determined as follows:

(a) A fire fighter called out on the “observed holiday” will receive holiday premium only for those hours actually worked on that calendar day which do coincide with his/her regularly scheduled work hours.

(b) A fire fighter called out on the holiday spelled out in Section 1 will receive holiday premium only for those hours actually worked on that calendar day which do not coincide with his/her regularly scheduled work hours.

The holiday premium payable under this Section shall be equal to the fire fighter’s regular hourly rate of pay and shall be computed to the nearest fifteen (15) minutes.

Section 4.

(a) In addition to those above-listed holidays, any day declared a special holiday by the Mayor or the City Council, by proclamation promulgated or resolution or ordinance adopted, during the term of the Agreement, shall be considered a recognized holiday for the purposes provided herein.

(b) Any fire fighter who is required to actually work on a holiday other than his/her birthday, as set forth in this Article, shall be paid a holiday premium in addition to his/her regular rate of compensation. Such holiday premium shall be the fire fighter’s regular hourly rate of pay, and shall be paid for each hour actually worked between 12:01 a.m. and 12:00 midnight on a holiday as provided in Section 1 of this Article, computed to the nearest fifteen (15) minutes.

When a holiday falls on a support service fire fighter’s vacation, as set forth in Article XIV of this Agreement, that holiday shall not be counted as a vacation shift. When a holiday other than a birthday falls on a suppression fire fighter’s vacation, as set forth in Article XIV of this Agreement, that day shall nevertheless be treated as a vacation day for all purposes relevant under this Agreement; however, the fire fighter shall receive the holiday premium identified in this Section for all hours that he/she would have worked on that day, but for the fact that such day was a vacation. In no event shall a holiday premium or any other compensation be awarded to a fire fighter by reason of a holiday other than a birthday falling on a Kelly Day. When the birthday occurs on his/her Kelly day, he/she shall be paid the holiday premium provided hereunder. In all other instances, the fire fighter must actually work on a holiday other than a birthday to be eligible for the holiday premium. All fire fighters assigned to fire suppression, to the Fire Investigation Division, or to fire alarm dispatching duties shall be paid a holiday premium equal to eight (8) times their regular hourly rate of pay in lieu of time off for their birthdays. All other fire fighters shall have their birthday off, in the same manner as other holidays provided for in this Article.
Article XIV

VACATION

Section 1. Each fire fighter shall accrue vacation leave at his/her regular rate of pay in accordance with the following:

(a) Those fire fighters who have less than three (3) years of service shall accrue one hundred twenty (120) hours vacation annually at the rate of ten (10) hours for each month.

(b) Those fire fighters who have three (3) or more years of service shall accrue one hundred forty-four (144) hours of vacation leave annually at the rate of twelve (12) hours per month.

(c) Those fire fighters who have ten (10) or more years of service shall accrue one hundred sixty-eight (168) hours of vacation leave annually at the rate of fourteen (14) hours per month.

(d) Those fire fighters who have fifteen (15) or more years of service shall accrue one hundred ninety-two (192) hours of vacation leave annually at a rate of sixteen (16) hours per month.

Section 2. If a fire fighter is employed only part of a month, he/she will earn vacation leave for the month only if he/she started on or before or terminated after the 15th day of the month.

Section 3. If the fire fighter’s third (3rd), tenth (10th) or fifteenth (15th) anniversary of his/her hiring date occurs on a day other than the first day of the month, he/she will earn vacation leave for that month at the rates described in Section 1 of this Article only if the anniversary date is on or before the fifteenth (15th). If the third (3rd) or tenth (10th) anniversary date of hire falls on a day after the fifteenth (15th) day of the month, he/she will earn at the higher rate beginning the first day of the following month.

Section 4. (a) Vacation hours accrued under the provisions of this Agreement may not be used until the calendar year after they are accrued. In no case may a fire fighter use more hours of vacation than the sum of what he/she accrued in the previous calendar year, credited monthly. Any unused vacation leave left over from the previous year that the fire fighter is unable to use, in the sole opinion of the Fire Chief or his/her designee, shall be paid in cash at the fire fighter’s regular rate of pay in effect at the time of payment, and such payment shall be made within the first quarter of the succeeding year.

(b) Where a fire fighter assigned to suppression or dispatch accrues vacation hours not evenly divisible by the number of hours in his or her shift, that fire fighter shall be paid in cash, but only for the hours of vacation which are less than a full shift which remain on December 31 of the year following the year of
accrued so long as that fire fighter continues to be assigned to suppression or dispatch. Where a fire fighter assigned to arson has accrued vacation hours not evenly divisible by twelve, that fire fighter shall be paid in cash only for the hours of vacation which are less than 12 hours which remain on December 31 of the year following the year of accrual so long as that fire fighter continues to be assigned to arson. The cash payment shall be at the fire fighter's regular rate of pay in effect in the year following the year of accrual and shall be paid within the first quarter of the succeeding year.

Section 5. The additional vacation time allocated pursuant to Section 4 of Article XVIII - Sick Leave - shall not exceed one hundred forty-four (144) hours and shall be utilized in full shift increments directly related to the fire fighter's assignment. Any unused vacation leave left over from the previous year that the fire fighter is unable to use, in the sole opinion of the Fire Chief or his/her designee, shall be paid in cash at the fire fighter's regular rate of pay in effect at the time of payment, and such payment shall be made within the first quarter of the succeeding year.

Section 6. Vacation selections shall be made by the members of the Fire Department according to seniority in grade or rank within each administrative district and support service. Vacation selections made by Dispatchers shall not be made from the same vacation pick sheets as other members of the bargaining unit and shall in no way limit or restrict other members of the bargaining unit in their vacation selections. The most senior member in the highest grade or rank shall have the opportunity to select his/her vacation first. The least senior member in the lowest grade or rank shall pick last. The City shall open ten (10) days per administrative district in fire suppression per shift more than are required pursuant to this determination. It is understood and agreed that the City has the right to balance staffing by restricting the availability of certain days in any district. The method used for selecting vacations and balancing staffing shall be a single day selection method. The City will use its best efforts to evenly distribute the necessary vacation opportunities per shift, over the entire annual schedule specific to each shift.

Suppression fire fighters 1st, 2nd, 3rd, and 4th grade, engineers and technicians shall be permitted to select a vacation period which is the same as the officer assigned to the same company and platoon with the following exceptions: (1) engineers assigned to Denver International Airport (DIA) ARFF apparatus shall not select a vacation period which is the same as other engineers assigned to the same company on the same platoon; and (2) the policy shall be permitted only as long as the present policy of providing “roving” lieutenants to fill company officers' vacancies created by vacations continues. Should the policy change, the change will be discussed with the Union prior to implementation.

Vacation schedules shall not be changed unless the fire fighter is promoted or granted a requested transfer in which case the City shall exercise its best effort to allow the fire fighter to retain his/her original selection. The transfer of a fire fighter shall not affect the vacation schedule of any other fire fighter. The parties
agree that during the term of this agreement, the Union and the authorized representative of the City may, by mutual agreement, change the provisions for vacation picks in this Section 6.

If agreed to by authorized representatives of the Union and the City, an alternative vacation selection method may be used during the term of this Agreement.
Article XV

GRIEVANCE PROCEDURE

Section 1. A grievance is a claim that the City has violated an express provision of this Agreement, and does not include any disciplinary matters. Any fire fighter or group of fire fighters may discuss any matter with their Division Chief, Deputy Chief or the Fire Chief, without invoking the formal grievance procedure provided for in this Article. Neither the City nor the Union shall threaten, restrain, or coerce any fire fighter for asserting said fire fighter's rights pursuant to this Agreement.

Section 2. A grievance must be initiated only by an aggrieved fire fighter. The aggrieved fire fighter must reduce his/her entire grievance and all the reasons therefor, and the provisions of this Agreement which the aggrieved fire fighter feels have been violated, to writing and present the written grievance, signed and dated by the fire fighter, to his/her Division Chief within ten (10) calendar days after the fire fighter knew or should have known the facts which gave rise to the grievance. If not submitted within ten (10) calendar days, the grievance shall not be entitled to consideration.

Section 3. All grievances shall be settled in the following manner:

Step 1. The grievance shall be submitted to the grievant’s Division Chief within ten (10) calendar days after the fire fighter knew or should have known the facts which gave rise to the grievance. Within ten (10) calendar days after receipt of the grievance the Fire Chief or his/her designated representative shall discuss the grievance with the aggrieved fire fighter and two (2) members of the Grievance Committee of the Union. The Fire Chief or his/her designated representative will give the aggrieved fire fighter, through the Union Grievance Committee, his/her answer in writing within ten (10) calendar days after holding such meeting. If the grievance is not answered within said ten (10) days it will be considered denied.

Step 2. If the Union Grievance Committee is not satisfied with the answer obtained at “Step 1,” a Union officer must give written notice of intent to arbitrate to the corporate authorities of the City within fourteen (14) calendar days. The Grievance Arbitration Board shall consist of:

(a) Appointee of the City;

(b) Appointee of the Union;

(c) The representatives of each party shall select the third member of the Grievance Arbitration Board, who shall be the Chair;

(d) If within twenty-one (21) calendar days, the representatives of the City and the Union fail to select a third member, either party or its
representative may refer the matter to the American Arbitration Association for the selection of an impartial arbitrator to act as the third member of the Grievance Arbitration Board, in accordance with the Rules of the American Arbitration Association. The majority of the Arbitration Board shall render a decision within thirty (30) calendar days after hearing the grievance, and failing to reach a majority, the decision of the Chair shall prevail.

The award of the Arbitration Board, or failing a majority decision, the decision of the Chair shall be final and binding on the City and the Union.

The costs of any arbitration shall be borne equally by the parties to this Agreement.

Section 4. Failure of the aggrieved firefighter, or the Grievance Committee, or any official of the Union, to comply with the time limits set forth above will serve to declare the grievance as settled based upon the last answer received, and no further action can be taken.

Section 5. Anything in this Agreement to the contrary notwithstanding, the following matters are not subject to the grievance procedures of this Agreement:

(a) Any grievance which is not filed in accordance with the provisions of Section 2 of this Article or does not meet the definition of a grievance as set forth is Section 1 of this Article; or
(b) Any matter reserved solely to the Rights of Management (Article VI), or to the discretion of the City or the Fire Chief by the terms of this Agreement; or
(c) Any matter which would require a change from the wages, rates of pay, hours, grievance procedures, working conditions, and all other terms and conditions of employment as set forth in this Agreement; or
(d) Any matter which is not covered by this Agreement; or
(e) Any matter covered by the Charter of the City and County of Denver, the Directives and Guidelines of the Denver Fire Department not inconsistent with the express terms of this Agreement, the Rules and Regulations of the Civil Service Commission of the City and County of Denver, City Ordinances, Statutes and Constitution provisions.

Section 6. (a) The time limits for processing grievances as set forth in this Article may be extended by mutual written agreement of the Chief of the Fire Department or a designee of the Chief and a representative of the Union.
(b) The parties shall consider and may by mutual agreement use a mediator at any time during the grievance process to resolve the grievance.
Article XVI

TEMPORARY ASSIGNMENT TO HIGHER RANK OR POSITION

Section 1. When a fire fighter is designated to perform the duties of a higher pay classification or rank due to a vacancy in such higher position, such fire fighter shall receive the existing base rate of compensation paid the classification or rank to which the fire fighter is so designated provided:

(a) Fire fighters assigned to suppression divisions work at least eight (8) hours of the shift; or

(b) Fire fighters assigned to support services work at least 50% of the shift.

This Article shall apply to a Fire Fighter 4th Grade through Technician acting as an Engineer or Lieutenant; a Mechanic acting as Assistant Master Mechanic or Master Mechanic; a Fire Systems Technical Specialist acting as Assistant Superintendent of Fire Alarm or Superintendent of Fire Alarm; an Engineer acting as a Lieutenant; a Lieutenant acting as a Captain; and a Captain acting as an Assistant Chief in all support services. However, except that, whenever possible, an Engineer shall remain in that position and shall perform the duties and functions of an Engineer.
Article XVII

WORK DAY AND WORK WEEK

Section 1. Fire Suppression and Dispatch. Fire fighters in the fire suppression force and those assigned dispatcher duties shall work a work schedule consisting of twenty-four (24) hour shifts for an average work week of forty-eight (48) hours. This will be implemented by the use of a three (3) platoon system with each fire fighter working one (1) twenty-four (24) hour shift followed by forty-eight (48) hours off, with a Kelly day to be taken within each twenty-one (21) calendar day cycle. A Kelly day shall not be counted as a working shift for any purpose.

Until such time as the U.S. Department of Labor determines that the provisions of 29 U.S.C. § 207(k) apply to Denver fire fighters assigned dispatcher duties, all such fire fighters shall be scheduled for and receive between five (5) and eight (8) hours of uninterrupted sleep time and up to two (2) hours, in at least thirty (30) minute increments, of uninterrupted meal periods during the twenty-four (24) hour shift. These hours shall not be deemed as time worked for purposes of calculating FLSA overtime.

Kelly day selections shall be made annually by the members of the Fire Department except Assistant Chiefs according to seniority in grade or rank within each administrative district. Kelly day selections made by Assistant Chiefs shall not be made from the same Kelly day selection sheets as other members of the bargaining unit and shall in no way limit or restrict other members of the bargaining unit in their Kelly day selections. The most senior member in the highest grade or rank shall have the opportunity to select his/her Kelly day first. The least senior member in the lowest grade or rank shall pick last. The City shall determine prior to the time Kelly days are selected the number of Kelly day picks required in each administrative district per shift. The City shall open one (1) Kelly day pick per administrative district more than is required pursuant to this determination. It is understood and agreed that the City has the right to balance staffing by restricting the availability of certain picks in the last column in any district.

Each time a Kelly day is changed, the fire fighter shall be granted one (1) additional Kelly day; provided, no more than two (2) additional Kelly days shall be awarded in a contract year; provided, further, if a Kelly day change results in a return to the originally selected Kelly day, an additional Kelly day shall not be awarded; provided, further, if a fire fighter is transferred at his/her request, is promoted, or when a roving Lieutenant receives a permanent assignment and the change results in a change in Kelly days, an additional Kelly day shall not be awarded.

If agreed to by the authorized representatives of the Union and the City, an alternative work schedule for fire fighters assigned dispatcher duties may be used during the term of this agreement.
Fire fighters assigned dispatcher duties will select Kelly days only among themselves.

**Section 2. Non-Fire Suppression.** Each support service, excluding Dispatch, shall establish a work period of at least 7, but not more than 28 days. The Department office personnel who are not on round-the-clock schedules will normally work a schedule of five (5) eight (8)-hour work days during a seven (7) day work period. A flexible or staggered work schedule averaging forty (40) hours per week and providing for more economical and efficient functioning of the support service may be established by the Division Chief with the approval of the Fire Chief or his/her designated representative, provided that such new schedule shall not provide for a work shift in excess of twelve (12) hours and provided further that all fire fighters affected by such change in work schedule shall continue to receive as many gross hours of sick leave, sick leave converted to vacation, and vacation as they would have had, had their schedules not been changed.

If agreed to by the authorized representatives of the Union and the City, an alternative work schedule may be used during the term of this Agreement.

**Section 3.** In the event of enactment of State or Federal legislation affecting the hours of work or overtime for Fire Department personnel, the City and the Union will meet in an attempt to make any work schedule changes which are mandated by said legislation.

**Section 4. Fire Investigations Bureau.** Notwithstanding the provisions of Section 2 of this Article XVII, a fire fighter other than a Lieutenant, Captain, or Assistant Chief assigned to Fire Investigations Bureau shall work a schedule consisting of two (2) consecutive 6:00 a.m. to 6:00 p.m. work shifts, followed by twenty-four (24) hours off-duty, followed by two (2) consecutive 6:00 p.m. to 6:00 a.m. work shifts, followed by ninety-six (96) hours off duty. During each twenty-four (24) day work period, one (1) work shift shall be reduced to five (5) hours. For purposes of calculating hourly rates, fire fighters assigned to the Fire Investigations Bureau are considered to work forty (40) hours per week. Schedules for Lieutenants, Captains, and Assistant Chiefs shall be determined by Section 2 of this Article.

If agreed to by the authorized representatives of the Union and the City, an alternative work schedule may be used during the term of this agreement.
Article XVIII

SICK LEAVE

Section 1. Each fire fighter shall be credited with twelve (12) hours of sick leave monthly for each month of service for a maximum annual accumulation of one hundred forty-four (144) hours per year of sick leave. If a fire fighter is employed only part of a month, he/she will be credited with sick leave for the full month only if he/she started on or before or terminated after the fifteenth (15th) day of the month. If a fire fighter is employed after or terminated before the fifteenth (15th) day of the month, he/she shall be credited with six (6) hours of sick leave. Any unused portion of such sick leave shall be accumulated until said fire fighter shall have a reserve of seven hundred-twenty (720) hours of sick leave.

Section 2. Any sick leave taken by a fire fighter with seven hundred-twenty (720) hours or less of accumulated reserve shall be first charged against the current year's accumulation of sick leave to date of absence. If the current year's accumulation of sick leave is exhausted, any sick leave taken shall be charged against the fire fighter's accumulated reserve of sick leave.

Any sick leave taken by a fire fighter with more than seven hundred-twenty (720) hours of accumulated reserve shall be first charged against the accumulated reserve.

Section 3. When a fire fighter uses sick leave due to off-duty injury or sickness, the fire fighter will be charged one (1) hour sick leave for each hour the fire fighter misses rounded to the nearest quarter hour. On February 1st of each year, each fire fighter shall receive a written report of his/her accumulated sick leave reserve.

Section 4. On December 31st of each year, after the fire fighter has accumulated his/her reserve of seven hundred-twenty (720) hours of sick leave, unused sick leave of a fire fighter for that year shall be allocated as follows:

(a) Each fire fighter may take unused sick leave accumulated in the previous year not to exceed one hundred forty-four (144) hours as a cash payment, if approved by the Chief or his/her designated representative, to be paid at the regular rate of pay in effect at the time of payment on or before February 1st of each year. The approved amount may be allocated between cash, deferred compensation or a HSA contribution, at the fire fighter’s option, consistent with legal restrictions.

(b) Each fire fighter may take all or any part of unused sick leave as vacation, if approved by the Chief or his/her designated representative. Sick leave converted to vacation may only be used in full shifts. Any sick leave not taken as vacation shall be taken as cash payment at the fire fighter's regular rate of pay in effect at the time of payment.
Each fire fighter must declare his/her option before regular vacation and sick leave converted to vacation for the following year are selected.

Section 5. Fire fighters who have an accumulated reserve of more than seven hundred-twenty (720) hours of sick leave as of December 31, 1983, will maintain that accumulated reserve balance unless used for sick leave pursuant to the provision of Section 2 above. Such fire fighters shall continue to be credited with sick leave pursuant to the provisions of Section 1 above. This credited sick leave shall be either paid for or taken as vacation in accordance with the provision of Section 4 above.

Section 6. At the termination of a fire fighter's term of service with the Denver Fire Department for any reason, the said fire fighter shall receive compensation in full at his or her regular rate of pay at the time of such termination for all accumulated sick leave and vacation time due to him or her in hours at the termination of his or her service, except that a portion of this compensation shall be paid into the Post Employment Health Plan for eligible fire fighters as set forth in Article XX.

Section 7. Prior to separation of service for any reason the fire fighter may elect to have any or all accumulated sick leave and unused vacation time paid as compensation. The election to have these monies paid cannot be made more than 12 months prior to separation and must be made at least 60 days prior to separation and shall be paid at least two (2) working days before separation. The fire fighter may contribute this compensation into the City’s Deferred Compensation Plan pursuant to the rules of that Plan. Any accumulated sick leave or unused vacation remaining after the election, shall be paid into the Post Employment Health Plan for eligible fire fighters as set forth in Article XX. This provision is subject to all limits and regulations governing a § 457 plan as enforced by the Internal Revenue Service, including deferral limits and the timing of deferral election forms.

Section 8. Upon the death of a fire fighter of the Denver Fire Department, all monies due such fire fighter by reason of unpaid salary, accumulated unused vacation time, sick leave reserve or from other sources, at the time of his or her death shall be paid to his or her surviving spouse, or if there be no surviving spouse, then to the fire fighter's estate; provided however that if the Charter is amended the payment shall be made as required by the Charter as amended.

Section 9. Fire fighters may donate sick leave to the sick leave bank of, and accept sick leave donations from, another member of the classified service of the Fire Department in accordance with the procedures established by the Chief or the Chief's designee.

Section 10. Sick Leave Use

1) Statement of intent: The purpose of this section is to allow fire fighters, in connection with sickness or injury, to achieve a balance between family responsibilities and work demands. Each fire fighter must recognize that the responsibility of the Denver Fire Department is to provide a
continuous high level of service to the public. Supervisors, when granting such leave, shall insure that the Fire Department mission is not jeopardized.

(2) In addition to using sick leave when a fire fighter is incapacitated by sickness or injury, sick leave may be used for parental leave or for necessary care and attendance during the serious illness of a member of the fire fighter's immediate family.

a. "Immediate family" is defined as spouse, son, daughter, mother, father, grandparents, grandchildren, brother, sister, in-laws or spousal equivalent as defined by the City.

b. The amount of sick leave granted for parental leave or for necessary care of a sick member of an employee's immediate family shall not exceed ninety days per twelve month period without approval of the fire fighter's supervisor and the Chief.

c. Fire fighters using extended leave under the provisions of this agreement will return to work at their same or equivalent positions.

d. In all but emergency cases, the fire fighter needing extended family or medical leave shall document the need in writing and forward it to the Human Resources Bureau (HRB) office through the chain of command. A Sick Leave Request shall also be submitted. In emergency situations, the supervisor who grants the leave shall document the circumstances and forward the letter and Sick Leave Request to the HRB office, through the chain of command.

(3) Up to 90 days leave for personal illness, illness of a family member, or parental leave may be granted. Fire fighters have the option of using unpaid leave in lieu of paid leave.

a. When paid leave is elected, fire fighters shall use sick time when available.

b. Fire fighters who have no more than ten days remaining in their sick banks may then use vacation time and/or compensatory time.

c. Use of vacation time must follow the provisions of Article XIV. However, at the discretion of the Chief or designee, a scheduled vacation can be changed.

d. Fire fighters who require more than 90 days or who do not have a sufficient bank of sick leave, vacation time, or compensatory time may apply to the Chief for donated sick time.
(4) Fire fighters using sick leave under subsection (2) above for extended periods may apply to the Chief for a reduced work schedule, i.e., a leave schedule that reduces the fire fighter's usual number of hours per work week. The Chief may require the fire fighter to transfer to another assignment to better accommodate the reduced work schedule.

(5) Confirmation of Illness/Injury

a. If malingering is suspected, the Division Chief shall visit or have a supervisor visit the fire fighter at the earliest reasonable time, during the hours of the reporting fire fighter’s scheduled work days, to verify the authenticity of the illness or injury of the fire fighter or immediate family member.

b. Whenever the Division Chief has reason to believe a physical examination is necessary to determine the condition of a fire fighter off duty because of personal illness or injury, that fire fighter shall submit to a physical examination as directed by the Department. A fire fighter off duty due to illness or injury shall authorize his/her attending physician to release information regarding his/her condition and ability to perform certain duties to the Division Chief and the Chief.

c. Fire fighters off duty due to the illness or injury of an immediate family member, shall, upon request of the supervisor, provide written verification from a physician of the illness or injury of the immediate family member and the necessity of having the fire fighter present to render care.

(6) Fire fighters off duty due to personal illness or injury or illness or injury of an immediate family member, shall not leave the metropolitan area of Denver or be more than ten (10) miles from their residence without permission of their Company Officer and the approval of the Chief.

(7) Parental Leave

Up to 90 days parental leave may be granted to care for a child at the time of birth or adoption. Granting of such leave shall be subject to the approval of the Chief or designee. A fire fighter together with his or her spouse, who is also a fire fighter or employee of the City of Denver, are limited to a combined total of ninety days parental leave.

The parties agree that during the term of this Agreement, the authorized representatives of the Union and the City may, by mutual agreement, change the provisions for Sick Leave Use in this Section 9 of this Article XVIII.
Section 11. Bereavement Leave

(a) Upon proper notification to the Department, a fire fighter shall be granted authorized absence from duty because of the death of a member of the fire fighter's immediate family, which includes the fire fighter's husband, wife, mother, father, mother-in-law, father-in-law, stepfather, stepmother, child, stepchild, brother, sister, brother-in-law, sister-in-law, grandparent, grandchild, spousal equivalent as defined by the City or other person residing within the immediate household. Such absence shall not exceed five (5) calendar days, unless the Chief or his/her designee grants additional leave. Authorized bereavement leave for an immediate family member will not be charged against the fire fighter's accumulated sick or vacation leave.

(b) Upon proper notification to the Department, at the discretion of the Chief or his/her designee, a fire fighter may be granted authorized absence from duty because of the death of relative other than an immediate family member. Such absence shall not exceed one (1) calendar day and may only be granted if staffing is available. Authorized bereavement leave for a relative other than an immediate family member shall be charged against the fire fighter's accumulated sick or vacation leave.

Section 12. Military Leave

(a) Leave of absence shall be granted to eligible fire fighters for military service as defined by the Uniformed Services Employment and Reemployment Rights Act, 38 U.S.C. §§ 4301, et seq. A fire fighter shall give advance written notice of an absence due to military service, unless precluded by military necessity or giving advance notice is otherwise impossible or unreasonable.

(b) Military leave with pay. Fire fighters shall be eligible for up to fifteen (15) calendar days (not to exceed 120 hours) of military leave with pay each calendar year.

(c) Military leave without pay. In addition to fifteen (15) calendar days of military leave with pay for which a fire fighter may be eligible, fire fighters shall be granted military leave without pay to perform their military service obligations. A fire fighter may elect to use any accrued vacation leave or accumulated sick leave in lieu of unpaid leave for all or part of the fire fighter's absence from duty due to military service.

(d) While a fire fighter is on military leave, eligibility for vacation and sick leave accrual shall not be affected, and a fire fighter shall be entitled to all benefits afforded under this Agreement to fire fighters who are absent for reasons other than military service.
Article XIX

MILEAGE ALLOWANCE

Fire fighters using their personal vehicles to conduct City business shall be entitled to mileage reimbursement in accordance with the City and County of Denver Fiscal Accountability Rule 10.7, and any revisions thereto made during the term of this Agreement.
Article XX

RETIREE HEALTH

Section 1. If this Article is declared by a court of competent jurisdiction to be unenforceable, the monies specified herein will be used for a purpose that benefits the bargaining unit and that is mutually approved by the Union and the City.

Section 2. Post Employment Health Plan

(a) The City agrees to participate in the Post Employment Health Plan (PEHP), Health Care Insurance Premium Sub-account, for Collectively Bargained Public Employees (Plan) in accordance with the terms and conditions of the Plan's Participation Agreement, a copy of which has been provided to the City. The Plan Administrator for the Plan shall be mutually agreed upon by the City and the Union and the City agrees to contribute to the Plan as set forth in this Article.

(b) Except as provided in subsection (c), upon termination of employment for any reason (which does not include death), one-hundred percent (100%) of the eligible fire fighter's accumulated sick leave and accrued but unpaid vacation that would have otherwise been paid to the eligible fire fighter had the City not participated in the Plan shall be contributed to the Participant's Health Care Insurance Premium Reimbursement Sub-account. Those fire fighters who separated from service prior to January 12, 2005 shall not be subject to the Plan. This subsection (b) is further subject to the following restrictions:

(1) The City shall deduct any overpayments to the fire fighter or other legal offsets due to the City from the fire fighter prior to making the contribution to the Participant's Health Care Insurance Premium Reimbursement Sub-account; however, before overpayment deductions and other legal offsets are made from accumulated sick leave and accrued but unpaid vacation, the City will first make the deductions and offsets from other compensable absences of the fire fighter, if any, and then any remaining balance shall be deducted and offset from the accumulated sick leave and accrued but unpaid vacation; and

(c) Fire fighters who are eligible for fully paid family retiree medical benefits through TRICARE or by their status as a Native American through the Bureau of Indian Affairs medical benefit programs shall not be eligible for or subject to the contribution amount set forth in Section 2(b).

Section 3. For the duration of this Agreement, the City's contribution to either the Fire and Police Pension Association Statewide Heath Care Defined Benefit Plan (FPPA plan) or the Post Employment Heath Plan (PEHP) shall be one percent (1%) per year of base pay on behalf of each fire fighter.
Article XXI

DEATH AND DISABILITY CONTRIBUTION

During the term of this agreement, the City shall pay, on behalf of all fire fighters hired after January 1, 1997, the state mandated contribution for death and disability coverage pursuant to C.R.S. § 31-31-811(4).
Article XXII

WAIVER AND NOTICE

Section 1. Failure of the City to enforce, or insist upon the performance of any term, condition or provision of this Agreement in any one or more instances shall not be deemed a waiver of such term, condition, or provision. No term, condition or provision of the Agreement shall be deemed waived by the City unless such waiver is reduced to writing and signed by an agent of the City who has actual authority to give such a waiver. If such written waiver is given, it shall apply only to the specific case for which the waiver is given and shall not be construed as a general or absolute waiver of the term, condition or provision, which is the subject matter of the waiver.

Section 2. Where any provision of this Agreement requires that any notice or information be given by the Union to the City within specified time, such requirement will not be met unless the official of the City specified herein who has actual authority to receive such notice actually receives the notice or information within the time limit specified in this Agreement.
Article XXIII

ENTIRE AGREEMENT

Section 1. The City and the Union shall not be bound by any requirement which is not specifically stated in this Agreement. Specifically, but not exclusively, the City and the Union are not bound by any past practices of the City or the Union, or understandings with any labor organizations, unless such past practices or understandings are specifically stated in this Agreement.

Section 2. The Union and the City agree that this Agreement is intended to cover matters affecting wages, rates of pay, grievance procedure, working conditions and other terms and conditions of employment and similar or related subjects, and that during the term of this Agreement, neither the City nor the Union will be required to negotiate on any further matters affecting these or any other subjects not specifically set forth in this Agreement.

Section 3. Should any provision of this Agreement be found to be inoperative, void or invalid by a court of competent jurisdiction, all other provisions of this Agreement shall remain in full force and effect for the duration of this Agreement.
Article XXIV

EFFECTIVE DATE, RATIFICATION AND TERMINATION

Section 1. This Agreement shall be effective January 1, 2016 and shall continue to and include December 31, 2018.

Section 2. This Agreement is subject to ratification by the fire fighters of Denver Fire Fighters Local 858, IAFF, AFL-CIO, and the approval of an adopting ordinance by the City before the Union or the City is bound by the terms of this Agreement.
DENVER FIRE FIGHTERS – LOCAL 858

Scott Simpson, President

Phil Cordova, Secretary-Treasurer

Derrick Delgado, Chair
Bargaining Committee

CITY AND COUNTY OF DENVER

Michael B. Hancock, Mayor
City and County of Denver

ATTEST:

Debra Johnson, Clerk and Recorder

REGISTERED AND COUNTERSIGNED:

Cary Kennedy, Manager of Finance

APPROVED AS TO FORM:

D. Scott Martinez, City Attorney
City and County of Denver

By: 

RECOMMENDED AND APPROVED:

Stephanie O’Malley, Executive Director
Department of Safety
Contract Control Number: SAFTY-201522059-00

Contractor Name: DENVER FIREFIGHTER PROTECTIVE ASSOCIATES

IN WITNESS WHEREOF, the parties have set their hands and affixed their seals at Denver, Colorado as of

SEAL

CITY AND COUNTY OF DENVER

ATTEST:

By

APPROVED AS TO FORM:

D. Scott Martinez, Attorney for the City and County of Denver

REGISTERED AND COUNTERSIGNED:

By

By

By
MEMORANDUM OF UNDERSTANDING

This MEMORANDUM OF UNDERSTANDING ("MOU") is made and entered into by the Denver Fire Fighters — Local 858 ("Local 858") and the City and County of Denver ("the City").

WHEREAS, Local 858 and the City entered into a Collective Bargaining Agreement effective January 1, 2013 through December 31, 2015 ("the Agreement"), which was ratified by the members of Local 858 and approved by ordinance adopted by the City; and

WHEREAS, Local 858 and the City now desire to amend the Agreement;

NOW, THEREFORE, in consideration of the mutual advantages contained herein, and further in consideration of the mutual promises and covenants herein more specifically set forth, the parties hereto do STIPULATE AND AGREE as follows:

1. Article XII, Section 1 of the Agreement is amended to read as follows:

Section 1. (a) Fire Fighter. For the duration of the Agreement, the position Fire Fighter First Grade will be paid as follows:

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<tbody>
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2. Article XVII, Section 1 of the Agreement is amended to read as follows:

Section 1. Fire Suppression and Dispatch. Fire fighters in the fire suppression force and those assigned dispatcher duties shall work a work schedule consisting of twenty-four (24) hour shifts for an average work week of forty-eight (48) hours. This will be implemented by the use of a three (3) platoon system with each fire fighter working one (1) twenty-four (24) hour shift followed by forty-eight (48) hours off, with a Kelly day to be taken within each twenty-one (21) calendar day cycle. A Kelly day shall not be counted as a working shift for any purpose.

Until such time as the U.S. Department of Labor determines that the provisions of 29 U.S.C. § 207(k) apply to Denver fire fighters assigned dispatcher duties, all such fire fighters shall be scheduled for and receive between five (5) and eight (8) hours of uninterrupted sleep time and up to two (2) hours, in at least thirty (30) minute increments, of uninterrupted meal periods during the twenty-four (24) hour shift. These hours shall not be deemed as time worked for purposes of calculating FLSA overtime.

Kelly day selections shall be made annually by the members of the Fire Department except Assistant Chiefs according to seniority in grade or rank within each administrative district. Kelly day selections made by Assistant Chiefs shall not be
made from the same Kelly day selection sheets as other members of the bargaining unit and shall in no way limit or restrict other members of the bargaining unit in their Kelly day selections. The most senior member in the highest grade or rank shall have the opportunity to select his/her Kelly day first. The least senior member in the lowest grade or rank shall pick last. The City shall determine prior to the time Kelly days are selected the number of Kelly day picks required in each administrative district per shift. The City shall open one (1) Kelly day pick per administrative district more than is required pursuant to this determination. It is understood and agreed that the City has the right to balance staffing by restricting the availability of certain picks in the last column in any district.

Each time a Kelly day is changed, the fire fighter shall be granted one (1) additional Kelly day; provided, no more than two (2) additional Kelly days shall be awarded in a contract year; provided, further, if a Kelly day change results in a return to the originally selected Kelly day, an additional Kelly day shall not be awarded; provided, further, if a fire fighter is transferred at his/her request, is promoted, or when a roving Lieutenant receives a permanent assignment and the change results in a change in Kelly days, an additional Kelly day shall not be awarded.

If agreed to by the authorized representatives of the Union and the City, an alternative work schedule for fire fighters assigned dispatcher duties may be used during the term of this agreement.

Fire fighters assigned dispatcher duties will select Kelly days only among themselves.

3. Except as amended by the MOU, the Agreement otherwise remains unchanged and in full force and effect and is affirmed and ratified in each and every particular.

4. This MOU shall be effective upon ratification by the membership of Local 858 and the approval of an adopting ordinance by the City.

DENVER FIRE FIGHTERS – LOCAL 858

Scott Simpson, President
Phil Cordova, Secretary-Treasurer
Derrick Delgado, Chair
Bargaining Committee

CITY AND COUNTY OF DENVER

Michael B. Hancock, Mayor
City and County of Denver
Debra Johnson, Clerk and Recorder

47
REGISTERED AND COUNTERSIGNED:

Cary Kennedy, Manager of Finance

Dennis S. Galascher, Auditor

RECOMMENDED AND APPROVED:

Stephanie O'Malley, Executive Director
Department of Safety
Section B

Denver Fire Department Directives
DENVER FIRE DEPARTMENT

DEPARTMENT DIRECTIVE
GUIDELINES

Section: DEPARTMENT PHILOSOPHIES
Topic: Serving Subpoenas and Other Legal Documents

Denver Fire Department personnel will not assume responsibility to deliver or serve subpoenas or any other legal document to other Department members on behalf of other persons, agencies, or legal entities.

Process (subpoena) servers seeking information on the whereabouts of Department members may be referred to the offices of either the Deputy Chief or the Division Chief of Administration for assistance. In no case are Denver Fire Department personnel to offer the home address or telephone number of any other member without that member’s permission.
OVERVIEW –

Only an aggrieved member may initiate an Administrative Grievance.

The aggrieved employee must enter the grievance and all supporting information in writing, and present the written, signed, and dated grievance to his/her immediate supervisor within ten (10) calendar days after the member knew, or should have known, the facts which gave rise to the administrative grievance.

An Administrative Grievance shall be addressed within the employee’s chain of command UNLESS the grievance involves sexual harassment, Equal Employment Opportunity issues, workplace violence, hostile work environment, or issues involving illegal acts. In such situations, the grievance shall be immediately brought to the attention of the Division Chief of Administration/HR and/or the Human Resources Director and/or the Deputy Chief of the Department.

RESOLUTION OF GRIEVANCES –

It is desirable that Administrative Grievances be resolved at the lowest level of supervision.

1. Any employee of the Department who receives a properly submitted grievance from a subordinate should reply in writing as soon as practicable, and in any case, no longer than ten (10) calendar days after receiving the grievance.

2. If an employee receives an unsatisfactory reply from the immediate supervisor, s/he may forward the grievance to the next level in the chain of command. An Administrative Grievance may be carried as far as the office of the Manager of Safety, provided that each succeeding level of command has had the opportunity to resolve the grievance. If a grievance is not answered in writing within ten (10) calendar days, at any level, it is to be considered ‘denied’ and the employee may move to the next level.

3. An Administrative Grievance shall not be directed to any office outside of the Department of Safety without written permission of the Department Chief and the Manager of Safety.

4. No part of the procedure listed above is to be used for Contract Grievances (issues directly related to the Fire Fighters Agreement between Local 858 and the City and County of Denver). The procedure for filing a Contract Grievance is found in Article XV of the Agreement.
As stated in the City of Denver Ethics Handbook, supervision of an immediate family member is a clear conflict of interest. No Fire Department officer shall be in a direct line of supervision over a member of his or her immediate family. An officer shall not supervise the supervisor of a family member.

When a member’s status changes, placing them in conflict of this Directive, they shall immediately notify their supervisor and provide changes to the Human Resources Division in writing.
It is the policy of the Fire Department to provide equal employment opportunity to individuals with disabilities. This Rule is intended to comply with, and be interpreted consistent with the Americans with Disabilities Act of 1990 ("ADA").

1) **Disability Discrimination** –
No member of the Department shall discriminate against a qualified individual with a disability because of the disability of such individual in regard to job application procedures, the hiring, advancement, or discharge of employees, employee compensation, job training, or other terms, conditions, or privileges of employment.

2) **Reasonable Accommodation** -
The Department shall provide a reasonable accommodation to the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, unless it can be demonstrated that the accommodation would impose an undue hardship on the operation of the Department.

3) **Qualification Standards and Direct Threat** -
It is not a violation of this policy for the Department to apply qualification standards, tests, or selection criteria that screen out, or tend to screen out or otherwise deny a job or benefit, to an individual with a disability if such standards, tests, or selection criteria have been shown to be job-related and consistent with business necessity, and such performance cannot be accomplished by reasonable accommodation. Qualification standards may include a requirement that an individual shall not pose a direct threat to the health or safety of the individual or other individuals in the workplace. Direct threat means a significant risk to the health or safety of the individual or others that cannot be eliminated by a reasonable accommodation.

4) **Qualified Individual with a Disability** –
A disabled individual is an individual who has:

   i) a physical or mental impairment that substantially limits one or more of the individual’s major life activities;

   ii) a record of such impairment; or

   iii) being regarded as having such an impairment.

A qualified individual with a disability is an individual with a disability who can perform the essential functions of the position he/she holds, or to which he/she seeks assignment or reassignment, with or without reasonable accommodation.
DENVER FIRE DEPARTMENT

DEPARTMENT DIRECTIVE

GUIDELINES

Section: Employee Management

Topic: Reasonable Accommodations for Individuals with Disabilities and the Interactive Process

Essential functions are included in the job descriptions for the Classified Service positions within the Department, and may be further defined by each Division Chief.

Rules and procedures for Reasonable accommodations for civilian members of the Fire Department are contained in the Career Service Rules.

5) Interactive Process -

The Department shall engage in the ADA interactive process upon notice of a firefighter’s need for reasonable accommodation. Such interactive process shall be a flexible, informal process that involves both the Department and the firefighter. The Career Service Authority ADA/EEO Employee Relations representative will facilitate the interactive process. The purposes of the interactive process shall be to determine if the firefighter (1) is a qualified individual with a disability within the meaning of the ADA; and (2) if so, whether the firefighter can be reasonably accommodated in his/her position as a Denver Firefighter, or in a vacant Career Service position. The interactive process requires good faith participation from both the firefighter and the Department.

The duty to engage in an interactive process is triggered upon the following events:

a) When a firefighter provides notice that he/she needs a reasonable accommodation for a physical or mental impairment, whether the result of on or off the job injuries or illnesses, by suggesting to his/her superior officer, supervisor, manager, or the human resources bureau that he/she requires a reasonable accommodation or needs to change or modify the manner, extent, or method of his/her job duties or responsibilities. The member may provide notice orally or in writing. The notice may be given in “plain English” and the firefighter does not have to use the words “reasonable accommodation,” mention the ADA, or use any specific terminology to give notice; or

b) When the Department has actual or constructive notice that a firefighter may have a disability for which that member needs a reasonable accommodation. The Department may be placed on such notice through its knowledge of the member’s hospitalization and treatment; placement of work restrictions on the member by physicians; the member’s receipt of a permanent impairment rating under workers’ compensation; or communication with family members, treating physicians, its own medical personnel, or medical personnel from Denver Health Medical Center or the Employees’ Medical Clinic.
Any superior officer, supervisor, or manager who receives notice of a request for reasonable accommodation shall contact the Human Resources Bureau immediately upon receipt of such notice.

6) Disability Determination -
   a) In making the determination that a firefighter has a disability within the meaning of the ADA and any resulting limitations, the Human Resources Bureau and/or the Career Service Authority may request and review medical records and other documentation in the possession, custody, or control of the member who claims to have a disability or his/her health care providers. The Human Resources Bureau and/or the Career Service Authority also may obtain an independent medical evaluation for the purpose of gathering information needed to make this determination. Such examinations and evaluations shall be reasonable and paid for by the Department.

   b) If the firefighter is determined not to be disabled as defined in this Directive, disqualification proceedings shall be initiated if the firefighter, nevertheless, is unable to perform the essential functions of his/her position.

7) Reasonable Accommodation -
   If the firefighter is determined to be disabled within the meaning of Title I of the ADA, the Human Resources Bureau and/or the Career Service Authority and the employee shall endeavor to identify any reasonable accommodations the employee may need to perform the essential functions of his/her position. The preferred option shall always be a reasonable accommodation that allows the member to remain in his/her existing job within the Denver Fire Department.

8) Reassignment -
   a) If it is determined during an interactive process that a disabled firefighter cannot be reasonably accommodated in his/her position in the Denver Fire Department, the Human Resources Bureau will determine, for any positions that become vacant within the Fire Department, if it can offer an internal reassignment. The disabled firefighter shall be offered a reassignment to a vacant Civil Service position within the Denver Fire Department, which is equivalent in terms of pay and benefits or, if none is available, to a position of lower pay and benefits. The disabled firefighter must meet the minimum qualifications and requirements for the position. The firefighter does not need to be the best-qualified individual for the position in order to obtain it as a reassignment. In no instance can the Denver Fire Department create a new position or remove an incumbent from a position in order to offer a reassignment.
DENVER FIRE DEPARTMENT

DEPARTMENT DIRECTIVE

GUIDELINES

Section: Employee Management

Topic: Reasonable Accommodations for Individuals with Disabilities and the Interactive Process

104.03 Reasonable Accommodations for Individuals with Disabilities and the Interactive Process

b) If it is determined, during an interactive process, that a disabled firefighter cannot be reasonably accommodated in his/her position in the Denver Fire Department, the Human Resources Bureau will also request that the Career Service Authority search for a vacant position within the Career Service that could be offered as a reassignment.

i) The disabled firefighter shall be offered a reassignment to a vacant Career Service position which is equivalent in terms of pay and benefits or, if none is available, to a position of lower pay and benefits. The disabled firefighter must meet the minimum qualifications and requirements for the position as determined by the Career Service Authority. The firefighter does not need to be the best-qualified individual for the position in order to obtain it as a reassignment.

ii) If the firefighter is reassigned to a vacant position, the firefighter shall be provided any reasonable accommodation necessary for the firefighter to perform the essential functions of the reassignment position.

iii) The Career Service Authority first shall attempt to identify a vacant Career Service position which is equivalent in terms of pay and benefits within the Fire Department. If none exists, the Career Service Authority shall attempt to identify a vacant position, which is equivalent in terms of pay and benefits within another Career Service agency or department. If no equivalent position exists, the Career Service Authority shall attempt to identify a position of lower pay and benefits, first in the Department, and then in another Career Service agency or department. It is solely within the City’s discretion as to which vacant position to offer the employee.

iv) The responsibility to reassign a disabled firefighter by either the Denver Fire Department or the Career Service Authority to a vacant Civil Service or Career Service position ends three (3) months after the Career Service Authority has identified Career Service job classifications for which that firefighter is qualified.

v) During the interactive process, a firefighter may decline a demotion reassignment position and request that the Career Service Authority continue looking for comparable vacant positions within the three-month time period. However, if a firefighter declines an offer of a comparable position in terms of salary and benefits, the interactive process will cease and the Career Service Authority shall not be required to continue looking for suitable reassignment positions. If no vacant position becomes available during the three-month period, disqualification proceedings shall be initiated. The responsibility to engage in the interactive process may terminate earlier if the firefighter withdraws his or her request for a reasonable accommodation.
vi) In identifying a vacant position to which a disabled firefighter may be reassigned, the Career Service Authority shall analyze the firefighter’s specific experience, skills and background, and shall also analyze the specific job duties of the vacant position by consulting with the department or agency in which the vacancy exists. If determined necessary, the Career Service Authority shall have a job analysis performed of the vacant position.

vii) If a disabled firefighter is reassigned to a vacant position, and the department or agency subsequently determines that the disabled firefighter is unable to perform the essential functions of the position, with or without reasonable accommodation, the interactive process will be resumed and the Career Service Authority shall attempt to identify another vacant position to which the disabled employee can be reassigned for a period not to exceed three months. The interactive process need not be resumed if the employee has performance problems in the position that are unrelated to his or her disability, or if the employee is dismissed as a disciplinary measure for misconduct.

viii) Before rejecting or denying a reasonable accommodation by reassignment to a job on the basis that the individual poses a direct threat to the health and safety of the employee or others, the Career Service Authority shall perform an individualized assessment of that individual's ability to perform safely the essential functions of the reassignment position. In making this determination, a number of factors shall be considered, including but not limited to the duration of the risk, the nature and severity of the potential harm, the likelihood that the potential harm will occur, and the imminence of the potential harm. The Career Service Authority will consider input from the individual, the experience of that individual in previous similar positions, medical judgment that relies on the best available objective evidence, the opinions of medical doctors and other professionals or associates of the individual who have expertise in the medical condition involved, and/or direct knowledge of that individual’s qualifications or ability to perform the job.

ix) If the Career Service Authority believes that an individual with a disability poses a direct threat to himself or herself or others, the employee shall be advised of the reasons for the proposed rejection, including each essential function of the job, which it has been determined the individual cannot safely perform, and the reasons why the individual cannot safely perform those functions. The Career Service Authority shall invite the individual to provide, within a reasonable time, additional information in regard to his or her ability to safely perform the job, with or without reasonable accommodation, including, but not limited to information from other physicians and information about the individual's current and recent physical capabilities.
Career Service Authority shall maintain records of all factors considered in reaching its final decision.

x) Reassignment shall not be to a position that constitutes a promotion.

xi) The Career Service Authority is not required to reassign a firefighter to a vacant position if the firefighter does not have a disability within the meaning of the ADA. The Career Service Authority is not required to reassign a firefighter, who is totally disabled and unable to perform the essential functions, with or without reasonable accommodation, of any position in the Career Service.

xii) The Career Service Authority is not required to reassign a firefighter to a vacant position if the member can still perform the duties of his or her present position, with or without reasonable accommodation.

xiii) The Career Service Authority is not required to create new positions for the purpose of reassigning an individual with a disability. Reassignment is limited to existing positions or to positions that become vacant in the Career Service within the three-month time period.

xiv) The Career Service Authority is not required to reassign an individual with a disability to a position for which the employee cannot perform the essential functions with or without reasonable accommodation or where the reasonable accommodation would pose an undue hardship.

xv) Should a firefighter with a disability be reassigned to a vacant Career Service position as a form of reasonable accommodation, the employee will no longer be a Classified Service employee, but instead will be a new Career Service employee. Under this circumstance, the reassigned member will be entitled to the pension given to Career Service employees after the appropriate number of years of service for vesting within the Career Service system. The reassigned employee is not entitled to retroactive vesting for this pension for his/her years of service as a Classified Service employee. A firefighter seeking reassignment to a Career Service position may be eligible to receive a pension from the Fire and Police Pension Association if he or she qualifies under FPPA rules.

xvi) If a firefighter is reassigned to an equivalent or demoted position, the reassigned member shall be paid at the step closest to the one he or she earned in the Classified Service position.

9) Leave without Pay during Interactive Process -

During the interactive process, if a disabled firefighter is unable to perform his/her existing job, the employee may use any available sick leave, donated sick leave, vacation
leave, or compensatory leave authorized by the Collective Bargaining Agreement. If no such paid leave is available to the disabled firefighter, he or she shall be provided with authorized leave without pay during the interactive process. This policy does not grant any additional sick leave or other paid or unpaid leave beyond what a firefighter would ordinarily be entitled to under the Charter, the Collective Bargaining Agreement in effect, or any other personnel rule.

10) Retaliation and Coercion -

a) It is a violation of this directive to discriminate against any individual because that individual has opposed any act or practice prohibited by this directive or because that individual filed a grievance or appeal, testified, assisted, or participated in any manner in an investigation, proceeding, or hearing to enforce any provision contained in this rule.

b) It is a violation of this directive to coerce, intimidate, threaten, harass or interfere with any individual in the exercise or enjoyment of, or because that individual aided or encouraged any other individual in the exercise of, any right granted or protected by this directive (including, but not limited to, making a request for a reasonable accommodation).

11) Confidentiality and Record Keeping –

Information obtained during the interactive process regarding the medical history of an employee or applicant shall be collected and maintained on separate forms and in separate files and be treated as confidential, except that:

a) Supervisors, managers, human resources personnel and other City employees involved in the interactive process may obtain access to such information on a need-to-know basis.

b) Supervisors, managers, human resources personnel and other appropriate City employees may be informed regarding necessary restrictions on the work or duties of an employee and necessary accommodations.

c) Emergency medical care and safety personnel may be informed, when appropriate, if the disability might require emergency treatment.

d) Information may be given to the state worker’s compensation offices, and state second injury funds, in accordance with the State of Colorado’s worker compensation laws.
A Denver firefighter, under the Civil Service, shall be separated without fault if a physical, legal, mental, or emotional impairment or incapacity, occurring or discovered after appointment, prevents satisfactory performance of the essential functions of the position.

Prior to disqualification, because of physical or mental impairment or incapacity, if it is determined through the interactive process that a firefighter is disabled within the meaning of the Americans with Disabilities Act of 1990 (ADA), the Department will have attempted to make a reasonable accommodation pursuant to the Department directive on reasonable accommodations.

(1) Grounds for Disqualification:

A firefighter shall be deemed to be disqualified if any of the following conditions occur:

a) Pre-Employment Physical Examination: When an applicant is appointed before the final report of a pre-employment health examination is received, and the final report shows that the employee is not physically qualified to perform the duties of the position;

b) Post-Appointment Incapacity: When a firefighter becomes unable to perform the duties of the position because of mental or physical incapacity;

c) Necessary Special Requirement: When a job specification lists necessary special requirements and the firefighter fails to meet those requirements;

d) Legal Requirements: When the law requires a license or other authorization to perform the duties of a position and the firefighter does not have the required authorization.

(2) Procedure:

a) Prior to disqualifying a firefighter, the Department shall have offered the firefighter applicable leave entitlement and shall, if such impairment is due to a qualifying disability as defined in the Americans with Disability Act, have attempted to make reasonable accommodations. Such reasonable accommodations may include, if appropriate, reassignment to a vacant civilian position within the meaning of the ADA.

b) When disqualification is contemplated, the following procedures shall be followed:
i. The firefighter shall be given written notification that disqualification is being considered. The notification shall include the reason for the disqualification considered, including the facts which are believed to justify the disqualification, and notice of a meeting at which the firefighter will be given the opportunity to present information related to the contemplated action. The firefighter shall also be notified that he/she may have a representative present.

ii. The pre-disqualification meeting shall be presided over by the Chief of the Department or a designee. Service of the written notification shall be reviewed and the firefighter, or his/her representative, shall be given the opportunity to respond to the specifications of the contemplation letter and, if appropriate, present ideas for possible accommodation.

iii. The Chief shall issue a written recommendation concerning the disqualification. Any recommendation to disqualify the firefighter shall be sent, along with other relevant information, to the Manager of Safety for final approval.

iv. The Manager of Safety shall make a determination on the disqualification.

v. A separation based on disqualification may be appealed in accordance with Rule XII of the Civil Service Commission Rules. However, the appeal shall not prevent the separation from becoming effective.

(3) Re-Employment:

A firefighter who has been separated as a result of disqualification shall be entitled to the same re-employment rights as a firefighter who has separated under honorable circumstances, pursuant to Department rules and the City Charter, provided that the former firefighter demonstrates to the Chief of the Department, the Manager of Safety, and a majority of the Civil Service Commission that the former firefighter can perform the essential functions of the position.

(4) Confidentiality of Information:

Whenever information pertaining to a disability is gathered as part of a medical examination or to attempt an accommodation, such information shall not be disclosed except to medical personnel, the administration of the Department, and to supervisory or administrative personnel necessary to the implementation of this rule.
I. PURPOSE

A guideline for returning to active suppression duty; ensuring firefighter can perform minimum requisite skills

II. SCOPE

Firefighters separated from the Department longer than 90 days, firefighters assigned to modified duty longer than 180 calendar days, firefighters wishing to return to a suppression assignment after working with restrictions, and firefighters off duty as a result of time-trades and/or a combination of time-trades, vacation, or sick leave usage longer than 180 calendar days shall complete Re-Kindle before returning to suppression duty.

III. DEFINITIONS

Re-Kindle: Department Directive for returning to active suppression duty

Active Suppression Duty: Assignment to an emergency response vehicle

IV. RESPONSIBILITIES

A. Member Responsibilities:

1. When returning from separation, firefighter shall follow all Civil Service Rules and scheduling.
2. When released to full duty by attending physician at Occupational Health, hand-deliver documentation to HRB.

B. HRB Responsibilities:

1. Review all applicable documentation.
2. Have firefighter review all new memoranda and Department policies.
3. Set up schedule with the Training Division to complete skill reviews.

C. Training Responsibilities:

1. Review SCBA and PPE with the firefighter.
2. Review any new equipment or procedures.
   a. JPRs are taken from Pro Board and State Division of Fire and are specific to NFPA 1001 Professional Qualifications for Fire Fighters.
   b. Eight JPRs will be selected and performed in series.
   c. Each JPR contains critical failure components.
   d. All eight JPRs must be completed with constant motion.
   e. Until changes, the test will include CMCB job sheets: P-1, P-2, H-5, H-2, L-4, L-6, H-13, and SR-6. Test must be completed in this order.

4. Notify Operations Division of firefighter’s success or failure. Firefighter will have two attempts within 30 days to complete the test. If successful, contact the Operations Division. If unsuccessful, contact HRB.

D. Operations Responsibilities:

   1. Ensure firefighter has required certifications and that certifications are up to date.
   2. Ensure firefighter has uniform allotment.
   3. Coordinate with HRB for an assignment.

E. HRB Responsibilities:

   If firefighter is unsuccessful in Re-Kindle, take actions as appropriate to circumstance.
Prior to separation, resigning probationary members must submit in writing reasons for selecting to resign from the Department. The letter is to be completed and presented to the Human Resources Bureau at the time of a formal exit interview.

The Chief of the Department is to inform the Manager of Safety of all separations before they take place, and will provide the Manager with a written copy of reasons for resignation, along with exit interview documentation. The Manager of Safety may elect to interview resigning members, prior to separation.
Purpose

The purpose of discipline is to correct inappropriate behavior or performance. The type and severity of discipline shall be reasonably related to the gravity of the infraction, and take into consideration the member’s past record. The supervisory officer shall impose the type and amount of discipline he/she believes is needed to correct the situation and achieve the desired improvement in behavior or performance.

Discipline Process

The discipline process can be initiated at any supervisory level. Once an officer has reason to believe that departmental Directives, Guidelines, or conduct standards have been violated, the officer must begin an investigation into the facts and circumstances surrounding the conduct at issue. The length and depth of the investigation will depend upon the facts of each case, taking into consideration the nature and severity of the alleged infraction, the number of potential rule violations, the complexity of the factual situation, the number of potential witnesses, the level of contemplated disciplinary options, and any other circumstances unique to the alleged misconduct or performance problems.

Following the investigation, the officer will determine whether any disciplinary action is appropriate, and if so, will make a recommendation of the level of discipline that he/she believes is appropriate. If the officer believes that discipline greater than a written reprimand is appropriate, a pre-disciplinary meeting with the Chief of the Department will be required.

After the discipline has been issued the documentation shall be sent to HRB for review, approval and filing in the members discipline file. Once the discipline has been reviewed a copy of the documentation will be sent back to the member through the chain of command. This will be done so that the member will have a copy of the discipline and also so the member’s superiors are notified of the discipline. Confidentially must be maintained in all matters related to discipline on a need to know basis.

Contacting Human Resources Bureau

The Human Resources Bureau is a resource to help officers through the investigation and disciplinary process. Officers shall contact HRB for guidance and assistance in all disciplinary matters. HRB shall provide information on procedures, the appropriate level of investigation and discipline, similar cases, past discipline, and commendations. HRB will also assist in reviewing cases to advise on the appropriate level of discipline.
DENVER FIRE DEPARTMENT

DEPARTMENT DIRECTIVE

Section: INVESTIGATIONS

Topic: Disciplinary Guidebook, Denver Fire Department Human Resources Bureau

Review of Discipline

All recommendations for discipline shall be reviewed by the Chief of the Department or the Chief’s designee. The Chief of the Department reserves the right to change the recommended discipline as he/she believes appropriate, even if the member has agreed to a level of discipline recommended by the disciplining officer. No verbal or written reprimand will be final until reviewed by the Chief of the Department, or the Chief’s designee and no disciplinary action greater than a written reprimand will be final until reviewed by both the Chief of the Department, and the Manager of Safety, or their designees. Disciplinary actions greater than a written reprimand will be imposed by departmental order from the Manager of Safety as required by Denver City Charter § 9.4.14.

Disciplinary Actions which may be Grieved or Appealed

A verbal reprimand may not be grieved or appealed. A written reprimand may be appealed to the next level of supervision only, as defined by the Department Operating Guidelines. All discipline other than reprimands may be appealed to the Civil Service Commission pursuant to Denver City Charter § 9.4.15.

Progressive Discipline

Wherever practicable, discipline shall be progressive. However, any measure or level of discipline may be used in any given situation as deemed appropriate. Under appropriate circumstances, immediate dismissal may be warranted. Failure to correct behavior or committing additional violations after progressive discipline has been taken may subject the member to further disciplinary action, including dismissal. The member’s past discipline record and the nature and severity of the offense will be taken into consideration when determining the appropriate level of discipline.

Limits on use of Disciplinary History

Verbal or written reprimands which are more than five years old shall not be considered for purposes of progressive discipline, unless the member receives any disciplinary action within five years of the conduct for which the current discipline is being contemplated. Prior disciplinary actions greater than verbal or written reprimands may be considered for purposes of progressive discipline, regardless of when they occurred.
**Verbal Reprimand**

The verbal reprimand is often the most effective tool for the company officer to correct behavior. When an incident occurs in which the officer determines, after gathering the relevant facts, that a verbal reprimand is appropriate, the officer will meet with the member and issue the verbal reprimand. During the meeting, the officer will also coach and counsel the member as to how his/her behavior or performance can be improved.

At the end of the meeting the officer will present the member with a form documenting that the verbal reprimand has been given. (A “Verbal Reprimand” form is included at the end of this guide, and a template will be sent to each firehouse and subdivision). The member shall sign the form. The member’s signature is not a statement of agreement or disagreement; it signifies only that the member is in receipt of the document.

After the form is signed by the member, it will be sent to the Human Resources Bureau for review by the Chief of the Department or his/her designee. If the reprimand is approved by the Chief/designee, it becomes final. The original “Verbal Reprimand” form will be filed by HRB in the department’s discipline files. A copy of the verbal reprimand will be sent to the member through the chain of command.

**Written Reprimand**

The written reprimand is the next step in the progressive discipline process. When the supervising officer believes that correcting the behavior requires more than a verbal reprimand, based on the nature and severity of the infraction, and/or based on the member’s past disciplinary history, a written reprimand may be issued. (A “Written Reprimand” form is included at the end of this guide, and a template will be sent to each firehouse and subdivision.) The “Summary of Events” section of the form must be completed with sufficient detail to allow the member to provide a defense. The sections of the form entitled, “Previous Discipline” and “Commendations” shall be verified through the Human Resources Bureau.

After completing the form, the supervising officer will meet with the member and permit the member to provide an answer to the charge(s), and tell his/her side of the events. If the officer determines that a written reprimand is still justified, the officer will issue the written reprimand. During the meeting, the officer will also coach and counsel the member as to how his/her behavior or performance can be improved.
At the conclusion of the meeting the member shall sign the form. If the member is in agreement with the reprimand and recommended action, the member will check and initial the box marked, “Agree” on the form. The written reprimand will then be sent to HRB for review by the Chief of the Department or his/her designee. If the written reprimand is finalized by the Chief’s review, the original “Written Reprimand” will be filed in the department discipline files. A copy will be sent to the member through the chain of command. If the written reprimand is not approved by the Chief/designee, a pre-disciplinary meeting with the Chief of the Department will be set.

**Appealing a Written Reprimand**

If the member does not agree with the written reprimand, the member will check and initial the box marked, “Disagree” on the form. The documentation shall then be forwarded to the next level of supervision.

The officer at the next level of supervision shall review the case, interview the member and the initial disciplining officer, and make a recommendation to uphold or change the written reprimand. If the written reprimand is upheld or reduced, no further appeal is permitted. The discipline will then be sent to HRB to be reviewed by the Chief of the Department or his/her designee.

If the recommended discipline is increased, a pre-disciplinary meeting will be scheduled with the Chief of the Department. A recommendation by the Chief of the Department of discipline greater than a written reprimand will be sent to the Manager of Safety for final review.

If the reprimand is finalized after the Chief’s review, the original “Written Reprimand” will be filed in the department discipline files; the member will receive a copy through the chain of command.

- **Suspension, Involuntary Demotion, Fines or Dismissal**

Before a member is suspended, involuntarily demoted, subject to fines or dismissal, the Chief of the Department shall hold a pre-disciplinary meeting. A pre-disciplinary meeting is not required for verbal and written reprimands.
The purposes of the pre-disciplinary meeting include the following:

1) To allow the employee to correct any errors in the Department’s information or facts upon which it proposes to take disciplinary action

2) To allow the employee, in a non-adversarial setting, to tell his or her side of the story and present any mitigating information as to why the disciplinary action should not be taken.

A member is not entitled to representation by an attorney during the pre-disciplinary meeting. However, a member may have an attorney or union representative present during the meeting. Statements, which a member is compelled to make under threat of possible job forfeiture, may not be used against the member in a criminal prosecution.

**Notice of Contemplation of Disciplinary Action and Pre-Disciplinary Meeting**

A “Contemplation of Disciplinary Action” form must be used whenever an officer contemplates disciplinary action other than a verbal or written reprimand, i.e., suspension, involuntary demotion, fines, or dismissal. (A copy of the form is included at the end of this guidebook, and a template will be sent to each firehouse and subdivision.) The officer will complete the “Summary of Events” section of the form with sufficient detail to allow the member to provide a defense. The officer will then contact HRB for further direction. HRB will advise the company officer on the appropriateness of the recommended level of discipline, and will advise on the level of investigation required. HRB will also verify previous disciplinary actions and commendations.

After the investigation is completed, the “Contemplation of Disciplinary Action” form will be sent to the City Attorney’s Office for review. The member will be served with a copy of the “Contemplation of Disciplinary Action” form, which will detail the time and place of the pre-disciplinary meeting with the Chief of the Department. The Chief will make a recommendation regarding discipline. Any disciplinary recommendation by the Chief greater than a written reprimand will be sent to the Manager of Safety for final review. Any discipline imposed by the Manager of Safety will be issued by departmental order.

The departmental order of discipline will be served upon the member in person with a certificate of hand delivery, or by certified mail. The original will be filed in the department disciplinary file.
Appealing Suspension, Involuntary Demotion, Fines, or Dismissal

A member or the member’s designated representative may file an appeal for hearing with the Civil Service Commission in all disciplinary matters, except those involving reprimands; within ten (10) calendar days from the date of service of a Departmental order of disciplinary action. The appeal shall contain the name and address of the appellant, a copy of the departmental order of disciplinary action, and a brief summary of the appellant’s objections to the Departmental order.

Possible Causes for Dismissal

The following actions may be cause for dismissal. A lesser discipline may be imposed where circumstances warrant. It is impossible to identify within this list all conduct which may be cause for dismissal. Therefore, this is not an exclusive list.

♦ Gross negligence or willful neglect of duty.

♦ Use of alcoholic beverages, debilitating drugs, or any substance, which impairs the member’s physical or mental capacities while on duty, or when susceptible to emergency recall.

♦ Engaging in any sexual activity while on duty.

♦ Theft, destruction, or gross neglect of property or materials of any person while the member is on duty or on City and County premises.

♦ Dishonesty, including but not limited to: altering or falsifying official records or examinations; accepting, soliciting, or making a bribe; lying to superiors or falsifying records with respect to official duties, including work duties, or disciplinary actions; using official position or authority for personal profit or advantage, including kickbacks; or any other act of dishonesty not specifically listed in this paragraph.

♦ Carrying a weapon onto City property or to a work location without written permission by the Chief of the Department or his/her designee. Exempt from this policy are the arson investigators, and tools that are necessary for firefighters to perform their duties.
Disciplinary Guidebook, Denver Fire Department Human Resources Bureau

- Refusing to comply with the orders of a superior officer or refusing to do assigned work which the member is capable of performing.

- Threatening, fighting with, intimidating, or abusing employees or officers of the City and County of Denver for any reason, including but not limited to: intimidation or retaliation against an individual who has been identified as a witness as a party, or as a representative of any party to any hearing or investigation relating to any disciplinary procedure or a violation of a city, state or federal rule, regulation or law.

- Conviction of a crime.

- Any conduct in violation of the Denver Fire Department Code of Conduct, including failure to observe departmental directives and City of Denver Executive Orders.

- Conduct not specifically identified herein may also be cause for dismissal.

Disciplinary action taken may not be reversed or modified by a hearing officer on the grounds that the stated reason(s) for the disciplinary action are not specifically contained in this list.

**Causes for Progressive Discipline**

The following unacceptable behavior or performance may be cause for progressive discipline. Failure to correct behavior or committing additional violations after progressive discipline has been taken may subject the employee to further discipline, up to and including dismissal from employment. It is impossible to identify within this list all potential grounds for disciplinary action; therefore, this is not an exclusive list.

- Reporting to work after the scheduled start time of the shift.

- Failure to meet established standards of performance including either qualitative or quantitative standards.

- Abuse of sick leave or other types of leave, or violation of any rules relating to any forms of leave. Abuse of sick leave shall be defined as any member who does not follow the guidelines set forth in department policy or the union contract (i.e. calling in sick to perform off duty work).
Failure to maintain satisfactory working relationships with co-workers, other City and County employees or the public.

Failure to observe the Denver Fire Department Code of Conduct, including failure to observe departmental directives and City of Denver Executive Orders.

Carelessness in performance of duties and responsibilities.

Neglect in care or use of City and County property.

Failure to comply with the instructions of an authorized supervisor.

Conduct not specifically identified herein may also be cause for progressive discipline.

Disciplinary action taken may not be reversed or modified by a hearing officer on the grounds that the stated reason(s) for the disciplinary action are not specifically contained in this section.
VERBAL REPRIMAND

Date

IN THE MATTER OF: Name

DISCIPLINE:
This letter is to be considered a Verbal Reprimand for the violations listed below. Any future violations of Department Code of Conduct Standards may result in further disciplinary action against you including but not limited to suspension or termination.

Reason for Discipline:
Brief statement containing facts related to the violation, i.e. On Tuesday June 6, 2002 you were 5 minutes late for your assignment at Station 60.

By your actions, you have violated the following Denver Fire Department Code of Conduct Standards:

CODE OF CONDUCT
EVERY MEMBER SHALL:
The identified number(s) indicates violations of conduct.

List all numbers that apply from list below.

1. Comply with the Guidelines of their respective Divisions and written Directives of both the Denver Fire Department and the City of Denver.
2. Use their training and capabilities to protect the public at all times.
3. Work to the level of expertise in their position so as to enable all department programs and functions to operate effectively.
4. Always conduct themselves to reflect credit on the Department and the City of Denver.
5. Supervisors will manage in an effective, considerate and fair manner. Subordinates will follow instructions in a positive, cooperative manner.
6. Always conduct themselves in a manner that creates good order inside the Department.
7. Keep themselves informed to enhance their awareness and efficiency concerning their positions.
8. Be concerned and protective of each member’s welfare.
10. Use good judgment.
11. Keep themselves physically fit.
12. Observe the work hours of their position.
13. Obey the law.
14. Be responsible and maintain any/all department equipment and property at an efficient and usable level.

**NO MEMBER SHALL:**
The identified number(s) indicates violations of conduct.

*List all numbers that apply from list below.*

15. Engage in activity that is detrimental to the Department.
16. Engage in a conflict of interest to the Department or use their position with the Department for personal gain or influence.
17. Use alcoholic beverages, debilitating drugs, or any substance that impairs their physical or mental capacities while on duty, or when susceptible to emergency recall.
18. Fight. Engage in intimidating, threatening, or hostile behaviors, physical assault, or other acts of this nature.
19. Engage in any sexual activity while on duty.
20. Abuse their sick leave.

On *Date*, *Name* was coached and counseled in the matter of *Subject*.

________________________________________  ____________________________________________
Date                                              Officers Signature
By signing this document you are attesting to the fact this discipline has been reviewed with you by the disciplining officer. Verbal reprimands can not be appealed.

This verbal reprimand is subject to final review and approval by the Chief of the Department.

Approved by
Chief of Department or Designee Signature
**WRITTEN REPRIMAND**

(Date)

**IN THE MATTER OF: Name**

**DISCIPLINE:**
This letter is to be considered a **Written Reprimand** for the violations listed below. Any future violations of Department Code of Conduct Standards may result in further disciplinary action against you including but not limited to suspension or termination.

**SUMMARY OF EVENTS:**
On or about (Date), you...

By your actions, you have violated the following Denver Fire Department Code of Conduct Standards:

**CODE OF CONDUCT**

**EVERY MEMBER SHALL:**
The identified number(s) indicates violations of conduct.

*List all numbers that apply from list below.*

1. Comply with the Guidelines of their respective Divisions and written Directives of both the Denver Fire Department and the City of Denver.
2. Use their training and capabilities to protect the public at all times.
3. Work to the level of expertise in their position so as to enable all department programs and functions to operate effectively.
4. Always conduct themselves to reflect credit on the Department and the City of Denver.
5. Supervisors will manage in an effective, considerate and fair manner. Subordinates will follow instructions in a positive, cooperative manner.
6. Always conduct themselves in a manner that creates good order inside the Department.
7. Keep themselves informed to enhance their awareness and efficiency concerning their positions.
DEPARTMENT DIRECTIVE

Section: INVESTIGATIONS
Topic: Disciplinary Guidebook, Denver Fire Department Human Resources Bureau

8. Be concerned and protective of each member’s welfare.
9. Operate safely
10. Use good judgment.
11. Keep themselves physically fit.
12. Observe the work hours of their position.
13. Obey the law.
14. Be responsible and maintain any/all department equipment and property at an efficient and usable level.

NO MEMBER SHALL:
The identified number(s) indicates violations of conduct.

List all numbers that apply from list below.

15. Engage in activity that is detrimental to the Department.
16. Engage in a conflict of interest to the Department or use their position with the Department for personal gain or influence.
17. Use alcoholic beverages, debilitating drugs, or any substance that impairs their physical or mental capacities while on duty, or when susceptible to emergency recall.
18. Engage in intimidating, threatening, or hostile behaviors, physical assault, or other acts of this nature.
19. Engage in any sexual activity while on duty.
20. Abuse their sick leave.
21. Steal

PREVIOUS DISCIPLINE:

Include all pertinent previous discipline here. Verify with HRB.

COMMENDATIONS:

Include awards and letters - Department or outside.

On Date, Name was coached and counseled in the matter of Subject.

__________________________________________
Date Officers Signature
DENVER FIRE DEPARTMENT

DEPARTMENT DIRECTIVE

Section: INVESTIGATIONS
Topic: Disciplinary Guidebook, Denver Fire Department Human Resources Bureau

Date Members Signature

Agree ____________ (Initial and date)
Disagree ____________ (Initial and date)

Date Reviewing Officers Signature

Reduced to a Verbal Reprimand
Sustained
Recommended Action

Date Members Signature

By signing this document you are attesting to the fact this discipline has been reviewed with you by the disciplining officer.

This Discipline is subject to final review and approval by the Chief of the Department

Date
Approved by
Chief of Department or Designee Signature
CONTEMPLATION OF
DISCIPLINARY ACTION

Date

IN THE MATTER OF: Name

DISCIPLINE:
This letter is to be considered a Notice of Possible Discipline for the violations listed below. Any future violations of Department Code of Conduct Standards may result in further disciplinary action against you including but not limited to suspension or termination.

SUMMARY OF EVENTS:
On or about (Date), you.

By your actions, you have violated the following Denver Fire Department Code of Conduct Standards:

CODE OF CONDUCT
EVERY MEMBER SHALL: The identified number(s) indicates violations of conduct.

List all numbers that apply from list below.

1. Comply with the Guidelines of their respective Divisions and written Directives of both the Denver Fire Department and the City of Denver.
2. Use their training and capabilities to protect the public at all times.
3. Work to the level of expertise in their position so as to enable all department programs and functions to operate effectively.
4. Always conduct themselves to reflect credit on the Department and the City of Denver.
5. Supervisors will manage in an effective, considerate and fair manner. Subordinates will follow instructions in a positive, cooperative manner.
6. Always conduct themselves in a manner that creates good order inside the Department.
7. Keep themselves informed to enhance their awareness and efficiency concerning their positions.
8. Be concerned and protective of each member’s welfare.
10. Use good judgment.
11. Keep themselves physically fit.
12. Observe the work hours of their position.
13. Obey the law.
14. Be responsible and maintain any/all department equipment and property at an efficient and usable level.

NO MEMBER SHALL:
The identified number(s) indicates violations of conduct.

List all numbers that apply from list below.

15. Engage in activity that is detrimental to the Department.
16. Engage in a conflict of interest to the Department or use their position with the Department for personal gain or influence.
17. Use alcoholic beverages, debilitating drugs, or any substance that impairs their physical or mental capacities while on duty, or when susceptible to emergency recall.
18. Engage in intimidating, threatening, or hostile behaviors, physical assault, or other acts of this nature.
19. Engage in any sexual activity while on duty.
20. Abuse their sick leave.

PREVIOUS DISCIPLINE:

Include all pertinent previous discipline here. Verify with HRB.

COMMENDATIONS:

Include all awards and letters - Department or outside.

RECOMMENDED ACTIONS:

Brief statement which includes recommended actions and justification for the level of discipline.
The pre-disciplinary meeting is scheduled for Day, Date, at Time hours in the Fire Chief’s Office. The purposes of this meeting are to allow you to correct any errors in the Agency’s information or facts, to tell your side of the story and to present any mitigating information as to why possible disciplinary action should not be taken. You are entitled to have a representative of your own choosing present at this meeting. It is not necessary that your representative be a Denver City and County employee.

You may present a written and/or verbal statement at the pre-disciplinary meeting. Your statement, prior disciplinary history and work record will be given full consideration before a final decision is made regarding any disciplinary action. Please note, no decision regarding any action has been made nor will be made until the pre-disciplinary meeting has been completed.

If you and/or your representative fail to appear at the scheduled time, I may consider this failure a waiver of your appearance.

________________________________________  ______________________________
Date  Approved for pre-disciplinary meeting
      Chief of the Department Signature

FINAL DISCIPLINARY ACTION:
Final action(s) taken.

________________________________________  ______________________________
Date  Final discipline approved by
      Chief of the Department Signature

________________________________________  ______________________________
Date  Members Signature
The following guidelines are to be followed when an investigation concerning Fire Department members is conducted by an outside investigator or agency. A cooperative effort is expected and specific guidelines may be modified to suit the needs of the member, the Department, and the investigator/agency.

- Fire Department will have a witness present for all interviews.
- The interviewee may have a witness present, but that witness may not actively represent the interviewee during the course of the interview.
- The Fire Department will decide if the interview will be recorded – in conjunction with the outside investigator.
- If a recording is made, the Fire Department will record the interview(s). A copy of the recording will be provided to the interviewee by request in writing.
- Scheduling of interviews will be coordinated with the Fire Department representative.
- Follow-up tasks, i.e., delivery of paperwork or evidence, will be coordinated with the Fire Department representative.
- All Fire Department Administrative Leave and/or Overtime will be coordinated through HRB/IAB prior to leave time being granted.
- The investigator/investigating agency will provide regular updates on the investigation to the HRB/IAB representative.
- The report of the investigation will be delivered to the Fire Department in a timely manner.
- The HRB/IAB representative will provide all assistance possible to the outside investigator/agency.

Per the Charter of the City and County of Denver, members are required to cooperate in any formal investigation.
Physical Fitness Activity:
In concert with the development of the Department’s wellness program, all suppression members shall make every effort to participate in one hour of physical fitness during their work shift. Suppression firefighters may utilize public parks and recreation centers within their first-in district, but shall remain in service at all times. Non-suppression members are encouraged to participate in one hour of physical fitness activity three times per week. All fitness activities shall be approved and coordinated by Assistant Chiefs and/or Division Chiefs. Members commencing new fitness activity should consult their physician prior to beginning any such activity.

When utilizing public facilities, activities shall be limited to walking, jogging, running, weight lifting, and/or calisthenics-type activities. Racquet sports, team sports, or any activity that necessitates the use of special equipment (weight equipment excepted) is unacceptable. If a member is unfamiliar with the proper use of weight equipment, they shall seek advice from representatives at the facility prior to utilizing same.

Utilization of City Recreation Centers:
The Denver Fire Department has entered into a partnership with the Denver Parks and Recreation Department whereby all on-duty suppression firefighters will have the opportunity to utilize the City’s fitness facilities for one hour per work shift. The Department pays an annual fee for the privilege of providing this one-hour visit to members free of charge. It is imperative that all members follow the established guidelines which have been established by the Parks and Recreation Department.

All House Captains and Division Heads will be issued a Special User Membership Card, allowing employees assigned to them access to public recreation centers. They shall be responsible for establishing and implementing guidelines for maintaining control of the Special User Membership Card. Currently, lost cards or other fitness-related issues shall be immediately directed to the Deputy Chief’s Office.

This administration fully supports any and all physical fitness activities that are deemed appropriate and beneficial to our Department. This Directive is not intended to deter additional firefighter activities in and around the firehouse; it is merely an addendum to current programs.

(see attached policy)
Denver Parks and Recreation Policy for Special User Membership Cards:

**Purpose:** To provide guidelines for Special User Membership Cards

**Policy:** The department of Denver Parks and Recreation has created a Special User Membership Card which will allow other City agencies and non-profit organizations access to any of the 30 recreation facilities, in their efforts to make Denver a better place to live and work.

**Guidelines:**

1. All Special User Membership Card users must show their membership card upon entering the recreation center. If they are a City employee, they must also show their City ID. Desk attendants are to ensure that these cards are swiped in the same manner as regular cards.
2. City agencies and non-profit organizations are the only authorized users of the Special User Membership Card. **No exceptions.**
3. Valuables may not be checked at the counter (i.e. wallets, money, watches, keys, etc.) The recreations center is not responsible for stolen items.
4. Special User Membership Cards provide access to the fitness center and weight rooms **only.** Special User Membership Card holders who wish to use the swimming pool (lap swim), gymnasium for drop-in basketball, or a class (i.e. fitness class) will be charged the appropriate fees.
5. In the case of Denver Parks and Recreation’s partnership with the Denver Fire Department, each fire station will receive one card that can be used at any of the 30 recreation centers. Membership cards’ usage data is associated with the fire stations and not individuals, therefore Fire Department personnel are only allowed to use the Special User Membership Card during their work shift hours only.

**Fitness Center Rules:**

1. Please wear proper gym attire and gym shoes – no cleat shoes, bare or stocking feet.
2. Please do not bring any food in the fitness room.
3. No smoking, alcoholic beverages, or illegal drugs.
4. Return weights as well as fitness machines back to their original condition.
5. Use weight equipment at your own risk*

* Members unfamiliar with the proper use of weight equipment shall seek assistance from recreation facility staff.
Department of Safety personnel, acting within the peer support program, will keep communications made to them confidential, except when the communication involves any of the following circumstances:

1. Child abuse or neglect, or elder abuse or neglect;
2. A risk of physical harm to the member who made the communication (e.g. suicide), or a risk of physical harm to another;
3. Criminal activity;
4. On-the-job activity that presents a safety risk to Department of Safety personnel or the public;
5. When the peer supporter is an officer, and keeping the communication confidential conflicts with the duties and responsibilities of an officer.

When any of the above circumstances exist for breaching confidentiality, the peer supporter will report the information to the department psychologist as well as to the appropriate authorities, which may include, depending on the nature of the information, the member’s chain of command, a potential victim, a social services agency, a law enforcement agency, or, if subpoenaed, to a court of law.
**Purpose**

The objective of this policy is to assure that appropriate interventions are instituted immediately following critical incidents in order to minimize stress-related injury to fire department personnel.

**Background**

An increasing body of scientific evidence has demonstrated, over the last 20 years, that “critical incidents” – defined as those incidents with an unusually strong emotional impact – leave many emergency services personnel who work the incidents with stress-related symptoms. These symptoms can include physical, cognitive and emotional reactions, such as those listed below.

**Physical Reactions:** Fatigue, insomnia (which may turn to hypersomnia), nightmares, hyperactivity, exaggerated startle reactions, lethargy, psychosomatic problems (e.g., headaches, or digestive problems).

**Cognitive Reactions:** Concentration and problem-solving difficulties, “flashbacks” (vivid, distressing recollections of the sights, sounds, and smells of the incident), indecisiveness, memory disturbances, preoccupation with the incident.

**Emotional Reactions:** Anxiety and fear, depression, emotional numbing, guilt, oversensitivity, irritability, feelings of helplessness.

Such symptoms may develop immediately following the incident, or may be delayed. Sometimes the cumulative impact of several incidents, rather than a single incident, elicits the symptoms. Sometimes a current incident can elicit distressing recollections and symptoms associated with a prior incident. The development of symptoms in some firefighters following critical incident exposure is normal and expectable, and is not an indication that the affected firefighters are psychologically weak or disturbed. Usually the symptoms are transient (lasting for a few days or weeks) and interfere minimally with the individual’s performance. Sometimes, however, the symptoms may persist for longer periods and have a more disruptive impact. One study, involving a large urban fire department, determined that one in six firefighters experienced symptoms persistent and severe enough to significantly disrupt their functioning at some time during their firefighting careers. Other studies have determined that appropriate critical incident stress management (CISM) interventions can dramatically reduce the likelihood that symptoms experienced in reaction to critical incidents will persist and have significantly disruptive impact.
Nature of Critical Incidents

Critical incidents are those which expose responding firefighters to potentially traumatic impact. They usually involve death, the threat of death, or the mutilation of victims. In general, the likelihood that an incident will have traumatic impact on firefighters, and therefore, qualify as a critical incident, increases with the number of victims, the youthfulness of victims, the severity of injuries, the degree of identification that firefighters feel between the victims and themselves or those they love (e.g., child victim reminds firefighter of his own child), the length of exposure to the incident scene, the degree of threat that that factors at the scene pose to the safety of firefighters and others present, and the degree of responsibility firefighters feel for the outcome of the incident. Some specific examples of critical incidents where CISM interventions will most likely be needed include: incidents resulting in the death or severe injury of a firefighter; incidents involving several dead or severely injured victims; incidents in which victims sustain unusually gruesome injuries; incidents involving child deaths or severe injuries; long lasting incidents during which there is persistent threat to the safety of firefighters or civilians at the scene. Some events that occur off-duty may also qualify as critical incidents because of the strong emotional impact they can be expected to have on firefighters. An example would be the suicide or other sudden, unexpected death of a firefighter.

The Critical Incident Stress Management (CISM) Team

The Denver Fire Department’s CISM team is composed of the department psychologist and those members of the Peer Support group, who have completed their CISM training. All CISM team members have undergone a minimum of 16 hours of basic CISM training in addition to their other psychology or peer support training.

Types of CISM Interventions

On Scene Support: Members of the CISM team will report to major critical incident scenes, when requested by the Incident Commander or Safety Officer. The team will normally be stationed at the rehab area established near the scene. The team will advise commanding officers about the scheduling of rest breaks and rotation of personnel so as to minimize the traumatic impact of the event on firefighters. Team members will also provide support to firefighters on rest breaks, may recommend longer breaks for some firefighters who show stress reactions, and may recommend that individuals or crews be taken out of service when they have sustained extended, traumatic exposure. The team will provide or arrange for support services for any such individuals or crews, and will
begin planning for defusings and debriefings to be conducted following incident resolution.

**Individual Consultations:** Any member of the department may request an individual consultation with a peer support member or the department psychologist after exposure to a critical incident. Individual consultations may be the preferred intervention when only one member of a crew is experiencing stress reactions and symptoms, while other crew members have been unaffected. They are the most commonly used CISM interventions.

**Group Interventions-Defusings and Debriefings:** Defusings and Debriefings are CISM group intervention techniques employed soon after the critical incidents severe enough to have impacted several members of the crew(s) working them. Both defusings and debriefings consist of structured group discussions of the incident and its impact on the firefighters involved in the response. The difference between the two procedures is that defusings are somewhat less formal and are conducted as soon after resolution of the incident as possible, generally within the same shift. They will be the more commonly utilized of these procedures within the department. Debriefings, in contrast, are a bit more formal in structure, and are conducted after some time has passed – optimally within 24-72 hours of the incident. They are generally reserved for incidents having more intense or far-reaching impact on firefighters. Occasionally, when a defusing discloses that many firefighters are experiencing significant reactions to an incident, a debriefing covering the same incident will be scheduled for a few days later.

For both defusings and debriefings, it is strongly encouraged that all personnel actively involved in the incident participate. This can include dispatchers and other personnel, who were not at the scene, but who nevertheless were actively involved and may have been impacted. Personnel with no active involvement in the incident should not be included. All participants in defusings and debriefings may be asked to share factual information, but the degree of personal disclosure of reactions to the incident is entirely voluntary. Defusings and debriefings are not critical reviews of operations, and nothing disclosed in a debriefing or defusing is to be later shared with non-participants. A participant may disclose to others what he or she had to say during the procedure, but should not reveal any of the comments or reactions of other participants to those not present. In both procedures, CISM team members help to structure the discussion and provide information about dealing with the reactions that participants may be experiencing.
**Activation (Call Out) of the CISM Team**

**Individual Consultations:** Any department employee may request an individual consultation from a peer support member or the department psychologist at any time. A roster of peer support members, including the psychologist is posted in every firehouse.

**On Scene Support:** The decision to call out the CISM team to provide on scene support will normally be made by the Incident Commander, or Safety Officer, or by the Fire Chief. The initial call should be made to the department psychologist, via his pager. The psychologist will report to the scene, and will coordinate the call out of other CISM team members as needed. When the psychologist is on leave, or otherwise unavailable, the initial call will be made to the peer supporter who is providing coverage. This peer supporter can be contacted by dispatch via the peer support pager number.

**Defusing and Debriefings:** 1) Any firefighter, officer or chief concerned about the impact of a critical incident may request that the CISM team provide a group intervention. Contact should initially be made either with the department psychologist, or with the peer support member providing coverage. 2) In order to assure that appropriate interventions are considered for all potentially critical incidents, Dispatch will notify the department psychologist of all incidents involving any of the following:

- On duty death or severe injury to a firefighter.
- Death or severe injury to a child.
- Multiple deaths or mutilations.
- Lengthy exposure to scenes with multiple victims, or where firefighters are exposed to serious threats to their own lives or safety.
- Any other events for which Company Officers or District Chiefs become concerned about the emotional/psychologist reactions of firefighters.

Dispatch will also notify the psychologist in the event of the suicide or other sudden death of any department employee or immediate family member. When the department psychologist is unavailable the covering peer supporter will be notified. When notified of a potentially critical incident, the psychologist (or covering individual) will, once operations at the scene have been completed, contact the officers of the crew(s) and the District Chiefs involved to discuss the incident and the reactions of personnel. The psychologist will ask if CISM procedures are wanted, and may suggest these procedures if the circumstances seem to warrant them. If agreement on CISM intervention(s) is reached, the intervention(s) will be scheduled, and the psychologist will contact other CISM team members to assist.
Additional CISM Resources for Major Incidents: For some major incidents, such as disasters, the resources for the department’s CISM team may not be adequate to provide all the required interventions. In these situations the department psychologist will call on the Mayflower CISM team for assistance, and will help coordinate the work of that team with the department’s team.

**What to Expect from Defusings & Debriefings**

The following are the benefits that personnel should expect from attending a defusing or debriefing:

1. A confidential forum in which to share reactions to the incident with fellow personnel.
2. The experience of emotional release and mutual support.
3. The awareness that if you are suffering negative feelings or stress-related to the incident:
   a. You are not alone.
   b. Your reactions are normal, and are not signs of psychological weakness.
   c. Emotional support is available from fellow workers, if you are open to it.
   d. Your sharing about your own reactions may be helpful to others.
   e. There are specific steps you can take to help you resolve, over the course of time, your negative reactions to the incident.
On February 5, 1993, President Clinton signed the Family and Medical Leave Act of 1993 to become effective August 5, 1993. For Collective Bargaining agreements, the effective date will be upon termination of the current contact or February 5, 1994, which ever is first. This legislation requires employers with 50 or more employees to provide up to 12 weeks of unpaid leave for birth, adoption or illness.

The purpose of Family Medical Leave is to allow eligible employees to take time away from work to attend to the needs of newborn, adopted or foster children, stepchildren, legal wards or a child of an employee standing in loco parentis, an illness of the employee, or the illness of a member of the employee’s immediate family or a family member who is incapable of self care.

FAMILY MEDICAL LEAVE SHALL BE AVAILABLE WHEN:

- A son or daughter has been born to, adopted by, placed in foster care, or legal guardianship with an employee and the child needs care.
- The employee has a serious health condition.
- A member of the employee’s immediate family has a serious health condition or is incapable of self-care and the employee is needed to provide care for that family member.

SERIOUS HEALTH CONDITION

A physical or mental illness, injury, impairment or condition, including prenatal care, which involves inpatient care in a medical facility or continuing treatment by a health care provider, or which prevents the employee from performing the functions of the position held.

This policy would not change any current sick, maternity or parental leave that is already in place, except when the Family and Medical Leave Act is more generous. Then, existing policies would need to be revised to reflect Federal law.

ELIGIBILITY

Any employee who has been employed for at least 12 months and has worked at least 1250 hours in the 12-month period preceding the beginning of the leave shall be eligible to use family and medical leave.
REQUESTING FAMILY MEDICAL LEAVE

Except for emergencies, family medical leave must be requested 30 days in advance. Employees should use proper channels as with any other type of leave. In emergencies, family medical leave must be requested as soon as practicable. The pertinent information needed when requesting family medical leave is the general reason for the leave (birth, adoption, illness of self or family member), the anticipated start of the leave and the anticipated duration of the leave. The employer shall ask for verification every 30 days.

USE OF FAMILY MEDICAL LEAVE

No more than 12 weeks of family medical leave may be used in any 12-month period. The 12-month period shall begin when family medical leave was first used. Family medical leave is unpaid leave, unless an employee elects to substitute sick leave, comptime, or vacation leave for unpaid family medical leave. If any of the above paid leaves are substituted for unpaid leave it will be counted against total time allotted for family medical leave.

Where there is a case of both husband and wife employed by the same employer, the amount of family and medical leave shall be determined as follows:

For the birth, adoption, foster care or legal guardianship of a child, or serious medical condition of the parents of an employee, the leave available shall be the combined total of 12 weeks during any 12-month period.

For a serious medical condition of either or both employees, 12 weeks of family medical leave may be used by each employee in any 12-month period.

INTERMITTENT USE OF FAMILY MEDICAL LEAVE

Intermittent use of family medical leave shall be granted upon a showing of medical necessity based upon a serious health condition of the employee or an immediate family member. The appointing authority may require an employee on intermittent leave to temporarily transfer to another position with the same pay and duties. This transfer would only last for as long as the intermittent leave was in use and only if it serves a purpose resulting from the intermittent leave. Misuse of intermittent or any family medical leave shall be cause for disciplinary action.
MEDICAL STATEMENT

The appointing authority shall request a statement signed by the health care provider.

MAINTENANCE OF BENEFITS

It is the responsibility of an employee on unpaid family medical leave to provide that share of payments necessary to maintain any health and life insurance. Also, an employee who wants to continue pension contributions will need to continue to provide his or her regular contribution. The employer’s and employee’s share of health plan premiums shall be paid in the same proportion as before the leave was taken. It is the responsibility of the employee using unpaid family medical leave to learn how and when premium payments are made.

RETURN FROM FAMILY MEDICAL LEAVE

An employee returning from family medical leave shall be returned to the same position that the employee held when leave began. An equivalent position has equivalent pay, benefits, and other terms and conditions of employment. Longevity and seniority will not accrue if family medical leave used is a leave of absence without pay greater than thirty calendar days. Paid leave or leave without pay less than thirty calendar days will not affect longevity or seniority.

When an employee returning from family and medical leave is not qualified or able to perform the essential functions of the position to which the employee was returned, the employee shall be given a reasonable opportunity to become qualified or seek accommodation. If this cannot be accomplished, the appointing authority may disqualify the employee after referring to any ADA accommodations.

RECORDKEEPING

The following information shall be kept on the use of family medical leave: name, SSN, title or position, rate of pay, hours worked per pay period, dates or hours family and medical leave was taken, amounts, if appropriate, of premium payments made by the agency to the employee’s health plan, and posting of appropriate notice. All records will be kept for a minimum of three years.
NOTIFICATION

It is the employer’s responsibility to see that all employees are made aware of the Family and Medical Leave Act and to inform employees of their rights and responsibilities in regards to requesting and use of their leave.
DENVER FIRE DEPARTMENT

DEPARTMENT DIRECTIVE

Section: DEPARTMENT EQUIPMENT
Topic: Theft And Vandalism to Fire Department Property

Any time a theft, presumed theft, or vandalism of Fire Department property occurs, it shall be the duty of the officer in charge of said property to notify:

1. The Denver Police Department
2. The Fire Investigation Bureau
3. The District Chief

It is imperative that the theft or vandalism be reported as soon as possible.

Due to the costs being incurred from the loss and destruction of Fire Department equipment and supplies, the following policies are effective immediately:

**Accountability**

1. Company Captains will be held responsible for their apparatus and apparatus inventory.
2. House Captains will be held responsible for their station and station inventory.
3. Each member will be held responsible for their personal firefighting equipment and clothing.

Company Captains shall institute policies for members to follow in inventorying and caring for all equipment. Some items to consider are as follows:

1. A daily inventory by the junior company members and initialed by the on-duty Officer for accountability.
2. A daily inventory conducted by the entire crew with responsibility assigned to each member for certain tools and equipment.

All Officers will be held responsible for stopping apparatus immediately, including emergency responses to retrieve lost equipment.

Company Captains and House Captains shall inventory their apparatus and station by December 1, 1989, reporting missing items and returning extra items to the Warehouse.
An inventory will be made at a later date by department staff, and Captains will be held responsible at that time for missing or extra equipment.

Any members found negligent in the loss or destruction of Department equipment will be held responsible for that loss, and may have to cover the costs of the equipment.

All lost, stolen or abused Fire Department property must have a written report filed on it and must be accompanied by a letter from the District Chief or supervisor explaining the actions they have taken.
Executive Order No. 25 establishes the policy for use of City vehicles. In support of this order, the Denver Fire Department Vehicle Use Policy is as follows:

**Class I**

Employees whose nature of work requires response to any activity critical to the operation of the Fire Department

*Class I* drivers are authorized full use of the assigned vehicle to include: driving to and from work and for personal use. For use under this provision, the employee’s residence and personal use must be within a 25 mile radius of the City and County building.

The Mayor or Manager of Safety shall grant this use classification.

**Class II**

An employee whose nature of work may require them to be subject to recall for activities critical to the operation of the Fire Department

*Class II* drivers are authorized to drive the assigned vehicle to and from work. For use under this provision, the employee’s residence must be within a 25 mile radius of the City and County building. No personal use is authorized for a *Class II* driver.

Division heads may authorize *Class II* status provided the following criteria are met:

- The driver must respond to emergencies on non-scheduled work program services that require the use of special equipment.

- The emergency or service request must necessitate immediate action for the protection of property or the health and safety of citizens.

- A supervisor has requested, in writing, and the appointing authority has approved, in writing, that the driver be allowed to drive a vehicle home because of specific job duties, more efficient use of staff time or other demonstrated needs.

- Personnel who must report to their regular duty station in order to respond to the call for service are not authorized to drive a City vehicle home.

Division heads wishing to designate vehicle assignments under the *Class II* category must submit a request in writing to the Chief of Department for his approval.
Mileage reimbursement shall be for use of personal vehicles for City business.

Mileage claimed for reimbursement during regular working hours shall begin and end at the regular duty station. When an employee reports to a location other than their regular duty station, mileage will begin at the first stop and end at the last stop where City business is conducted.

I. Initial Approvals:
   A. Employee completes Business Use of Personal Automobile Form (available under DFD Web/Downloadable Forms/Finance/Vehicle Forms) and forwards to their respective Division Chief with a copy of their insurance card. **It is each employee’s responsibility to confirm with their insurance agent if they carry the minimum state coverage specified under the “Colorado Auto Reparations Act.”**
   B. Division Chief authorizes use of personal vehicle and forwards original documents to the Driving Coordinator at Training, with copies to Payroll and the employee.
   C. Driving Coordinator reviews driver’s license data on file with Motor Vehicle Division every six (6) months to determine if mileage privileges should be revoked.
   D. Following Division Chief’s approval, the employee may utilize their personal vehicle for business use for purposes of business mileage reimbursement.

II. Reimbursement Procedures:
   A. Employee records daily and total mileage on Mileage Summary Form (available under DFD Web/Downloadable Forms/Finance/Vehicle Forms) and obtains supervisor’s approval signature.
   B. Employee submits mileage form to payroll within five (5) working days of end of the bi-weekly payroll period.
   C. All mileage reimbursements that do not have an approved Business Use of Personal Automobile Form on file in the Payroll office will be rejected.
   D. Payroll maintains all mileage forms and approvals for review by the City’s Controller or Auditor’s Office.

III. All employees shall notify their supervisor of any change in driver’s license status or decreased insurance coverage and ensure compliance with the following:
   A. Department Directives: 114.07 – Driver’s License and Violation Reporting and 114.09 – Use of Seat Belts in Department Vehicles
B. Current City Fiscal Accountability Rule regarding *Use of Personal Vehicles for City Business* (available from the Department’s Finance Office or denvergov.org website)
OVERVIEW –

Executive Order 10 *Outside Employment and Outside Business Employment Policies for Employees of the City and County of Denver, (October 29, 2002)* establishes and confirms the policies and the potential conflicts of interest for employment or business away from the Fire Department.

The *Code of Ethics of the City and County of Denver (January 2001, as amended)* also address these issues in Section 2-63. It states: (a) All officers other than elective officers and all employees shall report existing or proposed outside employment or other outside business activity in writing to their appointing authorities prior to accepting the same. All officials shall report any change in employment status which could give rise to a conflict of interest and (b) An officer or employee who has received the written permission of the appointing authority may engage in outside employment or other outside business activity.

In September of 2004, the *Code* was revised to require that such request for outside employment or business be accomplished annually.

PROCEDURE FOR EMPLOYEES –

1. All employees desiring to engage in outside employment or outside business activities shall complete and submit an *Outside Employment and Business Request* form, through their Division Chief, to Administration prior to engaging in the activity. The Chief of the Department or the Chief’s designee will review the request and give final approval where appropriate.

2. A new request form shall be filed by the end of January in each year in which the employee works or intends to work, or when the nature of the outside work changes.

3. A request form shall be submitted at any time during the year when the employee desires to engage in an activity for which a request has not been previously made.

4. Requests will be reviewed by the Chief (or designee) and returned to the employee with approval or disapproval within 10 days of receipt. Copies of the form will be sent to the employee’s Division Chief and to Human Resources for the employee’s file.
CRITERIA FOR EVALUATING OFF DUTY EMPLOYMENT OR BUSINESS –

- Any activities directly or indirectly connected with any off-duty work shall not interfere with Fire Department duties or responsibilities.

- Work hours of the off-duty work or employment shall not interfere with the employee’s Fire Department work schedule and shall not compromise the employee’s performance.

- Off-duty business or employment shall not result in a conflict of interest as defined by Executive Order 10 or the Ethics Code of the City and County of Denver.

- Off-duty employment or business shall not constitute a threat to the status or integrity of the Denver Fire Department, including employment dealing with adult entertainment, pornography or gambling not exempted by law.
DENVER FIRE DEPARTMENT

DIRECTIVE

Topic: Written Communication

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DEPARTMENT DOCUMENTS

1000 – Denver Fire Department Directives

2000 – Denver Fire Department Standard Operating Guidelines

3000 – Denver Fire Department Training Manual

4000 – Denver Fire Department Definitions

Department Memoranda

DIVISION DOCUMENTS

Division Memoranda

GENERAL CORRESPONDENCE

Form 1A – Internal Correspondence

Denver Fire Department Letterhead – External Correspondence

E-Mail
DENVER FIRE DEPARTMENT

DIRECTIVE

Topic: Written Communication

Department Documents – Flow Chart

* GC (GENERAL CORRESPONDENCE)
DENVER FIRE DEPARTMENT

DIRECTIVE

Topic No: 1000.00
Date: 11-03-11
Approved: TB for TAB

Replaces: Same, dated 04-30-10

Topic: Written Communication

DEPARTMENT DOCUMENTS

Directive: A statement of what to do that must be obeyed

Administrative in nature
Established through the Fire Chief
Applies to all members
Permanent in nature
Written in standard paragraph format to the extent possible

Standard Operating Guideline (SOG): A rule of principle that provides guidance to appropriate behavior

Established through the Fire Chief
Applies to all members
Permanent in nature
Written in standard paragraph format to the extent possible

Department Memorandum: Brief written communication

Written by/through the Fire Chief
Applies to all members
May introduce revisions to a Directive or Standard Operating Guideline (SOG)
Temporary in nature; does not change guidelines or directives
Has a Department-specific Memorandum Control Number (MCN)

DIVISION DOCUMENTS

Division Memoranda shall not contradict or supersede a Department Directive or Standard Operating Guideline!

Division Memorandum: Brief written communication

Written by/through the Division Chief
Applies to all members of the Division
Temporary in nature; does not change guidelines or directives
Has a Department-specific Memorandum Control Number (MCN)
GENERAL CORRESPONDENCE

Internal Correspondence (Form 1A): General purpose document used primarily for communication within the Department

Written by ANY member
Can be addressed to any member through the Chain of Command

External Correspondence (Letterhead): General purpose document used primarily for communication outside the Department

Official in nature
Written by any member within their official capacity

Memorandum Control Number (MCN): Located in the upper left corner of memorandum

Abbreviations:
- All Members – Fire Chief Memo  FCM
- Division 1 – Operations   OPS
- Division 2 – Fire Prevention   FP
- Division 3 – Technical Services  TEC
- Division 4 – Administration  ADM
- Division 5 – Safety and Training  TRN
- Division 6 – Airport    DIA

Example:  FP-004-2009 (e.g., Fire Prevention Division memorandum; fourth (4th) document of 2009)

004 = Number of memorandum, in sequential order, starting over at 000 at the beginning of each year

2009 = Year released
DENVER FIRE DEPARTMENT

DIRECTIVE

Section: WRITTEN COMMUNICATIONS
Topic: Communication Responsibilities

RESPONSIBILITIES

All Department personnel shall be responsible for:

Familiarizing themselves with, maintaining a constant awareness of, and following all Department Directives and Standard Operating Guidelines

All supervisory personnel shall be responsible for:

Informing and educating their members in regards to any new or revised written document(s)

Compliance by subordinate personnel with all Department Directives and Standard Operating Guidelines

Division Chiefs are responsible for:

Informing and educating their members

Chief of Department is responsible for:

Identifying, on an ongoing basis, the need to establish or modify a Department Directive, Standard Operating Guideline (SOG), or memorandum

Ensuring that new or modified Department Directives, Standard Operating Guidelines (SOGs), and memoranda are prepared and distributed in a timely manner

Maintaining a current master file of all Department written communications in hard copy and or electronic format as determined by the Chief or his/her designee.
PURPOSE: To identify means of communication other than radio communications, and to establish a consistent, professional protocol for their usage

SCOPE: Applies to all Denver Fire Department personnel

I. RADIO

A. FCC Regulations:

The FCC (Federal Communications Commission) has authority in regard to use and operations of the Denver Public Safety radio system. Sections 501 and 605 of the FCC Manual cover Fire Department operations.

FCC regulations prohibit the following:

1. Transmission of superfluous signals, messages, or communications of any kind.
2. Use of profane, indecent, or obscene language.
3. Causing unlawful or malicious interference with any radio communications.
4. Willfully damaging or permitting radio equipment to be damaged.
5. Interception and use or publishing the contents of any radio message without the written permission of the Fire Department.
6. Making unnecessary or unidentified transmissions.
7. Transmitting without first making sure the intended transmissions will not cause harmful interference.
8. Denying access to radio equipment or records to a properly identified representative of the FCC. Equipment and/or records must be made available for inspection at any reasonable hour.
9. Transmitting a call signal, letter, or numeral which has not been officially assigned.

B. Radio Transmissions

Fire Department radio transmissions are monitored by many other agencies. The press, radio, TV, and private citizens are often interested in our activities. It is important to maintain professionalism at all times when using the Denver Fire Department radio. Use plain English in a clear, calm voice. Short, concise messages are most easily understood. The use of radio codes is not necessary, with the exception of Codes 9, 10, 96, 97, 98, 99, and 100:
1. **Code 9**: Non-emergency movement. No use of emergency warning equipment.

2. **Code 10**: Emergency movement. Use of all installed emergency warning equipment.

3. **Code 96**: A police officer is needed at your location. The Dispatcher will request a police response as soon as possible. Please give the Dispatcher the nature of the problem. The police will ask for that information. This code could be used during an EMS call where a patient is giving you trouble, is very unruly, or in any way poses a threat to someone.

4. **Code 97**: Unruly crowd. Small, localized situation, demonstration, or sit-in. Possibly hostile crowd. The Dispatcher will notify the Duty Officer and Police Department when necessary. The Duty Officer should notify the Chief of Department, Operations Chief, and District Chief as necessary.

5. **Code 98**: The number of people involved in a Code 97 is increasing. Hostile or violent acts occurring. Dispatcher will:
   a. Alert all Stations and units on the air.
   b. Put the Hold Order in effect.
   c. Keep the Duty Officer informed.
   d. Monitor the police tactical channel being used for the incident.

6. **Code 99**: Major disturbance, either imminent or in progress and affecting large or multiple portions of the city. The Incident Command System will be implemented. All procedures in Codes 97 and 98 have been implemented.

7. **Code 100**: An individual company or member is calling for emergency assistance.

C. Radio Messages

A two-way message initiated by the Dispatcher consists of five parts:

1. **Contact**: Initiates the conversation: “Dispatcher to Engine 28.”
2. **Response**: The response completes the contact and authorizes the sender to proceed with the message: “Engine 28, Quincy and Sheridan, standing by.”

3. **Text**: The text of message is the information being conveyed: “Engine 28, respond to a car fire at Quincy and Stuart.”

4. **Confirmation**: The confirmation is the receiving unit’s way of saying that the message has been received and understood: “Engine 28, message received, responding to a car fire at Quincy and Stuart.”

5. **Close**: The Dispatcher will close all messages with the time of day that indicates the Dispatcher is ready for additional radio traffic.

Message Types:

1. **Urgent**: Requires immediate acknowledgement and response. (Activating the emergency button on your radio will also alert the Dispatcher that you are in trouble or have Urgent traffic.

Urgent messages are initiated by transmitting the unit ID and the word “Urgent.” The Dispatcher will acknowledge the transmission and clear all other radio traffic for the emergency message if necessary. Example: “Engine 28, Urgent! We have witnessed a serious accident at Quincy and Sheridan. We will need Denver Health and a truck to respond to this location. Cover for us at Quincy and Stuart.”

Examples of Urgent messages that should be made immediately:

a. Reporting fires or stills
b. Transmissions of task force assignments and greater alarms of fire
c. Requests for ambulance, police, or other resources
d. Accidents involving Denver Fire Department vehicles
e. Mechanical breakdowns en-route to alarms
f. “Code Red” utility calls
g. Firefighters or civilians trapped or in need of immediate assistance
2. Routine

No emergency. Transmitted as soon as time and radio traffic permit:

a. Units reporting in service, in quarters, etc.
b. Requests for utilities and other public agencies
c. Arrival/size-up reports
d. Requests for information
e. Routine tests and messages

Pertinent information that would affect apparatus “on the air” shall be relayed as soon as possible. This includes street and alley closings, hydrants in or out of service, and apparatus out of service or out of position. The Dispatcher must use discretion in determining the immediacy of any message.

II. VOCALARM

The VocAlarm is the primary method of communicating with the firehouses. VocAlarm messages are acknowledged manually in the stations. The acknowledgement is displayed on the Dispatcher’s VocAlarm screen.

A. Dispatched Calls

Companies selected to respond to an alarm will be given a brief description of the incident and then will receive an oscillating tone signal (long ring). After the station(s) have acknowledged the tone, the Dispatcher will give a complete description of the response, including type of alarm, units responding, map page, address, building and/or apartment identification, cross street, units responding from on the air or from locations other than their normal response area, and any other information that might be helpful to the responding companies. The complete message will be repeated three times. The dispatching sequence will conclude with the time.

At the Dispatcher’s discretion, units assigned to an incident that will be responding from on the air may be contacted either before or after those responding from their stations.

At the conclusion of the VocAlarm dispatch, the Dispatcher will broadcast the same information at least twice on the radio. The Dispatcher should leave about a
one-minute interval between broadcasts. Radio transmissions conclude with the time of day.

B. VocAlarm Messages

Messages to fire station on the VocAlarm are generally limited to the following:

1. Hold Order in effect or lifted
2. Streets, alleys, and hydrants in or out of service
3. Conditions, including weather, that may affect response
4. Messages of general interest

III. BUSINESS/ADMINISTRATIVE AND OTHER STATION TELEPHONES

The City of Denver business phone system can be used as a backup method of dispatching in the event of failure of all other means of communications.

A. Answer promptly.
B. Identify yourself: For example: “Fire Station 16, Smith speaking.”
C. Take information, be prepared to take notes; you may receive a fire response or other Urgent message.
D. If the caller asks for someone else, stay on the line until that person answers.

IV. FACE-TO-FACE COMMUNICATION

This may provide a good alternative to the radio when communicating sensitive information.

V. PAGE TAP

Page tap data is sent to the station receiver/printer as soon as companies are committed to an incident in CAD and will usually precede VocAlarm notification.
OVERVIEW

It is the intent of the Denver Fire Department that, to the greatest extent possible, overtime opportunities be offered in a fair, consistent, and equitable manner to all eligible Classified employees, while still meeting the needs of the Department in terms of daily operations, rank structure, the staffing of specialty companies, and the terms of the current collective bargaining agreement.

A. Overtime Hiring Steps Defined in Order of Occurrence

Advance Availability  – The process of an employee entering in TeleStaff her/his desire and availability to work overtime prior to the time that vacancies occur. Employees may change their availability status as they wish. Employees may not enter Advance Availability more than 21 days in advance.

Advance Hiring  – Hiring that takes place for known/scheduled vacancies up until 2200 hours the night before the shift, based on the needs of the Department and the employee’s Advance Availability as entered in TeleStaff. Lead time for Advance Hiring depends on the overall staffing needs of the Department. TeleStaff will begin calling to fill these vacancies several days in advance of their occurrence.

Short Notice Overtime  – Hiring that takes place between the hours of 0631 - 0930 on the day of the shift. TeleStaff will be directed to begin calling as soon as possible. Hours will be charged if the member is signed up available but turns down this opportunity.

Urgent Hire/Late Night Hire  – Urgent Hire is hiring that takes place between the hours of 0931 - 2200 the day of the shift. This will be the procedure used by TeleStaff after the normal hiring processes have failed to fill a vacancy by 0930, or in the event an unscheduled vacancy occurs after 0930 hours. Late Night Hire is hiring that takes place between the hours of 2201 – 0630 of the current shift. In the case of both procedures, the goal is to fill the position as quickly as possible. The opportunity for overtime will be offered by position vacated in the following manner: 1) Firehouse of the affected apparatus, starting with the member with the most overtime hours. 2) District of the affected apparatus, starting with the member with the most overtime hours. 3) City-wide, starting with the member with the most overtime hours. Refusals and no contacts will not be logged into members’ overtime buckets. Any overtime hours worked will be counted in the appropriate overtime bucket. District Chiefs and the TeleStaff Coordinator will have the authority to outbound outside the overtime opportunity ratio (or overtime averages for DIA) in order to fill the vacancies in a timely manner. If a vacancy is filled outside the
DENVER FIRE DEPARTMENT

DIRECTIVE

Topic: Overtime Procedures

overtime opportunity ratio, the District Chiefs and/or TeleStaff Coordinator will be responsible for restoring equality in a timely manner. Any time this procedure is initiated, the TeleStaff Coordinator will be contacted via e-mail.

Recall – Such a condition is reserved as a right of management and is further authorized by the Fire Fighters Agreement (Contract) in Article VIII – “CALL BACK COMPENSATION, FIRE FIGHTER OBLIGATION, AND OVERTIME.” If, in the sole opinion of the Fire Chief or his/her designees, it is necessary to call fire fighters back to work during their normal time off, such recalled fire fighters must report for duty. Failure to report for duty, if personally contacted, shall subject such fire fighter to disciplinary action pursuant to the Charter of the City unless reporting is excused by the Chief or his/her immediate designee. In the case of a refusal, inability to work, or failure to report for duty, if personally contacted, the applicable hours will be logged into the member’s overtime bucket and may subject such member to disciplinary action as determined by the Chief or his/her immediate designee. Employees may be recalled as deemed necessary by the Chief or his/her immediate designee, based on their normal work location, by their operational capability, or by the proximity to the need for additional staffing, etc. An effort will be made to staff recall apparatus with the appropriate number and rank of fire fighters.

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<td>Advanced Hiring</td>
<td>Up until 2200 hours day before shift</td>
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</tr>
<tr>
<td>Short Notice Hiring</td>
<td>0631-0930 day of shift</td>
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<tr>
<td>Urgent Hire</td>
<td>0931-0630 during shift</td>
<td>No</td>
</tr>
<tr>
<td>Recall</td>
<td>Anytime</td>
<td>Yes, if personally contacted</td>
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OTHER DEFINITIONS:

Full Overtime –
- Operations and DIA Operations: Assigned work environment is 48 hours per week.
- Any overtime 12 hours or more counts as a full shift of overtime.
Overtime Procedures

- Overtime of less than 12 hours counts as a partial shift.
- Support service (excluding Dispatch and Fire Investigations): Assigned work environment is 40 hours per week.
- Any overtime 4 hours or more counts as a full shift of overtime.
- Overtime of less than 4 hours counts as a partial shift.
- Dispatch* and Fire Investigations: Assigned work environment is 40 hours per week / 12 hours per shift.
- Any overtime 6 hours or more counts as a full shift of overtime.
- Overtime of less than 6 hours counts as a partial shift.

* Please note that as of January 1, 2013, the Dispatch unit will be changing its assigned work environment to 48 hours per week. Overtime opportunities will be treated accordingly.

Normal Assignment – This is the employee’s regular Department assignment. The job and/or duty performed must be part of the job description for the member’s permanently assigned position. USAR, Wildland, Adjunct Instructor (unless assigned to Training), or other administrative assignments are not considered part of a member’s normal assignment.

Normal Overtime – Overtime assigned under normal circumstances. The employee will be performing duties related to his/her permanent assignment or as approved according to the needs of the Department.

Overtime - Overtime shall include any extension of shift, extra duty, or recall period when an employee is entitled to extra pay for the time worked.

Overtime Environment – The normal work hours for the job being performed on overtime. The overtime environment for:
- Operations and DIA Operations is 48 hours per week / 24 hours per shift
- Fire Investigation and Dispatch* is 40 hours per week / 12 hours per shift
- All other sub-divisions are 40 hours per week / 8 hours per shift

*Please note that as of January 1, 2013, the Dispatch unit will be changing its assigned work environment to 48 hours per week.

Partial Overtime – Any overtime that is less than 50% of the hours worked within the overtime environment. For example, a Partial Overtime in Operations is an overtime of less than twelve (12) hours.
Partial Overtime hours worked will accrue in the same manner as Full Shift Overtime hours. The total Partial Overtime hours accrued in the member’s partial overtime bucket shall determine the employee’s position with regard to Partial Overtime eligibility.

Partial Overtime will be hired using the same procedure as all other overtime situations.

**Special Overtime** – Overtime worked by an employee that is outside the normal job, and/or duties performed at the member’s current assigned position. Examples of some of these duties are: USAR, Wildland, Adjunct Instructor (not assigned to Training), Detail, or other administrative assignments. This category of overtime will not accrue in the employee’s normal overtime bucket.

**TeleStaff Coordinator** – A Command Officer (Captain or above) assigned to the Administration Division who is appointed by the Division Chief to be responsible for oversight of TeleStaff utilization and functions.

**Charged Opportunity** – When a no-contact or refusal is logged into TeleStaff during Short Notice Hiring, Mandatory Assignment, or Recall, the hours for that overtime opportunity will be added to the member’s overtime bucket. During short notice hiring, a skipped opportunity will be logged as a refusal if another member accepts the opportunity.

**Overtime Bucket** – A location within TeleStaff where the number of overtime hours is recorded. The overtime hours will be recorded as a full shift or partial shift.

### B. Oversight

Oversight of this Overtime Procedures Directive will be provided by the TeleStaff Coordinator, who will be assigned to the Administration Division. Members who have concerns relating to overtime staffing should take the following steps:

1. Discuss their concerns with their District Chief.
2. If a member is not satisfied with the Chief’s explanation, they may complete a downloadable TeleStaff inquiry form (from the Department website) and forward it to the TeleStaff Coordinator in Administration.
3. Members shall receive a written response from the Coordinator. Inquiries concerning TeleStaff technical issues can be referred directly to the TeleStaff Coordinator through the proper chain of command. The TeleStaff Coordinator will monitor overtime opportunity ratios to ensure hours are distributed as equally as possible for the various ranks. The Coordinator will monitor overtime; District Chiefs will manage staffing within their Districts.
4. This policy will be reviewed every six months or as necessary. After review, the policy may be updated.

C. Direction of Overtime

1. TeleStaff will contact members as detailed in the type of overtime that is being initiated; “Advance Hire,” “Short Notice,” etc.
   a. Overtime opportunities should be offered to members assigned to the division where the vacancy was created. The Division Chief can amend this according to the needs of the division.
   b. Engineers will be hired citywide. Certification to drive the different apparatus will be ongoing, and Engineers and Officers will be held accountable to ensure that safe driving practices are adhered to. Ongoing training for the different job functions for all assignments shall also take place.
   c. Those who have entered their Advance Availability in TeleStaff will be hired based on the number of hours previously worked – least number of hours to most. Where employee hours are equal, TeleStaff will contact the senior employee first.
   d. If no one meeting the criteria above accepts the overtime, TeleStaff will then contact members via the Urgent Hire Ops list. In an effort to expedite the process TeleStaff will hire based on the most overtime hours worked to the least worked.
   e. The District Chief and/or Telestaff Coordinator handling the hiring process have the authority to go outside of the overtime opportunity ratio to hire the position that is vacant. This will take place after Advance Hiring and Short Notice Hiring have failed to produce a member to fill a vacancy. It will be the TeleStaff Coordinator’s responsibility to restore the overtime opportunity ratio in a timely manner.
   f. On “day of” hiring caused by unscheduled absences, the assigned District Commander, his/her designee, or the TeleStaff Coordinator should make every attempt to outbound the vacancies as close to 0645 as possible. For vacancies discovered after the conference call, the assigned District Commander or designee should outbound as soon as possible.
   g. Opportunities for overtime should be outbounded starting with the vacancy with the most hours to that with the least. This gives members the opportunity to accept a full shift of overtime rather than accepting a partial shift.
   h. The Operations Division will use the “Overtime Opportunity Ratio” to balance overtime hours for the different ranks. The Overtime Opportunities Ratio will track the number of overtime opportunities for Assistant Chiefs, Officers (Lieutenant and Captain), Engineers, and Firefighters (all Firefighters and Technicians).
      • Assistant Chiefs and Officers will be managed within the same ratio. The ratio of Officer opportunity to Assistant Chief opportunity is 8 to 1.
 Engineers and Firefighters will be managed within the same ratio. The ratio of Firefighter opportunity to Engineer opportunity is 4 to 1. The Assistant Chiefs and/or the Telestaff Coordinator will manage the overtime opportunities hired with the goal of maintaining a balanced ratio. When the ratios are unbalanced, the Assistant Chiefs and/or the TeleStaff Coordinator will restore balance in a timely manner. Changes in the Overtime Opportunity Ratio will be communicated to the membership via Fire Chief Memorandum.

i. DIA Operations will balance overtime opportunities by evaluating the average hours per rank. Assistant Chiefs will make every effort to keep ranks within 48 hours of adjacent ranks. In the event that the hours fall outside of the stated goal, Assistant Chiefs will actively work to restore the average ratio.

j. In Operations there will be no more than two (2) Acting District Chiefs. In the case where there are three (3) District Chief vacancies, at least one overtime position will be an Assistant Chief. District Chiefs and the TeleStaff Coordinator will have the authority to outbound outside the Overtime Opportunity Ratio in order to fill the vacancies in a timely manner.

2. On-duty personnel will be utilized in their respective rank first, then in ‘acting’ positions before overtime opportunities are filled. For the purpose of overtime, the Officer rank includes both Captain and Lieutenant.

3. Probationary employees are not eligible to work Normal Overtime but are subject to, and will be paid for, Emergency Recall. When employees reach the end of their probationary period, they will be placed in the overtime rotation at a level equal to those employees with the average number of hours plus 48 on the Full Overtime list and equal to those employees with the average number of hours on the Partial Overtime list; current as of 0001 hours on the date following the expiration of the probationary period.

4. The event that caused an overtime vacancy shall be entered in TeleStaff as accurately as possible, i.e. staffing shortage, Wildland deployment coverage, administrative assignment coverage, etc. TeleStaff will be directed to fill the appropriate opening. The TeleStaff Coordinator will monitor and edit the causes of the overtime.

5. To ensure consistency when an overtime vacancy is filled, the following procedures shall be adhered to:

a. Hiring for overtime and/or change of assignment may necessitate deviation from “Normal” overtime hiring procedures based on the staffing needs of the Department, qualifications for the opening, the need to meet established standards/safety requirements, or to adequately staff to conduct special operations or rescues. Employees hired to work overtime are assigned to the vacant position. A member hired on overtime shall work on their normally-assigned apparatus when there is a member not normally assigned occupying that opening. If a “rover” or “actor” is staffing that apparatus, the “rover” or “actor” shall be moved in favor of
the regularly assigned employee who is working overtime. Members working a trade are considered to be normally assigned to that position for the duration of the trade.

b. A senior employee working overtime may not “bump” a junior employee working in her/his normal position. Members working overtime are not guaranteed a position at their normal assignment.

c. In the event that two or more employees assigned to the same apparatus and shift are working overtime, the senior member(s) shall have the option of working in his/her normal assigned position.

d. If an overtime opportunity needs to be cancelled, the member on overtime assigned to the position will be sent home. Any overtime hours earned will be logged into the appropriate overtime bucket. Overtime cancellations prior to the beginning of the shift will result in the member being placed back in the overtime rotation according to hours worked and availability.

6. Only eligible personnel may work overtime. Employees NOT eligible for overtime include:

a. Employees on any type of administrative leave or administrative assignment as authorized by the Chief of the Department or the Chief’s designee.

b. Operations/DIA Operations employees who would be working more than forty-eight (48) consecutive suppression hours.

c. Any employee whose restrictions preclude working overtime (medical restrictions, Modified Duty, LOD, NLOD, number of consecutive hours worked previously, etc.)

d. Employees on probation (except as otherwise noted).

e. Employees who are committed to working a trade on the day that the overtime opportunity occurs or are not on duty because of another employee working for them as the result of a trade.

7. *It is the employee’s responsibility* to monitor his/her status in TeleStaff and make him/herself available for contact by TeleStaff for overtime. TeleStaff will recognize that an employee is eligible to work overtime. However, if a situation arises whereby TeleStaff may not have the information to determine proper eligibility, the employee still has the responsibility to correct that information and/or to decline overtime to which he/she is not entitled. Any such situation must be reported to the TeleStaff Coordinator.

8. *It is the employee’s responsibility* to ensure that contact information is correct and up to date in TeleStaff, in the District, and with Administration/FireHouse.

**D. Accrual of Overtime**

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1003.00 Overtime Procedures
Page 7 of 10
Department employees have the option to request transfers between Fire Department Divisions, subject to Transfer Directive 1008.00. The following rules apply to the accrual of employee overtime when employees move between Divisions or within Divisions.

1. All Normal Overtime hours worked will accrue to the member for the duration of their employment. Overtime outside of that defined under “Normal Assignment” will be tracked and recorded separately and with different work codes than those used for Normal Overtime.

2. Members transferring into DIA Operations will have their overtime hours adjusted to the average number of hours for the Division. Upon the transfer of a member out of DIA, their overtime hours will revert to actual hours worked.

3. Overtime in Support environments will be offered by TeleStaff according to the needs of the Division and/or work environment.

E. Reporting to an Overtime Assignment

An employee who accepts overtime more than 9.5 hours before the overtime period begins shall report to the location where the overtime is to be worked by the beginning of the shift or period assigned. If the employee is working overtime away from his/her normal assignment, he/she will arrange to have all their PPE and other necessary equipment with them when they report to work the overtime period. Regardless of the prior notification period, employees who accept an overtime assignment shall make every effort to report ready for duty, with all of their PPE and equipment, as soon as possible after accepting the overtime assignment. Consideration will be given to on duty members reporting to their overtime assignment. The paid overtime period starts when the employee reports to the overtime assignment ready for duty.

F. Hold Over for Arrival of an Employee Working Overtime

For the purposes of determining who is eligible to work Hold Over, the date last worked rather than accrued hours shall be used. In situations where an employee has not yet reported to work for an overtime period – usually for a Short Notice vacancy – another employee may have an opportunity to Hold Over until the reporting employee is ready for duty. In the event that all members signed up as “Available” in TeleStaff turn down the overtime opportunity, and should Short Notice Hiring fail to produce a member willing to work, Hold Over members may be offered to stay for the remainder of the overtime period. The overtime hours will be logged into the member’s overtime bucket the same as Urgent Hire. If a probationary is held over, every attempt will be made to hire a member not on probation for the remainder of the overtime period. The employee holding over will be paid for the period he/she works beyond his/her normal work period. Hold Over opportunities shall be offered to employees of the same rank as the open position, with
priority given to the employee with the “oldest” Hold Over work date. In the event of an engineer or officer not being available to Hold Over, a qualified Firefighter may accept a Hold Over until the employee working overtime arrives. The goal is to have apparatus fully staffed at all times.

**Eligibility to Work Hold Over** – Hold Over will be offered to regularly assigned employees going off shift and who are on site when and where the need for Hold Over occurs. Hold Over shall be offered first to the eligible member with the “oldest” previous date of working Hold Over, or by seniority at that date. If no regularly assigned personnel are available to work the Hold Over period, the Hold Over period may be offered to any member (a rover, for example) going “off shift” at the location where the Hold Over is to be worked. Members on probation will be used as a last resort.

**Mandatory Hold Over** – In the event that no eligible member accepts the Hold Over, the off-going member who was to be relieved shall be obligated to stay until the position is filled and they have been relieved.

**Hold Over Records** – A separate Hold Over list shall be maintained and posted in each station under the direction of the House Captain. That list shall be maintained for the purpose of equity; Hold Overs will not accrue on any other overtime list. There will be no ‘penalties’ attached to a Hold Over or an offer to work a Hold Over. Hold Over overtime hours worked do not travel with the employee on reassignment.

**G. Actual Time Worked**

TeleStaff overtime records shall reflect actual time worked. If the Firefighter’s actual work hours must be adjusted, the District Commander and/or Telestaff Coordinator shall make the necessary correction(s) to ensure that the proper hours are recorded for each employee working in that period. *Total hours worked for one or more employees in an overtime period shall not exceed the total length of the period.*

**For example** - There is a 24-hour Short Notice overtime vacancy. A Firefighter already working “holds over” for 1.5 hours while another Firefighter responds to work overtime. The Firefighter who holds over will be paid for 1.5 hours of overtime and the responding Firefighter will be paid 22.5 hours of overtime for a total overtime of 24 hours

**H. Employee Unable to Work Overtime Already Accepted**

Any employee who has accepted overtime after being contacted, who then cannot work the overtime for a valid reason (i.e. illness) SHALL contact an on-duty District Chief and if unsuccessful shall contact the TeleStaff Coordinator or the Administration Division as
soon as that circumstance is known. If this occurs during Short Notice hiring, hours will be charged to the member’s overtime bucket.

I. **Maximum Allowable Hours (Suppression)**

The maximum number of consecutive hours that an employee can work in the fire station is forty-eight (48). A minimum of twelve (12) hours off duty must precede and follow a period of forty-eight (48) continuous suppression hours worked. This requirement applies to overtime and time trades, but does not include time worked because of Recall, Event Up-staffing for DIA Operations, non-voluntary extension of an employee’s work shift, or time worked on Hold Over. Every employee has access to TeleStaff and his/her personal record of hours worked under each work code. An employee who, by accepting overtime, would work more than the allowable hours MUST decline overtime if offered by the TeleStaff system.

J. **Overtime Records**

Overtime is recorded by the TeleStaff system when the employee accepts the overtime assignment. District Chiefs or the TeleStaff Coordinator may also enter or adjust overtime in TeleStaff. All overtime hours worked will remain a permanent part of the employee’s TeleStaff record. Those hours will determine the employee’s place on the overtime opportunity list.

K. **Return from an Extended Absence**

Employees returning to duty from an authorized extended absence, regardless of its nature, will be placed into the overtime rotation based upon their earned overtime hours. Extended absences include, but are not limited to: Line of Duty Injury (LOD), Non-Line of Duty Injury (NLOD), Family Medical Leave (FML), administrative leave (ADL), administrative assignment, vacation (VAC), Accumulated Sick Leave (ASL), or qualifying Military Leave (ML). Extended absence does **NOT** include any absence or leave that would otherwise not accrue other benefits.

**NOTE:** The effectiveness of this Directive will be evaluated on an ongoing basis and revisions will be implemented as needed.
PURPOSE: To address who is authorized to respond to incidents

SCOPE: Applies to all personnel

The only personnel authorized to respond to incidents are:

A. On duty companies dispatched by Fire Alarm, or
B. Paged by an authorized designee of the Department, or
C. Other individuals with a letter of and/or authorization from the Chief of the Department may include the following but are not limited to:
   1. Department Command Staff
   2. Department Duty Chief and Division Duty Officers as assigned
   3. Support personnel requested by the Incident Commander
   4. Public Information Officer
   5. Designated Safety Officer

Anyone responding to an incident shall report to the Staging Officer (if assigned) or to the Incident Commander.

Any member responding to an incident will notify Dispatch to assign them to the incident for accountability purposes.
In order to streamline internal communications and provide the most up-to-date information to our members as quickly as possible, **all DFD members are required to check their Denver Fire Department email as part of their daily job duties.** This practice will reduce the need for hard copy distribution of much of our Department’s internal correspondence and reduce waste, keeping in line with the Mayor’s Greenprint Denver Initiative.

Instructions for retrieving your Department email at work are attached.
Web Mail Log-on Process

The following is a description of how to check your Denver Fire Department Web Mail from the Firehouse.

Step 1:
Log on to:
https://webmail.ci.denver.co.us/owa

Step 2:
Make sure that you check the selection
“This is a public or shared computer”
Step 3:

Enter the domain name, which is **sfty**, followed by a backward slash \ then your Windows user name. There should be no spaces. Next, enter your Windows password on the space provided for a password. Please see the examples below:

**Domain\user name:**    **sfty\username**
**Password:**            **XXXXXXXXXX**

****If you have any problems or can not remember your log on or password information, you must call TSS at ext. 3-6000 for assistance
PURPOSE: To explain the procedure and associated requirements, conditions, and stipulations regarding the transfer of personnel from one assignment to another.

SCOPE: Applies to all uniformed members within the Denver Fire Department, with the exception of Command Officers (Captains and Assistant Chiefs), as specified in the Procedure below. The transfer of Command Officers shall be at the discretion and/or approval of the Chief of Department or designee. Transfer requests of Command Officers shall be made through confidential submittal of a letter of request and resume to the appropriate Division Chief, with email copies through the current chain of command, to the Division Chief of Administration and the Deputy Chief of Department.

DEFINITIONS:

Technical Support Assignment: Operations, Fire Prevention, Technical Services, Administration, Safety and Training, and Airport Division staff positions

Operations Technical Suppression Assignment: Operations technical suppression assignments shall be company-specific, as opposed to discipline-specific (i.e., hazmat, dive, high-angle, confined space, etc.) Operational technical assignments shall include all positions on E-01, E-06, E-09, TR-01, TR-09, R-01, and HM-01.

Airport Division Assignment: Airport Division assignments are Aircraft Rescue Firefighting (ARFF) assignments and technical suppression assignments at Denver International Airport assignments include all members assigned to DFD Stations 31, 32, 33, 34, 35 and ARFF Training.

Requested Transfer (Previously referred to as Convenience Transfer): Shall refer to any transfer granted as a result of a member’s transfer request that was submitted via “My DFD.”

Time Commitments for Requested Assignments (see II. K): One year for non-technical suppression assignments; Two years for technical suppression and Airport Division assignments; and eighteen months for technical support assignments (unless otherwise specified in job announcement at the time of posting).

I. RIGHTS OF MANAGEMENT
Pursuant in part to Article VI, Section 1, of the Collective Bargaining Agreement between Denver Firefighters – Local 858 IAFF, AFL-CIO and the City and County of Denver, “… the City has the sole and exclusive right to exercise all the rights or functions of management, and the exercise of any such rights or functions shall not be subject to any grievance procedure, except as to resolution of whether or not a specific matter is a management right.”

Pursuant in part to Article VI, Section 2, of the Collective Bargaining Agreement between Denver Firefighters – Local 858 IAFF, AFL-CIO and the City and County of Denver, “All discretionary power vested in the City and the Fire Chief shall not be exercised in an arbitrary or capricious manner.”

The Administration Division Chief or designee administers the Transfer Policy and will consult with the appropriate Division Chief or designee before making the final decision on all transfers.

The Department will follow this Procedure to the best of its ability and reserves the right to correct errors that were made in good faith in the least disruptive manner possible.

The Division Chiefs of Operations and Airport Divisions, or designee(s), shall have full discretion and authority, within their respective Divisions, to leave positions vacant as deemed necessary for use by Probationary Firefighters, and/or to balance staffing between apparatus, shifts, and districts.

II. GENERAL TRANSFER PROCEDURES

A. All eligible Firefighters shall have the right to request a transfer within the provisions of this Procedure. To be eligible, members shall complete their assignment obligation commitments as outlined in Section II.K. Fourth Grade Firefighters are not eligible to submit transfer requests.

B. Transfer requests shall be submitted using the “My DFD” webpage link. Responsibility for verifying the accuracy of each transfer request and that each transfer request has been posted to the Department website lies with the requesting member. Members are responsible for reviewing the accuracy of any transfer requests they have on file. Members can withdraw any transfer at any time unless specified in this Procedure. To withdraw a transfer, the member must log in to “My DFD” and select “My Transfers.”

Administration will receive the request for withdrawal of transfer, review the request, and remove if allowed according to this Procedure.
C. A member may have a maximum of three transfer requests on file (with the exception of Right of First Refusal – see II.P, Q). Transfers to Operations Division suppression assignments must be for a specific company and/or shift. Transfers to the Administration Division shall be for either administrative support, Internal Affairs Unit (IAU), or Fire Investigation Unit (FIU) positions, and those assignments shall be determined by the Administration Division Chief. All other requests will be to a specific division, and assignments within those divisions shall be determined by the appropriate Division Chief or designee.

D. An effective vacancy date is created as a result of a promotion, retirement, or transfer and shall be considered official as of the date of that promotion, retirement, or transfer. All transfer requests shall be honored in order of seniority, unless otherwise stipulated in Section III, with the following exception:

The needs of a vacant position may require a member to possess an EMT, driver, and/or other certifications, as determined by the Division Chief or designee.

E. All transfer requests must be on file 21 days prior to the next effective transfer date (A-shift Sunday) following the effective vacancy date to be considered (i.e., for 2014, members who want to be considered or excluded for a vacancy to be filled on July 13, 2014 A-shift Sunday would need to have their requested transfer submitted or removed before midnight on June 22, 2014). Transfer request to or within Airport Division suppression assignments must be on file 42 days prior to the effective A-shift Sunday transfer date.

F. For a position identified by the appropriate Division Chief, if no transfer requests are received 21 days prior to the upcoming effective transfer date, or 42 days in the case of Airport Division suppression assignments, all eligible members will have an opportunity to submit a transfer request and the drafting process will be initiated. Recruiting and drafting processes will run concurrently. From the date of notification, members have the opportunity to submit their transfer requests for 7 calendar days. Effective 0000 hours on the 8th calendar day, the senior eligible submitted request of transfer, in accordance with the Transfer Procedure, shall be granted, unless the provisions of Section III of this Transfer Procedure apply. If no transfer requests have been received by 2359 hours on the 7th calendar day, the vacancy shall be filled by the drafting process, and notices of transfers will be generated. Any promotion, retirement, or transfer that occurs after 0000
hours on the 8th calendar day within the current 21-day cycle will not be considered for the current effective transfer date.

G. Members may only submit transfer requests for assignments in the rank that they presently hold.

H. Roving Lieutenants may only submit a transfer request(s) for roving or support assignments, unless the provisions of Section F, above, apply.

I. To be considered, all Airport Division suppression transfer requests must be on file 42 days prior to the effective transfer date (as stated in E., above) or the start of the next 40-hour ARFF academy, whichever is earlier. Transfer cancellations shall not be accepted within 42 days of the effective transfer date. Once a member has accepted a transfer to the Airport Division and attended any paid training, badging, or other preparation, certification procedures must be maintained and the transfer to the Airport Division may not be withdrawn.

J. The effective transfer date for members transferring from one Operations or Airport Division suppression assignment to another Operations or Airport Division suppression assignment will be on an A-shift Sunday. The effective transfer date for all other transfers (i.e., suppression to support, support to suppression, or support to support) can be on any Sunday.

K. Once a requested transfer has been granted to any assignment, all other requests by that member shall be purged, including Right of First Refusal. Specific obligations for requested assignments are as follows: one year for non-technical suppression assignments; two years for technical suppression and Airport Division assignments; and eighteen months for technical support assignments (unless otherwise specified in job announcement at the time of posting). The obligation may be modified by the Chief of the Department or designee, according to Department needs.

L. If a Division Chief or designee denies a transfer, justification for that denial must be submitted in writing through the chain of command to the Deputy Chief of Department for approval. If the denial is upheld, a copy of the denial shall be provided to the requesting member via Department email. The member’s transfer request shall remain on file and will be given future consideration.

M. The number of positions to be staffed or filled within each division shall be determined by the Division Chief and submitted to the Office of the Deputy
Chief for approval. The determination of the number of staffed positions shall not be exercised in an arbitrary or capricious manner.

N. When it is necessary to draft a Firefighter to fill a vacancy, all members of the last class to turn First Grade Firefighter at the time of the effective transfer date shall be eligible (see III.B). The Division Chief or designee may conduct interviews.

When it is necessary to draft an Engineer to fill a vacancy, only the five least senior Engineers at the time of the effective transfer date shall be eligible (see III.B). The Division Chief or designee may conduct interviews.

When it is necessary to draft a Lieutenant to fill a vacancy, only the ten least senior Lieutenants at the time of the effective transfer date shall be eligible (see III.B). The Division Chief or designee may conduct interviews.

O. All requested transfers shall be considered during the annual Department Reorganization and shall occur once a year, on the first A-shift Sunday in January, prior to Kelly Day and vacation selections for that given year. This date shall be determined by the Administration Division Chief. The District Commander and the Division Chief of Operations (or the Division Chief of the Airport Division as it applies to the Airport) may transfer a member between shifts within their company or district to balance seniority or to accommodate special needs within a specific company(ies) (i.e., EMT, certified drivers, etc.) All requested transfers shall be considered for the April/May and August/September transfers that will take place on an A-shift Sunday, as determined by the Administration Division Chief.

P. Division Chiefs will have the authority to temporarily transfer members, within their Division, to help manage the operational needs of both the Division and the Department. As an example, when, as determined by the District Commander, a temporary transfer is deemed to be necessary, the District Commander shall forward the request to the Division Chief for review. Upon the Division Chief’s approval of the request, the member being transferred shall have the Right of First Refusal back to the assignment they held prior to the temporary transfer.

Q. If a member has been administratively transferred as part of a Department Reorganization (see P.) to another assignment, or temporarily transferred to facilitate operational and/or Departmental needs, said member shall have an opportunity to submit a written request for transfer back to their original assignment with a one-time Right of First Refusal. An email request for
transfer must be submitted through the chain of command using Department email to the Administration Division Chief within nine calendar days of the effective date of administrative transfer. If said member declines the opportunity to return to their original assignment, the transfer request shall be purged.

**TECHNICAL SUPPRESSION, TECHNICAL SUPPORT, AND AIRPORT DIVISION ASSIGNMENTS**

General Transfer Procedures, as stated in Section II., shall apply with the following exceptions:

A. Members assigned to a technical suppression, technical support, or Airport Division assignment shall acquire training and applicable certifications and develop proficiencies relative to the specific technical assignment, as predetermined by the Division Chief of that assignment. All technical suppression, technical support, and Airport Division assignments will be based on training and/or certifications, as determined by the applicable Division Chief. Each Division Chief requiring certifications will submit the standards and justifications to the office of the Deputy Chief for approval and the approved certifications shall be distributed via Fire Chief Memorandum / Standard Operating Guideline (SOG) and be posted on the Department’s website with notice via email to all DFD members. Any future changes in certification requirements shall be resubmitted for approval and distribution, as outlined above. The approved applicable certifications for these transfers override seniority. If all members being considered for the position(s) have equal certification(s), then seniority will determine the member(s) being transferred. Prior to being considered for the transfer, applicants will be required to participate in a meeting to fully discuss the requirements and expectations of the position. Those requirements and expectations shall be acknowledged by the requesting member in writing prior to the transfer becoming effective. Failure to meet those requirements and expectations within a predetermined time frame, with adequate training opportunities, may result in a member’s reassignment. The appropriate Division Chief or designee shall submit their meeting agenda for approval to the Deputy Chief. The positions of Public Information Officer and Arson Investigators shall be at the discretion of the Chief of Department. The selection of the Public Information Officer and Arson Investigators will not be based on seniority and may include an interview process.
B. Lieutenants, Engineers, and Firefighters in Support who have previously completed the full assignment obligations in the rank they currently hold shall not be considered for drafting.

III. APPEALS PROCESS

Transfers may be appealed using the Administrative Grievance Procedure in effect at the time of the grievance. All attempts shall be made to transfer members based on this Transfer Procedure. Deviation from this Procedure may be considered, without setting precedent for future transfers, if it is in the best interest of the Department.

NOTE: This Procedure shall be reviewed annually, or as needed, and revisions made as necessary.
I. OVERVIEW

Temporary re-assignment is a short-term alternative employment opportunity for members with temporary work restriction resulting from non-line of duty medical conditions.

Temporary Reassignment

Temporary reassignment *may* be available throughout the Department depending upon:

A. Needs of the Department  
B. Position vacancy  
C. Nature of the condition and medical restrictions  
D. Member expertise and Skill

Any reassignment will be considered a benefit, not a privilege. All temporary reassignments will be available on a first-come, first-served basis. Department administration reserves the right to determine whether a temporary reassignment would be within the best interest of the City and Department, and to determine the placement of the employee and duration of the temporary reassignment under this Directive. All reassignments will be reviewed on a case-by-case basis. Previous NLOD temporary reassignments will not set precedent for future NLOD reassignments.

Periodic Review

The Department will review NLOD temporary reassignments on a periodic basis and may require the member to provide updated medical information as needed, but not more than once every 30 days. Any change in medical restrictions should be reported as quickly as practicable to the member’s supervisor.

II. NLOD v. LOD

Non-line of Duty (NLOD) conditions will be treated differently than injuries sustained on duty (LOD). Subject to the approval of the Chief of the Fire Department and the proper examining physician, members who have injuries received *on duty* are entitled to:
A. When necessary, with hospitalization, doctors, surgeons, nurses, and medical care

B. Any intermittent or consecutive leave of absence not to exceed one calendar year at his or her full salary and benefits so long as the leave is necessary in reaching recovery from the injury or sickness for the rank that the member holds in the Department. At the discretion of the Fire Chief, the one year of leave may be taken intermittently over the course of more than one calendar year.

C. In case of additional leave of absence in excess of one year, he or she may use his or her accumulated sick leave at full pay (Charter § 9.5.7)

However, medical conditions sustained other than in the line of duty do not permit members to these same entitlements. Any member of the Denver Fire Department who shall become injured or develop any other medical condition otherwise than in the performance of his or her official duties shall be entitled to receive full pay from the Department payroll for the rank he or she holds in the Department for such time as he or she may have accumulated for sick leave.

While members with NLOD conditions are not entitled to modified duty, often times a temporary reassignment to a different position or a special assignment may be beneficial to both the member and the Department. In order to receive an administrative temporary reassignment requested as a result of NLOD condition, the member must:

A. Obtain the available position description from HRB regarding the temporary reassignment position sought and present the description to the employee’s medical provider

B. Provide documentation from their medical provider that they are released to work in the assignment

Reassignments will not be made to currently occupied positions. Positions will not be created to accommodate a member with a NLOD injury with the exception of special assignments as needed by the Department. Special assignments include but are not limited to: dive instructors and night club inspections.

If a reassignment is requested, it will be treated as any reassignment, including a temporary change in job classification, if necessary for the temporary reassignment position sought. The Department will attempt to return members to their pre-NLOD assignment when the member requests such return and provides written clearance from the employee’s treating medical provider showing that
they are medically able to return to full duty in the pre-NLOD condition assignment. The employee will need to provide a copy of their regular assignment position description to their medical treatment provider to make this determination.

If the employee’s pre-NLOD condition assignment is not available, Department administration will use best efforts to place employee in a comparable position but can not guarantee immediate return to the pre-NLOD condition assignment.

III. FMLA / ADA

The member is still entitled to apply for leave under Family and Medical Leave Act (FMLA) and, if approved, be entitled to all protections and benefits provided by the FMLA.

Additionally, members may be entitled to a reasonable accommodation if they are determined to be disabled under the Americans with Disabilities Act (ADA). Any reassignment under this order does not constitute any admission by the Department that it regards the member as disabled.

Any member seeking to use benefits provided by the FMLA, or believing they may be entitled to a reasonable accommodation under the ADA should contact Shared Services or their Human Resources department.

Department members receiving either line-of-duty or NLOD work restrictions shall notify their supervisor as soon as possible.
PURPOSE: To establish a consistent review of DFD vehicle accidents

SCOPE: Applies to all members driving Department vehicles

DEFINITIONS: None

Accident Classification:

Non-preventable – 0 points

Preventable – 0 to 12 points, taking into consideration the circumstances surrounding the accident and recommendation from the Police Department. Traffic violations will be assessed that number of points similar with the penalty point schedule in state statutes and used by the State of Colorado Motor Vehicle Division

In order to maintain a valid DFD driver/operator license, a member shall not accrue more than 12 points within any twelve consecutive months or more than 18 points within any twenty-four consecutive months.

Primary Cause: Additional point assessment where there is a violation of Department Emergency Driving Policy – up to 6 points

If the accident is found to be non-preventable, the Department Driving Coordinator will forward the completed Denver Fire Department Form FD 402 to the Division Chief of Safety and Training. No points will be assessed.

If the accident is found to be preventable, the Division Chief or his/her designee will apply the total of preventable points plus primary cause points (if applicable) to the driver’s record and determine the level of discipline following the Denver Fire Department Disciplinary Guidebook (106.01).

Accrued points for only one accident could subject the driver/operator to disciplinary procedure without regard to any time limits.

NOTE: Discipline given for driving matters is subject to the same rules for representation and appeal as discipline levied for any other reason.

Points assessed for the current accident will be added to the points assessed during the past twenty-four consecutive months.
Accidents Outside of the City of Denver:

Accidents occurring outside the City of Denver shall be handled as above. The Department driver is still responsible for completing an accident packet and for completing the exchange of information with the other driver(s). It will be helpful to get information as to how to obtain a copy of the official report of the accident from the Police Officer of the jurisdiction in which the accident occurred.

Drivers who have been involved in either preventable or non-preventable accidents may be required to complete assigned JPRs if the Department Driving Coordinator believes that a driver/operator would benefit from such training and one of the following situations exists:

1. Three non-preventable accidents within an 18-month period
2. Any accident resulting in death or serious injury
3. Any vehicle accident that includes circumstances that indicate there would be a benefit to the member or the Department

Flagrant violations, extreme damage, and/or injuries may result in severe disciplinary recommendations.

Driver training shall be provided by the Department and may include defensive driving or emergency driving and maneuvering.

Questions concerning this policy may be directed to the Department Driving Coordinator at 720-865-4096 or to the Division Chief of Safety and Training at 720-865-3952.

REFERENCES: None
Purpose: It is the intent of this Driver Safety Program to allow the Department, the Department Driving Coordinator, and the Safety and Training Division greater control in the management of Fire Department driving issues.

The benefits of this program are:

1. Strict accountability for the operation of Fire Department vehicles.
2. Greater traffic safety for citizens and Department personnel.
3. Enhance the abilities of promoted driver/operators and acting driver/operators to operate Department vehicles safely and effectively.

Colorado Revised Statutes (CRS) Title 42, ‘Vehicles and Traffic’, shall be used for the assessment of points and shall apply to all emergency and non-emergency driving violations and to violations of the Department code 10 policy.

No Department member shall be authorized to operate any emergency vehicle without having first completed the Denver Fire Department Driver Safety Program.

The Driver Safety Program shall include obtaining a Denver Fire Department Driver’s License for emergency vehicles. The requirements for obtaining the Denver Fire Department License shall include, but are not limited to, the following:

- Possessing a valid Colorado State Driver’s License. Restrictions on a member’s Colorado Driver’s License shall prevail when certification is considered by the Driving Coordinator.
- 3rd grade Firefighter rank or greater.
- Successful completion of all steps required by the Department Driver Safety Program.

NOTE: The Department Driving Coordinator operates under the authority of the Division Chief of Safety and Training.

Company officers are free to consult with the Department Driving Coordinator about participation of company members in the Driver Safety Program.

Any Member whose position requires them to operate Denver Fire Department vehicles shall be required to obtain a Denver Fire Department license in order to do so.
There are six classifications of Fire Department licenses. Licenses for each specific vehicle allow members to drive only those that are included on that license. Exception: Members qualified on Quints may also drive/operate either an Engine or a Truck.

Class 1 - Light vehicles (Car, Pickup, Van, Civil Defense Rig, Air / Light Truck, Stake Bed Trucks, and Warehouse Vehicles).
Class 1 licenses may be issued to any Department member who holds a valid Colorado State Driver’s License. Members operating specialized vehicles (i.e. Air / Light Truck) shall complete training in the operation of that specialized equipment. Class 1 also includes: (a) Non-emergency vehicles where the member has not completed the Driver’s Safety Program regardless of rank and (b) Emergency vehicles where the member has completed the Driver’s Safety Program and has attained the rank of 3rd Grade Firefighter or greater.

Class 2 – Engine, Midi, Squirt and Rescue

Class 3 – Aerial Truck, Dump Truck

Class 4 – Tower, Quint

Class AS- All-Steer Vehicles (includes towers where specialized training is required)

Class X – Crash Fire Rescue Apparatus

The license classes described above may be modified where appropriate and additional license classes may be added as new types of apparatus become available and are added to the Denver Fire Department fleet.

Any member found to be driving a Fire Department vehicle with a suspended Colorado State Driver’s License or a suspended Denver Fire Department License will be in violation of Department policy, and will be subject to disciplinary action.
PROCEDURES FOR DFD VEHICLE AND APPARATUS ACCIDENTS

Whenever any vehicle or apparatus assigned to the Denver Fire Department is involved in a traffic accident, the incident will be classified by dispatchers as an “Accident-Fire Dept. Vehicle” or “Accident-Fire Dept. Apparatus.” All accidents involving DFD vehicles or apparatus shall be reported and investigated and the accident packet shall be fully completed. All accidents occurring off Department property will require a police response. The following procedures shall be followed in the event a Department vehicle or apparatus is involved in an accident. All Fire Department vehicles and apparatus shall carry a complete Accident Packet. It shall be the responsibility of the officer in charge and/or the driver/operator to complete all required actions and forms and to make sure forms are available in the vehicle. Forms are available online on the Department’s website (Downloadable Forms / Administration / Accident Packet).

DO NOT MAKE STATEMENTS REGARDING THE ACCIDENT TO ANYONE EXCEPT POLICE OR DEPARTMENT INVESTIGATORS.

I. PROCEDURES FOR ACCIDENTS INVOLVING ALL FIRE DEPARTMENT VEHICLES, INCLUDING FIRE APPARATUS

A. All vehicles and apparatus involved in an accident, including apparatus responding on emergency responses, must stop immediately, render aid as needed, and begin the reporting procedure.

B. Notify the dispatcher immediately of the following:
   1. Dept. vehicle or apparatus involved
   2. Location
   3. Need for a cover-in company (for responding apparatus)

C. Request the following:
   1. DFD Fire Company (If additional DFD resources are needed)
   2. Ambulance for injured parties (include details of injuries and the number of injured parties)
   3. Police (if determined by the investigating Chief that damage was NOT limited to Department vehicle)
   4. Activation of Accident Call List
   5. Opening of an Incident for the accident
DENVER FIRE DEPARTMENT

DEPARTMENT DIRECTIVE

Topic: Accidents Involving DFD Vehicles or Apparatus

6. Notification of District Chief, or if a Support Division vehicle, the Division Assistant Chief (during business hours) for investigation

D. Document the following:
   1. Name, age, and date of birth of all injured parties
   2. Address and phone numbers of all involved parties (work/cell if possible)
   3. Ambulance company name/s, number/s, and attendant name/s
   4. Hospital destination of all injured parties

E. Obtain and document:
   1. Name, address, and phone numbers for all involved drivers
   2. Driver’s license number for all involved drivers (copy the number from the license)
   3. License plate and VIN number from all vehicles involved
   4. Insurance company, policy number, agent, and agent telephone numbers - note expiration dates.

F. Obtain name, address, and phone number for each witness.

G. The investigating Assistant Chief or other Denver Fire Department investigator shall make certain that comprehensive photographs are taken of involved vehicles and the accident scene. (See photo guidelines in accident packet)

H. Include only known facts in written or verbal reports. Obtain statements from all parties and crew members present.

DO NOT MAKE CONCLUSIONS OR ASSUME LIABILITY FOR THE ACCIDENT.

I. Refer to Executive Order 94 for guidance in completing post incident testing.

J. All items in the Accident Packet shall be completed and returned to the Administration Division, through the Chain of Command, within 72 hours after an accident. Completed packets may be submitted electronically via the Administration
Division email address at: FireAdmin@denvergov.org. The completed packet should contain:

1. Completed Accident Packet checklist
2. Copy of the letter from the Company Officer (apparatus) or driver/operator (DFD vehicle) explaining the details of the accident, through the chain of command to the Chief of the Department
3. Accident Information Exchange Form(s)
4. Vehicle Accident Data Sheet
5. Driver/Operator Vehicle Accident Report
6. Letter from the Fire Department officer investigating the accident. **All supervisory letters on accident investigations shall include whether or not Executive Order 94 was invoked, with reasons why or why not.**
7. Photographs (may be emailed)
8. Witness statements and crew statements.

K. The Administration Division will notify the Deputy Chief and the appropriate Division Chief of all accidents involving their Division in a monthly report. After review of the accident documentation, the Administration Division will forward copies to the Chief of Department through the chain of command and initiate the review committee process as appropriate.

L. Complete NFIRS reports.

M. Accidents Outside of the City of Denver:

DFD Vehicle or Apparatus accidents occurring outside the City of Denver shall be handled as above. The Company Officer (apparatus) or driver/operator (DFD vehicle) is still responsible for completing an accident packet and for completing the exchange of information with the other driver(s). Company Officers or driver/operators should get information as to how to obtain a copy of the official report of the accident from the Police Officer of the jurisdiction in which the accident occurred.
II. REVIEW OF ACCIDENTS INVOLVING FIRE DEPARTMENT VEHICLES / APPARATUS AND PERSONNEL

All accidents involving fire apparatus shall be reported, investigated, and have a completed accident packet submitted. No member shall investigate their own accident.

A. The Assistant Chief of the involved Division and the on-duty member of the Administration Division staff shall be notified of ALL Fire Department vehicle accidents.

A member of the Administration Division and a member of the Safety and Training Division staff shall respond to ALL accidents where injury or death has occurred.

Include all forms. If a form is not applicable, mark with a large “N/A.”

B. The Administration Division will be responsible for notifying the Deputy Chief of the Department of all accidents.

C. The Administration Division will request a Review Board meeting through the Department Driving Coordinator. It shall be the duty of the Department Driver/Operator Safety Review Board to review all Department vehicle accidents. The Driver/Operator Safety Review Board shall, upon review of the incident, determine whether an accident was preventable or non-preventable and determine a primary cause when necessary.

1. Preventable: Accident was principally caused by driving actions in violation of traffic laws and/or Department policy
2. Non-preventable: Unavoidable accident; proper defensive techniques were practiced.
3. The DFD Driver/Operator Safety Board will present its recommendations to the Administration Division Chief for determination of points or disciplinary measures to be assessed and any recommendations of remedial training to the Safety and Training Division.
DENVER FIRE DEPARTMENT

DEPARTMENT DIRECTIVE

Topic: Accidents Involving DFD Vehicles or Apparatus

4. When the consideration of the accident is complete, the Administration Division shall record the findings. Point values are determined as follows:

III. FIRE DEPARTMENT VEHICLE / APPARATUS ACCIDENT CLASSIFICATION

Non-preventable – 0 points, accidents determined to be unavoidable with reasonable preventive measures and actions consistent with Department driver training.

Preventable – 0 to 12 points, taking into consideration the circumstances surrounding the accident and report information from the Police Department. Traffic violations will be assessed that number of points similar with the penalty point schedule in state statutes and used by the State of Colorado Motor Vehicle Division.

In order to maintain a valid DFD driver/operator license, a member shall not accrue more than 12 points within any twelve consecutive months or more than 18 points within any twenty-four consecutive months.

Primary Cause: Additional point assessment where there is a violation of any Department driving policy

If the accident is found to be non-preventable, the Administration Division will file a document in the Department Driving Records, with a copy to the operator’s Division Chief. No points will be assessed.

If the accident is found to be preventable, the total of preventable points plus primary cause points (if applicable) will be applied to the driver’s record and a determination of discipline (if applicable) will be initiated by the operator’s supervisor according to the Department disciplinary process (see NOTE below).

Accrued points for only one accident could subject the driver/operator to disciplinary procedure without regard to any time limits.

NOTE: Discipline given for driving matters is subject to the same rules for representation and appeal as discipline levied for any other reason.

Points assessed for the current accident will be added to the points assessed during the past twenty-four consecutive months.
Drivers who have been involved in either preventable or non-preventable accidents may be required to complete assigned JPRs if the Department Driving Coordinator believes that a driver/operator would benefit from such training and one of the following situations exists:

1. Three non-preventable accidents within an 18-month period
2. Any accident resulting in death or serious injury
3. Any vehicle accident that includes circumstances that indicate there would be a benefit to the member or the Department

Flagrant Violations: Violations that contradict other Department standards or result in extreme damage and/or injuries may result in severe disciplinary recommendations.

Driver training shall be provided by the Department and may include defensive driving or emergency driving and maneuvering.

Questions concerning this policy may be directed to the Administration Division.

Point assessment values will correlate with the following corrective actions:

0 – 3 points: Company Level Training
4 - 7 points: Verbal Reprimand and Company Level Training
8 – 9 points: Written Reprimand
10 points: Written Reprimand and the Denver Police Department Emergency Vehicle Operation Course E.V.O.C.
12 or more points: Suspension of Denver Fire Department driver’s license, possible reassignment, and appropriate disciplinary action which may include suspension, demotion, or termination
Drivers or Company/Chief Officers shall report vehicle accidents they are NOT involved in by:

1. Contacting the Dispatcher and reporting the accident. The driver or officer should state that his/her vehicle is not involved.

2. Giving the accident location and requesting Police. Where applicable, ask for an ambulance response – giving as many details about number of injured parties and type of injuries as possible.

3. Informing the Dispatcher if the driver or crew is giving assistance at the scene. Request additional apparatus as needed – giving details about what type of assistance is required - i.e. fire, extrication, hazard removal, sand, hazardous materials, etc.
The following procedure shall be followed for accidents involving Denver Fire Department Vehicles on Department property, with no other person or agency involved and with no injuries:

1. Notify Dispatcher if the accident has put you out of service, and request an incident number. (Stay In Service if the above conditions exist and you are able to respond to an incident).

2. Request that the Dispatcher initiate the Accident Call List and to send the District Chief/Supervisor/Department Driving Coordinator or other investigator from Safety and Training.

3. Make certain that pictures are taken at accident scene by the District Chief or Fire Department investigator. *Refer to Accident Packet for Guidelines For Taking Photos.

4. Send completed Accident Packet and film (or forward digital images) to Safety and Training Division within 24 hours for processing. A complete Accident Packet should include the following items:

   A) Accident packet checklist

   B) Copies of the letters to the Chief of the Department, by the Driver/Operator and Company Officer

   C) FD 402 – Vehicle Accident Data Sheet

   D) FD 403 – Driver/Operator Vehicle Accident Report

   E) Photographs

   F) Letter from investigating DFD Personnel

5. Do not call for Police or other agencies unless there are injuries.
DENVER FIRE DEPARTMENT

DEPARTMENT DIRECTIVE

Topic No: 1010.05
Date: 01-03-12
Approved: TAB
Review Date: 01-03-14
Replaces: DEPT. DIR. 114.07 (07-17-06)

Topic: Driver’s License and Violation Reporting

MEMBER RESPONSIBILITIES –

A member shall notify his/her immediate supervisor and provide written notice to the Chief of the Department, through the member’s chain of command, immediately upon reporting to work for her/his next duty shift, following the occurrence of ANY of the following:

1. Suspension of their Colorado Driver’s License

2. Any new restriction on his/her Colorado Driver’s License

3. Any moving violation including from a Photo Radar unit (Members are reminded that most states share violation information with the State of Colorado)

Failure to report any of the above may subject a member to discipline.

The Department Driving Coordinator shall check the driver’s license of each Fire Department member annually through the Department of Motor Vehicles. By Executive Order, each member shall have a current ‘Permission for Release of Individual Records’ (DR 2559 07/03) on file with the Driving Coordinator. When a member renews his/her Colorado Driver’s License, s/he shall forward the new license number and expiration date to the Driving Coordinator.

No Department member is authorized to operate a Department vehicle without possessing a valid Colorado State Driver’s License. (A member who is issued a provisional driver’s license to drive his/her vehicle to and from his/her home to the workplace shall not be permitted to operate any Department vehicle until his/her regular driving privileges are reinstated and a regular driver’s license reissued.) No member is authorized to operate a Department emergency vehicle without having first completed the Driver’s Safety Program.

Any member driving a Department vehicle with a suspended driver’s license or a provisional driver’s license as described above is in violation of this policy and may be subject to discipline.
CODE 10 RESPONSES:

It is absolutely prohibited for any Fire Department vehicle to pass another vehicle that is responding Code 10 regardless of the response mode of the Fire Department vehicle, the destination of either vehicle, or the Agency of the other vehicle.

This policy shall be strictly adhered to by all DFD personnel to insure the safety of the citizens of the City and County of Denver and all emergency personnel.

Violation of this Code 10 response policy may subject the member to disciplinary action.
OVERVIEW:

The Department recognizes that seat belt use helps to protect our employees, reduce injuries, and control operating costs. Studies by several fire service organizations show conclusively that failure to use seat belts (lap and shoulder belts) results in increased deaths and injuries. Reducing these costly injuries and deaths protects our members and can strengthen our effectiveness as a Department. Therefore, we are mandating the following policy:

Seat belts shall be used at all times while driving or riding in any Department vehicle on company or personal business, or in any other vehicle while on official Department business. This policy applies to all Department members (Civil Service and Career Service) and all occupants of vehicle driven by Department members on official business. No Department vehicle shall be moved until the driver and all passengers are wearing seat belts.

EXCEPTIONS:

I. In accordance to CRS 42-4-237-3b, a member of an ambulance team, other than the driver, while involved in patient care, is exempt from wearing a seat belt.

II. Members of the Dive Team or Trucks having a “Gumby Suit” responding to a confirmed swift- or still-water rescue, and who are expected to don required PPE to perform an immediate life saving act upon arrival, will be exempt from this policy. This does not exempt any member not required to don safety equipment while en route to the scene. The apparatus driver will respond with extreme caution.

RESPONSIBILITIES:

All personnel will be held accountable for using seat belts. Non-compliance may result in disciplinary action. Officers and acting officers are responsible for ensuring that all Department members comply with this Directive and receive periodic reminders to use seat belts.

ACCOUNTABILITY:

Failure to comply will result in a 24-hour suspension in pay along with a fine to cover overtime costs, if overtime is necessitated to cover the position vacated by the
suspension, plus any other discipline deemed appropriate by the Chief of the Department.

OBJECTIVE:

Wearing a seat belt is one of the simplest and most effective ways to stay safe, yet many Department members may still not do it. When seat belts are not used, the potential for crash-related injuries and death increases dramatically. Crash-related injuries attributable to not wearing a seat belt can affect a Department member’s livelihood and can have a tremendous emotional and financial impact on the member’s family. Based on this, the Denver Fire Department administration, through this directive, is taking steps to protect all Department members by ensuring 100% compliance 100% of the time.
All members of the Department should take pride in their personal appearance. Their uniform shall be neatly pressed and clean, buttons and badges polished, and ties properly adjusted. No buttons, emblems, or insignia of any kind shall be worn on or about uniform, except as specified. No regulation uniform item shall be altered or modified in any unauthorized manner.

It is the member’s responsibility to maintain a complete uniform, including repair and maintenance, through the methods provided in Article IX of the Collective Bargaining Agreement.

DEFINITIONS:

“Class A” Regulation Uniform (Formal):

A. Navy blue long sleeved shirt with black tie (white shirts for chief officers)

B. Navy blue trousers (black trousers may be worn by chief officers when wearing white shirts)

C. Navy blue dress suit * (black dress suit for chief officers)

D. Black belt (plain buckle - silver for firefighters and officers – gold for chief officers)

E. Black leather dress shoes that will take polish or simulated leather shoes (style optional). Station work shoes are not acceptable with class A attire.

F. Badge shall be worn on suit jacket. Name plate, flag pin, rank insignia, commendation ribbons, and Department-approved pins shall be worn on dress shirt.

G. Uniform jacket (in winter). May be worn by members not authorized to wear dress suit.

H. Uniform hat: Department-issued navy blue stovepipe-style (white for chief officers)

I. Navy blue or black socks to match trousers
* Class A dress suit is not authorized for wear by probationary firefighters, but can be obtained and worn after probation. Class A dress suit will be required by all firefighters upon obtaining FF1 status.

**“Class B” Regulation Uniform (Standard):**

A. Standard issue long or short sleeved navy blue uniform shirt with badge, rank insignia, flag pin, name tag, and Department-approved pins shall be considered the standard shirt for non-formal public appearances. (Chief officers’ preferred shirt color is white; however, navy blue is acceptable)

B. Navy blue trousers or cargo pants (black trousers may be worn by chief officers when wearing white shirts)

C. Black leather shoes that will take polish or simulated leather shoes (style optional). Approved station work boots or shoes must have steel toe and shank.

D. Black belt (plain buckle - silver for firefighters and officers – gold for chief officers).

E. Navy blue or black socks to match trousers

F. Uniform cap (authorized baseball-style cap), optional

**“Class C” Regulation Uniform Items (Work):**

A. Department-issued T-shirt in good condition. T-shirts shall be tucked into the trousers at all times. Long sleeved T-shirt shall not be worn with Class B uniform.

B. Department-issued sweatshirt (job-shirt, unaltered)

C. Navy blue trousers

D. Navy blue knit cap

**Physical Fitness Attire:**

A. Navy blue sweatpants or Department-issued shorts and T-shirts
B. Department-issued job-shirt

C. Only white socks shall be worn with physical fitness attire.

REGULATION UNIFORMS:

A. Department-issued Class A uniform is to be worn at designated formal functions or at the discretion of the company officer, district chief, or Department administrators.

B. Department-issued Class B uniform shall be the standard uniform for all non-formal public appearances. Class B uniforms shall be worn at all times the members are in official contact with the public (exception: Class C may be worn on emergency responses.)

C. Badge, nameplate, flag, and rank insignia shall be worn with Class A and Class B uniforms.

D. Class C uniform items may be worn as determined by Division Guidelines. The Class “C” uniform items should be considered the work uniform.

E. Fitness attire shall be worn only while involved in physical fitness activity.

F. Company officers will be held accountable for maintaining a uniform company appearance.

RESTRICTIONS:

A. No portion of Department-issued uniform, of which material or article has been purchased by the City, shall be worn except when on duty. Baseball-style caps are excepted.

B. No authorized uniform item shall be distributed or given to unauthorized personnel.

C. Any neck jewelry, such as chokers, dog tags, religious medals, chains, etc., may be worn beneath the shirt or undershirt while on duty.
D. The wearing of earrings or accessories associated with body piercing is prohibited while on duty.

E. Uniforms shall be unaltered and maintained in good condition.

F. Members promoting shall update their uniforms by anticipating these needs during the annual uniform replacement and/or by utilizing the annual maintenance allowance.

ACCESSORIES & INSIGNIA DESCRIPTION AND PLACEMENT:

A. Shoulder Patches

Shoulder patches shall be worn on the left shoulder of Class A and B uniform shirts, winter/summer jackets, and dress suit coats (stitched in gold for chief officers and red for all other members.)

B. Name Plates

Name plates, furnished by the Department, will be worn over right shirt pocket of Class A and B uniforms, and centered above flap as close as possible to the top of flap. Name plates will be worn over the left coat pocket and under badge of jackets, centered above flaps as close as possible to flap.

C. Collar Insignia

The placement of collar insignia is approximately ¾-inch from front edge of collar lapel and centered on collar. Lieutenant and captain bars are to be parallel to front collar edge. Tops of bugles shall face neck on chiefs’ insignia. Officers of the Department will wear the following listed collar insignia on uniform shirt:

1. Chief of Department – Gold-plated five bugle insignia

2. Deputy and Division Chiefs – Gold-plated four bugle insignia

3. Assistant Chiefs – Gold-plated three bugle insignia

4. Superintendent of Fire Alarm and Assistant Superintendent of Fire Alarm – Gold-plated lightning bolt insignia
5. Master Mechanic and Assistant Master Mechanic – Gold-plated fire engine insignia

6. Captains – Silver double bars

7. Lieutenants – Silver single bar

8. Mechanics – Silver-plated fire engine insignia


D. Department Awards and Ribbons

Shall be worn above the nameplate, no more than three per row as described in Department Operations Guideline 205.01

E. Department-Issued Flag Ribbon (see attached illustrations)

The American flag ribbon shall be worn above the name plate and above any Department award ribbons.

F. Department-Approved Pins

Department-approved pins shall be worn on flap of the right shirt pocket. The following pins are approved: Dive, Helicopter, EMT, BTLS, and fitness

G. Company/Assignment Insignias (see attached illustrations)

Optional company/assignment insignia pins shall be worn on the flap of the right shirt pocket. Top of insignia pin shall line up against the lower stitch line of the top seam. Insignia pins shall be silver in color for all ranks below Assistant Chief, and gold for Assistant Chief and above. Company insignia pins shall be no larger than ¼”, as designated by manufacturers, and shall be approved by division head.

H. Hats

1. Department, Deputy and Division Chiefs – White top, gold ½-inch cloth hat band held by two gold-plated buttons with FD insignia, with gold leaf on hat bill.
2. Assistant Chiefs, Superintendent of Fire Alarm, Assistant Superintendent of Fire Alarm, Master Mechanic, and Assistant Master Mechanic – White top, gold ½-inch metal hat band held by two gold-plated buttons with FD insignia.

3. Captains and Lieutenants – Same as Chief, except that top shall be blue in same shade as uniform trousers. Hat band shall be ½-inch nickel metal band held by two nickel-plated buttons.

4. All other ranks – Same as Captains and Lieutenants, except hat band to be ½-inch black patent leather held by two nickel-plated buttons.

5. The authorized cap/hat for wear with the Class B regulation uniform and Class C items is a dark blue baseball-style cap with DFD insignia (stitched in gold for chief officers and white and red for all other members).

6. Navy blue knit cap with DFD insignia (stitched in gold for chief officers and white for all other staff) may be worn during inclement weather while on incidents.

I. Jackets

1. Winter/summer uniform jackets will be issued with a cloth badge to be sewn over the left breast pocket of the jacket (gold thread for assistant chiefs and above and silver thread for all other members; gold buttons for assistant chiefs and silver buttons for all other members).

2. Chief Officers may, at their option, wear the present gold metal badge on the jacket badge loop, or sew the cloth badge to the jacket as indicated above.

3. Navy fleece jackets: Maltese cross on left breast with name and rank on right breast.

J. Sweaters

Department-issue navy blue sweater may be worn with Class A and Class B uniform shirts. Sweaters will be issued with a cloth badge to be sewn
over the left breast (gold thread for assistant chief and above, silver thread for all other members.)

K. Ties

All ranks – Ties to be worn with Class A Regulation Uniform, low lustre, black four-in-hand style

**SUITS – CHIEF OFFICERS**

A. Coats

Black material to match trousers, per Department specifications, with gold plated buttons designating rank and a badge holder over left upper pocket

1. Chief of Department – Five ½-inch gold stripes on sleeves
2. Deputy Chief of Department – Four ½-inch stripes and one ¼-inch gold stripe on sleeves
3. Division Chiefs – Four ½-inch gold stripes on sleeves
4. Assistant Chiefs – Three ½-inch gold stripes on sleeves
5. Master Mechanic and Superintendent of Fire Alarm - Three ½-inch gold stripes on sleeves
6. Assistant Master Mechanic and Assistant Superintendent of Fire Alarm - Two ½-inch gold stripes on sleeves

Maltese cross insignia will be displayed on the left sleeve of suit coats; one gold cross for every 5 years of completed service

B. Trousers

Black dress style, per Department specifications

**SUITS – ALL OTHER UNIFORMED STAFF**

A. Coats
Navy blue material to match trousers, per Department specifications, with silver plated buttons designating rank and a badge holder over left upper pocket

1. Captains – Two ½-inch silver stripes on sleeves
2. Lieutenants – One ½-inch silver strip on sleeves
3. Engineers – One ¼-inch silver stripe on sleeves

Maltese cross insignia will be displayed on the left sleeve of suit coats; one silver cross for every 5 years of completed service

B. Trousers

Navy blue dress style, per Department specifications

**FIRE INVESTIGATION**

Fire Investigators’ Class B and Class C work uniforms shall be determined by the Division Chief of Administration, with the approval of the Chief of the Department. Investigators shall comply with all other portions of this Directive, including maintaining a Class A uniform for official Department functions.
DENVER FIRE DEPARTMENT

DEPARTMENT DIRECTIVE

Topic No: 1011.00
Date: 11-03-11
Approved: TB for TAB
Review Date: 11-03-13
Replaces: Same, dated 01-19-11

Topic: Uniforms and Personal Appearance
I. OVERVIEW

The Fire Chief is responsible for maintaining order and discipline within the Fire Department, and many criminal charges or convictions for violations may directly affect a firefighter’s ability to perform his/her job responsibilities and/or undermine the public’s trust of the Fire Department. It is, therefore, critical that the Department be made aware of criminal charges or convictions of members in order to assess that impact and to provide for appropriate response for the protection of the firefighter, the Department, and the public. The Denver Fire Department Code of Conduct specifically addresses each member’s responsibility to obey the law.

II. LAW VIOLATIONS AND CRIMINAL CONDUCT

A. Every member of this Department must report any law violation or allegation of criminal conduct committed by any member of the Denver Fire Department to the Police Department for the jurisdiction in which the act occurred, to the Denver Fire Department’s Internal Affairs Investigations unit, and to the Manager of Safety.

B. A member of the Denver Fire Department shall immediately self-report to Internal Affairs:

1. any conviction or arrest, issuance of a criminal summons, complaint, or penalty assessment notice, or any other legal notification to the member of a charge of any felony or misdemeanor.

2. any offense, regardless of whether the charge is a felony, misdemeanor, petty offense, or municipal ordinance offense, which involves violence against persons, destruction of property, dishonesty, theft, prostitution or solicitation for prostitution, the sale or possession of illegal drugs, or conviction for any of the above.

3. if the member becomes aware that he or she is under investigation for a criminal offense other than a traffic infraction.

4. when served with a restraining order issued as the result of allegations of domestic violence or criminal activity.
5. if the member is involved in a police contact as the subject of an investigation – this will not apply if the member is contacted only in a witness capacity.

Exception: Parking tickets. Driving violations will be handled in accordance with DFD Directive 114.07. DFD Driver’s License Policy.

B. A failure to report any of the above will result in discipline up to and including dismissal.

C. Any supervisor who becomes aware that a member is under investigation for, arrested for, or charged with or convicted of any law violation or allegation of criminal conduct other than a traffic infraction, or that a member has been served with a restraining order issued as the result of allegations of domestic violence or criminal activity and who fails to report that violation as set forth above should expect to receive significant discipline, up to and including dismissal.

D. All law violations committed by a member, all allegations of criminal conduct other than a traffic infraction by a member, and all allegations that a member has been issued a restraining order as the result of allegations of domestic violence or criminal activity must be investigated by Internal Affairs regardless of the outcome of the criminal proceedings or whether the restraining order has later been vacated.

III. CONFIDENTIALITY AND INTEGRITY IN INTERNAL AND CRIMINAL INVESTIGATIONS

A. To preserve the integrity of internal investigations, all internal investigators and personnel matters are confidential and are not to be discussed with anyone unless necessary to do so in reporting the matter to Internal Affairs. This includes discussions within the chain of command of any employee or supervisor who is aware of the allegation under investigation.

B. All DFD personnel who are interviewed or who otherwise provide statements or information regarding an internal affairs investigation will not discuss with or otherwise convey to anyone their statements or information, their involvement in an internal
affairs case, the fact that they gave a statement, or information with anyone other than the internal affairs investigator assigned to the case, the Chief of Investigations, the Manager of Safety, and the Deputy Manager of Safety over Operations.

C. This prohibition includes the witness or subject employee’s chain of command. Anyone who violates this Directive is subject to discipline, up to and including dismissal.

D. Any attempt to improperly dissuade, discourage, prevent, or interfere with any internal affairs investigation is subject to discipline, up to and including termination.

E. Any member who knowingly, intentionally, or willfully makes a false report, intentionally omits a material fact, or otherwise departs from the truth in any investigation, including any internal affairs investigation, administrative or judicial proceeding, is subject to discipline, up to and including termination.
No member shall modify any Department facility or property without first obtaining permission through the chain of command from the Division Chief of Technical Services or his or her designee. Examples of modifications include but are not limited to: landscape, paint, removal or additions of fixtures, walls, cabinets, etc.
PURPOSE: To define the appropriate process of reporting a line of duty injury/exposure and to assure accountability.

SCOPE: Applies to all Denver Fire Department Personnel

I. OVERVIEW

Any accident, injury, exposure, or disease affecting a Department member that occurs in the course of employment with the City, whether such occurs during a normal scheduled work period or during a period when the member has been specifically directed to work, shall be reported to the member’s direct supervisor within 48 hours of when the member knew, or should have known, that the injury occurred.

Prompt and proper reporting of all line-of-duty injuries is necessary to ensure that members receive proper care, that necessary reports are completed, that notifications are made in a timely fashion, and that all needed information for follow-up is available.

A. All serious job-related injuries (those requiring medical attention) to Department members must be reported:

1. By a supervisor to the Fire Dispatchers, and
2. To the Administration Division, as soon as possible between the hours of 0700 and 1700.

B. ALL treatment must be coordinated with the OUCH Line nurse, except in cases of emergency. The number to the OUCH Line is 303-436-6824(OUCH). Members who fail to follow this procedure may lose some or all benefits. The OUCH Line nurse will refer the member to either the Concentra Clinic or the COSH clinic. The OUCH Line can list either four specific Concentra clinics available to us or the COSH clinic. Concentra Clinics are open Monday through Friday from 0800 to 2000 hours, and the clinic at 1730 Blake is open Saturday and Sunday from 0900 to 1300 hours. The COSH (Center for Occupational Safety and Health) is open Monday through Friday between 0800 and 1700 hours (closed on holidays).
C. Concentra, COSH, or the ER will issue a Return to Work Pass that the member must present to the Administration Division office, in person, immediately after departure from the Concentra, COSH, or the ER. All documents are to be returned to the Administration Division, rather than the member’s supervisor.

**Exception**: A Return to Work Pass may be emailed to the Administration Division in the following circumstances:

1. Member’s status has not changed, and
2. Concentra or COSH will email the Return to Work Pass before the member leaves the facility, and
3. The member contacts the Administration Division Lieutenant, or if unavailable his/her designee, to confirm receipt of the email and get further instructions.

D. When care is provided by a personal physician or specialist, the member still must obtain a Return to Work Pass from COSH or Concentra before returning to duty, except if their care, specific to the particular injury or condition, has been transferred to the specialist in writing and that transfer is confirmed by the Administration Division.

E. When a member receives a Return to Work Pass from the clinics that reflects anything other than “Full Duty,” the member is automatically assigned to the ADMINISTRATION DIVISION. ONLY Administration Division staff can make or approve modified duty assignments or approve a complete “layoff.” Failure to properly report to the ADMINISTRATION DIVISION may subject the member (and/or supervisor) to discipline and loss of member Sick Leave.

F. Only an Administration Division staff member may sign as “Safety Representative” on the ADM form. Line officers are not authorized to sign as Safety Representatives.

**II. MEMBER RESPONSIBILITIES**

A. Notify his/her officer and the Administration Division office of any change in status.
B. Submit written documentation (on provider’s stationery) of appointments related to the illness or injury, including physicians, physical therapists, etc. This requirement applies to all members who are laid off, are assigned modified duty, or have continuing/follow-up appointments after being released to full duty.

C. Keep all address and telephone number information up to date.

D. Follow all restrictions. Failure to do so may jeopardize benefits, Workers Compensation, etc., and subject the member to discipline.

E. Members on modified duty or who are laid off may not perform special details until they are released to full duty, unless approved by the Administration Division.

F. Report to the Administration Division any orders from supervisors or others that would cause the member to violate his/her restrictions.

G. To continue to work toward Maximum Medical Improvement (MMI).

III. WHEN MEMBER IS NOT SEEN

A. The OUCH Line must be called.

B. Under Downloadable Forms, the form, Supervisor’s Accident or Injury Report Form, must be completed by the member’s supervisor and sent to the Risk Management within 72 hours from the time the supervisor becomes aware of the incident.

C. A new Incident number must be initiated with regard to the exposure, through Dispatch, and an NFIR completed.

IV. FOR AN EXPOSURE

A. The OUCH Line must be notified with the suspected exposure, the address, and the type of exposure (blood borne or airborne).
B. If the member is directed to be seen, they can go to the Concentra Clinic or the COSH Clinic during their work hours, or DHMC ER after hours.

C. In all cases of exposure, a new Incident number must be generated and include the exposed firefighter’s information. Please include all facts relating to the nature of the exposure in the new NFIR.

D. The Supervising Officer must go to Downloadable Forms and complete the Supervisor’s Report to be submitted to Risk Management and HR.

E. The Exposure Officer (Captain in Operations) or their designee must be notified. Have Dispatch page the Exposure Officer or contact them directly.

V. SAFETY REPRESENTATIVE

Per Executive Order #65, the Division Chief of Administration has designated the Administration Division Lieutenant to be the Department’s Safety Representative to handle injuries to Department members. The Technician in Administration has been designated as the backup Department Safety Representative. Other supervisors are not authorized to sign as the Safety Representative.

VI. BILLS RECEIVED FOR LOD INJURIES

The Workers Compensation section of the City’s Risk Management Department investigates, handles, and administers the City’s Workers Compensation claims.

Risk Management receives the Employee’s Report of Injury information from the three designated providers: COSH, Concentra, or the ER. LOD claim is then established.

If a LOD injury occurs after hours or on the weekend and Risk Management doesn’t receive a report of injury, this could result in bill collection efforts against the member. This will occur if the OUCH Line nurse is not contacted or the member is not seen by one of the three designated providers.
If the member receives any bill in the mail, send it to Risk Management or the Administrative Lieutenant. Not all medical providers know that your claim is a Workers Compensation claim, especially for treatment immediately following the injury. It is possible that the provider will bill the member rather than sending it to Risk Management.

**Do not ignore or throw away any bills or notices you may receive at your home address.**

Send them to: (along with a copy to Administration Division)

City and County of Denver, Department of Risk Management
201 West Colfax Ave., Department 1105
Denver, CO 80202
PURPOSE: To ensure DFD compliance with Department of Safety Directive 2011.02 regarding compelled alcohol/drug testing for Department of Safety Personnel.

SCOPE: Applies to all Denver Fire Department Personnel

Per the Office of the Manager of Safety, all Denver Fire Department personnel shall familiarize themselves with the following Department of Safety Directive as it pertains to compelled alcohol and/or drug testing:
Compelled Alcohol/Drug Testing for Department of Safety Personnel

Safety Department IAB personnel shall compel a sworn employee from his/her department to submit to an administrative chemical test whenever there is reasonable suspicion to believe that the safety employee has engaged in conduct prohibited by law, Career Service Rule (if applicable), or Departmental rule, policy, or directive involving alcohol or drugs, while either on or off-duty, and regardless of whether the employee has been contacted by law enforcement officers from Denver or any other jurisdiction. This includes any situation where the employee has refused to submit to chemical testing as part of a criminal or traffic investigation and administrative testing is not covered by the Mayor's Executive Order 94. Safety IAB personnel will document their orders and attempt to gain compliance from the subject employee. Each Department shall determine which of its IAB personnel shall have authority to compel the administrative chemical test.

When practical as it relates to physical distance from the City and County of Denver, Safety IAB members will respond to the jurisdiction where the contact has occurred and order the employee to provide a sample to determine his/her alcohol level or drug presence. Safety IAB members will coordinate with the DHMC Center for Occupational Health and Safety for appropriate action when needed or take the employee to the clinic whenever practical.

In circumstances where it is not practical to physically drive to the location or where it is not practical to take the employee to DHMC or to arrange a DHMC response, IAB personnel will, by telephone, order the employee to submit to chemical testing and will make reasonable attempts to arrange testing with the arresting jurisdiction. IAB personnel will ensure that, when testing for alcohol BAC, either a blood sample or breath test on a certified intoximeter by a certified operator is completed or, when testing for drugs, a urine sample is obtained using proper drug
Compelled Alcohol/Drug Testing

Screening procedures. A PBT (Preliminary Breath Test Device) should be used only if other tests are not available or if the response time between incident and the test becomes an issue.

This directive complements but does not replace the requirements set forth in the Mayor's Executive Order 94 ("XO94"), where it remains the supervisor's responsibility to test without delay any employee in their command whenever reasonable suspicion exists:

(a) To believe an employee who is performing City business, or is driving a City vehicle, or is on City property has consumed or is impaired by alcohol, or has consumed, been impaired by, or been subject to illegal drugs or legally obtained prescription drugs and none of the exceptions in XO94 allow such alcohol or drug use; or

(b) To believe a driving or other workplace accident may have been the fault of an employee and: (1) the accident involved a fatality; (2) any individual was injured severely enough to receive medical treatment immediately away from the scene of the accident; or (3) the accident resulted in disabling damage to any vehicle or any equipment; or

(c) To test the employee under any other requirement of XO94.

Members of the Safety Department's Internal Affairs Bureau will only advise supervisors and command officers concerning situations that fall under XO94 and not assume responsibility for ensuring the test is conducted as required.

Ashley R. Kilroy  
Manager of Safety  

[Signature]  

10-31-11  
Date
PURPOSE: To ensure DFD compliance with Department of Safety Directive 2011.03 regarding the prohibition of preferential treatment for employees of the criminal justice system or public officials.

SCOPE: Applies to all Denver Fire Department Personnel

Per the Office of the Manager of Safety, all Denver Fire Department personnel shall familiarize themselves with the following Department of Safety Directive as it pertains to the prohibition of preferential treatment for employees of the criminal justice system or public officials:
CITY AND COUNTY OF DENVER

DEPARTMENT OF SAFETY
FIRE • POLICE • SHERIFF

TO: Denver Fire, Police and Sheriff Departments
FROM: Ashley Kilroy, Manager of Safety
DATE: October 31, 2011
DIRECTIVE: 2011-03

DEPARTMENT OF SAFETY
DIRECTIVE

No Preferential Treatment to be given to Employees of the Criminal Justice System or Public Officials

I. PREFERENTIAL TREATMENT PROHIBITED

No sworn or civilian member of the Denver Department of Safety shall afford preferential treatment to any employee of the criminal justice system from any jurisdiction or any public official by virtue of such individual’s criminal justice or public official status in any situation where the individual may have violated any law, whether criminal, traffic, civil (e.g., civil forfeiture laws), or administrative (e.g., regulations promulgated by an administrative agency).

Examples of criminal justice system employees include: (i) sworn and civilian employees of police and sheriff departments; (ii) parole officers; and (iii) all employees of a district attorney’s office. Examples of public officials include; (i) elected officials; (ii) appointees; and heads of governmental agencies. The following types of actions shall not constitute “giving preferential treatment” and are, therefore, permissible under this directive: (a) Dealing with a member of the Colorado General Assembly as required by the Colorado Constitution, article 5, section 16, Privileges of Members, and DPD Operations Manual section 205.07, Violations by Colorado Legislators; (b) Affording diplomatic immunity to a “diplomatic agent”; and (c) Dealing with a foreign national as required by DPD Operations Manual section 104.52, Arrest/Detention of Foreign Nationals.

II. CIRCUMSTANCES REQUIRING SUPERVISOR INVOLVEMENT

Any member of the Department of Safety with law enforcement authority shall immediately notify an on-duty supervisor of the member’s Department whenever such member contacts any employee of the criminal justice system from any jurisdiction or any public official in any situation where the individual is involved in, or suspected of, “criminal conduct” (as defined
DENVER FIRE DEPARTMENT

DEPARTMENT DIRECTIVE

**Topic:** Preferential Treatment Prohibited

1016.00
Date: 11-03-11
Approved: TAB
Review Date: 11-03-13
Replaces: N/A

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below). The supervisor shall respond to the location of the contact and make a determination as to the course of action to be followed. The supervisor shall document the incident and forward the information to his/her Department’s Internal Affairs Bureau through the supervisor’s chain of command. The supervisor’s letter shall articulate specific reasons to support the action(s) taken.

With respect to sworn Denver Sheriff Department employees and Denver Fire Department Arson Investigators: The “contacts” referenced in this Part II of the directive mean contacts where the DFD employees or Arson Investigators are authorized to act pursuant to the arrest powers conferred by their departments. “Criminal conduct,” for purposes of this Part II of the directive, means: (i) federal and state felonies and misdemeanors including driving under the influence (DUI) and driving while impaired (DWAI); and (ii) local ordinances (other than traffic infractions or other administrative citations). Thus, supervisor involvement is not necessary in instances of traffic infractions or other administrative citations.

Ashley R. Kilroy
Manager of Safety

Date 10-31-71
PURPOSE: To clearly identify to DFD members serving in the military, actions needed to take military leave, how hours may be used, as well as return to duty procedures.

SCOPE: This policy applies to all DFD members serving in the military (reserves and National Guard) who are required to attend scheduled drills and annual training, and any member called to active duty for any extended time.

DEFINITIONS:

Scheduled drills: Required training scheduled in advance usually consisting of but not limited to one weekend a month.

Annual training: Required yearly training usually consisting of two or more weeks out of the year. This may be local training or any other chosen site and may require more days for travel.

Extended Deployments: Active duty military orders that exceed 89 days.

Accrued military leave: Leave granted by the military at the end of an extended deployment that was accrued during the course of the deployment.

I. TAKING PAID MILITARY LEAVE

A. Any DFD member serving in the military is granted 120 hours of paid military leave per calendar year. This leave may be taken incrementally or used all at once as long as orders can be provided to Administration. If on drill weekend a member is released and can return to duty, they may use only the time needed and are not required to take the full 24 hours out of their military leave bank.

B. If a member is to take paid military leave, they are required to contact Administration and schedule leave time through them. The member will be required to provide documentation such as orders or employee letters as soon as a copy becomes available.

C. If a member taking military leave has exhausted their 120 hour military leave bank, they may be eligible to take leave in the form of FMLA. After any military duty (with the exception of extended deployments) is performed, the member is required to report for
their next scheduled shift. No military leave shall be granted past expiration of orders.

II. EXTENDED DEPLOYMENTS

A. Any member who receives active duty orders for any period of time longer than 89 days will be considered to be activated for an extended deployment and that employee is guaranteed certain rights of employment under the Uniformed Service Employment and Reemployment Rights Act of 1994.

B. When notice is given to the member from their military command, the member is required to contact Administration to inform them of upcoming deployment to schedule time off as well as to schedule a time prior to their deployment to meet with the Administration Lieutenant to discuss and determine pay and benefit options.

C. During the deployment, the member is entitled to all the same accruals as if they were an active DFD member (i.e. seniority, sick leave, and vacation time).

D. Any member on military leave will retain their position as for rank. However, if they’re in a position that needs to be filled for operational effectiveness, the member may be reassigned as rights of management.

III. RETURN TO DUTY FROM EXTENDED DEPLOYMENTS

A. After being released from active duty, the member must contact Administration and schedule return to duty. A member may return to duty if still on military orders if they are using their accrued military leave.

B. After scheduling return to duty, the member will report to Administration and be put back on payroll. At this time, the member will make sure benefits and accruals are reinstated and caught back up. Member will be advised to review new Directives or changes in policies.
C. The member will then have the opportunity to report to Safety and Training and review any JPRs or new equipment as well as changes in tactics. The Department may also require the member to complete additional training.
PURPOSE: To ensure DFD compliance with Department of Safety Directive 2011-01 regarding the Recording Policy for Department of Safety personnel.

SCOPE: Applies to all Denver Fire Department Personnel

Per the Office of the Manager of Safety, all Denver Fire Department personnel shall familiarize themselves with the following Department of Safety Directive as it pertains to the Recording Policy for Department of Safety personnel:
DEPARTMENT OF SAFETY
RECORDING POLICY

It is the policy of the City and County of Denver Department of Safety that in person or telephone (both cellular and land-line) conversations between members of the Department or any city employee will not be recorded, either by video or audio recording devices, with the following exceptions:

- All parties to the conversation are aware that the conversation is being recorded; or
- The surreptitious recording is done lawfully in conjunction with a criminal investigation being conducted by the Department; or
- The surreptitious recording is being done lawfully in conjunction with an administrative investigation and written approval has been obtained from one of the following or their designee: Manager of Safety, Chief of Police, Fire Chief, Director of Corrections; or
- Recording is being done off duty, and not in any City facility or vehicle.

Any employee found surreptitiously recording any conversation in violation of this policy may be subject to disciplinary action up to and including dismissal.

Charles F. Garcia
Manager of Safety

Date: 4/28/11
The Denver Fire Department is dedicated to:

- Providing quality, timely, and professional emergency services to those who live in, work in, and visit the City and County of Denver and the communities we serve.

- Respecting each other through trust, pride, diversity, integrity, and training.

- Working together to achieve the highest levels of preparedness, prevention, and community involvement with a dedication to purpose.
The following list of guidelines represents the conduct standards for members of the Denver Fire Department.

Every member of the Denver Fire Department is expected to conduct themselves in a self-disciplined and professional manner and is responsible for that conduct and should project a positive, productive, and mature demeanor.

EVERY MEMBER SHALL:

1. Comply with the Guidelines of their respective Divisions and written Directives of both the Denver Fire Department and the City of Denver.

2. Use their training and capabilities to protect the public at all times.

3. Work to the level of expertise in their position so as to enable all Department programs and functions to operate effectively.

4. Always conduct themselves to reflect credit on the Department and the City of Denver.

5. Supervisors will manage in an effective, considerate, and fair manner. Subordinates will follow instructions in a positive, cooperative manner.

6. Always conduct themselves in a manner that creates good order inside the Department.

7. Keep themselves informed to enhance their awareness and efficiency concerning their positions.

8. Be concerned and protective of each member’s welfare.


10. Use good judgment.

11. Keep themselves physically fit.

12. Observe the work hours of their position.
13. Obey the law.

14. Be responsible and maintain any/all Department equipment and property at an efficient and usable level.

MEMBERS SHALL NOT:

15. Engage in activity that is detrimental to the Department.

16. Engage in a conflict of interest to the department or use their position with the Department for personal gain or influence.

17. Use alcoholic beverages, debilitating drugs, or any substance which impairs their physical or mental capacities while on duty, or when susceptible to emergency recall.*

18. Engage in intimidating, threatening, or hostile behaviors, physical assault, or other acts of this nature.

19. Engage in any sexual activity while on duty.*

20. Abuse their Sick Leave.


22. Depart from the truth.*

*Members found to be in violation of these sections may be terminated.
It is the policy of the Denver Fire Department that sexual harassment is not acceptable and will not be tolerated. All employees are expected to avoid any participation in unwelcome behavior or conduct toward any other employee, which could be interpreted as sexual harassment under the following guidelines:

Section 703 of Title VII of the Civil Rights Act defines sexual harassment as follows:

Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a physical nature, when:

1. Submission to such conduct is made either explicitly or implicitly a term for condition of an individual’s employment; or

2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individuals; or

3. Such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile, or offensive environment.

Examples of sexual harassment include, but are not limited to:

1. Sex-oriented verbal “kidding”/”jobbing.”

2. “Teasing” or joking that takes on a sexual tone.

3. Subtle pressure for sexual activity.

4. Physical contact such as patting, pinching, or constant brushing against another’s body.

5. Demands for sexual favors.

6. Printed material that is construed to be sexually offensive.

7. Television broadcasts or video tapes of a sexual nature.*

A supervisor or any other person is engaging in sexual harassment if they use, offer, or threaten to use the power of their office or position to control, influence, or affect the career, salary, or job of another employee or prospective employee in exchange for unwelcome sexual favors.
Any employee is engaging in sexual harassment if they participate in deliberate or repeated unsolicited verbal comments, gestures, or physical contact of a sexual nature which are unwelcome or interfere with work productivity.

The following procedures shall be followed when sexual harassment occurs:

1. The affected individual shall make it clear to all involved persons that such behavior is offensive to them.
2. The affected individual shall bring the matter to the appropriate supervisor’s attention.**
3. The supervisor shall investigate the complaint of sexual harassment promptly. The determination of whether or not a particular action constitutes sexual harassment shall be made from the facts on a case-by-case basis. In determining harassment, the supervisor or other appropriate official shall look at the totality of the circumstances, such as the nature of the sexual conduct and the context in which the alleged incidents occurred.
4. If sexual harassment is found to exist, appropriate management and supervisory personnel shall take prompt corrective action. Please refer to Topic #106.01, Disciplinary Guidebook, to ensure that correct procedures are followed.

- Sexual harassment, which has the effect of unreasonably interfering with an employee’s work performance or which creates an intimidating, hostile or offensive environment shall constitute a violation of the Department’s Conduct Standards, and may result in discipline up to and including dismissal on the first offense.
- Sexual harassment, which affects a term or condition of employment or which is the basis of an employment decision affecting the employee or prospective employee, shall constitute a violation of the Department’s Conduct Standards, and may result in discipline up to and including dismissal on the first offense.

5. If the actions of the immediate supervisors do not effectively stop the sexual harassment, the affected individual shall contact the EEOC Coordinator at the Human Resources Bureau. The complaint will then be further investigated and dealt with by that coordinator.
Refer to department policy when using cable television or video tapes in the fire house.

The displaying of sexually explicit material in a public building and in the work environment is in violation of Section 703 of Title 7 of the Civil Rights Act. The fact that such material may create an intimidating work environment for some individuals is cause for prohibition.

*Company Officers and District chiefs will be held responsible for ensuring compliance of this policy.* Those who are found in violation of this policy will be dealt with in accordance with the sexual harassment policy of the Denver Fire Department.

*The broadcasting of sexual explicit material in any fire department facility is hereby prohibited.*

**Appropriate supervisor can include immediate supervisor or anyone in the chain of command, EEO Officer of the Department (Administrative Division Chief, Division 4) or Employee Group Officer. It is the responsibility of the “appropriate supervisor” to report the allegation immediately to the administration at the Denver Fire Department Headquarters.*
Pursuant to City Attorney Memorandum:

DATE: February 23, 2001

TO: Cathy A. Donohue, Public Works Manager
    Alan Ochsenbein, Denver International Airport

THROUGH: Xavier S. L. DuRan, Assistant City Attorney, Supervisor

SUBJECT: EXECUTIVE ORDER 94

"Per your request, I am providing further explanation as to the reason for the rewrite to Executive Order 94, the City and County of Denver Employees’ Alcohol and Drug Policy. As a reminder, the purpose of the rewrite was to: (a) ensure compliance with recent state and federal law and the new Department of Transportation regulations passed in December 2000; and (b) make the executive order more user friendly."

I. COMPLIANCE WITH STATE AND FEDERAL LAW

A. Section IB, Legal Drugs, 2: This section was rewritten in order to require return to work determinations while an employee is under the influence of prescription medication be made by the department’s Human Resource Specialist or Safety Officer only after consulting with medical personnel. This brings this section into compliance with state law and the Denver Health and Hospital Authority (“DHHA”) regulations. Additionally, this section was rewritten to require our medical providers acquire medical releases from employees prior to having conversations with the employees’ personal physicians, in accordance with DHHA regulations.

B. Section IB, Legal Drugs, 3: This language was rewritten in compliance with the new Department of Transportation regulations, which specifically prohibit employees with Commercial Drivers’ Licenses (“CDL”) from using marijuana, even though marijuana may have been approved for medical use under state law.

C. Section IIC, Post-Accident Testing, 1: This language was also rewritten in compliance with recent federal law. Specifically, it was altered to require that before any post-driving or workplace accident alcohol and drug tests are conducted, the department determine the employee involved in the accident may have been at fault and the accident involved a fatality, or any individual was injured enough to receive medical attention immediately away from the scene of the accident, or the accident resulted in disabling
damage to vehicle. Additionally, we added to this section the current definition of disabling damage.

II. USER FRIENDLY

The individuals who use this Order on a regular basis have continually complained to the Drug and Alcohol Committee about how difficult it is to follow the Executive Order. Therefore, in an attempt to make the Order more user friendly, we reorganized the paragraphs. Specifically, we moved all paragraphs concerning CDL testing into one section and all of the paragraphs discussing non-CDL testing into another section.

We also listed the supervisors’ duties from supplemental manuals in this Order, so the Order will now stand-alone. For example, under reasonable suspicion testing, section II. DRUG AND ALCOHOL TESTING, B1.a.i-viii, we listed each step that a supervisor must take when ordering this type of test.

Additionally, we included a section to allow for classified members of the Police and Fire Departments and Deputy Sheriffs to be tested in the future. As you may be well aware, the Manager of Safety, Aristedes Zavaras, in concert with my office, is currently developing Department of Safety regulations to provide for this testing. See Section II.F.

In the training section of the Order, we expanded the explanation as to the employees’ and supervisors’ responsibilities. Again, this rewrite was made to include information from supplemental manuals so the Order will now stand-alone. Additionally, in this section, we changed the expression “probation period” to “first year of employment” since Career Service Authority is eliminating the expression “probation period” from its personnel rules.

Throughout the regulation, we also changed the expression “Office of Employee Assistance” to the correct name of that agency, which is “Mayor’s Office of Employee Assistance.”

In Section B of the miscellaneous provision of the Order, we added the search language approved by the City Attorney to be used on posted notices.

Finally in the addendum, we grouped the paragraphs referring to alcohol under the first section and grouped the provisions dealing with illegal drugs under the second section.
III. CONCLUSION

The Drug and Alcohol Committee made these revisions to comply with state and federal law and the Department of Transportation regulations. Additionally, we revised the Order to make it easier for anyone to follow, since we have received numerous complaints over the years that the Order was confusing. Hopefully, this memorandum has adequately explained the revisions. However, if you should have any further questions regarding this Order or would like the drafters of the Order to attend any meetings, in anticipation of any questions that may arise, please contact me at 720-913-3107.

Thank you.

RCH/mv
Pursuant to EXECUTIVE ORDER NO. 94 Memorandum:

DATE: March 15, 2001

TO: All City Agencies

FROM: Wellington E. Webb

M A Y O R

SUBJECT: CITY AND COUNTY OF DENVER EMPLOYEES' ALCOHOL AND DRUG POLICY

PURPOSE: As an employer, the City and County of Denver (City) is required to adhere to various federal, state, local laws and regulations regarding alcohol and drug use. The City also has a vital interest in maintaining a safe, healthy and efficient environment for their employees and the public. Being under the influence of, subject to the effects of or impaired by alcohol or a drug on the job may pose serious safety and health risks to the user, the user’s co-workers and the public. Additionally, the possession, use or sale of an illegal drug in the workplace may pose an unacceptable risk to the safe, healthy and efficient operation of the City.

The City maintains the Mayor’s Office of Employee Assistant and provides Department of Safety psychologists who offer help to employees who seek assistance for alcohol or drug use and other personal or emotional problems.

RESPONSIBLE AUTHORITY (S): City Attorney

This executive order, effective on the above date, establishes and confirms the policy of the City concerning the problem of drug and alcohol use in the workplace. On the date it becomes effective, this executive order supersedes all previous enacted alcohol and drug executive orders.

ALCOHOL AND DRUG POLICY FOR
CITY AND COUNTY OF DENVER EMPLOYEES:

I. PROHIBITIONS FOR ALL CITY EMPLOYEES INCLUDING CLASSIFIED MEMBERS OF THE POLICE AND FIRE DEPARTMENTS.
A. Alcohol

Employees are prohibited from consuming, being under the influence of, subject to the effects of the impaired by alcohol while performing City business, while driving a City vehicle or while on City property, unless the employee is not on duty and attending an officially sanctioned private function, e.g., and invitation only library reception.

The alcohol levels defined by the state legislature that may be amended from time to time for defining “under the influence of alcohol” and “impaired by alcohol” are adopted here for purposes of this executive order.

Employees holding Commercial Driver’s licenses (CDL) are subject to the alcohol levels defined by the Department of Transportation (DOT) regulations that may be amended from time to time for “under the influence” which are adopted here for purposes of this executive order.

Current alcohol level definitions are contained in the Addendum to this Order. If there is a conflict between the state legislature or the DOT regulation alcohol level definitions and the ones contained in the Addendum to this Order, the state legislature and DOT regulation definitions will take precedence.

B. Legal Drugs

1. It is the responsibility of the employees who work in positions operating vehicles or dangerous equipment or affecting the health or safety of co-workers or the public to advise their supervisors that they are taking prescription medication that may affect their performance.

2. Employees who work in positions operating vehicles or dangerous equipment or affecting the health or safety of co-workers or the public are prohibited from consuming, being under the influence of, subject to the effects of or impaired by legally obtained prescription drugs while performing City business, unless the following two determinations have been made:
a. It is determined by both the employee’s supervisor and either the employee’s Human Resource Specialist or Safety Officer after consulting with the Occupational Health and Safety Clinic (OHSC) personnel that the employee’s job performance will not be affected and that the employee does not pose a threat to their own safety.

b. It is determined by both the employee’s supervisor and either the employee’s Human Resource Specialist or Safety Officer after consulting with the OHSC personnel that the employee will not pose a threat to the safety of co-workers or the public, and the employee will not disrupt the efficient operation of the agency.

If appropriate, the OHSC personnel may contact the employee’s personal physician. Prior to making contact with the employee’s personal physician, the OHSC personnel should try to obtain a medical release from the employee.

Employees may be required to use sick leave, take a leave of absence or comply with other appropriate non-disciplinary actions determined by the appointing authority until the above determinations can be made.

The OHSC shall keep the medical records that disclose the identity of the legal drug confidential in accordance with state and federal laws. Release of this information should only occur after a determination has been made that the employee is using the drug illegally.

3. The DOT regulations prohibit employees with CDLs from using marijuana, even for approved medical reasons. If the federal and Colorado laws are in conflict on this issue, the federal law will take precedence. Therefore, a positive marijuana drug test will be treated as an illegal drug use for employees with CDLs, subjecting them to all rules contained herein for illegal drug use even if the marijuana has been prescribed for the employee by a physician for medical reasons.
C. Illegal Drugs

1. Employees are prohibited from consuming, being under the influence of, subject to the effects of or impaired by illegal drugs while performing City business, while driving a City vehicle or while on City property.

2. Employees are also prohibited from selling, purchasing, transferring or possessing an illegal drug.

As a part of official duties, illegal drugs may be handled, controlled and disposed of according to established department contraband procedures by classified members of the Police and Fire Departments or Denver Sheriff employees. However, it is grounds for immediate dismissal if classified members of the Police and Fire Departments or Denver Sheriff employees sell, purchase, transfer or possess illegal drugs at any time other than as a part of their official duties.

The illegal drug cut-off levels established by the DOT regulations, that may be amended from time to time, are adopted here for purposes of this executive order. Current illegal drug levels are contained in the Addendum to this Order. If there is a conflict between the DOT regulation, illegal drug levels and the ones contained in the Addendum to this Orders, the DOT regulation definition will take precedence.

II. DRUG AND ALCOHOL TESTING

A. Pre-Employment Testing

1. City may implement, with the City Attorney’s approval, pre-employment screening practices designed to prevent hiring individuals for job positions:

   a. whose use of illegal drugs may affect the public health or safety and

   b. whose use of alcohol or legal drugs indicates a potential for impaired or unsafe job performance where the public health or safety may be affected.
The Civil Service Commission, Career Service Authority, OHSC or interviewing agency shall inform a job applicant of these pre-employment screening practices prior to such screening.

2. Employees with CDLs, prior to the first time the employee performs a safety-sensitive function, shall be tested for controlled substances, pursuant to applicable DOT regulations as may be amended from time to time.

3. Refusal by an applicant to submit to a pre-employment test shall result in denial of employment.

4. Pre-employment test results:

   a. **Alcohol**

      Where alcohol use is detected and it is determined to be a potential safety risk, employment shall be denied.

   b. **Legal Drugs**

      i. Where use of a prescription drug is detected, applicants may be required to offer proof that the drug has been prescribed by a physician for the applicant. If the applicant is unable to provide such proof, employment may be denied.

      ii. Where the applicant’s future or continued use of the drug poses a potential safety risk or would impair job performance, employment may be denied in accordance with the applicable state and federal laws.

   c. **Illegal Drugs**

      i. Employment shall be denied when the presence of an illegal drug is detected.

      ii. Employment shall be denied when the presence of a known masking agent is detected.
iii. A second direct observation urinalysis test may be required prior to offering employment to an applicant whose drug test evidences the urine sample has been diluted.

B. Reasonable Suspicion Testing

1. When a supervisor has reasonable suspicion that any employee is in violation of this policy, after taking appropriate safety measures, i.e., removing the employee from any situation which may pose a safety risk to the employee, co-workers or the public, the supervisor shall immediately consult with his/her Human Resources Specialist, Safety Officer or the City Attorney’s Office to determine further actions. However, if immediate consultation is not possible, it is the responsibility of the supervisor to initiate alcohol and drug testing. The supervisor shall initiate testing as follows:

a. Alcohol

i. Document in writing the specific reasons for the decision to initiate testing based on specific, contemporaneous, articulable observations of the employee’s appearance, behavior, speech or body odors.

ii. Have a second supervisor confirm the specific, contemporaneous, articulable observations of the employee’s appearance, behavior, speech or body odors.

iii. Confront the employee and articulate that the supervisor is ordering the employee to go to the testing site for testing.

iv. Escort the employee to the testing site as soon as possible. However, if the supervisor is unable to escort the employee, the supervisor should have another individual escort the employee for testing. The individual selected to escort the employee shall
be of a higher grade/rank than the employee being tested.

v. Require the employee to bring a picture identification card and proof of the employee’s social security number to the testing site.

vi. If the employee refuses to go to the testing site or refuses to participate in the testing process, the supervisor or the escort should tell the employee that refusal to comply with a direct order of an authorized supervisor might subject the employee to discipline, up to and including dismissal.

vii. After the initial test results are known, the supervisor shall contact the appointing authority for further guidance. If the appointing authority is unavailable and the supervisor has a reasonable doubt about the employee’s ability to satisfactorily and safely meet job requirements, the supervisor shall place the employee on investigatory leave pending results of testing or other administrative determination.

viii. No supervisor or escort should allow an employee to drive to or away from the testing or the work site. However, if the employee does drive off, notify the Police Department immediately and provide them pertinent information, i.e., employee’s car make; model and color; license plate number, direction of travel and reason for ordering the alcohol and/or drug testing.

During regular OHSC hours, the testing shall be conducted at one of the OHSC testing site. After regular hours, the supervisor shall page the OHSC alcohol and drug testing personnel to arrange for immediate testing.

Testing should be administered within two (2) hours of making a reasonable suspicion determination. If this two (2) hour time frame is exceeded, the supervisor should document the reasons the test was not promptly administered. Supervisors who do not test employees within this established time frame may be subject to discipline, up to and including dismissal.
Supervisors and escorts shall keep the employee’s name and identifying information restricted to persons who “need to know.”

**b. Legal drugs**

i. Document in writing the specific, contemporaneous, articulable observations of the employee’s appearance, behavior, speech or body odors that provides reasonable suspicion that the employee’s use of or being under the influence of, subject to the effects of or impaired by a legal drug poses a potential safety risk or would impair job performance.

ii. Have a second supervisor confirm the specific, contemporaneous, articulable observations of the employee’s appearance, behavior, speech or body odors.

iii. Confront the employee and articulate that the supervisor is ordering the employee to go to the OHSC for evaluation.

iv. Escort the employee to the evaluation site as soon as possible. However, if the supervisor is unable to escort the employee, the supervisor should have another individual escort the employee for evaluation.

v. If the employee refuses to go to the evaluation site, the supervisor or the escort shall tell the employee that refusal to comply with a direct order of an authorized supervisor might subject the employee to discipline, up to and including dismissal.

vi. If the clinic personnel determine that the employee’s use of, being under the influence of, subject to the effects of or impaired by a legal drug poses a potential safety risk or would impair job performance; the supervisor shall contact the appointing authority for further guidance.

vii. If the appointing authority is unavailable and the supervisor has a reasonable doubt about the employee’s ability to satisfactorily and safely meet job requirements, the supervisor shall place the employee on investigatory leave pending such consultation. However, no supervisor or escort should allow an employee to drive to or away from the evaluation site. If the employee does drive off, the supervisor or escort shall notify the Police Department immediately and provide them pertinent information.
viii. If the clinic personnel determine that the employee’s use of, being under the influence of, subject to the effects of or impaired by a legal drug does not pose a potential safety risk and does not impair job performance, have the employee return to work.

b. Illegal drugs

Follow the steps listed above in Section B.l.a.

However, testing for illegal drugs should be administered within eight (8) hours of making a reasonable suspicion determination. If this eight-hour (8) time frame is exceeded, the supervisor must document the reasons the test was not promptly administered. Supervisors who do not test employees within the established time frame may be subject to discipline, up to and including dismissal.

The police are to be contacted when a supervisor has reasonable suspicion that an employee appears to be in possession of, selling or transferring illegal drugs.

C. Post-Accident Testing

1. As soon as practicable following a driving or other workplace accident, the supervisor shall ensure that driver-employee is tested for alcohol and drugs when the accident:

   a. may have been the fault of the employee and the accident involves a fatality;

   b. may have been the fault of the employee and any individual was injured severely enough to receive medical treatment immediately away from the scene of the accident;

   c. may have been the fault of the employee and the accident resulted in disabling damage to any vehicle or any equipment; or,

   d. there is reasonable suspicion to test the employee.
2. Post-accident alcohol and drug testing should be administered within two (2) hours following the accident. Supervisors who do not test employees within the established time frames may be subject to discipline, up to and including dismissal.

3. “Disabling damage” for a vehicle accident is defined as precluding the departure of the vehicle from the scene of an accident in its usual manner. Vehicle damage that can be remedied temporarily at the scene without special tools or parts, i.e., replacing a tire with the spare, taping over a headlight or tying down the hood of a car, are not considered disabling.

4. “Disabling damage” for a workplace accident is defined as precluding the use of the equipment from its usual operation. Equipment that can be remedied temporarily at the scene without special tools or parts is not considered disabling.

D. Return to Duty Testing

1. If an employee has violated the prohibited conduct listed in Sections I(A) or I(C) of this Order, the employee shall not return to work unless the employee has completed a successful return to duty alcohol test.

E. Commercial Driver’s License Testing

For those positions requiring a CDL, the City shall implement drug testing pursuant to applicable DOT regulations, as may be amended from time to time in addition to the testing described in Sections I(B), I(C) and I(D) of this Order.

1. Pre-Employment Testing

Prior to the first time a driver performs safety-sensitive functions for the City or any of its agencies, the driver shall be tested for illegal drugs usage in compliance with the DOT and state regulations, as may be amended from time to time.

2. Reasonable Suspicion Testing

a. Alcohol
The procedures described in Section II(B)(1)(a) of this Order shall be followed.

b. Legal Drugs

The procedures described in Section II(B)(1)(b) of this Order shall be followed.

b. Illegal Drugs

The procedures described in Section II(B)(1)(c) of this Order shall be followed.

3. Post-Accident Testing

a. As soon as practicable following an accident, the supervisor shall ensure that driver-employee is tested for alcohol and drugs when:

i. the accident occurred while the vehicle driver was performing safety-sensitive functions with respect to the vehicle and the accident involved the loss of human life;

ii. the vehicle driver was cited under the state or local law for a moving violation arising from the accident and an individual was injured severely enough to receive medical treatment immediately away from the scene;

iii. the vehicle driver was cited under the state or local law for a moving violation arising from the accident and one or more of the vehicles involved in the accident sustained disabling damage. “Disabling damage” is defined in Section II (C)(2) and (3) in this Order;

iv. there is reasonable suspicion to test the employee.

b. If the supervisor does not initiate alcohol testing with eight (8) hours of the accident or drug testing within thirty-two (32) hours of the accident, the supervisor shall cease attempts to administer the tests and shall state in writing for the record the reasons for not administering the tests. Supervisors who do not test employees
within the established time frames may be subject to discipline, up to and including dismissal.

4. Random Testing

a. Alcohol
Pursuant to the DOT regulations, random alcohol testing shall be conducted annually on 25% of the average number of City commercial driver’s license positions in existence. This percentage may be amended from time to time by the DOT. Alcohol testing shall be conducted on a random, unannounced basis just before, during or just after the employee performed safety-sensitive function.

b. Illegal Drugs

Pursuant to the DOT regulations, random drug testing shall be conducted annually on 50% of the average number of City commercial driver’s license positions in existence. This percentage may be amended from time to time by the DOT. Drug testing shall be conducted on a random, unannounced basis. There is no requirement that this testing be conducted in immediate time proximity to performing safety-sensitive functions.

5. Return to Duty Testing

a. Alcohol

If an employee has violated the prohibited conduct listed in Sections I(A) or I(C) of this Order, the employee shall not return to perform safety-sensitive duties unless the employee has completed a successful return to duty alcohol test.

6. Follow-Up Testing

a. Alcohol

i. The number and frequency of the follow-up alcohol tests shall be directed by the substance abuse professional and shall consist of at least six (6) tests in the first twelve (12) months following the employee’s return to work.
ii. Follow-up testing shall be unannounced and shall be conducted just before, during or just after the employee performed safety-sensitive functions.

b. Illegal Drugs

i. The number and frequency of the follow-up drug tests shall be directed by the Substance Abuse Professional and shall consist of at least six (6) tests in the first (12) twelve months following the employee’s return to work.

ii. Follow-up testing shall be unannounced. There is no requirement that this testing be conducted in immediate time proximity to performing safety-sensitive functions.

F. Classified Members of the Police and Fire Departments and Deputy Sheriffs Testing

For those employees who are classified members of the Police and Fire Departments or Deputy Sheriffs, the City may implement drug testing pursuant to their respective department procedures, as may be amended from time to time in addition to the testing described in Section II (A), II (B), II(C) and II (D) of this Order.

III. EXECUTIVE ORDER 94 TRAINING

A. All City Employees

All new City employees should be trained on this Order during their first year of employment, Training, at a minimum, should include study of Order and instruction on the recognition of drug and alcohol impairment and use. Additionally, a copy of this Order should be given to each employee with employee acknowledging, in writing, receipt of the policy and the training.

B. All Employees with Supervisory Duties

1. All employees with supervisory duties should be trained on this Order during the first six months following their promotion. This training at a minimum should include study of the Order, instruction on the recognition of drug and alcohol impairment and use, the proper documentation of the
supervisor’s reasonable suspicion, and the supervisor’s responsibility for escorting employees to the testing sites and the drug testing process.

2. Supervisors shall ensure that all drug and alcohol tests are accomplished immediately after the justification for testing is established. Timeliness for testing is outlined in this Order and its Addendum. Further, once a supervisor has reasonable suspicion that an employee appears to be under the influence of alcohol or drugs, the agency cannot condone the employee’s driving of a motor vehicle. If the employee drives off in his/her own or a City vehicle, the Police Department must be notified immediately. Supervisors whom elicit the use on another individual to escort an employee to testing or evaluation sites shall educate the individual to escort an employee to testing or evaluation sites shall educate the individual on the duties of the escort as provided herein prior to allowing that individual to escort the employee.

3. Supervisors are subject to discipline for failing to fulfill the responsibilities set forth for supervisors in this Order. However, although a supervisor’s failure to fulfill his/her responsibility may result in disciplinary action being taken against the supervisor, up to and including dismissal, such failure does not, in any way, excuse the employee’s violation of this Order or negate the agency’s disciplinary action against the employee.

CAUTION: No physical force may be used against an employee to enforce any order under this policy. The employee must be advised that noncompliance with a supervisor’s order will be viewed as refusal to obey the order of a supervisor and subject to discipline, up to and including dismissal.

CAUTION: Supervisors are to restrict communications concerning possible violations of this policy to those persons who are participating in the evaluation, investigation or disciplinary action and who have a “need to know” about the details of the drug/alcohol evaluation, investigation and disciplinary action. This restriction includes not mentioning the names of employees who are suspected of or disciplined for violating this policy.
IV. DISCIPLINARY ACTIONS

A. If it is determined after the appropriate pre-disciplinary meeting that any of the following situations apply, the employee shall be dismissed even for the first offense for the following conduct.

1. Classified members of the Police and Fire Departments or Deputy Sheriffs violate their respective departments’ prohibitions regarding illegal use of controlled substances;
2. The employee has endangered the lives of others, or foreseeably could have endangered the lives of others;
3. The employee’s disciplinary history compels dismissal as a matter of progressive discipline;
4. The employee has refused to enter into a Stipulation and Agreement;
5. The employee has violated the Stipulation and Agreement;
6. The employee refuses to submit to testing under this Order;
7. The employee uses, or attempts to use, a masking agent to alter the sample and/or drug and/or alcohol test results.

B. A first time violation of this policy, which does not result in a dismissal pursuant to Section (A) of this Order, shall result in a lesser disciplinary action in conjunction with a Stipulation and Agreement for treatment.

1. Substance Abuse Professionals of the Mayor’s Office of Employee Assistance, or such other substance abuse professional(s) as may be designated, shall conduct an assessment of the employee and create a treatment plan.
2. Each such agreement shall be in writing and approved by the City Attorney’s Office. The City shall offer no employee more than one such agreement during his or her employment with the City.
3. Employees who participate in a supervisor-approved inpatient treatment plan shall be allowed to take one (1) day per month sick leave or vacation leave, or allowed to work one (1) day per month, to assure continued health coverage.
V. MISSCELLANEOUS PROVISIONS

A. Driver’s License

It is the responsibility of employees required to drive as part of their assigned duties or job specifications to report to their appointing authority any loss of a driver’s license or the restriction of driving privileges, no later than the beginning of the employee’s next scheduled shift. Every employee who is required to drive, as part of their assigned duties or job specifications, shall certify that they have a current valid driver’s license in accordance with Executive Order 25 as may be amended from time to time.

B. Searches

1. Before any search is conducted, supervisors shall contact the City Attorney’s Office for guidance.

2. Management has the right to search City-owned property, e.g., a desk, storage cabinet or City vehicle, when the search is necessary for a non-investigatory work-related purpose such as retrieving a needed file. Additionally, management may search City-owned property, e.g., a desk, file cabinet, locker, or City vehicle, when predicated by reasonable suspicion that evidence of misconduct will be found. Finally, management may search an employee’s personal property, e.g., their personal vehicle parked on City property, lunch boxes, briefcases, purses, tool kits, and backpacks, upon consent of the employee.

3. Clearly posted notices explaining the City’s right to carry out search activities should be displayed in appropriate locations throughout the work area. The posted notices should contain the language listed above in paragraph V (B)(2) of this Order. Any deviation from this language must be approved by the City Attorney’s Office prior to posting.

C. Contracts

1. This Executive Order is applicable to contract personnel. Violation of these provisions or refusal to cooperate with implementation of
1022.00 Executive Order 94 – City and County of Denver Employees’ Alcohol and Drug Policy
Page 20 of 24

2. All City contracts shall inform contractors doing work for the City about this Executive Order.

D. Mayor’s Office of Employee Assistance and Department of Safety Psychologists

The City maintains the Mayor’s Office of Employee Assistance (MOEA) and provides Department of Safety psychologists who offer help to employees who suffer from alcohol or drug use of other personal issues. It is the responsibility of each employee to seek help from the MOEA, Department of Safety psychologist or other appropriate health care professionals before alcohol and drug use leads to disciplinary actions.

E. Memorandum to this Order

The City Attorney shall have the authority to amend definitions and drug testing cut-off levels contained in the Order’s Memorandum, from time to time, consistent with Colorado statues and the DOT regulations, without obtaining signatures of the Mayor or City Council. For purposes of this Executive Order, all references to Agency head, Department head or appointing authority will also include the designee of the Agency head, Department head or appointing authority.
# DENVER FIRE DEPARTMENT

## DEPARTMENT DIRECTIVE

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**Topic:** Executive Order 94 – City and County of Denver Employees’ Alcohol and Drug Policy

**Approved for Legality:**

<table>
<thead>
<tr>
<th>Name</th>
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<tr>
<td>J. Wallace Wortham, Jr.</td>
<td>City Attorney</td>
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<tr>
<td>Wellington E. Webb</td>
<td>MAYOR</td>
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<tr>
<td>Bruce Baumgartner</td>
<td>Manager of Aviation</td>
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<td>Theresa M. Donahue</td>
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<td>Thomas J. Migaki</td>
<td>Manager of General Services</td>
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<td>Betty Jean Brooks</td>
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<td>Stephanie Foote</td>
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<td>Cheryl D. Cohen</td>
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<td>Aristedes W. Zavaras</td>
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<td>Dr. Chris Veasey</td>
<td>Manager of Human Services</td>
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1022.00 Executive Order 94 – City and County of Denver Employees’ Alcohol and Drug Policy
Page 21 of 24
MEMORANDUM NO. 94A

TO: All Agencies Under the Mayor

FROM: Wellington E. Webb
Mayor

DATE: March 15, 2001

SUBJECT: STATUTORY PROVISIONS

This memorandum to Executive Order 94 was originally referred to as an addendum, effective April 10, 1989, amended April 13, 1999, January 10, 2000 and March 1, 2000 and is hereby continued in effect as amended and retitled as a memorandum this March 15, 2001. This Memorandum shall be attached to and become a part of Executive Order 94, dated, March 15, 2001, subject “City and County of Denver Employees’ Alcohol and Drug Policy.”

I. ALCOHOL PROVISIONS

A. Under the Colorado statutes, as may be amended from time to time, “impaired by alcohol” is defined as having 0.05 grams of alcohol (per two hundred ten liters of breath or per one hundred milliliters of blood), but less than 0.10 grams of alcohol. Under the “influence of alcohol” is defined as having 0.10 or more grams of alcohol (per two hundred ten liters of breath or per one hundred milliliters of blood).

B. Under the DOT regulations, as may be amended from time to time, “under the influence of alcohol” is defined as having 0.04 percent alcohol concentration, or more; as prescribed by state law; or in the event of refusal to undergo such testing as is required by the state or jurisdiction.
DOT regulations, as may be amended from time to time, state that post-accident alcohol testing should be administered within two (2) hours following the accident, but must be administered within eight (8) hours following the accident. These DOT time frames shall also apply to testing under this Executive Order unless otherwise specified within this Order.

II. ILLEGAL DRUG PROVISIONS

A. Illegal drugs, including controlled substances, are defined in Colorado Revised Statutes §12-22-303.

B. “Subject to the effects of an illegal drug” is to be determined consistent with the confirmation test levels established by the DOT regulations, as may be amended from time to time:

- Marijuana metabolites 15ng
- Cocaine metabolite 150ng
- Opiates:
  - Morphine 2,000ng
  - Codeine 2,000ng
  - Phencyclidine 25ng
- Amphetamines:
  - Amphetamine 500ng
  - Methamphetamine 500ng

Drug testing shall be administered no later than thirty-two (32) hours after the accident. These DOT time frames shall also apply to testing under the Executive Order unless otherwise specified within this Order.
## EXECUTIVE SUMMARY OF CHANGES

**Executive Order No. 94**

**TITLE:** City and County of Denver Employees’ Alcohol and Drug Policy

**CURRENT DATE:** March 1, 2000

**PROPOSED REVISION:** March 15, 2001

### REASON FOR CHANGES:

The existing Executive Order that established policy and procedures regarding alcohol and drugs was last revised in March 1, 2000. Several federal law and court cases necessitated the re-write.

### MAJOR CHANGES:

See Memorandum from City Attorney R. Craig Hess for specific changes.
When a Fire Department member voluntarily seeks aid for a drug or alcohol problem from the Fire Department Psychologist, that transaction shall be deemed confidential. If the department member voluntarily enters appropriate treatment for drug/alcohol problems as recommended by the Department Psychologist or other appropriate professional health service provider, there shall be no action taken detrimental to the member’s job by department management on that occasion.

This policy is intended to apply only to those situations where a member’s conduct, due to drug or alcohol abuse, has not already become a problem for the Department. When the member’s conduct has already become a problem, the Chief of Department must have his usual discretionary powers. Subsequent problems with drug/alcohol abuse by the same member shall be dealt with in the usual manner, namely, on a case-by-case basis at the discretion of the Chief of Department.

Policy Overview

As an employer, the City is required to adhere to various federal, state, and local laws and regulations regarding alcohol or drug abuse. These laws are contained in the attached appendix.

The City also has a vital interest in maintaining safe, healthy, and efficient working conditions for its employees. Being under the influence of a drug or alcohol on the job may pose serious safety and health risks not only to the user but to all those who work with the user. The possession, use or sale of an illegal drug or use of alcohol in the workplace may also pose unacceptable risks for safe, healthful, and efficient operations.

The City also maintains an Office of Employee Assistance and provides Department of Safety psychologists that offer help to employees who seek assistance for alcohol or drug abuse and other personal or emotional problems.

Within the legal framework and with these basic objectives in mind, the City has established the following policy with regard to use, possession or sale of alcohol or drugs.
I. **ON-THE-JOB USE, POSSESSION OR SALE OF DRUGS OR ALCOHOL**

A. **Alcohol**

Being under the influence or impaired by alcohol by any employee while performing City business or while in a City facility is prohibited. Consumption of alcohol in a City facility, in a City vehicle or on City premises is prohibited unless consumed at an officially sanctioned private function, e.g., an invitation only library reception.

B. **Legal Drugs**

It is the responsibility of the employee who works in a position operating a vehicle or dangerous equipment or affecting the public health or safety to advise management that he or she is taking a prescription drug which may affect performance. The use or being under the influence of any legally obtained drug by any employee while performing City business or while in a City facility may be prohibited if such use or influence may affect the safety of co-workers or members of the public, the employee’s job performance, or the safe or efficient operation of the City facility. An employee may continue to work, even though under the influence of a legal drug, if the appointing authority or a designee has determined, after consulting with the Occupational Health and Safety Center that the employee does not pose a threat to his or her own safety or the safety of co-workers and that the employee’s job performance is not significantly affected by the legal drug. Otherwise, the employee may be required to use sick leave or take a leave of absence or comply with other appropriate non-disciplinary action determined by the appointing authority or a designee.

C. **Illegal Drugs**

The use, sale, purchase, transfer or possession of an illegal drug by any employee while in a City facility or while performing City business is prohibited. For the classified service employees and the deputy sheriffs of the Department of Safety, the presence in any detectable amount of any illegal drug in an employee at any time is prohibited.
Policy Implementation

II. PROCEDURES FOR MANAGEMENT AND SUPERVISORS

When a supervisor has reasonable suspicion that an employee is in violation of this policy, the supervisor should immediately consult with an appropriate member of the in-house personnel staff or with the City Attorney’s Office to determine further actions. However, if it is recognized that the employee appears to be under the influence of drugs or alcohol, or alcohol or drugs are in his or her possession, immediate action may be required.

Where this is the situation, the supervisor should do the following:

A. Under the Influence of Alcohol

The supervisor should confront the employee with the suspicion and order the employee to the Occupational Health and Safety Center (during work day hours). If the clinic is closed, refer to Denver General Psychiatric and Substance Abuse Emergency Room Service or the Denver Police Department DUI facilities for an evaluation. Arrangements are to be made by the supervisor to provide transportation for the employee to the evaluation site. If the employee refuses to be evaluated, arrangements should be made for the employee to be transported home.

*Caution: Once a supervisor has reasonable suspicion that an employee appears to be under the influence of alcohol and should the employee refuse an order to be evaluated and drives off in their own or a City vehicle, the police must be notified immediately.

B. Use, Possession, or Sale of Illicit Drugs

When a supervisor has reasonable suspicion that an employee appears to be using illicit drugs while on duty, the same procedure applies as when a supervisor has reasonable suspicion that an employee appears under the influence of alcohol.

When a supervisor has reasonable suspicion that an employee appears to be in possession of or selling or transferring illicit drugs, the police are to be contacted. It is the policy of the Department of Safety for all classified service employees and deputy sheriffs that improper use or possession of controlled substances is grounds for immediate dismissal.

Management and supervisors are to restrict conversations concerning possible violations of this policy to those persons who are participating in the evaluation, investigation or disciplinary action and who have a need to know about the details of the drug/alcohol
investigation. This includes not mentioning the name of the employee or employees suspected of violating this policy.

C. Drug and Alcohol Screening

Employees may be required to submit to blood, or urine, or other alcohol or drug screening where there is reasonable suspicion of illicit use or the employee is under the influence of or impaired by alcohol or drug. Drug and alcohol screening may also be justified where, even though the employee does not exhibit any observable symptoms of being under the influence, a workplace accident may have been caused by human error which could be drug or alcohol related. If any specimen obtained in a drug screening remains after supervisor authorized testing, the remaining specimen is to be retained until adjudication of disciplinary action is concluded. The Occupational Health and Safety Center shall ensure that appropriate chain of custody is maintained for all specimens.

D. Investigatory Leave

The supervisor is then to contact management for further guidance. In the absence of such consultation and if the supervisor has a reasonable doubt about the employee’s ability to satisfactorily and safely meet job requirements, the supervisor shall place the employee on investigatory leave pending results of testing or other administrative determination.

III. DUI/DWAI ON OR OFF THE JOB

It is the responsibility of any employee who is required to drive as part of his or her assigned duties or job specification to report to his or her appointing authority any DUI or DWAI charge which results in the loss of a driver’s license or the restriction of driving privileges. Every employee who is required to drive as part of his or her assigned duties or job specification shall annually certify that he or she has a currently valid driver’s license.

IV. NON-COMPLIANCE BY EMPLOYEE

(Missing)

V. DISCIPLINARY ACTION

Violation of this policy can result in a disciplinary action, up to and including dismissal, even for a first offense. The appointing authority or designee, in lieu of disciplinary action, may enter into an agreement with the employee after consultation with the city.
attorney’s office, for assessment of the employee’s alcohol or drug abuse problem and for any treatment suggested by the treatment plan developer. For Career Service Authority employees, the treatment plan developer is the Office of Employee Assistance and for classified service employees, the treatment plan developer is the department psychologist.

VI. FACILITY WORK RULES

Nothing in this policy precludes the appointment authority of any City agency from establishing work rules, which cannot be less stringent than this policy, subject to approval of the City Attorney.

VII. SEARCHES

Searches of employees to investigate work-related misconduct may be conducted when there is reasonable suspicion to believe that the employees are in violation of this policy, and where the scope of the search is reasonably related to the objectives of the search and not excessively intrusive in light of the nature of the misconduct. Supervisors shall contact the City Attorney’s office for guidance.

VIII. CONTRACT PERSONNEL

These policy provisions are applicable to contract personnel. Violation of these provisions or refusal to cooperate with implementation of the policy can result in the City’s barring contract personnel from City facilities or participating in City operations.

IX. POSTING NOTICES

Clearly posted notices explaining the City’s right to carry out search activities should be displayed in appropriate locations throughout the work area. Such postings should emphasize the City’s intention to maintain a safe and healthful working environment. In addition, a copy of the City’s Drug and Alcohol policy may be given to each employee with each employee acknowledging in writing receipt of the policy.

At a minimum, facility management is to inform all contractors doing work in the facility about the applicable policy provisions and provide a copy of this policy to such contractors. Certain other enforcement actions may be necessary.

X. DRUG AND ALCOHOL USE RELATIONSHIP TO THE OFFICE OF EMPLOYEE ASSISTANCE AND DEPARTMENT OF SAFETY PSYCHOLOGISTS
The City and County of Denver maintains an Office of Employee Assistance and provides Department of Safety psychologists that offer help to employees who suffer from alcohol or drug abuse and other personal emotional problems. It is the responsibility of each employee to seek help from the Office of Employee Assistance or Department of Safety psychologist before alcohol and drug abuse problems lead to disciplinary problems. Once a violation of this policy occurs, subsequent use of the Office of Employee Assistance or Department of Safety psychologist may be part of a condition of continued employment.

APPENDIX

Federal Rehabilitation Act of 1973


“Individual with handicaps” means any person who has a physical or mental impairment which substantially limits one or more of such person’s major life activities, (ii) has a record of such impairment, or (iii) is regarded as having such an impairment. For purposes of sections 503 and 504 as such sections relate to employment, such term does not include any individual who is an alcoholic or drug abuser whose current use of alcohol or drugs prevents such individual from performing the duties of the job in question or whose employment, by reason of such current alcohol or drug abuse, would constitute a direct threat to property or the safety of others.”

Colorado Revised Statutes

Under the Colorado Statutes, it is a discriminatory or unfair employment practice:

(a) For an employer to refuse to hire, to discharge, to promote or demote, or to discriminate in matters of compensation against any person otherwise qualified because of handicap, but, with regard to a handicap, it is not a discriminatory or unfair employment practice for an employer to act as provided in this paragraph (a) if there is no reasonable accommodation that the employer can make with regard to the handicap, the handicap actually disqualifies the person from the job, and the handicap has a significant impact on the job;

Career Service Authority
Under Career Service Authority regulations, it is a ground for immediate dismissal for an employee to:

(b) Be under the influence of alcohol while on duty (CSA 16-22(3)) or illegally (use) habit forming drugs or narcotics, or marijuana on City and County premises or while on duty; or illegally (introduce) or (possess) such substances on City and County premises while on duty. (CSA 16-22(1) or refuse to comply with orders of an authorized supervisor.)

Denver Fire Department

Under Denver Fire Department policy, using or being under the influence of alcohol while on duty, or use, possession or illegal activity involving drugs and controlled substances are major violations. Use or being under the influence of alcohol on duty is a major offense because the nature of the fire service requires quick, accurate, efficient judgments to be made. Alcohol may impair a member’s ability to perform effectively, thereby endangering other members and the public. 1) First Offense: Suspension of up to one year. The firefighter may be reinstated if he can prove treatment and rehabilitation. 2) Second Offense: Dismissal.

The Department’s drug policy states that:

Members shall not use or possess any prescription drug, on or off duty, except as prescribed by and under the supervision of a licensed doctor or dentist. The use of any illegal drug, controlled substance, or other substance; the possession of any illegal drug or substance, or any participating activity involving illegal drugs or substances on or off duty, may subject member to the following discipline: First Offense: Dismissal.
CERTIFICATE OF COMPLIANCE WITH DRUG-FREE WORK PLACE ACT OF 1988

(Public Law 100-690, Title V, Subtitle D)

I certify that I have received a copy of Executive Order 94, as amended, regarding the alcohol and other drugs policy for City and County of Denver employees.

I further certify that I will not unlawfully manufacture, distribute, dispense, possess or use a controlled substance in the work place, and I will notify my employer of any criminal drug statute conviction for a violation occurring in the work place no later than five days after such conviction.

______________________________
Employee’s Signature

______________________________
Date

CSA ORIGINAL:  ATTACH TO APPOINTING PERSONNEL ACTION - MAKE COPY FOR AGENCY FILE
The following hair, appearance, and grooming standards shall be adhered to by all members of the classified service in all Divisions of the Denver Fire Department. Each of these standards has been adopted for one or both of the following reasons:

- **SAFETY**: These are necessary to provide a safe work environment for all employees. These are based upon current national and local standards and are applicable to all employees equally.

- **APPEARANCE**: These standards are adopted to provide a uniform and professional work force. They are based upon what a cross-section of typical Denver citizens would reasonably expect members to look like. These standards are gender-specific; that is, a different standard may be adopted for male and female members of the Department, depending upon the item at issue. Society in general accepts different standards for male and female appearance, and recent court rulings have upheld the adoption of such standards. In the interest of fairness, the Department has tried to keep male and female standards as similar as possible.

### GENERAL GROOMING STANDARDS

All uniforms shall be clean and pressed and in good repair. Items that have holes, tears, or are faded shall not be permitted. Loose clothing is not permitted when the member is subject to emergency responses. Uniforms and other equipment shall be used as outlined in other Department Directives and shall be worn for the proper comfort, protection, and appearance of the member.

All bunking and safety equipment shall be clean and in good repair. Reflective surfaces shall be completely attached and retain their reflective properties. Contaminated items shall not be permitted.

**Hair**: Hair shall be clean, neatly groomed, and professional. Hairstyles that obstruct vision, or preclude the proper wearing of Self Contained Breathing Apparatus (SCBA) or headgear are not permitted. Hair shall be a naturally-occurring color.

**Cosmetics**: Not authorized for men. Cosmetics for women shall be conservative, professional, and blend with natural skin tone.

**Fingernails**: Fingernails shall be kept clean, follow the contour of the finger tips, and shall not exceed ¼ inch past the finger tips, allowing for the proper use of medical gloves for EMS responses and firefighting gloves for emergency responses. Colored polish is not authorized. Fingernails shall not be adorned.
Jewelry:
- **Rings** – One ring per hand
- **Earrings** – No earrings
- **Body Piercing** – Shall not be visible in uniform
- **Necklace** – Only one is authorized and shall not be visible while in uniform.
- **Watch/Bracelet** – One close-fitting watch/bracelet is permitted per arm.
- **Sunglasses** – Sunglasses shall not be worn in formation, except if required for medical reasons.

Tattoos:
- Tattoos which must be covered while on duty include:
  - Tattoos that are racist, sexist, offensive, obscene, or excessive in coverage
  - Sexually explicit tattoos, or with offensive/vulgar language and/or illustrations
  - Symbols used by known militant, racist, or hate groups
  - Tattoos promoting, depicting, identifying, or supporting any gang, gang affiliation, or gang activity
  - Tattoos that are visible on the face, neck, or head

**MALE GROOMING STANDARDS**

**Hair:** Hair shall be in a block or tapered fashion not to exceed four inches in length or two inches in bulk. Hair shall not extend below the bottom of the uniform shirt collar while standing in formation or cover more than the upper half of the ear. Braided hair, ponytails, or hair accessories are not authorized while in uniform. Mohawks or reverse Mohawks will be considered non-compliant with the Denver Fire Department grooming standards and professional decorum, and therefore are not authorized. Spiked hair extending more than 2” beyond the scalp will be considered non-compliant with the Denver Fire Department grooming standards and professional decorum, and therefore are not authorized.

**Sideburns:** Shall be neatly trimmed, tailored in the same manner as the haircut, shall not extend below a point level with the bottom of the ear, and shall not cover any part of the ear. Sideburns shall not extend into any area of the SCBA mask seal and shall end with a clean-shaven horizontal line. They shall not be wider than 1-1/2 inches.

**Facial Hair:** At the start of the work shift, all areas of the skin that are involved with the seal of the face piece shall be clean shaven. The sealing area of the face piece shall be defined as: all areas of the skin which contact the face or neck seal and the nose cup seal (NIOSH). Authorized facial hair shall be clean and neatly trimmed. Mustaches shall not touch the lower lip with the mouth closed, and shall not extend more than ¾” wider or ¾” lower than the corner of the mouth and cannot interfere with the face piece as
stated above. Beards and facial hair located directly below the bottom lip, also known as a Junior, Soul Patch, or a Goatee, will be considered non-compliant with the Denver Fire Department grooming standards and professional decorum, and therefore not authorized.

**FEMALE GROOMING STANDARDS**

**Hair:** Hair shall be worn in a fashion so that the length does not exceed the bottom of the shoulder blades or more than 4 inches in bulk while standing in formation. Hair shall not extend beyond the outside corners of the eyes so as not to obstruct vision, and hair that falls below the clavicle shall be drawn back and secured in a bun, braid, or ponytail for safety. Hair accessories shall be a solid color of navy, black, brown, or plain gold or silver to match the appropriate rank insignia.
Since January 1, 1990, there is no smoking in any Denver Fire Department (DFD) vehicle and/or facility. This “no smoking” policy for DFD facilities and vehicles includes all Career Service and Civil Service employees. Visitors in Fire Department facilities will be asked to abide with this ruling; if not, they will be asked to smoke outside the facility.

Smoking will only be permitted outside DFD facilities in accordance with any applicable legal requirements. The use of any other legal smokeless tobacco products is prohibited when in the presence of, interacting with, and/or providing service to the public or persons other than DFD personnel. Violators of this policy may be subject to disciplinary action.
PURPOSE: To outline the conditions under which the Department will allow time for members to be with their families after the death of a member of their immediate family or household.

SCOPE: Applies to all uniformed members of the Denver Fire Department

PROCEDURE:

Bereavement leave is granted under the following conditions and requirements:

A. The member shall notify his/her supervisor and the Administration Division indicating who died, the deceased’s relationship to the member, when and where the death occurred, and the anticipated duration of his/her absence.

B. Upon proper notification to the Department, a fire fighter shall be granted authorized absence from duty because of the death of a member of the fire fighter’s immediate family, which includes the fire fighter’s husband, wife, mother, father, mother-in-law, father-in-law, stepfather, stepmother, child, stepchild, brother, sister, brother-in-law, sister-in-law, grandparent, grandchild, spousal equivalent as defined by the City, or other person residing within the immediate household. Such absence shall not exceed five (5) calendar days, unless the Chief or his/her designee grants additional leave. Authorized bereavement leave for an immediate family member will not be charged against the fire fighter’s accumulated sick or vacation leave.

C. Upon proper notification to the Department, at the discretion of the Chief or his/her designee, a fire fighter may be granted authorized absence from duty because of the death of a relative other than an immediate family member. Such absence shall not exceed one (1) calendar day and may only be granted if staffing is available. Authorized bereavement leave for a relative other than an immediate family member shall be charged against the fire fighter’s accumulated sick or vacation leave.

D. It is the member’s responsibility to obtain approval from the Chief of the Department or his/her designee for any additional leave prior to being absent from duty beyond the calendar days permitted.

E. When any member advises his/her supervisor of a death in the immediate family and of the intention to use the Bereavement Leave benefit, the supervisor shall:

1. Notify the Administration Division and give all pertinent information, specifying relationship of deceased to member.

2. Notify the Administration Division in the same manner when member returns to duty.
3. Inform the member of Department resources available to assist her/him, i.e., Chaplain, Psychologist, Peer Support Group, HRB, etc.

4. Properly enter the absence in TeleStaff.
DENVER FIRE DEPARTMENT

DEPARTMENT DIRECTIVE

Topic No: 1027.00
Date: 08-14-12
Approved: TAB
Review Date: 08-14-14
Replaces: DEPT. DIR. 112.02 (07-18-06) format/minor word changes

Topic: Court Leave / Jury Duty

I. OVERVIEW

Any employee of the Fire Department who receives a summons or subpoena is required by law to appear as directed. This Directive details the responsibilities and obligations of the employee regarding leave, and compensation for services performed as a witness or when required to report for jury duty.

The employee must enter proper absence information into TeleStaff and, in all cases, make his/her supervisor aware of the pending absence and provide a copy of the jury summons or subpoena to the Administration Division prior to the appearance.

II. MEMBER RESPONSIBILITIES AND COMPENSATION

A. A Fire Department employee who is ordered to report for jury duty shall be granted court leave for such time as his/her service as a juror is required by the Jury Commissioner or Court.

B. The employee shall receive his/her regular Fire Department salary when on jury duty during her/his scheduled work shift provided:

1. The employee is excused by the Commissioner or the court and returns to finish the remainder of her/his work shift.

2. The employee is assigned to a trial that will be completed on the day the employee reports for jury service and the employee returns to finish the remainder of his/her work shift.

C. If an employee is assigned to a trial that will last more than one day, the employee is NOT required to return to complete the work shift on the initial day of service, but IS required to finish the remainder of the work shift if the trial ends on a scheduled work shift.

D. If an employee is assigned to a trial that is in recess for a weekend and the member is scheduled to work on Friday, he/she MUST work the remainder of the shift on Friday. If scheduled for Saturday, he/she must work the full shift. If the employee is scheduled to work on a Sunday and the trial will continue on Monday, the employee MUST work on Sunday until 2000 hours.

E. Any jury fees (except mileage) received while serving as a juror during normally scheduled Fire Department work hours must be forwarded to the Fire Department.
Director of Finance. Checks are to be endorsed payable to the Manager of Revenue.

F. A member performing jury service during non-duty hours shall be entitled to retain fees received for that service, but is not entitled to overtime.

G. An employee working overtime or who is assigned to act in a higher rank for an employee on court or jury leave will revert to his/her normal position when the serving member returns.

III. COURT APPEARANCE

A. A member who is subpoenaed, ordered, or requested by the Chief of Department to appear as a participant in a case resulting directly from the discharge of his/her duties as a Department member, to appear as a witness in Department disciplinary proceedings, or for criminal or civil cases where he/she has no personal interest and is not a party litigant, shall be granted time away from Department duties/work shift to appear. However, the member must return to his/her assigned unit to complete the work shift when her/his services as a witness are no longer required. Members required by request or order of the Chief, or by subpoena, to appear on a non-work day will be compensated per the rules in effect at the time of the appearance.

B. A member who is subpoenaed to appear in any administrative, civil, or criminal court proceeding where he/she is a party litigant or a member of a class or organization which is a party litigant (member is suing or being sued in non-Department/non-City matters) during her/his assigned work shift shall be allowed time to appear as required, but all time absent during duty hours shall be deducted from the member’s accrued vacation or sick leave. Members will not be compensated for appearances in such matters on non-work days.

C. An employee who receives a subpoena to appear on his/her work shift shall immediately notify his/her supervisor to allow sufficient time for the Department to meet staffing needs.

D. An employee who receives a subpoena is expected to appear as ordered. Leave and/or days off shall not relieve the employee of that responsibility.

E. If an employee receives a subpoena and is notified that he/she is to be placed on-call, he/she must abide by the terms of the on-call status.
F. Off-duty employees who are on-call shall not receive overtime or other compensation during the time they are on call.

G. A member subpoenaed to court on a City case must arrive at least 15 minutes prior to the time designated on the subpoena and notify the prosecuting attorney of his/her arrival.

H. When subpoenaed to court on Department-related matters:

1. Uniform personnel shall appear in Class-A uniform and shall meet all Department regulations regarding personal appearance.

2. The employee may contact the Fire Investigation Division, if appropriate, and request non-legal guidance regarding the appearance and any information available concerning the case.

3. The employee shall take steps to re-familiarize himself/herself with the incident prior to appearing in court.

4. A member appearing in court for matters not related to his/her employment or City interests shall NOT appear wearing any part of the Fire Department uniform, even at the request of the attorney or entity who requested the subpoena.
PURPOSE: To establish a procedure by which Fire Department members who are injured in the line of duty may be eligible for assignment to the Air/Light Apparatus.

SCOPE: Applies only to members injured Line of Duty (LOD) and with qualifying restrictions. The Air/Light is housed at and is to respond from Station 8. The driver will be assigned from the Administration Division for Modified Duty. Truck 8’s Officer will be the Driver’s immediate supervisor for daily firehouse duties. You must be licensed by the Department, through the Training Division, to drive the Air/Light apparatus and have a valid, unrestricted Colorado driver’s license. All safety equipment, including bunking gear, must be available for use at all times and used as prescribed by Department safety policies and guidelines.

This apparatus is part of the Denver Fire Department fleet and is not authorized for use for personal errands.

OVERVIEW:

1. Assignments to the Air Light will be at the sole discretion of the Administration Division.
2. These assignments will be based upon seniority, relevant qualifications that can assist specific Divisions, and injury restrictions given by the individual’s physician.
3. Any driving restrictions will eliminate the individual from consideration.
4. The assigned individual will agree and verify, via signed document, that they will not violate stated injury restrictions under any circumstance.
5. Air Light personnel cannot be “bumped” by future Modified Duty personnel regardless of seniority.
6. Air Light personnel will be available during working hours for special projects as determined by the Administrative Division unless requested to respond to an emergency scene.
7. Air Light personnel will be supervised by the on duty Company Officers of Station 08.
8. Air Light personnel will be required to adhere to the House Policy as determined by the House Captain of Station 08.

DRIVER’S RESPONSIBILITIES

1. Report to T-8’s Officer or off going Air/Light Driver for a debriefing at shift change.
2. Receive training on Station 8 cascade system and Air/Light 8 fill station.
3. Read and sign Safety Policy.
4. Become familiar with daily apparatus safety and maintenance requirements (per Station 8 inventory and maintenance check sheet).

Assignment of Modified Duty Personnel to the Air/Light shall in no way be cause for violation of work restriction. **Members assigned on Modified duty are to drive the apparatus to the fire or refill location and operate the cascade system only.** Modified duty personnel will be required to inform the Incident Commander of any work restrictions that would prohibit them from completing an assigned task.
OVERVIEW:

The Ryan White Comprehensive AIDS Resource Emergency Act of 1990 and Colorado State House Bill 01-1134 contain provisions for the notification of emergency response personnel who have a documented exposure to infectious disease while attending, treating, assisting, or transporting a victim. Examples of diseases covered by the exposure notification guidelines are:

- Pulmonary Tuberculosis
- Hepatitis B & Hepatitis C
- HIV, including AIDS
- Diphtheria
- Hemorrhagic Fevers
- Meningococcal Diseases
- Plague
- Rabies
- Severe Acute Respiratory Syndrome (SARS)
- Avian Flu
- New Infectious Strains Yet Unnamed
- Pertussis
- Any exposure not listed above

If a documented exposure to blood or bodily fluids occurs, and is verified by the receiving hospital or the OUCH line, the medical facility or the Officer in Charge must notify the Denver Fire Department Exposure Officer (the Captain in Operations) as soon as possible, but within a period not exceeding 48 hours following the receipt of the request by that officer. The DFD Exposure Officer will assist the exposed firefighter and the Officer in Charge with obtaining blood samples and directing the firefighter to the best course of action. If possible, contact the Denver Health Paramedic Supervisor to begin the source patient testing procedures.

These diseases are only those which are life-threatening in that they involve a substantial risk of death if acquired by a healthy, susceptible host, and which can be transmitted from one person to another.

Should a DFD member be exposed to any chemical that could be deemed life threatening or cause adverse health effects, the Operations Captain then becomes responsible for overseeing and coordinating the Occupational Exposure Procedures.
PROCEDURES FOR EXPOSURES:

Blood, fluids, or bodily secretions often contaminate a scene, and medical intervention may place field personnel at risk for an exposure. **Pre-hospital care providers should wear personal protection during all patient contact; including gloves, a mask, and eye protection.**

DFD members should take precautions when working around suspected hazardous chemicals by utilizing all Personal Protective Equipment (PPE) available to them, including Self Contained Breathing Apparatus (SCBA).

If field personnel have avoided contamination with bodily fluids or contact with other hazardous materials, either by the use of personal protection or from lack of contamination at the scene, no further action is required.

MEDICAL EXPOSURE MAY TAKE PLACE BY THE FOLLOWING MEANS:

1. Contaminated needle stick or sharps
2. Substantial confirmed patient secretions to the eye, nose, or mouth
3. CPR with direct skin contact with the patient’s face (mouth-to-mouth)
4. Prolonged contact with blood or other bodily fluids on abraded, chapped, or broken skin from an unknown source
5. Exposure to airborne-transmissible disease (Tuberculosis, Pertussis, Meningococcus, Rubella (German measles), Rubella (measles), and Varicella (Chicken Pox))
6. Vomit is not considered an exposure unless it is suspected that the product contains blood. If it is suspected that the vomit contains blood, please notify the OUCH line of this potential exposure.

CHEMICAL EXPOSURE MAY TAKE PLACE BY THE FOLLOWING MEANS:

1. Contact during emergency operations
2. Contact during day-to-day operations

THOSE WHO BELIEVE THEY HAVE BEEN EXPOSED ARE REQUIRED TO:

1. Notify paramedic crew and the Operations Captain of exposure. Have on scene paramedic crew notify the DHMC Paramedic Supervisor of exposure. The Operations Captain and Paramedic supervisor, along with
the OUCH Line, will coordinate source patient blood draws. For private
ambulance companies, notify the paramedic crew of exposure and then
report the exposure to DFD Exposure Officer (see below).

2. For Medical Exposures, obtain the following information concerning the
patient:
   a. Patient’s name, address, and telephone number
   b. Date of birth of patient
   c. Address of incident
   d. Time of incident
   e. Intended receiving hospital
   f. Name of paramedic and paramedic trip number

3. Immediately report the exposure to the Operations Captain. The
Operations Captain can be paged through DFD Dispatch or by calling the
cell phone at 303-944-4090. The Primary and Backup Exposure Officers
for the Denver Fire Department are:
   a. Captain - Operations Division (Primary)
   b. Assistant Chief - Operations Division (Backup)
   c. Division Chief - Operations Division (Backup)

4. Complete the Supervisor’s Work Injury Report, found on the DFD Web
under Downloadable Forms under the HRB section, and submit to Risk
Management and generate a new Incident # through firehouse.

No employee should complete any forms for an exposure without
notifying the Exposure Officer and the OUCH Line. OUCH Line phone
number is 303-436-OUCH (6824)

5. Should the exposure be deemed insignificant, which would eliminate the
need to have any blood drawn, members will still need to complete all
paperwork in Step #4.

FOR EXPOSURES OR WHEN MEMBER IS NOT SEEN:

1. The OUCH Line must be called. 303-436-6824

2. The Supervisor’s Accident or Injury Report found online must be
completed by the member’s supervisor and sent to Risk Management
within 72 hours from the time the supervisor becomes aware of the
incident. This form is located under Downloadable Forms / HRB / Injury
Reporting / Supervisor’s Report.
3. A new Incident number must be initiated with regard to the exposure, through Dispatch, and an NFIR completed. This allows members’ information to be kept confidential.

The Exposure Officer will assist the employee(s) in completing the reporting process and will contact the receiving hospital to follow up with the exposure determination. The Exposure Officer must provide all collected information regarding the exposure to the medical facility. It will ultimately be the responsibility of Concentra or the COSH clinic to establish all documentation and exposure significance in conjunction with Risk Management.

All Members need to be aware that even though every effort of assistance will be made, Federal Law DOES NOT AUTHORIZE OR REQUIRE a medical facility to test any person, suspected of being a source of exposure, for any infectious disease, nor can this law be construed to authorize any emergency response employee to fail to respond, or to deny services, to any victim of any emergency.

The exposed employee may be directed by the Exposure Officer to go to DHHA Emergency Department, Concentra Clinic, or the Center for Occupational Health and Safety (COSH) for follow-up. If exposure occurs after normal office hours, weekends, or holidays, the DHHA Emergency Department attending Physician and the OUCH line will work with the Exposure Officer to make a determination if the employee needs to be seen in the Emergency Department immediately, or can be seen at the COSH the following business day.

If the medical facility determines there has been a significant exposure, the Exposure Officer will then notify other crew members and DFD personnel that responded to the incident and coordinate their documentation and testing.

**OTHER EXPOSURES (Chemical, Bio-hazard, Nuclear, Particulate, etc.):**

If a member is exposed to other potentially hazardous substances or diseases not covered in this Directive, the procedures are as follows:

1. Call the OUCH Line Immediately.

2. Report the exposure to the Company Officer. If there is serious concern about the exposure, the DFD member should page the Exposure Officer through DFD Dispatch and complete a Supervisor’s Report of Accident or Injury as previously indicated.
3. If the member is not directed to be seen at Concentra or the COSH, he/she SHALL complete the NFIR for the newly created incident and the Supervisor’s Report and submits all corresponding paperwork.

4. The completed report will be filed in the member’s medical file at Risk Management and sent back to HRB.

Should there be a need for clarification on any issue surrounding this Exposure Directive, contact the DFD Exposure Officer as soon as possible. This can be accomplished either through DFD Dispatch or by calling directly to 303-944-4090.

**NOTE:** All members with LOD injuries MUST report by calling the OUCH Line. Then report to Concentra or the COSH, when told to do so by the OUCH Line nurse, even if they have already been treated in the Emergency Department. *Failure to comply* may result in a denial of a Worker’s Compensation Claim and may also subject the member to disciplinary action.
PURPOSE: To define each rank’s duties, responsibilities, and chain of command in Operations

SCOPE: Applies to all DFD Operations members

All ranks shall meet the criteria defined within the job description on file at the Civil Service Commission. All ranks shall be familiar with and abide by the following:

A. All Department Directives/Guidelines
B. All established Departmental safety standards and policies
C. All guidelines and standards pertaining to their assignment
D. Maintain the physical ability to perform the functions related to their assignment
E. Notification in writing of citations, restrictions, suspension, or revocation of driver’s license
F. Suppression forces shall be properly attired, prepared, and on duty at 0730 hours.

I. DIVISION CHIEF OF OPERATIONS

Next in rank below Deputy Chief, Division Chiefs are appointed by the Chief of the Department.

Directs the management of all Suppression activities, Technical Rescue disciplines, Hazardous Materials response and mitigation, cost recovery, research and development of equipment, and OEM.

II. ASSISTANT CHIEF

Next rank below that of Division Chief. When assigned to suppression, Assistant Chiefs direct rescue and firefighting activities at the command level and manage their Fire District on their shift. Operations Assistant Chiefs are to keep current of the technical and practical applications of firefighting techniques and all phases of fire suppression. Operations Assistant Chiefs shall be assigned one of the following three duties by the Operations Division Chief: District Commander, Training Chief, or Fire Prevention Chief. They are responsible for administering the daily staffing conference, moving personnel as needed to balance staffing or meet Department needs by utilizing Telestaff. Document all overtime within Telestaff and on the tote board. Receive notice for sick leave, funeral leave, and
have the appropriate backfill utilizing Tellestaff. When assigned to support functions, they act as senior managers within their Division.

A. **District Commanders**, in cooperation with other assigned Chiefs, are responsible for:
   1. Formulating and posting district policies and administrative procedures after they have been approved by the Division Chief of Operations
   2. Approving, denying, and administering district transfers and staffing according to the Transfer Policy
   3. The effective distribution and placement of personnel throughout the district, in accordance with established Department policies
   4. Approving and/or disapproving all physical fitness activities in their district
   5. Assisting the Operations Division and the Administration Division in the review, revision, and implementation of protocols and procedures necessary to ensure fair and effective personnel practices
   6. Monitoring the condition of Department facilities within their district and assisting Captains in securing necessary maintenance and repair
   7. Monitoring community relations programs in their district

B. **District Safety and Training Chiefs** are responsible for:
   1. Ensuring that all training operations are carried out in a safe manner, adhering to written and prescribed procedures
   2. Ensuring that all operations members have at a minimum one designated training conducted by the District Training Chief at least once a quarter
   3. Ensuring that all companies in their district are tested on the company standards twice a year.
   4. Assisting in the review, revision, and implementation of protocols and procedures necessary to ensure safe fire ground operations
   5. Supervising and administering district training programs as developed in coordination with the Safety and Training Division
   6. Assuring that training is carried out within time parameters identified
   7. Designating and supervising the district training program
   8. Acting as a communication link between the Safety and Training Division and the district
9. Reviewing company records on a regular basis to verify daily training

C. District Fire Prevention Chiefs are responsible for:
   1. Acting as a communication link between the Fire Prevention Division and the district
   2. Developing and maintaining a program to identify and pre-plan critical occupancies and target hazards within the district
   3. Supervising the district fire inspection program and general inspection practices
   4. Monitoring for proper completion of all inspections prior to forwarding completed inspections to the Fire Prevention Division
   5. Reviewing and assisting with resolution of referrals prior to forwarding them to the Fire Prevention Division (this does not preclude referral of immediate life threatening violations directly to the Fire Prevention Division by other assigned District Chiefs. When this is necessary, the District Fire Prevention Chief should be informed.)
   6. Assessing overcrowding in public assembly occupancies and other Fire Code violations in public assembly occupancies
   7. Fielding questions regarding the inspection program from citizens and members of the Department.

III. ASSISTANT CHIEF OF OPERATIONS

Reports directly to the Division Chief of Operations. Responsibilities include:

A. Meeting all criteria defined in the Assistant Chief’s job description on file at the Civil Service Commission.
B. Being familiar with and abiding by:
   1. All Department Directives/Guidelines
   2. All established Departmental Safety standards, polices, and procedures
   3. All Operations Division Directives/Guidelines
   4. All guidelines and standards pertaining to their assignment
C. Assisting in the review, revision, and implementation of protocols and procedures necessary to ensure safe, effective technical operations
D. Maintaining the physical ability to perform the functions related to their assignment.
Operations Assistant Chief, in cooperation with the other assigned Chiefs, is responsible for:

A. Acting as the Administrative Assistant to the Operations Division Chief
B. Carrying out all duties within the scope of the Operations Division
C. Knowing the Operations Division Chief’s administrative duties and being able to perform in that position whenever the Operations Division Chief is unavailable.
D. Knowing the technical and practical applications of the latest firefighting techniques and keeping current in all phases of fire suppression
E. Acting as aide to the Incident Commander or Operations Section Chief when on scene at incidents
F. Staffing the position of Emergency Support Function (ESF) #4 when required by the Office of Emergency Management (OEM). If Operations Assistant Chief is unavailable, this position will be staffed by another Assistant Chief
G. Assigning/scheduling Operations companies to various Department training events
H. Scheduling outside agencies to present pertinent information to Operations members as needed
I. Working with other City agencies and outside organizations to meet the needs of the Department and the goals of the Operations Division
J. Managing the Public Safety Cadet assigned to Operations
K. Receiving and addressing all complaints related to Operational concerns. These complaints will be logged in to CUFFS or another suitable Department approved complaint tracking system. District Chiefs may be asked to assist with investigation and discipline throughout the complaint process.
L. Tracking Telestaff documentation of overtime and other related issues.

IV. ASSISTANT CHIEF OF SPECIAL OPERATIONS

Reports directly to the Division Chief of Operations. Responsibilities include:

A. Responding to all Special Operations Incidents in the City and County of Denver as well as mutual aid incidents region wide. At these incidents, functioning as an integral part of the technical rescue teams and/or assisting the incident commander. Special Operations incidents include, but are not limited to, water rescue, swift water rescue, high angle rescue, confined space rescue, building collapse, trench rescue, hazardous materials incidents, mass decon incidents, mass casualty incidents, machinery extrication, and wildland incidents.
B. Maintaining knowledge and proficiency in all areas of technical rescue.
DENVER FIRE DEPARTMENT

STANDARD OPERATING GUIDELINE

Section: OPERATIONS: RANK

Topic: Rank Structure

C. Coordinating daily with the officers on Specialty Companies and their respective District Chiefs to ensure that technician staffing levels are maintained at a sufficient level to safely respond on any and all technical rescue responses each day.

D. Planning, developing, and implementing training for all of the personnel assigned to specialty apparatus. Working with the Captains of the specialty companies to ensure that the training needs of their companies are being met.

E. Assisting the Captains of the specialty apparatus with the needs of their companies. This includes, but is not limited to, equipment procurement and implementation of new procedures.

F. Assisting the Operations Division with the annual review of Standard Operating Guidelines relating to technical rescue responses. Assisting with updating existing SOGs as needed and coordinating the implementation of new SOGs that pertain to technical rescues.

G. Working with other agencies within the City and County of Denver (Office of Emergency Management, Denver Health and Hospitals, Denver Police Department, etc.) in order to ensure that the City and County of Denver is prepared for multi-agency technical rescue incidents.

H. Working with other technical rescue teams in the region and multi-regional agencies in order to ensure that the Denver Fire Department Technical Rescue Teams can work seamlessly throughout the metro region.

I. Overseeing research and development of tools and equipment. This includes working with vendors, manufacturers, and DFD personnel to test and evaluate existing and new tools and equipment. Also, working with the Purchasing Department of the City and County of Denver to implement, ensure compliance with, and renew tool and equipment bids.

J. At hazardous materials incidents, functioning as the code enforcement and cost recovery specialist. Responsible for working with the Fire Prevention Division after these incidents to ensure code compliance. Cost recovery responsibilities include determining the identity of the responsible party or corporation, cost assessment, and billing.

V. CAPTAIN

When assigned to suppression, Captains direct the activities of their company on their shift, may act as Assistant Chief in the absence of the assigned Chief, manage or share management of their assigned station, and perform the duties of emergency scene command as appropriate.
House Captains shall:

A. Maintain the Division’s library, including but not limited to the following:
   1. Department Directives
   2. Department Standard Operating Guidelines
   3. Denver Metro EMT – Basic Protocols
   4. Probationary Field Training Handbook
   5. National Incident Management System (NIMS)
   8. Denver Fire Department Driving Manual
   9. IFSTA Manuals
   10. Any materials assigned by the Chief of Department or his designee

B. Post the following information:
   1. Division Policy Statement
   2. House Rules
   3. Current memoranda
   4. Current Executive Orders
   5. Civil Service information
   6. Union information
   7. Firefighter Protective Association information
   8. Cleaning and maintenance schedules
   9. DFD activities calendar
   10. Training information
   11. Information on special hazards
   12. Peer Support information
   13. Current Sexual Harassment Policies
   15. Any information as assigned by the Department Chief or his designee

C. Be notified of all activities to take place under their command and may cancel such activities if they are not in the best interest of the Fire Department

D. Inspect their workplace regularly for cleanliness, needed repairs, and safety, and report needed items to the applicable subdivision for correction

E. Be informed of all activities, modifications, repairs, and additions to their workplace, and shall maintain this information in a log so that all members may be kept informed
DENVER FIRE DEPARTMENT

STANDARD OPERATING GUIDELINE

Topic: Rank Structure

Section: OPERATIONS: RANK

Topic No: 2101.01  
Date: 06-22-11  
Approved: TAB  
Review Date: 06-22-13  
Replaces: OPs DIRs entire section 102 (various dates)

F. Maintain the house fund, either personally or through their designated representative. Captains will ultimately make final budgetary decisions where discrepancies occur in fund allocations.

G. Train regularly to ensure that all members under their command are familiar with all maintenance schedules and procedures.

H. Maintain control over all keys to their assigned buildings to ensure workplace security.

I. Be responsible for monitoring their assigned budget and ordering the monthly supplies.

J. Perform all other duties assigned by supervisors.

K. Maintain and keep secure all personnel records, files, and other confidential information.

L.Ascertain that all members are aware that no confidential information, including addresses, phone numbers, Social Security numbers, etc. are to be released to non-Department personnel.

M. Have full charge of their junior officers and members.

Company Captains shall:

A. Determine company policy which is consistent with Department Directives/Guidelines.

B. Be trained to proficiently perform the duties and responsibilities of a District Chief, and act in that capacity when temporarily assigned.

C. Directly supervise and control the operation of a single piece of fire apparatus on his/her assigned platoon and be responsible for the operations of their company on other platoons relating to training, inspections, maintenance, etc.

D. Prepare disciplinary paperwork as necessary and present to their District Chief any incompetence, neglect of duty, disobedience, or violation of Department Directives or Guidelines by any member of their company:
   1. Preserve order and discipline
   2. Be responsible for enforcing procedures, policies, and directives from supervising officers
   3. Be responsible for processing and handling grievances as set forth in Department Directives and collective bargaining agreements

E. Call the roll and inspect all members of their shift promptly at 0730 hours daily. Suppression duty shift shall be from 0730 one calendar date to 0730 the following calendar date.

F. Temporarily transfer company members as directed by their District Chief according to Department Directives.

G. Require safe operation of their apparatus at all times.
H. Take command at fires or other emergencies as outlined in the Incident Management System

I. Determine the cause of the fire whenever possible. In the event they are unable to determine the cause, or if fire is of suspicious origin, notify the Fire Investigator and take the following steps:
   1. Stop overhaul operations, except those necessary to assure the fire is extinguished.
   2. Secure the premises from entry by all unauthorized persons, including on scene Firefighters.
   3. Avoid touching or disturbing any objects so as to prevent destruction or alteration of potential evidence.

J. Be responsible for the proper placement and use of all personnel, equipment, and apparatus assigned to them at incidents

K. In the event of an emergency at the shift change, the Captain of the oncoming platoon shall call the roll and consult the Dispatcher to see if members should go to the emergency scene or remain in quarters. If needed at the emergency, respond and report to the Incident Commander.

L. Upon returning to quarters from fires or other emergency responses:
   1. Fill out incident reports as required by the Department within 72 hours of said incident
   2. Report the loss or destruction of any Department equipment entrusted to their care to their District Chief through the chain of command, stating details and actions to prevent further loss
   3. See that the apparatus and all equipment are ready for future responses
   4. Immediately report to the Fire Dispatcher any difficulties encountered with fire hydrants. During freezing weather, upon return to quarters they shall report to the Dispatcher the location of fire hydrants used.

M. Keep their District Chief informed of all changes that affect the operation of their company

N. When assigned to a company that performs specialized operations such as HazMat, Decon, and/or other technical rescue operations, they shall be required to develop and maintain the requisite skills, knowledge, and certifications necessary to qualify as a professional rescue technician as outlined in NFPA Standards 472, 1006, and 1670, EPA Guideline 1910.120, and other applicable standards. They shall also be required to proficiently direct and perform as a part of a team involved in hazardous material operations or technical rescue operations.

O. Be responsible for company training and the proficient operation of their company
1. Develop a program of drills and/or classes to be held on a regular basis to maintain proficiency
2. Ensure completion of assigned training outlined by the Operations Division, Safety and Training Division, and the District Training Chief
3. Document all training in the Firehouse computer program

P. Be responsible for evaluating all probationary members assigned to them
   1. Determine whether the members’ performance meets Department standards
   2. Forward recommendations to their District Chief
   3. Ensure that evaluations are forwarded to the Training Division as required

Q. Under the supervision of their District Fire Prevention Chief, be responsible for coordinating the company fire inspection program
   1. Distribute the assigned inspections equitably among all platoons
   2. Be responsible for all members of their company being trained in inspection procedures as outlined in Department Directives

R. Be responsible for the accuracy of company records and the submission and distribution of all required documentation

S. Sign for articles delivered to the station

T. Be just and dignified in all matters
   1. Greet all visitors to their station in a courteous and dignified manner, determining visitor business and enforcing the visitor rules
   2. Do not permit social gatherings in quarters unless authorized
   3. Prohibit unauthorized persons and unaccompanied children from visiting buildings and premises
   4. Set a good example

U. Assign duties in an equitable manner to balance the workload among platoons
   1. Schedule all daily, weekly, and monthly maintenance of their apparatus and equipment. These schedules should be posted for the use of the company members.
   2. Ensure that quarters, grounds, apparatus, and equipment are kept clean and serviceable at all times
   3. Maintain an apparatus repair and maintenance log showing required repairs, repairs made, the Mechanics and/or Linemen who responded, and the date and time repairs were reported and completed
   4. Maintain a current inventory of all equipment assigned to them
V. Be responsible for the fair and equitable distribution of hold over overtime and acting for their company
   1. Designate members qualified to act as officers and Engineers and maintain a current list of qualified members
   2. Maintain a current hold over overtime and acting roster showing dates and times worked by company members

VI CAPTAIN OF OPERATIONS

Next rank below that of Assistant Chief. Reports directly to the Assistant Chief of Operations and/or the Division Chief of Operations. Assists the Assistant Chief of Special Operations. Functions as the Department’s Infection Control Officer.

A. Operations Responsibilities:
   1. Assist the Operations Assistant Chief with maintaining the Operations Activity Calendar.
   2. Keep Operations Activity Calendar up to date with timely and accurate entries.
   3. Assist the Operations Assistant Chief with resolving Activity Calendar conflicts and scheduling needs.
   4. Assist the Operations Assistant Chief with coordination and scheduling of In-Service Training.
   5. Coordinate with the Safety and Training Division regarding training that involves Operations companies and members. This will include the SAFE Test and Annual Fitness Testing.
   6. Stay prepared and informed about, and participate in the Daily Staffing Conference.
   7. In the absence of the Operations Assistant Chief, place the morning call to the District Commander running the conference to update them on the activities of the day.
   9. Review and update tool and equipment bids as assigned to increase standardization, and ensure that the best tools and equipment are available for use by the members. Work closely with the City and County of Denver Purchasing Division.
   10. Research and test tools and equipment as requested to achieve item 9 above. Conduct and document field testing.
11. Represent the Operations Division in meetings and preparedness exercises with other City departments and/or agencies and Federal agencies when requested.

12. Respond to significant incidents within the City when requested to provide assistance to the Incident Commander as needed.


14. Provide for exposure documentation for members exposed to carcinogens and other non-infectious or non-communicable disease contaminants (i.e. asbestos).

B. Special Operations Responsibilities:
   1. Respond to Special Operations incidents within the City when requested or when the Assistant Chief of Special Operations is not able to respond.
   2. Maintain knowledge and proficiency in all areas of technical rescue.
   3. Assist Special Operations Chief with coordination of daily staffing levels on Special Operations Companies.
   5. Assist in the development and annual review of Special Operations Standard Operating Guidelines.
   6. Assist in the research and development of tools and equipment for Specialized Rescue and Hazardous Materials response.
   7. In the absence of the Special Operations Chief, act as the back up code enforcement and cost recovery specialist at Hazardous Materials incidents.
   8. Administer and coordinate Hazardous Materials and Dive Physicals for team members with the COSH (Center of Occupational Safety and Health), formerly known as the Employee’s Medical Clinic.

C. EMS Responsibilities:
   1. Function as the DFD liaison to the DHHA Paramedic Division to coordinate training and certification.
   2. Operate as the DFD liaison to the DHHA Paramedic Division for conflict resolution and complaint reconciliation.
   3. Send a weekly DFD roster update to the EMS Education Lead Instructor.
   4. Conduct research and development on EMS and medical equipment. Facilitate the review and evaluation of EMS and medical equipment at the company level. Document the results of field testing. Utilize
company recommendations for the procurement of medical and EMS equipment.

5. Periodically review and recommend changes and updates as needed to the Safety and First Aid Supplies bid. Work closely with the City and County of Denver Purchasing Division to procure the best EMS supplies and equipment.

6. Maintain accurate file copies of all members’ CPR and EMT certifications. One copy shall be physically maintained in the Operations Division file folder. One copy shall be scanned and maintained in the Operations Division shared computer file folder.

7. Create and distribute an annual FCM regarding the EMS Training and Program Schedule for the year. This memo should go out between December 15 and January 15 of each year.

8. Coordinate CPR recertification for DFD members.

9. Coordinate EMT recertification for DFD members. Maintain a database and tracking system of CME hours for state recertification in cooperation with the DHHA EMS Education Lead Instructor.

10. Coordinate EMS Continuing Medical Education for all Department members using EMS Education personnel from DHHA EMS Education Department.

11. Administer and oversee the DFD AED program.


13. Attend the Denver Fire Department Safety Committee meeting each month.

14. Attend the monthly Communication Center/Response Time Committee meeting.

15. Create a dialogue with the DHHA Medical Director to maintain familiarity with ongoing changes in the medical field.

16. Schedule and participate in Firestation visits with the DHHA Medical Director.

17. Handle referrals for ”911 abusers” with Adult Protective Services and follow up with APS case workers for resolution.

D. Infection Control Officer Responsibilities:

1. Serve as the Department “designated officer” as required by the Ryan White Comprehensive Aids Resources Act of 1990.

2. Ensure companies have EMS PPE available at all times.

3. Serve as the DFD Exposure Officer. Evaluate possible member exposures to communicable and infectious diseases.
a. Assist members with advice on the need for prophylactic treatment and evaluation of the need for a visit to the COSH.
b. Assist members with proper documentation of exposure incidents (i.e. FD207).
4. Coordinate the immunization program with the COSH.
5. Facilitate the yearly Tuberculosis Testing for DFD members:
6. Provide for all other responsibilities covered in the DFD Infection Control Policies and Procedures SOG.

VII LIEUTENANT

When assigned to suppression, Lieutenants direct the activities of their company on their shift and perform the duties of emergency scene command as appropriate. When assigned to support functions, Lieutenants serve as line officers who direct and/or complete tasks within the scope of their responsibility.

Lieutenants must meet all the criteria for the rank of suppression Captain from headings “C” through “V”, above.

VIII ENGINEER

Non-supervisory position subordinate to a company officer. Engineers are responsible for the operation and assigned routine maintenance of their apparatus to which they are assigned. Engineers also perform firefighting duties as directed by their company officer. Engineers shall:

A. Be responsible for maintaining their apparatus in good operating condition and readiness at all times
B. Have a valid Colorado driver’s license and a proper Denver Fire Department license
C. When assigned to an engine, be familiar with the streets and fire hydrants within their assigned district, and when responding to an emergency, be responsible for selecting the best route and hydrant unless directed to do otherwise by the company officer
D. When assigned to an aerial or other apparatus, be familiar with the streets in their assigned district, and when responding be responsible for selecting the best routes unless directed to do otherwise by the company officer. Professionally operate and maintain the apparatus, including all ladders, pumps, and other equipment assigned to their company
E. Remain at or near the control panel when the apparatus or equipment is in operation at emergency scenes and during all training sessions
F. Be capable of performing all Firefighter functions as assigned and assist other Firefighters with administering emergency treatment, implementing rescue, information gathering, and other Firefighter duties as their assignment allows.

G. Be responsible for conducting in-service training for other company members on apparatus function and the proper use of all equipment assigned to that apparatus.

H. Be responsible for performing all inspection duties and assist company members in said duties as directed by the company officer.

I. When assigned to a company that performs specialized operations such as HazMat, Decon, and/or other technical rescue operations, they shall be required to develop and maintain the requisite skills, knowledge, and certifications necessary to qualify as a professional rescue technician as outlined in NFPA Standards 472, 1006, and 1670, EPA Guideline 1910.120, and other applicable standards. They shall also be required to proficiently direct and perform as part of a team involved in hazardous material operations or technical rescue operations.

J. Carefully complete their fifty-six point checklist and submit the required documentation daily by 1000 hours.

K. Inform their company officer or immediate supervisor whenever material, supplies, or repairs are needed.

L. Not attempt to make repairs, adjustments, or modifications on apparatus. When repair or adjustments are needed, they shall be responsible for relaying this information to Fleet Maintenance through the company officer.

M. Perform such other lawful duties as prescribed by ranking officers.

N. Be responsible for the safe operation of their vehicle at all times.

O. Be familiar with and comply with the accident reporting and investigating of the Denver Fire Department, and applicable State laws.

IX. TECHNICIAN

A position in either suppression or support service designated by the Chief of the Department. Prior to being appointed, Technicians demonstrate that they possess special skills, technical expertise, and/or training beyond that attained by other Firefighters. Technicians shall be appointed and removed at the discretion of the Chief of the Department. Technicians shall:

A. Serve a minimum training period as designated by the Chief of the Department, in the unit where appointment is contemplated. Unit supervisors may request that the training period be altered or waived.
through the chain of command for members with prior experience. When members have demonstrated the skills, knowledge, and ability to perform the duties, the supervisor in charge of the unit shall submit a written evaluation of the member’s ability to perform the duties and responsibilities to the Chief of the Department.

B. Be capable of performing all Firefighter functions as assigned

C. When assigned to a company that performs specialized operations such as HazMat, Decon, and/or technical rescue operations, they shall be required to develop and maintain the requisite skills, knowledge, and certifications necessary to qualify as a professional rescue technician as outlined in NFPA Standards 472, 1006, and 1670, EPA Guideline 1910.120, and other applicable standards. They shall also be required to proficiently direct and perform as a part of a team involved in hazardous material operations or technical rescue operations.

D. Perform such other lawful duties as prescribed by senior officers

X. **FIREFIGHTER**

When assigned to suppression, Firefighters are subordinate to their company officer and perform as team members that mitigate emergency situations as directed. When assigned to support functions, Firefighters perform their duties as directed by the officers to which they are assigned. They shall:

A. Respond to all alarms as an integral part of a team assigned to one of the various types of Department apparatus

B. Inspect protective gear at the beginning of each shift to ensure serviceability

C. Inspect and maintain their apparatus, tools, and equipment for serviceability at all times

D. Participate in the daily maintenance of the station and grounds in accordance with the posted schedule

E. When assigned to a company that performs specialized operations such as HazMat, Decon, and/or other technical rescue operations, they shall be required to proficiently perform as part of the team under proper supervision.

F. Perform such other lawful duties as prescribed by officers

G. All Firefighters 3rd grade and above shall be Department emergency driver certified. All members shall be capable of proficient apparatus operation.

H. All Firefighters 1st grade and above shall be trained to proficiently perform company officer duties.
DENVER FIRE DEPARTMENT
STANDARD OPERATING GUIDELINE

Section: OPERATIONS: RANK
Topic: Rank Structure

REFERENCES:
Civil Service Job Descriptions for ranks on the Fire Department
NFPA Standards 472, 1006, and 1670 for Rescue Technicians
EPA Guidelines, 1910.120
### Problem Response Matrix

<table>
<thead>
<tr>
<th>Problem</th>
<th>BLS</th>
<th>Engine</th>
<th>Stanch Hose</th>
<th>Truck</th>
<th>Tower</th>
<th>Chief</th>
<th>Rescue</th>
<th>HAMER</th>
<th>RIT</th>
<th>Special Teams</th>
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2102.02 Response Matrix
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### Response Matrix

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<th>Problem</th>
<th>BLS</th>
<th>Engine</th>
<th>5-inch Hose Engine</th>
<th>Truck</th>
<th>Tower</th>
<th>Chief</th>
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A standard Engine will be substituted for a 5-inch Hose Engine when necessary. A Standard Truck will be substituted for a Tower when necessary.

- **Confined Space Team:** Rescue, Tower 1 (Collapse Trailer), Engine 1, HAMER
- **High Angle Team:** Rescue, Tower 1, Engine 1
- **Underwater Rescue Team:** Rescue, Engine 1 (Underwater Unit), Tower 1
- **HAZMAT Team:** Rescue, HAMER, Engine 6 and DECON Team (Engine and Truck 09)
PURPOSE: To clarify responses of District Chiefs

SCOPE: Applies to All District Chief Officers; Dispatch

District Chiefs will respond to all incidents as detailed in the response matrix.

A District Chief will respond to all requests for mutual aid.

REFERENCES: None
PURPOSE: To define a promoted Assistant Chief Officer’s role at a significant emergency incident

SCOPE: Applies to all promoted Assistant Chief Officers

DEFINITIONS: None

At least one promoted Assistant Chief Officer shall be dispatched and respond to all significant emergency incidents. The addition of a promoted Chief Officer will help ensure that a margin of safety and level of command is maintained from the perspective of an experienced Incident Commander.

When an Assistant Chief arrives at a working incident where the Incident Commander is an Acting Chief, the Assistant Chief will assist the Acting Chief in whatever capacity necessary.

This guideline will foster the development of Command Officers through hands-on management of actual emergencies.

This guideline promotes the Denver Fire Department’s Officer Development Program, which mandates that senior officers train and mentor junior officers to the next level.

An officially promoted Assistant Chief is ultimately responsible for the safety of the citizens and firefighters at the scene of an emergency.

REFERENCES: None
PURPOSE: To establish procedures for operation with other agencies

SCOPE: Applies to all DFD members

On scenes where the Denver Fire Department is considered the lead agency, all outside agencies (Police, EMS) representatives should report to the command post for assignments.

On scenes commanded by other agencies where DFD members are requested, the officer shall report to the command post for instructions and assignments.

At no time shall non-DFD personnel be exposed to smoke or fire conditions.

REFERENCES: None
PURPOSE: To standardize procedures when units are directed to temporarily change where their apparatus is stationed (Quarters)

SCOPE: Applies to all Department members

DEFINITIONS: None

Companies may be directed, per Dispatch, to change locations for numerous reasons such as training, station maintenance, multi-alarm coverage, etc.

When directed to change locations, companies should respond to the new location “Code 9” and maintain radio silence.

Upon reaching the new quarters, the company officer shall notify Dispatch via telephone. Radio traffic should be kept to a minimum.

The company changing locations shall maintain their own identity on the radio and VocAlarm.

Upon returning to the company’s regular quarters, the company officer shall again notify Dispatch.

The District Chief should be notified of any changes in status affecting their District.

REFERENCES: None
The Snow Emergency Plan allows the Denver Fire Department to function with central coordination from the Emergency Operation Command Center. The Plan is to be used as a guide for the emergency, as an activator for the emergency, and contains a checklist for staff personnel at the E.O.C. All coordination of Fire Department activities should be accomplished through staff members at the E.O.C. Members staffing the E.O.C. will be designated by the Chief of Department.

There are two snow plans in existence in the City.

1. The City Snow Plan used to mobilize street cleaning equipment.

2. The Denver Fire Department Snow Plan used to mobilize our resources to cope with heavy snow and response problems related to heavy snow.

The Denver Fire Department Snow Plan will be reviewed and updated yearly, if necessary.

Activation of the City Snow Plan does not automatically activate the Denver Fire Department Snow Plan. The Denver Fire Department Snow Plan is activated under the following conditions.

I. ACTIVATION AND NOTIFICATION

A. Activators

The Snow Emergency Plan may take effect by authorization of the Chief of Department or his designee under the following conditions.

1. Four inches of snow accumulation with a forecast for more snow.
2. When snow is falling at the rate of one inch per hour.
3. When the National Weather Service issues a blizzard warning.
4. When heavy snow causes numerous response problems.
5. When heavy snow and numerous fires cause the “hold order” to be put into effect.
6. When a District Chief recommends to the Chief of Department or his/her designee, that the plan be put into effect based upon personal observations of snow-caused response problems in his/her district.
B. Notification

When conditions require activation of the Snow Emergency Plan, the Dispatcher shall notify.

1. Chief of Department
2. Office of Emergency Management Director
3. Division Chiefs

II. OPENING OF E.O.C.

When the Emergency Operation Center opens, E.O.C. staff will notify Denver Fire Dispatchers of snow condition via ring down line. Opening of the E.O.C. doesn’t automatically activate this snow plan.

III. COMMAND CENTER RESPONSE

A. If the Chief of Department feels that conditions warrant activation of the Snow Emergency Plan, response points and staffing will be designated by the Chief of Department or his designee.

B. When the plan is activated by the Chief of Department, the following logistical consideration shall be performed:

1. Apparatus Readiness
   a. All districts will be notified by vocalarm.
   b. District Chiefs shall poll each station to determine the readiness of equipment in his district, location of services, and standby for a conference call from the staff to report readiness of all fire equipment and snow removal problems at fire stations.
   c. After first-line equipment is ready, all reserves shall be loaded with hose.
   d. All officers shall evaluate the fuel supplies on their respective apparatus and coordinate fuel acquisition with their District Chief.
2. Reduced Response

The Division Chief of Operations will review response needs and make appropriate orders.

3. Support Personnel

a. Chief of Department or designee decides if support personnel are needed and assign as necessary.

b. Chief of Department will page the Master Mechanic and Superintendent of Fire Alarm, and recall personnel as needed to a location that is appropriate, if necessary.

c. Call back is authorized only by the Chief of Department or his designee.

i. When call back is authorized, it shall be made in the most expedient manner considering availability and distance from emergency.

ii. A call back list shall be maintained in the Resource Book by zip code at the E.O.C.

4. Snow Removal

a. Heavy snow accumulation at stations shall be removed by the most expedient manner and company officer shall report snow problems to their District Chief when he polls stations.

b. Denver Fire Department staff members at E.O.C. shall coordinate removal of heavy snow conditions blocking driveway access.

5. Wrecker Location
Wrecker location and support personnel shall be placed by need on orders from Denver Fire Department staff at E.O.C.

6. Fuel Delivery Truck

7. Weather Forecast
   b. Monitored by staff officers.

8. Availability of Four-wheel Drive Vehicles
   If conditions deteriorate to the point that four-wheel drive vehicles are all that can respond, an all-station request shall be made to find out how many four-wheel vehicles can be made available.

9. Mutual Aid
   Requested by the Chief of Department.
PURPOSE: To define the minimum number of permanently assigned personnel per apparatus

SCOPE: Applies to all Fire Companies within the Operations Division

In an effort to ensure consistency, crew integrity, and safety, non-technical companies are required to be staffed with a minimum of four (4) permanently assigned members. Technical Companies are required to be staffed with five (5) permanently assigned members.
PURPOSE: To establish a Standard Operating Guideline for probationary firefighter assignment upon completion of probation

SCOPE: Applies to all probationary firefighters

I. Probationary firefighters successfully completing their probationary period will be assigned to suppression companies using the following criteria:

A. All assignments will be based on the operational staffing needs for each district as determined by the Division Chief of Operations. District Commanders will meet to balance staffing needs with existing vacancies, determining how many 3rd grade firefighters are assigned to each district. District Commanders will place their 3rd grade firefighters in the district as needed to balance seniority, experience, and overall crew effectiveness.

B. Company Captains may submit requests to the Division Chief of Operations, through their District Commanders, asking that individuals from a specific probationary class be assigned to their company. Lieutenants may submit requests through their company Captains.

C. Probationaries may submit one letter to the Operations Division Chief, with a copy to the District Commander, requesting a specific assignment during their probationary period. Submission of more than one letter of request will negate all letters submitted by that probationary.

II. District Commanders will consider these requests when making permanent assignments, in the following manner:

A. District needs related to seniority, experience, and overall crew effectiveness will be the highest priority.

B. District Commanders will consider requests from company Captains when making assignments.

C. Probationary requests will only be considered as a tiebreaker when more than one Captain has requested the same individual.
PURPOSE: To identify responsibilities of station members, Fire Dispatchers, and Technical Services Division staff when repairs and/or modifications to fire stations are needed or requested

SCOPE: Applies to all members

I. EMERGENCY STATION REPAIRS

When a fire station is in need of emergency repair, the Station Officer shall contact the on-call Technical Services member. Fire Dispatch can assist with this. If you are unable to contact the on-call Technical Services member within 30 minutes, the Fire Dispatcher shall contact the appropriate contractor from the emergency repair list. Station members must take all necessary steps to reduce or prevent any further damage to the facility and to ensure the safety of Fire Department personnel.

Examples of emergency repairs include: broken overhead door, major plumbing leaks, or a non-operating boiler or air conditioning system.

II. ROUTINE STATION REPAIRS

When a fire station is in need of routine repair or maintenance, the Station Officer should document this request, in writing, and forward that request to the Technical Services Division. The Technical Services Division will then work with the Station Officer and Public Works, if needed, to determine the most appropriate course of repair.

III. USE OF PETTY CASH ACCOUNT FOR EMERGENCY OR ROUTINE REPAIRS

Station members are allowed, with the approval from the Station Officer, to make repairs that will prevent further damage if the issue is left unaddressed. The Petty Cash account is NOT to be used for station upgrades or improvements. Also, this account is limited to purchases under $100.00. The Station Officer shall forward all receipts for purchases, attached to a Petty Cash Reimbursement Form, to the Technical Services Division. Any repair costing more than $100.00 should be directed to the Technical Services Division.

REFERENCES: Denver Fire Department Petty Cash Reimbursement Form
PURPOSE: To ensure that hazardous substances are properly handled, stored, and disposed of within fire stations

SCOPE: Applies to all fire stations within the Operations Division

I. The storage of any combustible, flammable, acidic, toxic, caustic, noxious, or otherwise potentially harmful substances or materials (hereinafter “substances”) shall be properly stored and controlled under health, safety, and fire codes, manufacturer’s recommendations, and/or any other recognized requirement.

II. There shall be no storing of any substances in containers of any type without such containers being clearly labeled.

A. Said labeling shall be in large (1/2-inch minimum), bold print clearly visible on front, sides, and back of said container as applicable (original packaging excepted).

B. Where possible, substitute containers, i.e., coffee cans, jars, milk jugs, plastic ware, etc., are not to be utilized.

III. Any approved substances referred to above shall be stored in a secured area (locker, cabinet, file cabinet, etc.) and maintained by designated persons.

IV. Storage areas are to be marked as follows: Caution: Potentially Hazardous Substances Storage Area

All potentially hazardous substances and/or materials which have been approved for storage are to be entered into the Hazardous Substance Log.

V. A Hazardous Substance Log shall be maintained in a separate location (to be indicated on/at the storage location) on a permanent basis.

A. The purpose of this log shall be to track and provide a measure of control of the above-cited materials, and any others incorporated herein by reference.

B. The log shall identify:
   1. Initial date of substance storage
   2. Type/Name of substance
   3. Name of responsible individual
   4. Date substance is to be disposed of
   5. Statement of intended purpose of substance
6. Date of inspection and name of inspecting party

C. Common storage areas (i.e., cupboards, lockers, desks, cabinets, etc.) in restrooms, break rooms, etc. are to be inspected periodically to ensure compliance with this Standard Operating Guideline.

D. This inspection is to occur monthly and be so noted in the Hazardous Substance Log.
PURPOSE: To establish a Standard Operating Guideline for the ordering and management of station supplies

SCOPE: Applies to all House Captains

A. House Captains will be responsible to ensure compliance with allotted Warehouse and glove budgets.

B. On a monthly basis, five days before the corresponding station number, the House Captain shall submit their monthly supply requisitions to the Warehouse utilizing the DFD Warehouse Catalog that is provided to the firehouses annually. Orders are completed and submitted as an attachment via email.

C. House Captains shall monitor the supplies that they retain in reserve and keep them to a minimum.

D. All officers and members shall conserve supplies to eliminate waste. Officers shall have members assist the Warehouse driver in unloading all supplies.

E. All supplies shall be inventoried upon receipt, and a copy of Form 9A retained in the company files.

F. Supplemental supply requisitions shall be kept to a minimum.
PURPOSE: To establish a Standard Operating Guideline for repair or replacement of specialized equipment

SCOPE: Applies to all members assigned to Operations

Only members trained to use specialized station equipment, and authorized to do so by the House Captain, shall perform these tasks:

Examples:

1. Station 4 O₂ bottles
2. Station 6 Foam concentrate / meters
3. Station 15 Hose and repair
4. Station 25 Snow chain repair
5. Station 26 ARFF foam mis
6. Station 27 Helmets
7. Station 28 O₂ regulators
PURPOSE: To establish a Standard Operating Guideline that defines personal activities within the fire stations

SCOPE: Applies to all members assigned to Operations

Working on personal projects shall be allowed as a privilege in fire stations (during on-time duty only) with the following restrictions:

1. All such activities shall be authorized and regulated by Company Officers, District Chiefs, and/or Division Chiefs.
2. Personal activities shall not interfere with Fire Department operations, nor bring discredit to the Department or City and County of Denver.
3. Personal projects cannot use Department supplies.
4. The spraying of flammable or combustible products is forbidden.
PURPOSE: The intent of this protocol is to establish a consistent method of action associated with the receipt of abandoned children. Pursuant to Senate Bill 00-171, enacted by the General Assembly of the State of Colorado.

SCOPE: This protocol applies only to those children 72 hours or younger. Senate Bill 00-171 and this procedure do not attempt to address the abandonment of children over the age of 72 hours.

DEFINITIONS:

Firefighter: CRS 18-3-201 defines a Firefighter as an officer or member of a fire department or fire protection or firefighting agency of the state, or any municipal or quasi-municipal corporation in this state, whether that person is a volunteer or receives compensation for services rendered as such Firefighter.

Abandoned Child: Any child of the age 72 hours or younger

Voluntary Delivery: When a parent voluntarily delivers a child, 72 hours or younger, to a Firefighter, and does not express an intent to return for the child.

Temporary Physical Custody: The act of receiving and caring for an abandoned child by a Firefighter

A civilian employee or office staff member, although employed by a fire department, is not required to take receipt of an abandoned child. A Firefighter or a hospital staff member is required to do so.

IT IS THE POLICY OF THIS DEPARTMENT:

When a parent voluntarily delivers a child to a Firefighter at a fire station, the Firefighter without a court order shall:

Take temporary custody of the abandoned child.

Perform any act necessary, in accordance with generally accepted standards of professional practice, to protect, preserve, or aid the physical health or safety of the child during the temporary physical custody.
Notify the Fire Dispatcher, requesting a Denver Health Medical Center ambulance to respond Code 9 or 10, depending on the physical assessment of the child.

Notify the Denver Police Department through the Fire Dispatcher.

Notify the District Fire Chief on duty.

Turn temporary custody over to the attending DHMC Paramedic responding to the incident.

Record all pertinent information on a FD230 medical field incident report.

A Firefighter shall incur no civil or criminal liability for any good faith acts or omissions performed.
PURPOSE: To ensure Department apparatus is safely operated while in reverse

SCOPE: Applies to all members operating or riding on Department apparatus

Before operating apparatus in reverse, two firefighters shall position themselves near the rear of the vehicle. The two spotters should be safely positioned so that the engineer can see the spotter positioned on the engineer’s side of the apparatus, or the primary spotter, at all times. If at any time the engineer loses sight of the primary spotter, the engineer shall stop immediately until the spotter makes himself visible again. In case the apparatus does not have a minimum of four persons on board, the company officer will be required to act as one of the spotters located near the rear of the apparatus.

While operating in reverse, the officer, firefighters, and engineer shall work together to maintain a safe environment for the members, apparatus, and surrounding property.

Communications between the engineer and spotters shall include the use of hand signals. Standard signals include:

A. **Straight Back**: One hand above the head with palm toward face, waving back. Other hand at your side (left or right hand optional).

B. **Turn**: Both arms pointing the same direction with index fingers extended (driver will advise the spotter which way the turn will be made). The spotter then assists the engineer in backing apparatus.

C. **Stop**: Forearms crossed to form an X.

**NIGHT BACKING**

Signals will be the same. The spotter will assure that the spotlights on rear of apparatus are turned on before allowing apparatus to be backed. A flashlight may be carried, but at no time will it be directed toward the mirror.
PURPOSE: To set forth procedures pertaining to fire hose inventories, maintenance and annual testing of fire hose.

SCOPE: Applies to all members assigned to use, maintain and test fire hose.

All Department hose shall be maintained by Station 15 personnel, this includes all maintenance, issuance of new hose and inventories located in Firehouse Software for each Engine Company and Truck Companies that carry hose. Any questions regarding fire hose, including changes to inventories, should be addressed to the Engine Officer at Station 15.

INVENTORIES:

The Department currently has the following sizes of fire hose in inventory:

<table>
<thead>
<tr>
<th>Size</th>
<th>Color</th>
<th>Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 3/4”</td>
<td>White</td>
<td>Attack</td>
</tr>
<tr>
<td>2”</td>
<td>Green</td>
<td>High Rise Attack only</td>
</tr>
<tr>
<td>2 1/2”</td>
<td>White</td>
<td>Attack (not to be used in High Rises)</td>
</tr>
<tr>
<td>Lightweight 2 1/2”</td>
<td>Yellow</td>
<td>Attack/High Rise Attack</td>
</tr>
<tr>
<td>3”</td>
<td>White</td>
<td>Supply</td>
</tr>
<tr>
<td>5”</td>
<td>Yellow</td>
<td>Supply</td>
</tr>
</tbody>
</table>

All sizes with the exception of 5” are in 50’ sections, 5” come in both 35’ and 100’ sections. At no time should 2 1/2” hose be used for supply line.

All sections of hose contain an inventory number comprised of the year of hose along with the section number assigned by Station 15 that is stenciled up to 18 inches from each coupling and stamped on each coupling in the following manner (5” will not have coupling stamped):

13-xxx 13 is the year, xxx is the section number

High Rise hose is marked in the following manner in addition to the inventory number:

- 32 inches from the end of the female coupling shall be a circumferential 1/2” wide bold line with H.R. marked above the line.
- Approximately six inches from the male coupling “two straps male side”
- At the midpoint of the hose section shall be a circumferential ¾” wide bold line.
All hose shall be marked with the company colors on each coupling. This shall be completed by each company.

The recommended quantity of hose carried on Engine Companies and in the Station inventory is as follows:

**Attack Hose:**

It is recommended that each Engine company carry at least 600 ft of 1 3/4” and 1200 ft of 2 1/2” attack hose. More attack hose can be carried at the discretion of the Engine Captain and the Operations Division Chief. All Engine companies should have on their hose rack an amount of 1 3/4” and 2 1/2” hose that is equal to what is carried on the apparatus. Engine Captains should set up their attack hose in accordance with the hazards associated within their individual response districts.

**High Rise Attack Hose:**

Each Engine company shall carry 200’ of 2” High Rise Attack hose and 200’ of Lightweight 2 1/2” High Rise attack hose in accordance with SOG 2114. All Engine companies shall have an equal amount of 2” and Lightweight 2 1/2” High Rise attack hose on their hose rack.

**Supply Hose:**

Non-5” Engine companies shall have a total of 60 sections of 3” supply hose. Each non 5” Engine Company shall carry a split bed of 3” supply hose, loaded for a forward lay. Each engine company should carry at least 800 ft. of 3” in each hose bed, space permitting. The remaining sections of 3” are to be stored on the station hose rack.

5” Engine companies shall have a total of 30 sections of 3” supply hose. 5” Engine Companies shall have a split supply bed and carry at least 800’ of 5” supply hose, space permitting, and as much 3” supply hose that can be carried in the other bed. Each 5” Engine company shall have 500’ (5 sections) of 5” supply hose and the remainder of their 3” supply hose, to total 30 sections, on their hose rack.

All Engine Companies shall carry one 35’ section of 5” supply hose with storz couplings and one back-up 35’ section of 5” on their hose rack.
Ready Reserve Engine companies should make every attempt to maintain hose loads equal to or as close to the hose carried on the first line apparatus. If hose loads are different than first line apparatus, the Officer shall contact the Engine companies that surround them and the District Chief to notify them of the change in hose loads.

**MAINTENANCE:**

Any hose that is damaged and needs repair or needs to be decommissioned due to date shall be sent to Station 15 via the Warehouse Truck. The hose must be clean and dry and the damaged area should be clearly marked and easily identifiable. Hose with damaged couplings shall be rolled so the damaged coupling is on the outside.

Instructions for sending hose to Station 15 for maintenance:

1. Officer must log on to Firehouse using the same Login used for Training input
2. Click the “Inventory” icon on task bar at top
3. Click “Browse” and input hose number in “Hose ID” field. Hose ID must be the exact number on the hose - for example 05-100
4. Once the inventory page comes up for the specific section of hose entered, click on the “Maintenance/Test” tab.
5. Click the “Add” tab in the middle of the page above Scheduled Maintenance
6. Click new job.
7. Click on the “Notes” tab.
8. Click “Append.” Please tell us what exactly is wrong with the section of hose you are sending Station 15. Be descriptive for example; “hose is leaking approximately 15’ from female coupling”, “hose is twisted 6’ from male coupling,” etc. This includes any hose that is to be decommissioned; in the note section, put “hose decommissioned due to date.” Make sure to mark damaged area with rag tied around it. Once finished, it will spell check and it will have a time/date stamp along with the F number of the Officer logged in.
9. Use masking tape and mark “TO: Station 15, FROM: your station” and set out for the Warehouse to pick up and deliver to Station 15. The Warehouse will not pick up hose if not labeled correctly.

If a section of hose is sent to Station 15 without completing the Firehouse software component, the section of hose will be sent back. No work will be completed until the Firehouse component is completed.

Once hose is repaired, Station 15 will send the hose to the corresponding Station via the warehouse truck. All hose that has been repaired must be tested by the receiving Company according to the hose testing procedure that follows this section. New fire hose must always be
Hose shall be tested to the following service test pressures according to NFPA 1962:

<table>
<thead>
<tr>
<th>Size</th>
<th>Service Test Pressure</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 3/4”</td>
<td>Test at 400 PSI</td>
</tr>
<tr>
<td>2”</td>
<td>Test at 400 PSI</td>
</tr>
<tr>
<td>2 1/2”</td>
<td>Test at 400 PSI</td>
</tr>
<tr>
<td>3”</td>
<td>Test at 400 PSI</td>
</tr>
<tr>
<td>5” (prior to 2014)</td>
<td>Test at 200 PSI</td>
</tr>
<tr>
<td>5” (2014 and newer)</td>
<td>Test at 300 PSI</td>
</tr>
<tr>
<td>5” (35’ sections and soft suctions)</td>
<td>Test at hydrant pressure</td>
</tr>
</tbody>
</table>

Single jacketed hose of any size or length is considered obsolete and shall not be tested. If any of this hose is encountered, it should be removed from service. Truck companies can use single jacketed 1 3/4” hose for their sump pumps if needed.

The Department decommissions any fire hose that is 15 years or older. Prior to testing remove any hose from service that meets this restriction.

Hose Testing Procedures:

A. Officer - log on to Firehouse and print out current inventory. Check accuracy of inventory to the hose being tested, any changes or discrepancies send to Station 15 via email. Use firestation15@denvergov.org to email changes.
B. Connect lines to outlets on the Engine and attach nozzle. There is no maximum length requirement on hose lines.
C. Hose lines shall not be attached to outlets at or adjacent to the pump operator.
D. Fill all lines at hydrant pressure; bleed off air in the line and ensure couplings are tight.
E. Mark each section of hose at each coupling where the hose attaches with a pencil to determine any separation between the hose and the coupling during the test.
F. Discharge gates should be open only slightly when pressurizing the hose lines to prevent potential hose-whipping should ruptures occur.

G. Slowly raise the pump pressure to the desired level and hold that pressure for five minutes (NFPA 1962).

H. During the test, a nozzle must be attached to a 2-1/2” discharge and be open so that water is flowing from the pump to avoid damaging over heating of the water in the pump.

I. While the hose is at test pressure, inspect for leaks while standing 15’ to the side of the hose.

J. The hose shall be inspected for hose/coupling separation after the test has been completed and the pressure has been reduced to hydrant pressure.

K. Hose lengths of 40’ or less shall be removed from service.

L. If the hose is seeping and only the outer jacket is chafed through or has a hole in it, do not send it in for repairs; this hose is serviceable.

Once testing is completed, complete the following steps in Firehouse:

1. Officer must log on to Firehouse using the same Login used for Training input.
2. Click the “File” tab at top left and place cursor on “Apparatus, Equipment and Inventory”. This opens a new menu to the right, click on “Batch Maintenance/Test Entry.”
3. Enter your Station number in “Station” field and click Browse.
4. Right click anywhere in the list of hose and click “Select all.” This will highlight all sections in blue.
5. Hold the Control key (CRTL) and click on the individual sections that did not pass the test, this includes all sections that are out of date. These sections will need to be entered individually according to the “Maintenance” instructions. Once all sections that did not pass are not highlighted, click “Ok.”
6. The “Maintenance/Test” page will be on the screen. Click on box next to yellow “Job” window. Double Click "Hose Test.”
7. Click on "Details" and complete checklist. This checklist will apply to all hose that passed the hose test.
8. Click on the “Notes” tab.
9. Click “Append” and enter "Annual Hose Test."
10. Click "Save."
11. Complete the instructions for "Maintenance" for each individual section of hose that did not pass the hose test.

References: NFPA 1962
PURPOSE: To establish a consistent method for the cleaning of skin, the disinfecting of EMS equipment, clothing, and PPE, and the disposal of contaminated materials

SCOPE: Applies to all members of the Denver Fire Department

DEFINITIONS: None

I. SKIN WASHING

Hand hygiene has been cited by the CDC as the single most important practice for reducing the transmission of infectious agents.

A. Hands shall be washed as follows:
   1. After each EMS incident
   2. As soon as possible after the removal of EMS gloves
   3. After the cleaning and disinfecting of EMS equipment
   4. After the cleaning of PPE
   5. After any station cleaning function
   6. After using the bathroom
   7. Before and after cooking or handling food
   8. After rig inventory and/or any other handling of EMS equipment

B. Hands and contaminated skin shall be washed with non-abrasive soap and water by lathering and vigorously rubbing together the lathered surface for at least ten seconds, followed by thorough rinsing under running water. Dry hands with single-use paper towels or a hand dryer. Avoid the use of cloth towels.

C. When use of hand washing facilities is not feasible (i.e., while riding in apparatus), antiseptic towelettes or liquid hand cleanser shall be used.

D. If antiseptic towelettes or liquid hand cleanser are used, hands shall be washed with soap and water as soon as possible.

II. DISINFECTANTS

A. All disinfectants shall be approved and registered as tuberculocidal by the EPA.

B. Members shall follow manufacturers’ instructions.
C. Disinfectants shall only be used with proper ventilation and while wearing appropriate PPE, including but not limited to: gloves, face protection, and aprons.

D. Disinfecting shall take place only in the designated area. Each station shall designate a disinfecting area, not to be located in the fire station kitchen, living, sleeping, or personal hygiene areas.

III. EMERGENCY MEDICAL EQUIPMENT

A. All potentially contaminated EMS equipment shall be decontaminated as soon as practical after the conclusion of on-scene operations. Prior to cleaning and disinfecting, contaminated EMS equipment shall be stored separately from clean EMS equipment.

B. Damaged EMS equipment shall be decontaminated prior to being sent in for repairs.

C. Dirty or contaminated EMS equipment shall not be cleaned or disinfected in the fire station kitchen, living, sleeping, or personal hygiene areas.

D. PPE shall be used whenever there is a potential for exposure to bodily fluids or infectious materials during the cleaning or disinfecting of EMS equipment.

E. Disinfectants shall be used in accordance with the manufacturers’ instructions.

F. Contaminated run-off from the cleaning of EMS equipment shall be drained into the sewer system.

G. Only disinfectants that are chemically compatible with the equipment shall be used.

IV. CLOTHING AND PERSONAL PROTECTIVE EQUIPMENT

A. The Department shall clean, launder, and dispose of PPE at no cost to the member.

B. The Department shall repair or replace PPE as needed at no cost to the member. Department members shall requisition replacement PPE through the appropriate chain of command.

C. If a garment is penetrated by blood or other infectious material, the garment shall be removed immediately or as soon as feasible.

D. Clothing that is contaminated with body fluids shall be placed in a leak-proof bag, sealed, and transported for cleaning or disposal.

E. In the case of contaminated bunking gear, the Department member shall send the PPE to the Warehouse as outlined in SOG 2106.08.

F. The cleaning of contaminated PPE, including station/work uniforms and structural firefighting clothing, shall not be done at home.
G. Chlorine bleach or cleaning agents containing chlorine bleach shall not be used to clean structural firefighting protective clothing.

H. SCBA cleaning and maintenance shall be done in accordance with NFPA 1852.

V. DISPOSAL OF MATERIALS

A. All disposable contaminated items should be placed in the appropriate biohazard collection site on the ALS ambulance while on scene.

B. Any material not disposed of at the scene shall be placed in a leak-proof bag, sealed, and disposed of as medical waste: disposable EMS supplies and equipment, contaminated disposable PPE, and contaminated medical waste.

C. Non-contaminated disposable medical equipment, PPE, and medical waste shall be collected in a closable waste container and disposed of. Medical waste containers shall not be located in the fire station kitchen, living, or sleeping areas.

D. The Department shall not take into possession contaminated sharps or linens.

VI. HOUSEKEEPING

A. It is the responsibility of members of the Department to ensure the fire station is maintained in a clean and sanitary condition.

B. A written schedule for cleaning shall be maintained.

C. After contact with blood or infectious material, equipment and surfaces shall be cleaned and decontaminated as soon as feasible.

VII. LABELING

A. Warning labels shall be affixed to containers of regulated waste used to store or transport materials contaminated with blood or infectious agents. The label shall contain the universal symbol for “Biohazard.”
DENVER FIRE DEPARTMENT

STANDARD OPERATING GUIDELINE

Section: OPERATIONS: EQUIPMENT
Topic: Cleaning, Disinfecting, and Disposal

B. The label shall be fluorescent orange or orange-red with lettering or symbols in a contrasting color. The label shall be affixed so that it will not be lost or unintentionally removed.

C. Red bags or red containers can be substituted for the use of labels. This is the preferred method for the Department.

REFERENCES:
NFPA 1581: Standard on Fire Department Infection Control Program, 2005 Edition

Center for Disease Control 2007 Guideline for Isolation Precautions
Preventing Transmission of Infectious Agents in Healthcare Settings, June 2007
PURPOSE: To give an operational overview for the safe handling, policies, and procedures associated with sending PPE in for cleaning and inspection.

SCOPE: Applies to all Denver Fire Department personnel that utilize bunking gear.

CLEANING AND INSPECTION

Sending PPE to the laundry includes washing the PPE and an advanced inspection. If a member’s PPE is not just dirty, but contaminated, special procedures will be taken in the washing process based on the type of contaminant to ensure the PPE is both safe and sanitary. The special procedures will vary based on the type of contamination.

When the washing process is completed, an advanced inspection will be performed on the entire ensemble. The advanced inspection includes:

- A hydrostatic test of the vapor barrier in six locations
- A light test to verify that there has not been any migration of the batting in the thermal layer
- An inspection of the outer shell
- A light test to ensure that the reflective material is in good condition. Reflective material can appear to be in good condition and have lost a large portion of its reflective properties.

The entire cleaning and inspection process is a safety and wellness issue that is focused on ensuring the health and safety of the firefighter, both in the short and long term.

PREPARING BUNKING COATS AND PANTS FOR SHIPMENT

Members should take the following steps to send their PPE (structural firefighting coats and pants) in for cleaning and inspection.

1. **Obtain and complete a copy of the DFD Bunking Gear Cleaning Form.** The most recent version of this form can be obtained from the DFD intranet under Warehouse Forms. All fields on this form must be completed. Proper completion of this form facilitates handling and tracking of your PPE. The most current version of the form should be used because it provides all of the necessary information.

2. **If the gear is contaminated, indicate that fact on the Bunker Gear Cleaning Form.** If the PPE is contaminated, indicate the name of the contaminant. Examples of contaminants include asbestos, body fluids, gasoline, diesel and...
other hazardous materials. Documentation of the type of contaminant is important for two reasons: First, the personnel that are responsible for transporting, cleaning, and inspecting the PPE will be alerted to take appropriate safety precautions. Second, the cleaning staff will follow cleaning procedures that are specific to the type of contamination that is in the garment.

3. **Gather the complete set of PPE that requires cleaning and inspection.**
   Gathering a complete set of PPE is important because while one part of the ensemble might appear clean, the laundry process includes an advanced inspection (as defined by NFPA 1851). Often problems that are not readily apparent are uncovered during this inspection. Based on the findings of the advanced inspection, repairs can be made or the PPE can be decommissioned.
   The equipment that should be gathered includes gloves and hoods that are contaminated with asbestos. When a set of PPE is sent in due to asbestos contamination, the hoods and gloves shall also be sent for cleaning. Cleaning of hoods and gloves is covered as part of the laundry vendor’s contract with the DFD.

4. **Gather the proper shipping materials.** The shipping materials include shipping envelopes and laundry bags. Laundry bags come in blue and yellow. PPE that is not contaminated should be shipped in a blue laundry bag. Contaminated gear should be shipped in a yellow laundry bag. The purpose of using colored bags is twofold: First, using yellow and blue bags reduces the chance that the PPE will be confused with trash or biohazard and disposed of in error. Second, using different colored bags allows everyone to easily identify contaminated PPE.

5. **Remove all tools, equipment, and personal effects from the pockets of the ensemble.** This includes all equipment except the DRD (drag rescue device).

6. **Package the coat and pant together in a laundry bag.** Neatly fold the PPE and try to remove any excess air from the inside of the laundry bag. Removing the air facilitates shipping to the laundry facility. Once the air is removed, tie a knot in the laundry bag to close the bag. Do not use tape to seal the bag. Tape can cause the laundry bag to tear, exposing people who handle the bag to any possible contamination.

7. **Use a second bag to package any contaminated PPE.**

8. **Attach the DFD Bunker Gear Cleaning Form to the laundry bag(s).** The form should be in a shipping envelope. Shipping envelopes are available from the Warehouse. Do not attach the paperwork or shipping envelope with tape. Tape can cause the laundry bag to tear.

9. **Send the completed package to the DFD Warehouse.** This can be accomplished by sending it to the District Chief’s house, by giving it to the driver of the Warehouse truck, or by bringing it directly to the Warehouse. If PPE is delivered to the Warehouse, it should be given to a staff member. PPE should not be left unattended. In the event of a large number of members that require PPE
cleaning and inspection, the company officer or district chief can contact the DFD Warehouse to arrange a special laundry pickup. Sending the PPE to the District Chief’s station for pickup is considered the normal method of delivery.

10. **Clearly mark any accessory items that you need laundered with your name and FD ID number.** This includes hoods, firefighting gloves, and suspenders.

**REFUSAL OF PPE SHIPMENTS**

The Warehouse staff shall refuse any shipments that:

- Are contaminated, but the contaminant (or suspected contaminant) is not identified.
- Have the bag closed with tape.
- Do not have the correct paperwork (filled out completely).
- Have the paperwork attached to the bag with tape.
- Are left at the DFD Warehouse unattended, either inside or outside.
- Are shipped in trash or biohazard bags.

**TIMING OF PPE LAUNDRY AND INSPECTION**

PPE can be sent to the DFD Warehouse at any time. The previous practice of sending PPE in on the first and third Wednesday is no longer in place. Members should expect their PPE to be returned to them in about three weeks. If your PPE requires advanced repairs as defined by NFPA 1851, the timeline should be increased to about four weeks. Most PPE does not require advanced repairs.

Structural firefighting protective clothing, including gloves, bunking gear, and protective footwear, shall be cleaned and dried according to the manufacturers’ instructions as needed, and at least every six months.
DENVER FIRE DEPARTMENT

STANDARD OPERATING GUIDELINE

Section: OPERATIONS: COMMUNICATION

Topic: Incident Communications

PURPOSE: To ensure safe and consistent incident communications

SCOPE: Applies to All DFD Personnel when operating at incidents or training

I. RADIO COMMUNICATIONS

A. Initial tactical channels are assigned by DFD Dispatch.

B. The tactical channel can only be changed by the Incident Commander.

C. In the event that a tactical channel change is made after incident operations have been initiated, consideration should be given to conducting a PAR.

D. Radio communications shall follow the model identified in NIMS.

E. Communications shall be professional in nature at all times.

F. Apparatus Identification
   1. The “radio name” used in Department radio communications is according to the particular apparatus or apparatus type rather than the position filled.
      a. Examples: Engine 22 relocated to Station 13 is to respond as “Engine 22” rather than as “Engine 13.”
      b. If Tower 4 changes to a standard aerial, it then becomes Truck 4.
   2. The Denver Fire Department will use the term “Engine” rather than “Pumper.”
   3. Units shall answer a call from Fire Dispatch with their current location. Even with GPS capabilities, the dispatcher map can be crowded, not zoomed in, or the GPS unit has not updated since the last status change.

G. Echoing
   1. Echoing is essential for relaying critical information and for confirming that assignments are received and understood.
   2. The “echo” should be the last segment of the complete radio message.
DENVER FIRE DEPARTMENT

STANDARD OPERATING GUIDELINE

Topic No: 2107.01
Date: 04-20-11
Approved: TAB
Review Date: 04-20-13
Replaces: Ops Dir 116.09 (01-01-99)

Section: OPERATIONS: COMMUNICATION

Topic: Incident Communications

a. Example: “Truck 8, Broadway Command, take your crew to the roof of the fire building to open a ventilation hole.”

b. The “echoed” response would be as follows: “Broadway Command, Truck 8, copy, proceeding to the roof of the fire building to open a ventilation hole.”

II. FACE-TO-FACE COMMUNICATIONS

Face-to-face communication is recommended between members of a group or division whenever possible.

III. ADDITIONAL COMMUNICATION TECHNOLOGIES

Incident dynamics may dictate the need for the use of additional communication technologies, especially when relaying sensitive, lengthy, detailed information, or special operations. These include but are not limited to:

A. Telephones, both hardwired and wireless
B. Handsets
C. Internet
D. Voice Amplifiers
E. Building radios

REFERENCES: None
PURPOSE:  To establish a Standard Operating Guideline for consistent dissemination of information.

SCOPE:  Applies to all DFD personnel

STANDARDIZED DISPATCH FORMAT

A. The standard dispatch format for an assignment shall be:
   Map page (if applicable),
   Report of a: (Nature)
   Address:
   For: (Units Responding)
   Operating on: (Tactical channel)
   Additional Information:

   For example: “This is map page Oscar 20 (two zero), Report of a structure fire at 5300 W. Dartmouth for Engines 25 and 28, Trucks 23 and 28, Chiefs 7 and 3. Engine 30 will be the RIT, Rescue, and Hamer. This is at the McDonald’s.”

   Or

   “This is an unconscious party at 1325 Madison for Engine 15.”

B. Order of dispatch shall be Engines, Trucks, Chiefs, RIT, Rescue, Hamer, and then specialty companies, i.e., Collapse, Decon, etc.

C. Dispatch shall designate the RIT on calls that require one.

D. The dispatch information shall be given three (3) times over the VOCALARM and two (2) times on Fire 1.

   The second time on the VOCALARM, the dispatcher will state the address by individual numbers, i.e., 1234 Logan would be: “one-two-three-four Logan.”
PURPOSE: To provide a language interpretation service

SCOPE: Applies to DFD Operations Division personnel

The demand for language interpretation from individual fire companies has increased substantially. Therefore, the following information is provided in an effort to expedite contact with AT&T’s Language Interpretation Service.

Whenever language interpretation is needed, telephone 1-800-718-5434.

When the AT&T Language Line Operator answers, you will be requested to provide the client identification number, which is 936083. The Language Line Operator will request a company name, which is DENVER POLICE AND FIRE DEPARTMENTS.

The Language Line Operator will then request your personal code, which is 4146, followed by YOUR LAST NAME.

The Language Line Operator then requests the language required and transfers your call to an interpreter. If you are uncertain what language is needed, place the person on the telephone once the client verification process has been completed, and the interpreter service will determine which interpreter is needed.

If needed, DFD Dispatch staff will be available to provide assistance.

Company Captains and Chief Officers will be required to enter the phone number (1-800-718-5434), Client ID number (936083), and personal code (4146) information into their Contact List on Department-issued cell phones.
PURPOSE: To expedite service to the public, ensure safety of citizens by clearing accidents from roadways when possible, protect responders on scene, and enhance communication between agencies.

SCOPE: Applies to all Operations Division personnel requesting assistance from the Denver Police Department.

I. NON INJURY AUTO ACCIDENTS

A. If it appears there will be a delay in the response of police personnel, and the accident is a NON-injury accident with no other mitigating factors, fire personnel will confirm the delay with the appropriate police dispatch channel.

B. To establish the appropriate police dispatch channel, the on scene Incident Commander will contact police dispatch according to the police district they are in (i.e., Engine 23 will utilize police dispatch channel 4). All highway calls are routinely dispatched on Dispatch 5. In cases where the Incident Commander contacted the wrong police dispatcher, police dispatch will advise the Incident Commander to switch over to the appropriate police district channel. The fire supervisor will request to speak to a police supervisor or the responding officer. The police officer assigned to the call will provide an estimated time of arrival, when possible. The police dispatcher will advise if no unit is immediately available after advising the patrol supervisor.

C. Once communication with the appropriate police dispatcher has been established, the Incident Commander will take the following actions:

1. Confirm the accident is a non-injury accident
2. Update the exact location of the accident and the best route for police response
3. Confirm that the vehicle(s) involved in the accident can safely be moved from the roadway (preferably to the nearest safe highway shoulder, a highway exit ramp, or side street)
4. The Incident Commander may request through DPD Dispatch that vehicles on the highway be removed by the free Courtesy Patrol Service, if it is available. If not, an agreement may be reached between the driver involved in the accident and a tow company on scene prior to a vehicle being moved. Fire personnel will advise the tow driver and vehicle owner that the vehicle must remain in the area until released by police personnel.
5. If a tow is required to remove the vehicle/s and tow trucks are not on scene or have not agreed on an arrangement with driver/s, the Incident Commander will advise the police dispatcher, and the police supervisor or responding police officer will request a tow so the disabled vehicle can be moved. Once citizens involved in a non-injury accident are out of the traffic lanes and in a safe location, fire personnel will advise the driver/s that police are responding to investigate the accident and will arrive shortly. At this point, the Fire Department can leave the scene.

II. INJURY AUTO ACCIDENTS

If the accident has injuries, or the drivers are suspected of DUI/DUID, the vehicles cannot be moved. Denver Fire may be able to quickly detect the use of alcohol on scene. In addition to leaving involved vehicles in place, Denver Fire must attempt to preserve any accident debris and other evidence of a collision, when possible, during the performance of their duties on scene. The Incident Commander will make immediate notification to Police Dispatch on the nature of the situation to ensure that an officer is responding. Fire personnel will remain on scene until police personnel arrive.

III. DENVER FIRE DEPARTMENT PERSONNEL NEEDING POLICE ASSISTANCE

A. Need for Denver Police cover but not Code 10 – When the need for Police cover exists but the situation does not require a police response involving use of lights and siren

1. The Incident Commander will select the appropriate Police Dispatch channel and request to speak with the DPD dispatcher.
2. The Incident Commander will relay a brief description of their circumstance and their request for Police cover. Example: “Engine 3 is at 24th and Welton with a visibly agitated party. Engine 3 needs a police officer to this location for cover.”
3. The Incident Commander will then communicate to Fire Dispatch that the request for police cover has been made on the police channel.

B. Need for Denver Police Code 10 – A threat to the safety of a civilian or to that of DFD members is imminent. DPD will consider this High Priority and send police cover immediately.
The Incident Commander will communicate this need through Fire Dispatch.

IV. INCIDENTS REQUIRING DENVER FIRE DEPARTMENT STAGING WHILE DENVER POLICE OFFICERS SECURE THE SCENE

The following radio procedures are recommended when members of the Denver Fire Department are dispatched to an incident where the conditions deem it necessary to stage apparatus and crew in a safe location remote from the incident until police have secured the scene:

1. Contact Fire Dispatch with arrival and staging location.
2. Using a separate radio, contact Denver Police officers on the appropriate channel to relay information on arrival, staging location, and apparatus designation.
3. Police will relay information when the scene is safe for entry by fire personnel.
4. If, after a reasonable amount of time, “Scene-Safe” contact from Denver Police is not received, the fire officer may contact the Police Department Incident Commander on the appropriate police channel to receive confirmation of the scene status.
5. Once “Scene-Safe” contact has been received from Denver Police, Fire will relay information to Fire Dispatch.
PURPOSE: The Denver Fire Department has documented standards for company evolutions that are performed at emergency incidents. These standards can be used as reference guides, training tools, and testing standards.

SCOPE: Applies to all Operations personnel

The Denver Fire Department has written standards for company evolutions. As emergency incidents and situations are encountered, the Denver Fire Department establishes the practices and procedures required to obtain a safe outcome to these events. These practices and procedures are formatted into Company Standards. As such, the DFD Company Standards Program is constantly being reviewed, updated, and revised in order to ensure that personnel perform to the highest levels in their profession. Company Standards apply to each company as a team, as well as to each individual member. Individual members will be required to demonstrate that they are proficient in the skill sets needed for each evolution. Each Company Standard indicates which State and CMCB JPRs are completed any time a particular evolution is accomplished.

All personnel assigned to the Operations Division are required to be proficient in the tasks and procedures for their position, rank, or certification level within the DFD Company Standards as follows:

A. Performance testing to these Standards will be completed bi-annually by the District Chiefs and the District Training Chief on each shift.

B. District Training Chiefs shall maintain records of which companies are evaluated, what evolutions were completed, whether the Standard was completed successfully, and the date of completion.

C. Company Standards should be incorporated into daily training and also used as reference guides.

D. Officers completing daily training entries in Firehouse shall record which Company Standards were completed, along with JPR entries corresponding to the job sheets listed for each Standard.

E. If a deficiency is identified for a company or an individual in a certain Standard, a performance improvement plan will be implemented by the District Chief of that company or individual, with the assistance of the District Training Chief.
PURPOSE: To identify the composition, response, and duties of the Rapid Intervention Team and/or RIT Group / Branch

SCOPE: Applies to all Operations, Dispatch, and Support Service members involved in or assisting with an incident where a RIT has been assigned

Section A: Composition

1. At the onset of the incident, the dispatcher shall assign a company the designation of RIT.
2. Any company assigned to the RIT function shall be staffed with a minimum of four firefighters. If the company has less than four firefighters, Dispatch and the first due Chief shall be notified immediately by the responding Company Officer.
3. Depending on the size and scope of the incident, additional companies may be assigned Level I RIT duties.

Section B: Response

1. A RIT shall be dispatched Code 10 to all structure fires and to any incident where firefighters are entering an IDLH atmosphere.
2. Any company assigned as RIT will generally not assume a firefighting or emergency operations role unless activated or otherwise directed by the IC. RIT should only be reassigned after a new RIT has been established. However, should the RIT have to take immediate action to affect a firefighter rescue and/or address some other safety-related rescue, they shall notify the IC immediately.
3. At the termination of the incident, a PAR should be called to assure accountability of all on-scene companies prior to releasing the RIT from the scene.

Section C: Pre-Activation Duties

1. Upon arrival, the RIT shall report to the Incident Commander with all members, full PPE, forcible entry/exit tools, Thermal Imaging Camera (TIC), and RIT pack. The RIT officer should receive an update on situation status and accountability from the IC.
2. Prior to activation, the RIT should remain outside of the IDLH atmosphere and be fully prepared to deploy immediately to assist troubled firefighters.
3. The RIT shall constantly monitor the designated tactical channel and maintain a continual working knowledge of the location of all companies operating in and around the incident.
Section D: Equipment

1. The following equipment shall be the minimum that a RIT should report to the command post with:
   a. Thermal Imaging Camera
   b. RIT Pack:
      1 300’ rope bag with 3 - 25’ Group Search Kits
      1 Five ring harness with 1 large carabiner
      1 Pair of tin snips
      1 75 min. air cylinder, face piece and regulator
   c. Hand tools (forcible entry/exit)
   d. Portable radios

2. All truck companies are equipped with a RIT pack. The location of the pack shall be clearly marked with a gold firefighter sticker that indicates the location of a RIT pack within that compartment. If the gold sticker is not present, the compartment with the RIT pack should be clearly marked to alert members to its location. Members shall become very familiar with the contents and operation of the RIT pack and its location on the truck companies with which they normally respond.

Section E: Activation

Incident Commander Responsibilities:

Upon report of a “Mayday” (lost, downed, trapped, or missing firefighter), the IC should:

1. Acknowledge Mayday
2. Deploy RIT
3. Notify Dispatch of RIT activation
4. Start PAR to verify ID of crew and firefighter(s) to help determine last location of member(s)

The IC should consider the following:
1. Establishing a RIT Group / Branch to coordinate resolution of the Mayday situation;
2. Leaving the RIT Group / Branch companies and the firefighter(s) in distress on the initial tactical channel during the rescue operation; all uninvolved units may move to a separate tactical channel as designated by the IC;
3. Calling a PAR in the case of a radio channel change for units already operating at the emergency scene, to ensure all companies have tuned to the correct channel;
4. The need for additional resources based on the scope and complexity of the incident, including but not limited to the following:
   a. Rescue One
   b. Tower One
   c. Collapse Unit
   d. Hamer One
   e. Additional alarms
   f. DFD Structural Engineer
   g. DFD USAR personnel
   h. Air Shovel
   i. Mutual Aid;
5. Assigning a dedicated Safety Officer to the RIT operation; and
6. Withdrawing unnecessary companies from affected areas based on a risk/benefit analysis of continuing operations that are not directly associated with rescue efforts.

Dispatch Responsibilities:

Upon notification of a RIT activation, the dispatcher shall do the following:

1. Notify the Dispatch Officer of the Mayday call as soon as possible;
2. Acknowledge the Mayday call and simulcast the alert tone calling for radio silence, and
3. Activate Level II RIT Group / Branch, which shall consist of not less than the following:
   a. One Engine
   b. One Truck
   c. One Assistant Chief

RIT Group / Branch Responsibilities:

1. The primary mission of the Level I RIT is to locate and stabilize the victim(s) and report the location, the victim(s)’ condition, and extrication
resource needs to the RIT Group Supervisor / Branch Director. Professional knowledge and experience should dictate actions. If a rescue can be made with the immediate resources available, the rescue should be completed.

2. The mission of the Level II RIT Group / Branch is to first complete any Level I RIT duties that were unable to be performed by the initial RIT team such as locating the downed firefighter, then progress toward extrication and rescue. The RIT Group Supervisor / Branch Director should consider the following:
   a. Assigning the Level II RIT Engine to secure an additional water supply and deploy a protective hose line for protection of firefighter rescue
   b. Assigning the Level II RIT Truck/Tower to perform rescue and extrication

3. Consider the need for additional equipment such as:
   a. Power saws
   b. Extrication tools
   c. Air bags
   d. Protective hose lines
   e. Five gas meter
   f. Lights
   g. Additional Ropes
   h. Ladders
   i. Hose lines

4. Based on the size and complexity of the incident, the RIT Group Supervisor / Branch Director should consider the need for additional RIT resources.

5. The RIT Group Supervisor / Branch Director should keep the IC updated on the progress of the rescue and needed resources.

REFERENCES:

Firescue Interactive, Rapid Intervention Team Recon, FDTN Volume 6, Issue 12, December 2002, David McGrail


Fire Engineering, Engine Company Support of RIT/FAST Operations, Andrew Fredericks

Intervention for Rescue of Members SOG – Aurora Fire Department, Colorado
PURPOSE: To identify the roles and responsibilities of anyone who initiates a Mayday and of all members involved at an incident where a Mayday has been declared.

SCOPE: Applies to all Operations, Dispatch, and Support Service members.

I. MAYDAY PARAMETERS

A Mayday radio transmission is to be used to initiate aid in situations which are life threatening to firefighters. Anyone on the emergency incident may declare a Mayday as conditions warrant.

A Mayday shall be used in the following situations:

A. By personnel who are lost, trapped, or in trouble
B. By the IC, company officer, group supervisor, branch director, or other member who can not account for an assigned company or firefighter
C. By a member who witnesses or has confirmed that a firefighter is in trouble

The term “Mayday” shall be reserved only to report lost or trapped firefighters. The term “Urgent Message” shall be used to report other emergencies or high risk hazards.

II. MAYDAY FIREFIGHTER RESPONSIBILITIES

A. Members may declare a Mayday by one of two options:
   1. Activating the red emergency button on the member’s portable radio followed by “Mayday Mayday Mayday.” This creates an ‘emergency auto key timeout’ that gives the user up to 15 seconds of uninterrupted air time for transmitting emergent information without having to hold the push to talk. The red emergency button must be depressed initially for 2 seconds to activate the ‘emergency auto key timeout.’
   2. Transmitting a verbal radio message starting with “Mayday Mayday Mayday.” If no acknowledgement is received by the I.C. on the tactical channel that the incident is operating on, the firefighter can switch the channel selector on the portable radio to either the number 1 or 16 position (DFD Channel 1) and repeat the
Mayday. DFD Dispatchers should receive this Mayday and inform the IC immediately.

B. After declaring the Mayday, if possible, the member should transmit the following additional information:
   1. **WHO:** Unit designation and riding position of declaring member, including the number of involved crew members affected by life threatening situation
   2. **WHERE:** Your current or last known location
   3. **WHAT:** What resources you need to resolve the situation
   4. **WHY:** Why you are declaring a Mayday

   The member should transmit this information in a calm and clear voice.

   **Examples of full Mayday declaration:**

   “Mayday, Mayday, Mayday. Engine one Alpha, two members, second floor alpha side, we need a ladder to the window, there has been a floor collapse and we are trapped.”

   “Mayday, Mayday, Mayday. Truck one Charlie, one member; my assignment was primary search on the third floor. Activate the RIT team. I’m disoriented and low on air.”

   C. Activate PASS device after transmitting Mayday information.
   D. Maintain crew integrity.
   E. Evaluate the situation and then balance your efforts of performing a breach, evading, entrenching, or easy breathing based on your remaining air supply, any injuries, and your personal capabilities.

II. **IC RESPONSIBILITIES**

   The IC shall:

   A. Acknowledge Mayday from firefighter.
   B. Deploy the Rapid Intervention Team to assist with the Mayday situation.

III. **DISPATCH RESPONSIBILITIES**

   A. Acknowledge Mayday, if not done so by the IC, in a timely fashion.
   B. Confirm the radio LID with the unit designation of the Mayday firefighter.
C. Clear the air with alert tone indicating radio silence and then echo the radio transmission from the firefighter declaring the Mayday.

IV. ON-SCENE COMPANIES’ RESPONSIBILITIES

A. Acknowledge Mayday if Dispatch or IC do not acknowledge in a timely fashion. Relay information to IC or Dispatch.

B. Upon activation of Mayday, all companies shall maintain radio silence until notified by Command.

C. Companies already operating at the emergency incident must continue to carry out their assignments unless:
   1. They are in a position to immediately assist with the Mayday situation, and
   2. Doing so will not adversely affect emergency incident operations, and
   3. They have received specific authorization from the Incident Commander

REFERENCES: Elgin Fire Department Safety – Lost/Trapped Firefighters Operations Policy #2023.04 issued 10/21/05
PURPOSE: To assist in tracking members assigned to an emergency incident

SCOPE: Applies to all operations and support service members involved in or assisting at an emergency incident

I. I.D. TAGS

A. Members shall place ID tag on the Company Identification Ring (CIR) at the beginning of the shift and remove ID tag of the member being relieved.

B. Company officers are responsible for ensuring that the ID tags on the CIR are consistent with staffing assignment for the shift.

C. Members shall remove ID tag from rig any time they are individually out of service during the shift (i.e. EMT recertification, training, court, etc.)

D. Company officers are responsible for ensuring ride-a-long participants are represented on a generic ID tag on the CIR for the duration of the ride.

E. Support service members dispatched to an emergency scene are responsible for having their Fire Department ID tags available. If assigned to tasks inside of a hazard zone, they shall check in with the IC or designated Accountability Officer and leave their Fire Department ID to ensure accountability.

F. It is prohibited to alter or deface Fire Department ID tags in any way. Company officers will ensure accurate and non-altered identification cards are utilized. Members shall requisition to replace ID tags immediately if lost or damaged.

II. ACCOUNTABILITY

A. Implementation of the IC system, managing span of control, implementing unity of command (chain), and establishing clear communication help to ensure accountability.

B. The IC is responsible for accountability for the duration of the emergency incident unless an Accountability Officer has been designated.
C. The company officer shall be responsible for updating Command of any changes in crew location, tactical function, or upon splitting the crew.

D. When operating in an IDLH atmosphere, the Incident Commander or company officer shall be responsible for ensuring that assigned members are operating in teams of two or more.

III. LEVEL I ACCOUNTABILITY

A. Companies arriving to any hazard area shall leave the CIR, with ID tags, on the apparatus in the officer’s area of the cab.

B. All responding units and support personnel shall inform the IC or designated staging officer when arriving on scene and shall stage until assigned by the IC.

IV. LEVEL II ACCOUNTABILITY

A. Level II Accountability shall be established upon (but not limited to) activation of a 2nd Alarm.

B. When the IC mandates Level II Accountability, an Accountability Officer shall be established and the CIRs shall be collected. The Accountability Officer shall be responsible for tracking the location and assignment of each company operating at the scene by the use of a status board, CIRs, and other tools as necessary.

C. The Accountability Operations shall based at the command post.

V. COMMUNICATIONS

A. Upon completion of an assigned task, members shall utilize unity of command (chain) to report status.

B. Radio traffic shall be preceded by unit designation, assignment, and crew location.

VI. SITUATIONAL AWARENESS

All personnel are accountable for the safety of themselves and other members.
DENVER FIRE DEPARTMENT
STANDARD OPERATING GUIDELINE

Topic No: 2110.03
Date: 03-22-11
Approved: TAB
Review Date: 03-22-13
Replaces: OPs FOG 227.02 (07-01-06)

Section: OPERATIONS: SAFETY
Topic: Personnel Accountability System

A. Crew members shall maintain a constant awareness of the location and function of all members working with them.

B. All members shall maintain an awareness of each other’s physical condition and shall use unity of command (chain) to request help, relief, and reassignment of fatigued crew members.

C. When working in an IDLH atmosphere, team members must always be in contact with each other through one of the following methods: voice (not by radio), visual, or touch.

VII. PERSONNEL ACCOUNTABILITY REPORT (PAR)

A. A Personnel Accountability Report (PAR) involves a roll call of personnel assigned to an incident to account for welfare and confirm location and assignment.

B. For the branch director, division supervisor, group leader, or company officer, a PAR is confirmation attesting to the safety and welfare of all members of each company assigned.

C. Company officers shall include a report of their location and tactical assignment when contacted for a PAR.

D. Reports of PAR should be conducted face-to-face within the company, group, division, or branch whenever possible.

E. In the event of an evacuation, crews should report promptly to Command to ensure the accountability of all members.

VIII. EVENTS REQUIRING A PAR

A. Report of firefighter(s) missing or transmission of a “Mayday”
B. Major change of conditions or catastrophic event (i.e. flashover, collapse, explosion, etc.)
C. Change of mode or strategy
D. Change of tactical radio channel
E. Time intervals, as designated by the IC (accountability measure)
F. Prior to the release of the RIT from the emergency scene
REFERENCES: Golden Fire Department – SOG #501, Personnel Accountability System, issued 10/27/00

Mt. Lebanon Fire Department – SOG #210.3, Accountability, issued 8/08
A Safety Officer or Safety Company is not the same as a RIT. Each has distinctively different functions.

A Safety Officer/Company is an individual or group of individuals that are assigned to specifically monitor safety of operations and tactical effectiveness, and identify destabilizing and or changing conditions that may adversely affect the safety of operations and/or personnel on scene.

A Safety Officer/Company may assist with implementing the Personnel Accountability System (P.A.S.), at the discretion of the Incident Commander.

The Safety Officer is the only position on a scene with the authority to call for an immediate cessation of operations without previously consulting the Incident Commander.
PURPOSE: To outline the role and responsibilities of the Incident Safety Officer position.

SCOPE: Applies to all Incident Commanders with special emphasis on extended scene operations, highly complex incidents or any incident that the Incident Commander could benefit from staffing the Incident Safety Officer position.

THE ROLE OF AN INCIDENT SAFETY OFFICER (ISO)

Incident scene safety is the ultimate responsibility of the Incident Commander but everyone on the scene has safety responsibilities. The role of an Incident Safety Officer, or ISO, is to develop and recommend measures for ensuring personal safety as well as assess and/or anticipate hazardous and unsafe situations. The Incident Commander can override the ISO and take responsibility for the risk. The ISO is appointed by the Incident Commander and is part of the Incident Commanders Command Staff. All incidents have a Safety Officer; if a Safety Officer is not appointed then the Incident Commander assumes the role and responsibilities of the Incident Safety Officer. An ISO does not need to be an officer, the Incident Commander can appoint whoever they feel is the best available person to fill the role, for example, an Incident Commander may choose to assign a member with experience in High Angle Rescue as the ISO of a High Angle Incident. The ISO’s job is the overall safety of a given incident; Assistant Safety Officers can be appointed and assigned to specific locations and/or tasks as needed.

I. SAFETY OFFICER FUNCTIONS (ISO)

The ISO’s only job is safety, assignment of other tasks is inappropriate. The ISO must be mobile so as to be able to evaluate all aspects of the incident. The ISO has the authority to alter, suspend or terminate operations. The ISO must be sure to review and understand the Incident Action Plan. In most cases, the Incident Action Plan will be whatever notes or documentation the Incident Commander writes down as they run the incident which tends not to be all inclusive. It is important that the Incident Commander communicate with the ISO as to what the Incident Action Plan is including where the incident most likely is heading and the anticipated duration. The ISO will then look for immediate risks as well as potential risks. It may be necessary for the ISO to give the Incident Commander periodic updates and evaluations of the incident. The ISO may need to produce and articulate a safety message for all members operating at a scene; high risk incidents with a high degree of technical difficulty as well as incidents with extended operational periods are just two examples of when a safety message

2110.05 Safety Officer Roles and Responsibilities
Page 1 of 4
might need to be broadcast. The scope of an ISO’s responsibilities includes the establishment of a rehabilitation area and insures it is adequately staffed and supplied for the incident.

Some of the functions of the ISO include:
- Identify and establish safety zones
- Monitor vehicle traffic in the vicinity of responders
- Establishment of the proper level of Rapid Intervention Teams.
- Adequate rehabilitation areas and ensure crews are rotated through the rehabilitation areas appropriately
- Safety messages are produced and articulated as necessary

An ISO promotes general health and welfare through:
- Monitoring
- Assistance
- Attitude
- Presence
- Preplan
- Request/Confirm

An ISO performs the following functions:
- Risk Identification
- Risk Evaluation
- Risk Prioritization
- Risk Control Measures
- Risk Monitoring

While the ISO does not create a communication plan or a medical plan, it is the ISO’s responsibility to review the medical and communications plans. The ISO has to insure that both plans, written or verbally communicated, are adequate to meet the needs of the emergency responders.

II. POTENTIAL RISKS AND MITIGATION OPTIONS

Potential Risks include:
- Construction type-age, bars on windows, roll up doors
- Weather conditions
- Tripping hazards
- Vehicle movement
- Over head hazards
- Fatigue/Stress
- Working conditions

Some of the items an ISO is looking for include:
- Appropriate PPE
- Accountability
- Span of Control
- Haz-Mat-including bio hazards
- Electrical hazards
- Relief
- Changing condition-new information
- Unsafe acts
- Scene security
- Escape routes such as two means of egress from a roof

Once potential risks are identified the ISO then must assess the risks, prioritize the risks and then deal with the risks. In mitigating an incident it is understood that emergency responders may risk their lives in a calculated manner to save lives. Risks taken are minimized by proper training and personal protective equipment. An ISO can address risks in the following ways:
- Stop unsafe, unnecessary actions immediately
- Watch and make others aware
- Remove the hazard
- Flag the hazard
- Set up barriers around a hazard
- Suggest/recommend adjusting the Incident Action Plan
  - Go defensive
  - Attack from a different location
  - Add Staff
  - Remove staff
  - Call for assistance such as police or technical experts
It should be understood that not all hazards have to be dealt with, the ISO or Incident Commander may choose to accept the risks of certain hazards to accomplish a goal.

III. DOCUMENTATION

During incidents that may extend into 2 or more operational periods it is highly suggested an ISO document their actions and consider creating a safety message. Some items to be documented include significant actions taken, accidents or injuries and/or changes with the Incident Action Plan. Some items to be contained in a safety message include identification of risks/hazards, the location of these hazards, steps taken to mitigate and warning signals to be used.

Safety Message example:

- High heat weather conditions-make sure all members stay hydrated and wear proper attire. Work shift will be modified to accommodate the conditions
- Not all hazardous materials have been identified-be sure to wear the proper PPE and respiratory protection within the identified work areas

Safety Documentation Examples:

- 0800-First companies arrived
- 0830-One member injured, treated on scene and released.
  - Include the name of the member, unit such as engine 22, ambulance number and name and treatment facility transported to if the member is transported to
- 0840-IC went to a defensive mode-PAR taken and confirmed
- 0911-Power lines down-area was flagged and Excel energy notified. Assistant Safety Officer stationed to protect the area
- 1400-Incident terminated-PAR completed

This documentation will aid the members assigned to relieve the Incident Commander and ISO as well as be a valuable resource for all reports after the incident.
PURPOSE: To provide direction when a crew is in doubt about a course of action at an emergency scene

SCOPE: Applies to all members in a situation where a course of action must be initiated at an emergency

When in Doubt:

1. Crew integrity must be maintained for safety and coordination of operations. Members work in teams of two or more at all incidents (remember two-in, two-out rule).

2. All safety and protective equipment shall be used at all incidents unless otherwise authorized (i.e. SCBA at dumpster and car fires, eye protection at medical emergencies, etc.)

3. Safety of Department members must come before speed or competition at any incident.

4. Officers must maintain contact with all crew members and know their locations at all times.

5. When in doubt at a natural gas emergency, turn off your radio.

6. First in Engine should lay a supply line to obvious working fires and attack the fire as rapidly as possible.

7. When in doubt, utilize a 2-1/2” inch hand line (volume, pressure, staffing, etc.)

8. 1-3/4” hand lines should be limited to 300 feet.

9. At auto accidents with trapped victims, a minimum 1-3/4” line shall be used and a supply line lay to the Engine, if at all possible.

10. Auto fires require a 1-3/4” line minimum to protect the crew and affect extinguishment.

11. Reels or red lines should never be stretched into buildings for firefighting.
12. At auto accidents, members should not enter the vehicle until it is stabilized and a protective line is laid.

13. When in doubt, the Humat Valve should be used for maximum effective use of an Engine.

14. Engines should be used to their capacity before other hydrants are used.

15. 5” hose should be laid in such a manner as to not block intersections or streets, if possible.

16. Crews and apparatus should not be committed to work where they are exposed to falling high voltage power lines.

17. When it becomes apparent that opposing lines are operating, one line should be shut down.

18. At all incidents, the first officer at the scene shall assume command of the incident.

19. Apparatus officers are in charge at still alarms and must make their own decisions. Dispatchers can not make decisions for officers in the field.

20. When in doubt about the need for help at an incident, call for help.

21. At any fire incident where there are burned victims or fatalities, the call list must be made.

22. When leaving a building where there is not a representative available, leave a note that the Fire Department was present and of the actions taken. Make sure the building is secure and the alarm system reset.

23. All officers and members should be aware of and work within the design limitations of their apparatus and equipment.

24. Do not be in a hurry to pick up responding apparatus until the incident is thoroughly investigated.

25. If the situation does not feel right, it probably is not, so take the time to evaluate your situation.
26. Firefighters should not use extinguishers or hose lines furnished in buildings, except as a last resort.

27. At all incidents, Opticom should be turned off to aid visibility and release traffic control devices.

28. At auto accidents, apparatus should be placed to protect firefighters and victims from oncoming traffic.

29. Master streams should not be used when people are still inside the building, except in extreme cases.

30. Firefighters entering buildings should bring all protective equipment and tools with them to save time.

31. Any officer or firefighter given a task to accomplish should keep their superior informed on progress or completion of given task.

32. Before forcing entry, look for a Knox Box and try the door.

33. When the fire is out, the next step is to determine its cause before disturbing the scene and destroying evidence of a crime.

34. Never leave a crime scene until relieved by an authorized investigator, so that chain of evidence will be maintained. Secure the area immediately.

35. When calling for outside agencies, give the Dispatcher complete information as to what you want them to do.

36. Truck, Engine, and Rescue companies each perform vital tasks at any incident. Never perform another company’s job when your job is not completed. For example: Engines performing extrication at an auto accident when protective lines are not stretched; or Trucks operating hand lines when rescue and ventilation are not completed.

37. When sprinklers or alarm systems are placed out of service, make sure a building representative is notified and all proper documentation is utilized (see 2111.01a, 3-part Notice of Interruption Form, which is obtained through Fire Prevention Division.)
REFERENCES: None
NOTICE

INTERRUPTION OR COMPROMISE OF FIRE ALARM, FIRE DETECTION, FIRE PROTECTION AND/OR BUILDING EXIT SYSTEM

DATE: ____________ TIME: ________ INCIDENT #: __________________

TO: _______________________________________________________________

ADDRESS: _______________________________________________________________________________________

YOU ARE HEREBY NOTIFIED THAT YOUR ______ SYSTEM HAS BEEN FOUND INOPERABLE

FIRE ALARM  FIRE DETECTION
FIRE PROTECTION  BUILDING EXIT SYSTEM

(Circle whichever is applicable)

It is your responsibility to begin a fire watch and secure a fire watch permit, according to the attached Guidelines. Contact the Denver Fire Department, Fire Prevention Bureau at (720) 913-3474 during normal business hours to apply for a fire watch permit. The actual permit will specify all conditions and release date.

Print - Party Receiving Notice or Specific Location of Posting

________________________  ______________________
Signature - Party Receiving Notice    Phone #

________________________  ______________________
Officer In Charge - Denver Fire Department    Phone #

DISTRIBUTION: Original - Responsible Party
Yellow - Fire Prevention Bureau
Pink - District Fire

THIS FORM MAY ONLY BE OBTAINED THROUGH THE DFD FIRE PREVENTION DIVISION
DENVER FIRE DEPARTMENT

STANDARD OPERATING GUIDELINE

Section: OPERATIONS: INCIDENT OPERATIONS
Topic: Incident Action Plan Worksheet

INCIDENT ACTION PLAN WORKSHEET

RISK BENEFIT ANALYSIS:

<table>
<thead>
<tr>
<th>VALUE?</th>
<th>Yes</th>
<th>No</th>
<th>TIME</th>
<th>SIZE</th>
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<table>
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<tr>
<th>Basic Strategy</th>
<th>Defensive</th>
<th>Transitional / Marginal</th>
<th>Offensive</th>
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SAFETY FIRST:

2 IN 2 OUT

ACCOUNTABILITY

LEVEL: 1 2

TIMES: P. A. R. R. I. T.

ELAPSED INCIDENT TIME:

10 15 20 25 30 35 40 45 50 55 60 65 70 75 80 85 90 95

PROBLEM ANALYSIS

<table>
<thead>
<tr>
<th>STRATEGY (reo)</th>
<th>TACTICS (action plan)</th>
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<tr>
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<td>Ignore, Defen. Trans., Offense</td>
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<td>SMOKE</td>
<td>Ignore, Vertical, Horizontal</td>
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<td>VISIBLE OCCUPANTS</td>
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<tr>
<td>EXPOSURES</td>
<td>Ignore, Monitor, Protect, Remove</td>
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TACTICAL CONSIDERATIONS

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<tr>
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<tr>
<td>Evacuation</td>
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<td>Levels 1 2 3</td>
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<tr>
<td>Lighting</td>
<td>Secure Structure</td>
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<tr>
<td>Investigator</td>
<td>Terminate Command</td>
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317
**PURPOSE:** Outlines operating procedures for all Denver Fire Department personnel on all elevator responses.

**SCOPE:** Applies to all DFD personnel training on or operating at an elevator incident and/or rescue. This guideline recognizes that building fires, smoke conditions, technical rescues, and medical emergencies may exist that dictate emergency actions other than those outlined here as the basic organizational structure for stalled elevators. This guideline shall be the only recognized elevator rescue guideline for all types of elevators, and it replaces all related district guidelines for elevator rescue. Elevator rescue skills, knowledge, and techniques are job performance requirements for all firefighters and shall be part of an elevator rescue training program developed and maintained by the Safety and Training Division.

**Truck Officer:**
- Assume command and establish tactical channel.
- Check status of building and elevator system; recall elevators as needed.
- Relay location of car(s).
- Obtain set of building master keys.

**Engine Officer and one Engine member:**
- Go to the mechanical room to shut down power to the affected car and remain there until the incident is concluded or otherwise directed by the IC.

**Truck Crew:**
- Take the elevator keys, Little Giant ladder, lantern pike pole, set of irons, and any other equipment needed to the proper floor.
- Confirm the location of car(s). If there are no keyways, consider poling down or across to open the affected car.
- Determine number of victims.
- Determine condition of victims (EMS).

**UNDER NO CIRCUMSTANCES SHALL THE HOISTWAY OR CAR DOORS BE OPENED BEFORE THE POWER IS SHUT OFF.**
- Confirm the power to the stalled elevator has been turned off.
- Open doors and determine if the victims can be removed safely.
- If the victims can not be removed safely, close the doors and start system reboot/recall, except in blind shafts.

**BECAUSE OF THE POSSIBILITY OF LOSING THE CAR IN A BLIND SHAFT, POWER SHOULD NOT BE RESET/REBOOTED.**
- Responsible for extrication.
Remaining Engine Crew:
Take EMS equipment (the Engine crew is responsible for patient care.)
Work under the direction of the Truck Officer.

Chief Officer:
Assume command in the Command Center, if applicable.

If the incident is determined to be a technical rescue:
Notify Command, request appropriate resources, and ensure that the elevator company
is responding.

Technical Rescue can include but is not limited to:
Use of hatchways
Use of adjacent cars
Forcible entry
Rope rescue
Breaching
**THESE SHALL NOT BE ATTEMPTED WITHOUT THE ASSISTANCE OF**
**THE RESCUE COMPANY, TOWER ONE, HIGH ANGLE TEAM, AND/OR**
**ELEVATOR SERVICE COMPANY.**

Rescue Company No. 1:
Report to IC for assignment

On all elevator rescue calls, proper PPE shall be worn. At a minimum, helmet and
gloves should be worn on the extrication floor. Full bunker gear should be worn into
the elevator machine room to avoid electrical hazards, grease, etc. Consideration
should be given to the possibility of smoke in the machine room. If a box is also
activated, treat it as a fire rescue call with full PPE and firefighting equipment.

Technical PPE shall be worn if entry into the shaftway is warranted.

Consideration should be taken for fall protection on open elevator shaftways.

At the conclusion of the incident, notify the building representatives of the actions
taken and leave the power off to the affected car.

**REFERENCES:** Elevator and Escalator Rescue: Theodore L. Jarboe and John O’Donoghue
ASME - American Society of Mechanical Engineers
IFC Code 907.2.12.1/2006
West Metro Fire
PURPOSE: To help DFD crews continue their mission of protecting lives and property in a safe and effective manner during any adverse conditions brought on by terrorist activity, civil disorder, or unruly demonstrations.

SCOPE: Applies to any DFD Member On Duty, with special emphasis on Company Officers as well as Incident Commanders (ICs), in an effort to protect involved Department members.

DEFINITIONS:

Code 97: Unruly crowd, small-localized situation, demonstration, or sit-in, with possibly hostile crowd. Dispatcher will notify Duty Officer who will notify Chief of Department, Operations Division Chief, District Chief, and Police Department when necessary.

Code 98: Number of people involved in Code 97 increasing; hostile or violent acts occurring.

Dispatcher will alert the Department over Vocal Alarm and place hold order in effect (keep Duty Officer and Chief of Department apprised of the situation.)

Code 99: Large riot either imminent or in progress affecting large or multiple portions of the City. Incident Command System will be implemented. All procedures in Codes 97 and 98 have been implemented.

Code 100: Individual company/member calling for emergency assistance. Code 100 should only be used when the crew or an individual member is in imminent danger.

I. STRATEGIC CONSIDERATIONS FOR CIVIL DISORDERS

The first priority in any type of civil disorder shall be to establish the incident command system in order to provide command and control of the situation. This will provide for the safety and well being of all personnel responding.

The Code 97, 98, or 99 may be implemented by the first arriving crews.
The Incident Commander on scene shall make the decision concerning the security of the area, when to evacuate, the need for fire personnel/equipment, and the tactics to be implemented. The IC can also upgrade/downgrade the Code as conditions warrant.

If possible, responding units should be grouped together for travel. If attacked, they will leave the area immediately and return when the scene is secured by law enforcement.

Safety is the top priority in these instances, and crews should be kept together at all times. In addition, reserve apparatus should be used to prevent excess damage. The use of tarps to protect apparatus and personnel should be considered.

II. CODE 100

Any member may call the Fire Dispatcher to request emergency assistance, but this Code should only be used when the crew or an individual member is in imminent danger.

When calling for emergency assistance, the following information should be used:

A. Unit number or call sign (e.g. Engine 3)
B. Code 100
C. Location

For example: “Engine 3, Code 100, 25th and Blake”

The Fire Dispatchers will respond with “Message Received, Wilco.”

If the situation de-escalates to the point where radio communications are possible with the Dispatchers, further information may be relayed or the Code 100 may be cancelled.

REFERENCES: None
PURPOSE: To facilitate the evacuation of DFD personnel from a life-threatening situation at an operating incident

SCOPE: Applies to all DFD members operating at an incident

To evacuate Fire Department personnel from a life-threatening situation at an incident, the following procedures shall be followed:

A. The Incident Commander or any Fire Officer or member that perceives a life-threatening situation shall sound the evacuation order over the tactical channel immediately.

B. The Fire Dispatcher activates the oscillating Emergency Backout Tone on the tactical channel (keep in mind that the tone can not be transmitted on a non-repeated channel, i.e. radio-to-radio).

C. All fire apparatus operators on scene, upon hearing the Incident Commander’s order and/or the evacuation alert tone, will sound their air horns for 30 seconds. The 30-second horn blasts can be repeated when the complexity of the structure and/or incident warrant. Pump operators who are managing active lines should not leave their pump panel to activate their air horns.

D. Fire Dispatch will transmit on the tactical channel that the oscillating Emergency Backout Tone has been sounded and the address of the incident. This message will be transmitted three times at 15-second intervals. When the tactical channel is a non-repeated channel (radio-to-radio), the Incident Commander shall repeat three times at 15-second intervals that DFD personnel are ordered to evacuate the structure or area.

E. All on-scene officers shall immediately order their subordinates to evacuate.

F. All personnel shall retreat to a safe area, as designated by the Incident Commander, Division Officer, or Group or Company Officer for a PAR (Personnel Accountability Report).

G. Immediately following the evacuation and PAR, the Division/Group Supervisors shall report the status of their assigned crews to the Incident Commander.
H. Company Officers shall include a report of their location and tactical assignment when contacted for a PAR.

REFERENCES: None
PURPOSE: To establish Level 1 and Level 2 staging on scenes and set parameters when each may be appropriate

SCOPE: Applies to all Operations members and support staff when assigned to both emergent and non-emergent scenes when multiple companies will be responding

Unless otherwise assigned, all responding units and support personnel shall inform the IC or designated Staging Officer when arriving on scene and shall stage until assigned by the IC.

Advantages of Staging

The Incident Commander or first arriving Officer on scene should use Level 1 or Level 2 staging at tactical incidents. The effective use of staging:

A. Will prevent excessive apparatus congestion at the scene
B. Allows Command to evaluate the scene prior to assigning companies
C. Places apparatus in an uncommitted location close to the immediate scene to facilitate more effective assignments by Command
D. Reduces radio traffic at larger incidents and ensures resources are maintained by utilizing a Staging Officer
E. Allows Command to formulate and implement a plan with reduced confusion and pressure from arriving units

I. LEVEL 1 STAGING

When Level 1 Staging is established, incoming companies shall position themselves according to potential strategic objectives or tactical priorities with regard to access, apparatus placement, water supply, etc. Companies shall try to position their rigs to maintain open routes of travel to the scene for other companies or equipment requested by the IC.

Companies shall report their staged position and stand by until receiving orders from Command.

If staged companies observe critical tactical information, they should advise Command of such conditions.
II. LEVEL 2 STAGING

Level 2 staging should be considered when additional companies and equipment are required. The Staging Area will be designated by the Incident Commander and should be located away from the Command Post and emergency scene to allow adequate space for assembly and movement of equipment.

When Command announces Level 2 Staging and a location (i.e. Level 2 Staging at Colfax and Broadway), all incoming units will report to and remain in staging until assigned by the Staging Officer or Command.

The first arriving Officer to the Level 2 Staging Area will become the Staging Officer and assume control of the Staging Area. If the Incident Commander needs to utilize the Staging Officer’s company, the task and assignment of the Staging Officer will be passed to the next arriving apparatus into staging. This process will continue until a permanent Staging Officer is designated.

All responding companies will respond directly to the Staging Area and report in person to the Staging Officer. They will standby their apparatus with their company intact.

When requested by the Incident Commander, the Staging Officer will assign companies, informing them where and to whom to report. He/She will then advise the Incident Commander of the specific units assigned.

The Staging Officer should maintain a log of all companies and equipment assigned to staging. It will also be the Staging Officer’s responsibility to maintain base levels of personnel and equipment as required by the Incident Commander.

Staging Officers should consider the use of a different radio channel to request resources from Dispatch to avoid unnecessary radio traffic on the tactical channel.

REFERENCES: None
PURPOSE: To establish a guideline for operating at a natural gas emergency

SCOPE: Applies to all Denver Fire Department personnel responding to a natural gas emergency

I. CONSIDERATIONS

Natural gas is much lighter than air and will usually dissipate rapidly in the outside environment. Inside buildings, however, it tends to pocket, particularly in attics and dead air spaces. The flammable limits are approximately 5% to 15% in air. These low explosive limits create the possibility of the air/gas mixture being too rich for an ignition to occur until after fire department intervention. Natural gas itself is non-toxic; however, it displaces oxygen and can result in asphyxiation if in a confined space. Carbon monoxide will not be found during a natural gas leak unless it is being burned. Flammable gas ranges can only be determined by a combustible gas instrument.

All firefighters that enter a potentially explosive atmosphere must wear all of their personal protective equipment, including SCBA. All electrical switches shall be left in the position found. Doorbells and other sources of spark-producing mechanisms should be guarded against accidental activation.

Because of the potential for an ignition source, portable radios must be turned off prior to entering the structure and should only be used to transmit when outside of the area, or until the determination has been made that the leak is controlled and the atmosphere is out of the explosive range.

It may be necessary to have the electricity to the structure shut off. Mercury switches in a thermostat create a spark when activated. This hazard can be eliminated by turning off the breaker switches that are generally located outside of the building; consider the possibility of gas permeation into the breaker box from the structure. In instances where it is impractical for fire crews to shut off the power supply, Xcel Energy shall be contacted.

Shutting off the gas at the meter is the quickest way to eliminate all of the pilot lights as well as the leak.
II. ENGINE COMPANY OPERATIONS

The first arriving engine company has the responsibility of securing a water supply and being prepared to have an attack line ready in the event of fire or explosion. The first-in engine officer has the option of:

A. Reverse lay, from the affected building to the hydrant.
B. Staging at the nearest hydrant.
C. Laying in short of the building.
D. Laying in well past the building. (This is preferable, as size-up can be conducted on three sides of the building.)

If the engine company has laid a supply line, the engine shall not be spotted directly in front of the building.

A. In areas that have an immediate truck company response, the first-in engine crew shall not enter the building.
B. When necessary, the first-in engine company shall lay a supply line; the crew shall ready an attack line and remain outside of the building.
C. The crew shall not position themselves directly in front of the building.
D. All personnel shall have their full PPE on, including SCBA.

If the leak is large and ignition has not taken place, the first engine crew shall ready an attack line. If a structure fire is burning or an explosion has occurred in a structure, the initial attack shall be performed by the first-in engine. The minimum attack line shall be a 1-3/4” hand line.

If heavy concentrations of gas are detected, the members shall exit the building and shut down the gas from the meter outside.

In areas where the first-in truck company is several minutes away, the crew of the engine company shall secure a water supply and, if conditions warrant, ready an attack line. Two members of the crew may enter the building to locate and secure the gas leak. A truck company arriving after a company that has initiated an investigation shall not enter the area unless requested to do so by the incident commander.
The first-in truck company shall spot the truck well beyond or short of the building. The truck shall not be spotted directly in front of the building.

The truck company officer shall establish incident command and build the command structure as the situation dictates and available resources allow. Two crew members shall be sent to locate and secure the gas leak. One member should be sent to locate the gas meter and be prepared to shut it down if necessary. Any additional staffing requirements or additional resources needed should be relayed to the incident commander immediately. All later arriving units shall stage away from the building and wait for orders from the incident commander. **No Department member shall enter the building, other than the first-in crew, until ordered to do so by the incident commander.**

All truck companies now carry the Multiple-Gas meter for leak detection, as well as TIF meters. The meters are programmable multiple-gas monitors designed to provide continuous exposure monitoring of toxic organic and inorganic gases, oxygen, and combustible gases. The TIF meter detects the presence of combustible and/or flammable gases, but it does not give numeric readings, and can not be used to determine the explosive limits of any atmosphere where a leak is detected.

Most natural gas emergencies occur when a pilot light has gone out on an appliance (generally a stove), and/or the thermo coupling has failed on a water heater or furnace and the gas continues to flow. Shutting off the gas to the affected appliance can easily mitigate these conditions. In residential gas emergencies, these appliances should be considered and investigated first.

Ventilation shall be performed by vertical or positive pressure after the leak has been controlled and ignition sources eliminated. Fans (use large fans when available) shall be connected to an outside power source (generators, if necessary) and at **no time** shall fans be used in such a manner as to draw natural gas-contaminated air through them. Fans should be turned on before moving them into position.

After ventilation has been completed, meters should be used in the building to make a final check to ensure that natural gas is not present or limits are below...
10% LEL, and that carbon monoxide levels are acceptable (less than 9ppm in residential, 35 ppm in commercial).

IV. HAZARDOUS MATERIALS EMERGENCY RESPONSE TEAM (HAMER 1)

Hamer 1 is dispatched to all inside natural gas emergencies and major outdoor leaks. The incident commander may request the assistance of Hamer 1 at any natural gas incident. Hamer 1 carries a variety of meters as well as various plugs, patches, wedges, sealing materials, spark-proof tools, clamps, and proximity suits that may be utilized. The expertise of the members of Hamer 1, with the specialized equipment they carry, makes them an excellent choice as an entry team to locate and mitigate leaks.

This is especially true if the leak can not be shut down at the meter.

V. MAJOR OUTDOOR LEAKS

Orange plastic pipe is the predominant supply line used by Xcel Energy. This type of pipe may be crimped by the Hamer team in order to slow down a complete break. However, if a line is only cracked or partially broken but gas is still flowing through the supply pipe, where hazards permit, Xcel Energy asks that we leave it alone.

Another concern with crimping gas lines is the increased hazard of creating a spark when there is a “joint” or “combined” trench, containing an electrical line and gas line in the same trench.

It is important to remember that high amounts of static electricity are developed during the normal flow of gas through plastic piping.

Before making any attempt to crimp the pipe, wet rags must be wrapped around the leaking area to prevent a discharge of static electricity. In any type of large outside line break, it is better to secure the immediate and surrounding areas and wait for the assistance of Xcel Energy crews.

Larger lines, 6” to 10”, can not be plugged, and assistance from Xcel Energy is mandatory. No attempt shall be made to shut off the leak in a high pressure or large diameter supply line. The area shall be secured and nearby buildings should
be evacuated and sealed by shutting windows and doors. HVAC system air intakes may also draw gas into a building and may need to be shut off as well. A perimeter must be established where the gas limits are below 10% LEL. Exposures shall be covered by hose lines while Xcel Energy repairs the rupture or shuts down the supply.

If ignition has taken place, there shall be no attempt to extinguish the fire. Protect exposures from radiant heat by applying hose streams directly to the exposure building. Applying hose streams directly to a gas fire will not extinguish the leak, and will only hamper the efforts of Xcel crews.

During a large diameter, high pressure leak, members operating in the immediate area of the leak shall wear full PPE, including SCBA.
PURPOSE: Standardizes communication and documentation for all parties involved in an event in which gas and/or electrical service is disconnected

SCOPE: Applies to all Operations Personnel

When there is the need for gas and/or electrical service to be disconnected, the Incident Commander shall notify Fire Dispatch of which utilities (one or both) need to be disconnected, nature of the trouble, and request a response from Xcel Energy.

When the service has been disconnected, the Incident Commander shall complete an Interruption of Gas or Electric Service Form (FD134), and have an on scene responsible party (RP) sign it.

If the building is not occupied or no building representative is available, the FD134 notice shall be affixed in a conspicuous place, along with a Notice of Property Entrance for Investigation of Emergency form.

REFERENCES: None
NOTICE OF PROPERTY ENTRANCE FOR INVESTIGATION OF EMERGENCY

On ____________________________, fire crews entered your premises to investigate a report of an emergency. No responsible party was present to allow entry and as such the Fire Department forced entry to investigate and mitigate the cause.

The Fire Department is not responsible for any necessary damage caused by this investigation.

If you have any questions or concerns please call the Officer in charge at:

__________________________________________________________________

Officer Date

_______________________________________________

Fire Station #

Address of Entry

Avenue of Entry (door, window etc.)

Time of Entry

Reason for Entry (odor investigation, EMS, Fire Extension, etc.)

Description of Damage by Fire Department

“Everyone Comes Home”
DENVER FIRE DEPARTMENT
745 West Colfax
Denver, CO 80204
Phone: 640-5522

NOTICE
INTERUPTION OF ELECTRICAL AND / OR GAS SERVICE

DATE: __________________ TIME: __________________

TO: ____________________________________________

ADDRESS: ________________________________________

YOU ARE HEREBY NOTIFIED THAT YOUR GAS - ELECTRIC
(Circle whichever applicable)

SERVICE HAS BEEN DISCONNECTED DUE TO DAMAGE CAUSED BY ____________________________

____________________________________________________________________________________

____________________________________________________________________________________

PUBLIC SERVICE COMPANY OF COLORADO WILL NOT RESTORE THIS SERVICE WITHOUT THE DENVER BUILDING
DEPARTMENT'S AUTHORIZATION. THE BUILDING DEPARTMENT WILL AUTHORIZE RESTORATION ONLY AFTER A
STATE LICENSED, DENVER REGISTERED ELECTRICAL CONTRACTOR, OR LICENSED DENVER PLUMBING / HEATING
CONTRACTOR (FOR GAS PROBLEMS) REQUESTS AN INSPECTION.

IT IS YOUR RESPONSIBILITY TO SECURE A LICENSED CONTRACTOR TO REPAIR DAMAGES. ONCE THE DAMAGES
HAVE BEEN REPAIRED, THE CONTRACTOR MAY RESTORE THE SERVICE.

__________________________________________
Signature-Party Receiving Notice

__________________________________________
Officer in Charge
Denver Fire Department

DISTRIBUTION: Original - Responsible Party
Yellow - Fire Prevention Bureau
Blue - District File

FD 134 (3/03) 335
PURPOSE: Defines when it is necessary to standby for Xcel Energy response

SCOPE: Applies to all Operations members responding to natural gas and/or electrical emergencies

In all situations, the Company Officer or Incident Commander on scene should make the determination if it is necessary for company(s) to standby and wait for Xcel Energy.

DFD company(s) will remain on scene until the IC determines that the scene is safe and there is no longer a hazard.

If it is determined that the scene is safe for company(s) to leave, the Incident Commander should attempt to leave a brief description of what was found, actions taken by DFD company(s), and any Department contact information with a responsible property representative.

The appropriate Departmental documentation should be left with a property representative as needed. These documents may include FD134, Notice – Interruption of Electrical and/or Gas service and Notice of Property Entrance for Investigation of Emergency.

REFERENCES: None
NOTICE OF PROPERTY ENTRANCE FOR INVESTIGATION OF EMERGENCY

On ____________________________ , fire crews entered your premises to investigate a report of an emergency. No responsible party was present to allow entry and as such the Fire Department forced entry to investigate and mitigate the cause.

The Fire Department is not responsible for any necessary damage caused by this investigation.

If you have any questions or concerns please call the Officer in charge at:

__________________________________________________________________________
Officer Date

_______________________________________________
Fire Station #

Address of Entry

Avenue of Entry (door, window etc.)

Time of Entry

Reason for Entry (odor investigation, EMS, Fire Extension, etc.)

Description of Damage by Fire Department

“Everyone Comes Home”
NOTICE
INTERUPTION OF ELECTRICAL AND / OR GAS SERVICE

DATE: ________________  TIME: ________________

TO: ______________________________________

ADDRESS: ______________________________________

YOU ARE HEREBY NOTIFIED THAT YOUR GAS - ELECTRIC
(Circle whichever applicable)

SERVICE HAS BEEN DISCONNECTED DUE TO DAMAGE CAUSED BY __________________________

________________________________________

PUBLIC SERVICE COMPANY OF COLORADO WILL NOT RESTORE THIS SERVICE WITHOUT THE DENVER BUILDING DEPARTMENT’S AUTHORIZATION. THE BUILDING DEPARTMENT WILL AUTHORIZE RESTORATION ONLY AFTER A STATE LICENSED, DENVER REGISTERED ELECTRICAL CONTRACTOR, OR LICENSED DENVER PLUMBING / HEATING CONTRACTOR (FOR GAS PROBLEMS) REQUESTS AN INSPECTION.

IT IS YOUR RESPONSIBILITY TO SECURE A LICENSED CONTRACTOR TO REPAIR DAMAGES. ONCE THE DAMAGES HAVE BEEN REPAIRED, THE CONTRACTOR MAY RESTORE THE SERVICE.

__________________________
Signature-Party Receiving Notice

__________________________
Officer in Charge
Denver Fire Department

DISTRIBUTION:  Original - Responsible Party
Yellow - Fire Prevention Bureau
Blue - District File

FD 134 (3/03)  338
PURPOSE: To ensure a consistent and safe response to all potential bombing and suspicious incidents

SCOPE: Applies to all Denver Fire Department personnel

I. BOMB INCIDENTS

A. No Explosion

1. Department personnel respond Code 9 when requested by Denver Police Department.

2. When police request assistance, the apparatus and personnel shall remain at a safe distance on a standby basis only. Searches and handling of possible explosive devices will be the responsibility of DPD personnel.

B. Bomb Explosions

1. The Dispatcher will dispatch necessary equipment and personnel.

2. To diminish the possibility of destroying evidence at a bombing and to protect firefighters, Department personnel shall not enter the explosive area unless the detonation caused injury or fire. The bomb area shall be secured until the arrival of DPD Bomb Squad.

3. In all cases where a bomb has been found or exploded, the first arriving officer shall notify the Dispatcher, who will be responsible for notifying the Denver Police Department and the Duty Officer.

4. All members at the scene of a bombing incident shall be aware of the possibility of a second or delayed bomb detonation.

II. DISCOVERY OF SUSPICIOUS OBJECTS

A. Any object that is suspected of being a possible explosive, explosive in nature, or which might contain an explosive shall not be touched or moved.
B. Chemicals determined to be unstable and/or shock sensitive (i.e., crystallized dynamite, picric acid, etc.) shall be handled as an explosive and only by the DPD Bomb Squad.

C. Upon awareness of a possible bomb or other material that is explosive in nature, the following measures should be completed utilizing the “5 C’s Rule”:

1. Confirm there is a device from a safe distance.
2. Clear the area.
3. Cordon off the location.
4. Control all entry and exit points.
5. Check the immediate area for secondary devices.

REFERENCES: U.S. Military “5 C’s Rule”
PURPOSE: The Fire Investigation Unit (FIU) investigates all explosions and fires of suspicious or unknown origin. Investigators will attempt to determine the cause and origin of such events, and will pursue criminal charges for all arson and related crimes. While this document defines the majority of the incident types Investigators respond to, it in no way precludes the Incident Commander from contacting an Investigator for advice or direction on any incident.

SCOPE: Fire Investigators are responsible for enforcement of the Colorado Revised Statutes, the Denver Fire Code, and sections of the Revised Municipal Code as they pertain to fire related offenses. Fire Investigators are also responsible for collection of evidence, interviewing witnesses and victims, interrogating suspects, preparing and serving search and/or arrest warrants, preparing and presenting case filings to the prosecuting attorney, and testifying in legal proceedings.

Fire Investigators shall be called to respond to:

A. All suspicious or known arson fires.

B. All fires causing property damage when the Incident Commander is unable to determine the cause and origin.

C. All explosions involving property damage and/or life-threatening injuries

D. All multiple alarm fires.

E. All fires involving fatalities and/or serious bodily injuries, whether civilian or firefighter.

F. All fires resulting in injuries deemed serious enough to warrant ambulance transport.

G. Any fire scene at which a firefighter is injured as a direct result of malfunctioning personal protective equipment.

H. Malicious false alarms where information is available that might identify a suspect.

I. All fires caused by juveniles. Children less than ten years of age will be referred to the Juvenile Firesetters Program by the Arson Investigator.
J. All auto accidents involving fire that result in the serious bodily injury or death of a person.

K. All threats of arson.

L. All reports of incendiary devices and/or their components.

M. Any incident when requested by the Incident Commander.

N. Any incident when requested by the Denver Police Department.

O. Requests from the Fire Prevention Duty Officer for assistance in remedying reports of overcrowding and/or other occupancy violations which create an immediate life safety hazard.

P. Fire Investigators will not respond to or enter any building where there is a bomb threat unless specifically requested by the Incident Commander or the Police Department. Investigators will respond to bombings when fire apparatus is dispatched and will assist the Police Department upon request only. If an Investigator is first on the scene, he/she shall secure the scene until arrival of the Police Department.

DEFINITIONS:

**Cause** – The circumstances, conditions, or agencies that brought about or resulted in the fire or explosion incident, damage to property resulting from the fire or explosion incident, or bodily injury or loss of life resulting from the fire or explosion incident

**Origin/Point of Origin** – A general geographical location with a fire scene in which the “point of origin” of a fire is reasonably believed to be located; The exact physical location within the area of origin where a heat source and the fuel interact, resulting in a fire or explosion

**Serious Bodily Injury** – An injury that involves a substantial risk of death, serious permanent disfigurement, or protracted loss or impairment of the function of any part or organ of the body; or breaks, fractures, or burns of the second or third degree

**REFERENCES:** NFPA 921 Guide for Fire and Explosion Investigations 2011 Edition – 3.3.22, 3.3.9, 3.3.127.
DENVER FIRE DEPARTMENT

STANDARD OPERATING GUIDELINE

Topic No: 2111.14
Date: 11-03-11
Approved: TB for TAB
Review Date: 11-03-13
Replaces: Same, dated 05-18-11

Section: OPERATIONS: INCIDENT OPERATIONS
Topic: Fire Investigation Unit

LexisNexis

343
PURPOSE: To describe the requirements of safety vest or other ANSI compliant outerwear usage by Denver Fire Department members when working at an incident that places the member in or near moving traffic or on a highway/interstate. Structural turnout coats are not ANSI compliant at this time.

SCOPE: Applies to all Operations Members operating at incidents on roadways

DEFINITION:

Hot Zone - The hazard area that includes the environment where an immediate danger exists to firefighters operating in areas where fire, heat, chemicals, and other contaminants and/or an entanglement hazard exists. Also includes technical rescue operation areas on roadways, such as vehicle extrication scenes.

I. BACKGROUND

For incidents where exposure to the hazards of moving traffic are present for Fire Department personnel working on foot, safety vest or other ANSI compliant outerwear usage is required except as explained below. Conforming to this policy places the member in compliance with Federal law 23 CFR Part 634 and applicable provisions of the Federal Highway Administration’s Manual on Uniform Traffic Devices (MUTCD).

II. PROCEDURE

Specifically, when the nature of the incident requires the member to work in or near moving traffic or on a highway/interstate or any other roadway, the following personal protective apparel shall be worn:

A. ANSI 107-compliant Class II vest, Class III Traffic Safety garment, or ANSI 207 Public Safety vest

B. Other ANSI compliant outerwear

If firefighters are wearing structural turnout coats due to inclement weather (i.e. rain, cold, etc.) or other reasons, the ANSI traffic safety vest needs to be donned over the turnout coat unless the firefighter will be working in a hazardous area as described in “Exceptions.”

III. EXCEPTIONS
Several unique incident types may be encountered where the donning of a highway safety vest may actually increase risk of injury for the Fire Department member or where wearing of a vest may in fact be otherwise impractical. Under these limited situations, the requirement for donning ANSI-compliant vests by members directly involved in hazard area “Hot Zone” activities is modified.

The exemptions for wearing a highway safety vest apply only to members directly involved in activities within an established “Hot Zone.”

The required ANSI-compliant Highway Safety vest need not be worn when a member is required to:

A. Don structural PPE and SCBA to work in close proximity to a source of heat such as during suppression of a vehicle fire.

B. Don hazardous material personal protective equipment to avoid potential exposure to chemicals or other contaminants.

C. Don technical rescue PPE and/or equipment for a technical rescue incident such as extrication, high or low-angle rope rescue, swift water rescue, etc.

D. Don PPE to work in close proximity to operating machinery where wearing the traffic vest may create a possible entanglement hazard.

All members on-scene performing duties or involved in activities other than those listed above are required to don ANSI-compliant vests when working in or near moving traffic.

At any incident immediate attention should be given to creating a safe working zone through rig placement, using traffic cones, etc. to make the incident as safe as possible. This becomes more imperative when personnel are working without the benefit of wearing ANSI approved outerwear.

Members directly involved in source of heat, chemical, or technical rescue activities as listed above and who complete their activities within the designated Hot Zone are required to don ANSI-compliant vests or other ANSI approved outerwear once their activities within the Hot Zone are completed or they leave the immediate Hot Zone area of the incident scene. For example, safety vests shall be donned once members return to the apparatus to return tools and equipment involved in Hot Zone activities, or to doff Structural PPE, and expect to remain on scene after these activities are completed.
I. SUBJECT, PURPOSE, AND SCOPE

SUBJECT: Mandatory use of Self Contained Breathing Apparatus (SCBA) during pre and post control operations, during fire suppression activities to include: rubbish fires, vehicle fires, and structure fires.

PURPOSE: To develop a “Best Practice” approach to increasing the safety and health of members assigned to suppression.

SCOPE: This guideline applies to all Department members involved in fire suppression activities, regardless of the nature.

II. INTRODUCTION

Exposure to Carbon Monoxide (CO), Hydrogen Cyanide (HCN), and other by-products of combustion have been linked to increases in fire related deaths and sickness, due to the fact of HCN and CO being an escape inhibitor. Carbon Monoxide and Hydrogen Cyanide are two of the most deadly gases present in a structure fire. There are several other irritants, asphyxiates, and toxic gases present at every fire that are not able to be consistently monitored that include but are not limited to solids, particulates and dusts. HCN and CO being the most prevalent can cause impairment of a firefighter, so that they will not be able to think rationally or be able to avert an unforeseen event during pre and post control fire operations.

III. SCOPE

The intent of the Mandatory SCBA Use Guideline is to avoid, or minimize, any respiratory contact with products of combustion, super heated gases, toxic products, or other hazardous contaminants.

The use of breathing apparatus means that ALL personnel will have facepieces in place, breathing air from the supply provided. Where appropriate, Airline-Supplied Breathing Apparatus may be used in place of SCBA.

The utilization of the SCBA shall be required for all personnel operating:
- In an active fire area, pre and post control.
- Directly above an active fire area, pre and post control.
- In a potential explosion or fire area, including gas leaks and fuel spills.
DENVER FIRE DEPARTMENT

STANDARD OPERATING GUIDELINE

Topic No: 2111.16
Date: 12/17/2012
Approved: CD
Review Date: 12/17/2014
Replaces: N/A

Section: OPERATIONS: INCIDENT OPERATIONS
Topic: Mandatory SCBA Use

- Where products of combustion are visible in the atmosphere (smoke), including vehicle fires and dumpster fires -- where invisible contaminants are suspected to be present (i.e. Carbon Monoxide and Hydrogen Cyanide during overhaul).
- Where IDLH (Immediately Dangerous to Life and Health) atmospheres are present, suspected to be present, or may be released without warning.
- In any confined space which has not been tested to establish respiratory safety.

Mandatory use of the SCBA must be adhered to at all times. This is particularly significant during overhaul, when smoldering materials may produce increased quantities of carbon monoxide, hydrogen cyanide, and other toxic products including but not limited to solids, particulates, and dusts.
PURPOSE: To establish a Safe Operating Guideline when utilizing elevators during fire ground Operations.

SCOPE: Applies to all Fire Department Personnel when using elevators during pre and post control fire ground Operations.

There is considerable danger associated with the use of elevators during fire ground operations. The elevator hoist way can act as a chimney, rapidly filling with smoke and heat, making elevators unsafe for fire department operations. Heat from the fire, and or water from firefighting operations can quickly damage elevator components causing the elevator to fail and become inoperable.

Although elevators can be a very valuable logistical tool, they can also quickly become dangerous and deadly traps. Extreme caution should always be exercised with regard to the use of all elevators.

The following information is intended to provide a more comprehensive knowledge and consideration for the use of elevators in multi-storied buildings during fire ground operations:

1. **The Seven-up rule:** As a general rule, elevators should not be utilized in high rise buildings on the 6th floor or below during the pre-control phase of fire ground operations, including fire alarm investigations. Elevators should not be utilized in low-rise buildings that are 6-stories or less in height. The time needed to retrieve elevator keys, recall an elevator, periodically stop the elevator and test the elevator’s performance on the way up to the destination, will take longer than simply walking up this short distance to a proposed interior staging location two floors below the reported fire floor, or floor of alarm. An added benefit of taking the stairs is that the initial Single Resource/Fire Floor Division doesn’t lose one of their members, who would have to be assigned to the position of elevator operator.

2. **Smoke or Fire in the Elevator Machine Room or Hoist Way:** If the alarm panel or other size-up information indicates that the source of the smoke or fire may be inside an elevator machine room, or at the top of an elevator hoist way, do not utilize that bank of elevators. If that is the only bank of elevators in the building, use the stairs.
Beware of Elevator Shunt Trip Systems which are power control systems involving building elevators that automatically shut power down to an elevator when a heat detector activates in an elevator hoist way or elevator machine room. Shunt trip systems are present when elevator machine rooms and hoist ways are protected by automatic fire sprinklers. Shunt trips are designed to make sure that electrical equipment is de-energized prior to the application of water from sprinklers, so that erratic and unpredictable elevator behavior can be thwarted. They are activated by heat detectors in machine rooms and hoist ways located near sprinkler heads.

The vast majority of elevator systems in Denver that are equipped with shunt trips provide no warning to firefighters that the systems are about to shut down the power. Furthermore, these systems can activate at any time causing the car to stop between floors out of the alignment zone, trapping firefighters.

New high rise buildings in Denver (governed by 2009 IBC) will have a warning system for shunt trips. The new code will also require these systems to bring the elevator to the designated level and stop prior to shunt trip activation.

The new Shunt Trip systems operate as follows:

1. Phase I recall is activated. Elevator car returns to the designated level and the doors open.
2. Phase II recall is activated by firefighters with the use of an elevator key inside the car.
3. If smoke is present in the elevator machine room or at the top of the hoist way, an activated smoke detector head in either area will cause the red fire helmet indicator light inside the car to flash when keyed. This is a warning to reconsider utilizing the elevator car; however, the elevator will still operate.
4. If enough heat is present in the machine room or at the top of the hoist way to activate a heat detector, then the elevator circuitry will cause the shunt trip to activate, at which point, the elevator should return to the designated level, with the doors open and shut down.

A. Multiple Elevator Banks: If the building has multiple elevator banks, such as low-rise, mid-rise, and high-rise, make every effort to utilize an
elevator within a bank that does not directly service the suspected fire floor, or floor of alarm. Avoid using any elevator that provides direct service to a suspected fire floor or floor of alarm, including the freight elevator, especially if heavy fire conditions are evident.

B. **Fire Service Recall and Control:** Elevators that are not equipped with “Fire Service” recall and control features (Phase I and II) should not be utilized during the pre-control phase of fire ground operations, including fire alarm investigations.

C. **Full PPE, SCBA, Irons, and Radio:** Anytime fire department personnel are utilizing an elevator for fire ground operations, including fire alarm investigations, **ALL personnel** will be equipped with full Personal Protective Equipment (PPE), Self Contained Breathing Apparatus (SCBA), Portable Radio(s), and the appropriate Forcible Entry / Exit Tools (set of irons), when inside an elevator car.

D. **Don’t overload the elevator:** The Elevator Operator will be responsible for taking into account the physical dimensions and rated capacity of the assigned elevator to ensure that the elevator is not overloaded. As a general rule of thumb, a Firefighter with equipment weighs about 300 pounds and the maximum number of personnel should be 7. Also, enough room should be left to allow for forcible exit from the elevator car.

E. **Designated Elevator Operator:** Anytime an elevator is used for fire ground operations, including fire alarm investigations, the **First arriving Truck Engineer** is normally designated as the Elevator Operator. The Elevator Operator will remain in control of the elevator until relieved, or reassigned. The Elevator Operator will also be equipped with the appropriate full PPE, SCBA, Portable Radio, and Forcible Entry / Exit Tools (set of irons).

F. **Visually inspect the Hoist-way for Water, Smoke, and Fire:** Once an elevator is chosen for use, and prior to leaving the starting location, generally at the lobby level, have one member inspect the elevator hoist-way. Using a powerful hand-light, direct the light up into the hoist-way through the gap located between the elevator car and the hoist-way wall. Check for anything unusual, but particularly any signs of water, smoke, or fire. This inspection practice should be repeated during any stops.
G. **Never take an elevator below grade:** Elevators will not be utilized to access areas below grade during fire ground operations, including fire alarm investigations.

H. **Never take an elevator directly to a reported fire floor or floor of alarm:** Under NO conditions will an elevator be utilized to gain access directly to a reported fire floor, floor of alarm, or to the location of any other potential fire related emergency condition during fire ground operations, including fire alarm investigations.

I. **Stop two (2) floors below the reported fire floor or floor of alarm:** Anytime an elevator is utilized for fire ground operations, including fire alarm investigations, fire companies will not take the elevator to a location any closer than two (2) floors below the reported or suspected fire floor, or floor of alarm. Fire companies will stop at least two (2) floors below and walk up the remaining two flights. The company officer in charge will notify the incident commander as to which stairway is being used to access the fire floor, and once a determination has been made, whether that stairway will be designated as the “Attack Stairway” or the “Evacuation Stairway”.

J. **Test the elevator’s performance:** When utilizing an elevator equipped with “Fire Service” recall and control features, fire companies should stop the elevator on the way up to the staging destination in order to evaluate the elevator’s performance. Fire companies should stop the elevator a minimum of once for short distances (less than ten flights) and two or more times for distances greater than ten flights. The following items should be evaluated:
DENVER FIRE DEPARTMENT

STANDARD OPERATING GUIDELINE

Topic No: 2111.17
Date: 08-15-2013
Approved: CD
Review Date: 08-15-2014
Replaces: N/A

Section: OPERATIONS: INCIDENT OPERATIONS
Topic: Elevator Use during Fire Ground Operations

- Does the elevator stop at the desired floor?
- Do the elevator doors remain closed when the elevator stops?
- Do the elevator doors open when the door open button is activated?
- Do the elevator doors close when the door open button is released before the doors are fully opened?
- Does the elevator car stop at a location where the elevator car floor is level with the floor of the desired location?
- Does the elevator perform normally and not in an erratic or potentially dangerous manner?

A negative result to any of these performance evaluations is justification for evacuation of the elevator by all fire department personnel and a switch to the utilization of the stairs to gain access to the upper floors.

II. **Engine Company Officer is in charge of Investigation / Single Resource/Fire Floor Division:**

When an Engine Company and the crew members of a Truck Company minus their Officer join together and respond to an upper floor, the Engine Company Officer is in charge of that entire Single Resource/Fire Floor Division. Truck Company personnel will operate under the direction of the Engine Company Officer until joined by the Truck Company Officer. All communication on the fire floor or location of the emergency should go through the Engine Company Officer. The Engine Company Officer then communicates with the Suppression Branch Director (if assigned) or the initial Incident Commander.

These procedures are designed to maximize firefighter safety when utilizing elevators for operations in multi-story and high-rise buildings. These procedures must be strictly adhered to during the Pre-Control Phase of the fire ground or emergency operation. However, keep in mind that once the incident has been brought under control, the Incident Commander or his designee may initiate a more liberal utilization of elevators as a logistical tool, if it is determined safe to do so, if the elevator(s) are operating properly, and if it would positively contribute to the efficiency and effectiveness of the overall fire ground or emergency operation.
III. Fire Service Access Elevators:

The City of Denver has adopted the 2009 International Building Code which requires the installation of a fire service access elevator in buildings with an occupied floor more than 120 feet above the lowest level of Fire Department vehicle access.

In addition to the Shunt Trip system requirements listed above in section C regarding these newer building elevators, the following requirements for fire service access elevators are present:

1. There must be at least one such elevator in each building that meets the code requirements.
2. The elevator must recall to a 1-hour fire-rated lobby. The lobby must be enclosed above the ground floor and must connect directly to a stairwell with a standpipe for firefighting operations.
3. Power and elevator control systems must be enclosed within 1-hour fire rated construction.
4. Hoist ways must be enclosed and must be fire-rated.
5. The entire hoist way must be lighted when the elevator is in Phase II operation.
6. The fire command center must have a system that continually monitors the elevator’s location and car door position.

If the City of Denver decides to adopt 2012 IBC there are significant alterations to the new code affecting fire service access elevators. The significant changes are as follows:

1. Shunt Trip systems will be completely removed from elevators to address the concern of people becoming trapped in elevators with Shunt Trips.
2. The removal of fire sprinklers in elevator hoist ways and elevator machine rooms is being strongly considered.
3. Power and control system wiring and cabling protection will increase from a 1-hour fire rating to a 2-hour fire rating.
4. 2012 IBC requirements will not apply retroactively to structures currently under construction as of today.
PURPOSE: To provide clarification to DFD personnel while responding to medical responses

SCOPE: Applies to all Operations Division personnel

I. MEDICAL RESPONSE

All Medical Responses are Code 10 unless otherwise stated. Calls that may be dispatched Code 9 are general assistance type calls; these calls will be stated Code 9 by the dispatcher. If call notes are updated to read ambulance Code 9 only, this means the call has been coded to no longer require a Fire Department response and the responding company may confirm the update with Dispatch and go in-service.

II. STAGING AND SCENE SAFETY

The Officer has the discretion to stage based on safety concerns. Safety concerns may include known address concerns, nature code, on scene observations, lack of information, or other concerns. When safety concerns exist, the Officer should go on-scene and inform Dispatch that they are staged. The Officer should inform the dispatcher of what assistance they require, for example, waiting for police cover or requesting call back or additional information.

III. ADDING ADDITIONAL NOTES TO CAD

Officers can request that additional notes be added to a CAD address. The process to do this is to email the Assistant Chief or Captain assigned to Dispatch with the additional notes and the address.
PURPOSE: To provide an understanding and working knowledge of the fundamental operations of the engine company and to serve as an introduction for the following engine company guidelines

SCOPE: Applies to all officers and Firefighters assigned to or working as a member of an engine company

The importance of a highly disciplined and well trained engine company can not be over emphasized. Arguably, one of the most important tasks to be accomplished on the fireground is the placement and effective operation of the initial hoseline. The engine company’s ability to quickly and effectively stretch and operate a hoseline most often determines the number of lives saved and subsequent fire damage prevented during fireground operations. Statistics show that fireground injuries and death are drastically reduced after the fire has been extinguished. The importance of placing the initial hoseline into operation and getting water to the seat of the fire can not be overstated.

The engine company officer sets the stage for the successful engine company through leadership and training with his/her crew. Upon arrival to the fire scene, the engine company officer is faced with a myriad of considerations that will ultimately affect a positive outcome for the incident at hand. For example, the officer must, in coordination with the Engineer, initiate appropriate apparatus positioning with considerations for water supply, responding ladder companies, attack line stretches, and potential fire spread. In addition, a proper size up of the incident should provide information regarding rescue situations (location and number of parties trapped), size and extent of fire, structural integrity, hoseline selection (length, diameter, nozzle), and the type of hose stretch most suitable, i.e. straight into the fire building, up or down a stairway, up a stairwell well hole, or potentially up the exterior of the building using a rope or over a ladder. Not to be disregarded is the engine company officer’s understanding of the abilities and limitations of the crew members present. The engine officer must recognize the skills and abilities present and use them to their greatest potential as members of the engine company team.

The engine company Engineer assumes the primary responsibility of the safe and efficient delivery of all members of the engine company to the emergency to which they are responding. In addition, the engine company Engineer must be proficient in their ability to provide the needed water and correct pressure through the necessary hoselines, as well as to ensure the completed water supply to the engine. The Engineer must be well versed in the hydraulic formulas and calculations necessary to provide the needed water flow to the various hoseline members operating inside the fire building. The engine company Engineer must also consider
the appropriate positioning of the apparatus, remain out of the way for operating truck companies, be cognizant of the potential needs for more water should the incident demand, and must also monitor their radio to remain aware of the actions occurring within the fire building itself.

The Firefighter/officer assigned to the nozzle position must understand the impact and importance of their task. The ability to recognize the appropriate time and location to apply the correct stream into the fire environment is a skill that comes with time and experience. An example of this would be the application of the stream into the overhead (and over-heated) atmosphere to cool the unburned fuel (smoke) present in order to prevent rollover and flashover situations. The nozzle Firefighter must be vigilant to changing fire conditions and be prepared to act aggressively with the appropriate stream placement and hoseline positioning. The rest of the attack team must also be cognizant of changing conditions such as fire spread or structural weakness, and be prepared to relay this information to the engine officer.

The back-up, or “Sampson” Firefighter, must be familiar with their respective engine so as to properly assist the officer with the initial hoseline stretch. In addition, the Sampson must be applied to the supply line to avoid flooding the hose-bed. This Firefighter is then charged with providing assistance to the officer who will be initiating the stretch and placement of the attack line. It is imperative that the utmost attention be paid to this initial stretch with regard to kinks and proper Firefighter spacing on the hoseline for efficient hose advancement. The experienced Firefighter will anticipate potential problems encountered at corners, doorways, and other obstacles during this advancement. It is imperative that the engine company members operating on a hoseline exercise discipline so as to not bunch up on the nozzle, but rather remain appropriately spaced out along the line to allow for the proper advancement of the hoseline throughout the fire building.

The Firefighter assigned to water supply must ensure that this task is completed in a timely and effective manner in order to quickly rejoin the rest of his/her company on the hoseline. If the water supply can not be established due to a bad hydrant, for example, this must be communicated immediately. In addition, the water supply Firefighter must be mindful of kinks in the supply hose which could severely hinder proper water flow at the incident. Kinks may be found at the hydrant due to the hydrant strap, under car tires or in the street on the way back to the engine. This Firefighter must exercise diligence and discipline to ensure the water supply is not compromised in any way. Once the water supply Firefighter has rejoined his/her crew, strict discipline must be exercised on the hoseline, assuming the necessary position at a corner or doorway, for example, to help get the hoseline into place effectively and efficiently.

As mentioned, the engine company member holds a very challenging and dynamic position that requires a thorough understanding of the capabilities of their specific engine, including the
different hose sizes and loads, nozzles, and all available tools found on that apparatus. A full and complete knowledge of the characteristics of the hose stream and the associated hydraulic theories are of prime importance in the study of the engine company member, as well as the appropriate techniques required to successfully get the initial hoseline in place as quickly and efficiently as possible. Pre-planning the different types of buildings found in their response area with regard to hose stretches and connections is the finishing touch to a well-rounded engine crew. Each and every member of the engine company must understand the importance of their specific roles and the contributions that they make to the team as a whole. These concepts are all accomplished through strong leadership from the engine company officer that emphasizes the importance of a thoroughly trained and disciplined engine company with highly skilled Firefighters.

Keep in mind the following are guidelines only. They do not replace good judgment, common sense, or a good initial size-up upon arrival on scene. The Standard Operating Guidelines for Engine Operations have been categorized into major fire incident types for the ease of reference. However, as a company officer, do not allow yourself to fall into the routine of thinking that each fire that you respond to falls neatly into one of these categories. Every house fire, commercial building fire, car fire, or any of the myriad types of fires that you will respond to has its own unique circumstances that you must recognize in order to make good, sound decisions. The choices of water supply, hose size, hose length, nozzle selection, where you place your line, and the placement purpose are all decisions that you are going to make and be responsible for. Those decisions are often going to be dictated by what you see when you arrive. You will find that the fire, its location, size, and potential to grow will dictate most of your actions. Pay attention! These guidelines do not replace your good judgment!

REFERENCES: None
Backup Line: This is a line that is at least as long (or longer) as and also has the capability of delivering the same gallons per minute as the primary attack line. This line will be charged with water, staffed by Firefighters, and can be put to use in any number of ways:

- Providing additional water support (gpm) for the attack line – water delivery to seat of fire
- Providing support in the form of protecting egress for the attack or search teams – i.e. positioning this line at the top of a stairwell to prevent the fire from coming from behind crews operating there
- Providing water delivery in the form of exposure protection – this can be an inside or outside exposure

Dual Reverse Lay: Dual reverse lays can be accomplished with two 3” supply lines laid from the attack engine, or multiversal or ladder/tower/truck back to the hydrant. The overall benefit is having the engine ‘going to work’ on the hydrant (this is imperative for adequate water supply for master stream applications). This technique can be used as a water supply system for a ground level master stream, ladder tower master stream, as well as water supply for a second engine involved in various fire attack measures. This system is also imperative for high-rise water supply operations.

Forward Lay: The engine company establishes a water supply by making a connection to the fire hydrant utilizing the Humat valve. This Engine shall make connections using one or two 3” lines (depending on the structure) and drive the apparatus to a location at or near the fire building, being mindful not to obstruct truck operations.

Going to Work on a Hydrant: This term applies to an engine working on a hydrant utilizing a 5” supply line. Some of the options for this source engine are:

- Pumping to an in-line engine in a relay set-up
- Pumping to an attack engine in a tandem set-up
- Pumping through a supply line wyed-off to an attack line (reverse lay)
- Pumping to a portable master stream device (monitor, blitzfire)
- When fire attack engine is located in close proximity (35”) of the hydrant

Humat Valve: A four-way hydrant valve that is designed to deliver an uninterrupted water supply via a forward lay. A subsequent engine can then go to work on this same hydrant and boost the pressure in the original 3” line laid by the attack engine or
add another 3” supply line to the equation and increase the water delivery two-fold.

Master Stream Operations: Master streams can be used in an offensive, transitional, or defensive operation, provided no crews are operating in the interior of the structure. Any time a master stream is needed, a water supply must be set up with a minimum of two 3” lines or one 5” line. The engine supplying the master stream(s) must be set up to ‘go to work on the hydrant’ to maximize water delivery to the master stream device(s).

Relay Pumping: The process of using two or more engines to move water through hoselines over a long distance by operating the engines in series.

Note: Pumping in relay is usually required any time the water source is located more than a few hundred feet from the fire. Relay pumping is nothing more than inserting fire pumps (engines) into supply lines at various intervals to counteract the effects of friction loss and/or an increase in elevation. Hose size and hydrant pressure are key factors to consider when deciding if a relay operation is needed.

Water discharged from the source engine is boosted and flows water through either two 3” lines (or more) or one 5” line to the inlet(s) of the next engine (in-line engine or attack engine). A residual pressure of 20 – 80 psi is to be maintained between source engines and subsequent engines thereafter.

Source Engine: Engine at work on the hydrant utilizing 5” hose for supply from the hydrant and delivering water to the next engine via two (or more) 3” lines or one 5” line. This engine will be pumping in volume (parallel) so as to maximize water delivery to the next engine.

In-Line Engine: Engine receiving water from the source engine and delivering water to another source engine or the attack engine via two (or more) 3” lines or one 5” line.

Attack Engine: Engine at or near the fire building receiving water from an in-line engine or source engine. This engine will be responsible for delivering water to multiple attack lines, a master steam device, or both. This engine will generally be in the pressure (series) setting, depending on the amount of water being delivered.
Reverse Lay: A reverse lay can be utilized for an interior attack, master stream operations, or for additional supply needs. The engine will lay from the identified objective to the nearest hydrant to “go to work” at the hydrant.

Safety Line: The purpose of the safety line is to have a readily available attack line at the point of entry for support, exposures, RIT operations, etc.

This line is pulled at a working fire and made ready to go at the same point of entry as the attack team. It will be left dry at or near the door until needed by responding crews. Generally this line is pulled by the attack engine Engineer after the water supply has been established. It can also be pulled by the RIT team or 2nd engine crew.

Tandem Pumping: A short relay operation in which the engine taking water from the supply source pumps into the intake of the second engine. The second engine boosts the pressure of the water even higher. This method is used when pressures higher than the capability of a single pump are required.

This method is commonly used when the attack pumper is located close enough to a hydrant for a forward lay, yet needs to overcome friction loss problems which occur in either large sprinkler or standpipe systems or long hose lays.

Tandem pumping is the method used by Denver Fire Department for all high-rise operations that involve pumping into a Fire Department connection.

The engine at the hydrant will utilize 5” supply and pump to the attack engine in volume ‘parallel.’ The attack engine will pump in either volume or pressure ‘series’ depending on the situation (high-rise, sprinklers, attack lines, master streams).

Standpipes/FDC – pressure
Sprinkler Connections – volume at 150 psi

Water Supply Hose: Water supply hose shall be either 3” or 5”. This applies to all operations that include pumping to an FDC. Engine companies should be discouraged from using 2-1/2” hose as a source of supply for delivering water via in-line pumping, to master streams, or to Fire Department connections.
USE OF THE HUMAT VALVE

Any time an engine company is dispatched to a reported structure fire or an odor investigation with smoke and a forward or dual forward lay is performed, the Humat (hydrant) valve **shall** be used.

The Humat valve can provide a key advantage to the overall water supply needs of the incident. Humat valves are designed to assist within a forward lay scenario from the hydrant to the fire area. The key advantage for the using a Humat valve is to provide additional GPMs and to assist with boosting pressure without having to interrupt the initial water supply to the attack engine.

SAFETY STRAP

The safety strap shall be utilized to secure the hose line at the hydrant while the engine is laying the supply line(s). The safety strap shall be inspected on a daily basis to ensure the structural components are intact and that they have not been compromised by chemical erosion or normal wear.

POSSIBLE CONSIDERATIONS FOR THE USE OF THE HUMAT VALVE

A. First engine secures a water supply with a single 3” supply line and Humat valve. The second engine goes to work on the same hydrant, but does not engage the pumps. The second engine simply allows the water to ‘pass through’ the pumps as it is delivered to the first engine. This scenario may apply to a very strong hydrant at a fire that is not demanding many gpm. (there have been instances of the second engine, just by placing the pumps in gear, to exceed what the first engine needs in terms of water – this scenario works well for those situations.) A second supply line is not laid between the engines.

B. Same scenario as above, but now hand lines are operating off of the first engine beyond what a single 3” line can give with straight hydrant pressure (also increasing gpm) being delivered to the first engine. The second engine engages the pumps and begins to increase pressure to the attack engine’s supply. This increase is sufficient to handle the water flow being asked for by the hand lines in service off of the first engine. A second supply line is not laid between the engines, but can be considered due to the increase in water demand and/or decreased hydrant capability.

C. The third scenario utilizes dual supply lines. The first in attack engine lays two lines to the fire area. One line would be charged from the hydrant via the Humat valve while the other lay dry for future use by the second or subsequent engine company. The second or
other subsequent engine company may conduct a reverse lay from the attack engine to the Humat valve or a hand stretch may be needed to complete the additional supply lines.

D. Multiple supply lines can be laid between the attack engine and the supply engine, provided that a Siamese or multiple Siamese appliances are used on the attack engine’s supply inlet.

Initially laying dual 3” supply lines in either a forward or reverse lay should be considered based on the size of the fire and type of building construction and the possibility that other responding apparatus may block future attempts for an engine to successfully lay additional lines. This congestion may cause the needed additional supply lines to be hand stretched to the area, thus delaying future water supply needs at a critical time in the incident.

All of these actions take much coordination from the engineers on the two engines involved. Both engineers must be attentive to radio traffic with regard to fire attack and water needs. In-district training and a method of communication should be developed by all engine engineers to ensure a safe and effective water supply evolution.
**PURPOSE:** To provide a guideline for Engine company operations at grass/weed fires with regard to life safety, property conservation, and incident stabilization

**SCOPE:** Applies to all members performing Engine company operations at grass/weed fires

Although limited, past history has demonstrated that the potential exists for rather devastating grass/weed fires within the City limits. The primary concern when confronting a grass/weed fire is the same as any fire – life safety and property conservation. Early recognition for the potential for fire spread, if any structures may be threatened, and whether the resources on scene can adequately mitigate the problem must be quickly determined by the first arriving officer. In addition, the request for additional resources, including mutual aid, should be made early on in the incident.

One of the first things to be considered when attacking a grass/weed fire is the flame lengths. Generally, flame lengths of four feet or less can be attacked from the head of the fire. When attacking from the head, the officer must be aware of fuels and wind conditions.

Prior to taking an engine off of a hard surface, the engine officer, with coordination from the Engineer, must ensure that the soil will support the weight of the apparatus. When applying water to the fire, consideration should be given to the use of foam. This will help with penetration of dense fuels. Foam can be applied in as low a concentration as 0.5%. A Blitz fire foam applicator is a valuable tool in this scenario, if available.

If flame lengths are greater than four feet, the officer should find an anchor point and work from the burned side toward the head of the fire. This tactic will require a pump and roll apparatus if the distance to the head of the fire is farther than the length of a hose lay. The officer must ensure that the fire is completely extinguished. This may entail using shovels to separate the burned from the unburned fuels.

Self contained breathing apparatus should not be worn unless conditions warrant. If wildland firefighting uniforms are available, they should be used. If structural bunkers are worn, the officer must closely monitor the crew for signs of heat injury.

**REFERENCES:** None
PURPOSE: To identify operational tactics for safe and efficient removal of parties trapped from a motor vehicle

SCOPE: Applies to all engine company members operating at a parties trapped/extrication response

Parties Trapped / Extrication

A. Rig Placement
   Engines should park to allow access for incoming truck/tower/rescue companies and park in a manner that blocks the scene from oncoming traffic yet also allows close access for a handline stretch.

B. Water Supply
   A sustainable water supply from a hydrant should be considered if needed. If laying a supply line, traffic considerations must be taken into account with regard to vehicles running over the hose and causing a rupture.

C. Fire Attack
   The minimum line suitable for a parties trapped/extrication is a charged 1-3/4” handline with a minimum 125 gpm fog nozzle – at the ready and staffed by a Firefighter. This line should be one that has foam capabilities if coming off a rig with an on-board foam proportioner (pre-connected foam line). Due to unforeseen fuel leaks or other flammable hazards, having a foam stream ‘at the ready’ is paramount for a foam blanket and vapor suppression.

D. EMS
   Members of the first due engine are responsible for initial triage and medical assessment. Following the initial size-up and patient assessment, the IC shall contact Dispatch and request additional resources, if needed.

E. Extrication
   Physical extrication of patients should be well-coordinated between the engine and truck/rescue crews. Denver Fire Department is responsible for and in charge of all extrication activities. Once this has been completed, patient care is then turned over to on-scene ALS units for transport to a hospital.
If the extrication process will be lengthy, ALS members may be allowed access to the patient(s) for I.V. therapy and a quick assessment, if necessary. This activity will take place under the direct supervision of the on scene IC.

REFERENCES: None
PURPOSE: To identify operational tactics for safe and efficient extinguishment of motor vehicle fires

SCOPE: Applies to all engine company members operating at a motor vehicle fire. Also included are members of truck/tower/heavy rescue companies that are dispatched to aid in the extinguishment, forcible entry, or search of these vehicles.

Motor Vehicle Fires

A. Fire Control Operations
A motor vehicle fire should be treated as a ‘mini house’ fire in the scope of duties to be performed by responding fire crews. Fire attack, forcible entry, primary search, and ventilation are all tasks that need to be performed by the arriving engine crew. Having members fully prepared to handle these duties by wearing PPE and SCBA will ensure a successful operation, with fire safety in mind.

The minimum level of protection for Firefighters is full protective clothing (PPE) while breathing air from an SCBA. While engaged in pump operations, the Engineer is not expected to wear full PPE. Officers have discretion as whether to wear PPE with SCBA, but if they are engaged in any firefighting efforts, PPE with SCBA should be worn.

The minimum size hoseline for a working auto fire is the 1-3/4” handline with a constant gallonage fog nozzle capable of flowing a minimum of 125 gallons per minute (gpm). If using an on-board foam proportioning system (i.e. Pierce Engines), the previously recommended 95 gpm foam nozzle should be avoided as it will not produce an adequate foam stream.

B. Apparatus Placement
Apparatus should be placed upwind and uphill of the incident, if applicable, to afford protection from hazardous liquids and vapors, and also to reduce smoke exposure for the Engineer.

Consideration should also be given to using the apparatus as a barrier to shield the incident from traffic hazards. Warning lights should be left operating with the use of traffic cones, if necessary. The use of road flares is discouraged due to the possibility of ignition of flammable vapors.
C. Water Supply
If the water carried on the engine will not be sufficient for extinguishment, early consideration must be given to additional water supply sources. Securing a water supply (hydrant) is a viable option, provided one is available and traffic considerations coincide with a supply line being laid out. Another consideration is calling for an additional engine company, especially for auto fires on the highway/freeway, where hydrants are limited, or if the size of vehicle will demand more water for fire attack. There are highway/freeway standpipes and hydrants available for use, and these should be pre-planned, noted, and trained with for use by companies having them in their district.

D. Fire Attack
Where parties are trapped in the vehicle, water should be first applied to protect the patients and permit an effective rescue.

Due to the possibility of a fuel system leak or rupture, or in the event of an active fuel leak or fuel spill, the attack line of choice should be the 1-3/4” handline with a minimum of a 125gpm fog nozzle having the capability of immediately putting foam to work (pre-connected foam line).

If foam is used, the setting should be proportioned at the 6% foam discharge setting. This is the recommended setting for E85 Ethanol-based fuel and will work well for other types of vehicle fuel mixtures.

When rescue is not a factor, initial water should first be applied for several seconds to extinguish fire or cool down the area around any fuel tanks or fuel systems. This is especially important if the fuel tanks are Liquefied Petroleum Gas (LPG) or Liquid Natural Gas (LNG).

One member of the attack team, in full PPE with SCBA, must have forcible entry tools in his/her possession to provide prompt and safe entry into the vehicle.

E. Firefighter Approach
The attack approach to a vehicle fire should be one that avoids direct approach from the front of the vehicle and one that avoids close contact with any tire that is directly affected by fire. Some vehicles today have front bumpers that are attached by two shocks encases in a metal housing.
2112.06 Engine Company Operations at Motor Vehicle Fires

– known as *energy absorbing bumpers*. When heated by fire, these shocks will develop high pressures, heat up, and may explode, causing the front bumper to become a projectile that may seriously injure a Firefighter. Bumper assemblies have been known to travel 25 feet. A tire or split rim that is in close contact to or being exposed to flame impingement may also become a projectile if overheated.

Sufficient cooling of these two areas with water is needed prior to engaging in any activity that may put Firefighters in their path (i.e. prying open the hood of the vehicle for engine access).

Of special consideration are the gas-filled struts, springs, cylinders, extending arms that hold the hood open and extend the rear hatch-back doors open. If overheated, these struts will also explode and become projectiles capable of serious bodily injury. Sufficiently cooling these struts with water will minimize the danger of explosion and subsequent release. To ensure personal safety, be sure to allow sufficient clearance when releasing latches.

F. Hybrid Vehicles
Most recent publications recommend treating a gas hybrid car fire much the same as a fuel-only-driven auto, with a few special considerations.

The tool of choice is copious amounts of water, which will both eliminate the radiant heat and also cool the hybrid’s metal battery box and the plastic cells inside the battery pack.

Hybrid vehicles by nature are extremely quiet when stopped and may appear to be off when, in fact, they are still running. Shutting the engine off and disconnecting the vehicle’s 12-volt battery will minimize electrical and fuel-related hazards.

Hybrid cars have orange cables that designate high voltage. Avoid cutting or disconnecting these cables.

REFERENCES: None
PURPOSE: To efficiently and safely Locate, Confine, and Extinguish (LCE) a fire in a single family dwelling

SCOPE: Applies to members performing engine company operations at a single family dwelling

Any time an engine company is dispatched to a reported structure fire or odor investigation with smoke and a forward or dual forward lay is performed, the Humat (hydrant) valve shall be used.

Residential Fire Operations – Engine Company

The first arriving engine to a residential house fire will establish a water supply. If a forward lay is performed, a Humat valve shall be utilized.

The second arriving engine to a residential house fire will establish a secondary water supply or augment the first arriving engine by ‘going to work’ on their hydrant (Humat valve). If gaining a second water supply, this supply line should be laid to the rear of the residence. A Humat valve will also be used by this company.

It is strongly discouraged for the second engine to lay to the front of an address if there is already an attack engine at or near the front of the fire building, due to spotting considerations for the first and second due truck/tower companies. It would be more appropriate for this engine to go to work on the hydrant/Humat valve of the first attack engine.

If the second engine can not lay to the rear (there is no alley), then this engine should augment the water supply of the first attack engine at the Humat valve.

The third arriving engine (if not pre-assigned as the RIT company) should consider going to the rear of the fire building or going to work on the attack engine’s Humat valve, if not already done. Fire conditions and I.C. discretion will dictate the best placement for this apparatus.

At a minimum, this third engine officer should be thinking of a second water supply or augmenting the water supply of the attack engine.

REFERENCES: None
PURPOSE: To efficiently and safely Locate, Confine, and Extinguish (LCE) a fire in a multi-family dwelling

SCOPE: Applies to members performing engine company operations at fires in multi-family dwellings

Fires in multi-family dwellings present a wide range of unique challenges to the engine company. Multi-family dwellings cover an extremely wide range of buildings found within the City and County of Denver, ranging from triplexes to lofts to expansive apartment complexes. These may all be of different construction type, and all will certainly require different approaches with regard to firefighting efforts. The engine company officer must consider the need for water supply (including potential standpipe operations), potential rescue situations, initial handline placement, and apparatus placement. In addition, the layout of the apartment building or complex, the building construction type, and the time of day are considerations that should occur during the size-up by the engine officer. It should be noted that many of today’s newer multi-family dwellings are actually older commercial occupancies, and considerations must be made for the differences in the approach to the diversity of these occupancies (see Engine Company Operations at Commercial Buildings SOG).

The first arriving engine company to a fire in a multi-family dwelling will either establish a water supply through a straight lay (utilizing the Humat valve), reverse lay, or make the appropriate connections to the building’s FDC. A water supply should be established in such a way to anticipate water needs, based on the size and construction of the occupancy and the potential for fire spread. Based on size-up, this would include laying one or two 3” supply lines. If a straight (forward) lay or dual forward lay is performed, a Humat valve shall be utilized.

The responsibility of second arriving engine company to a fire in a multi-family dwelling will be to either establish a secondary water supply or augment the first arriving engine by ‘going to work’ on their hydrant utilizing the Humat valve. If the occupancy is standpipe equipped and the first arriving engine company has made the appropriate FDC connections, the second arriving engine company will need to complete the water supply through tandem pumping. If the occupancy is not standpipe equipped and the second arriving engine opts to establish a secondary water supply, this engine company should lay to a different area of the building than the first engine where their position will be advantageous to fire attack or support operations. Water supply guidelines shall also be followed by this engine company.

The third due assigned engine company (if not pre-assigned as the RIT company) should be proactively considering going to work at the hydrant of either the first or second arriving engine.
company or, if applicable, securing a second water supply and providing the use of their engine and handlines at a different location of the fire scene. Care must be exercised to avoid opposing handlines. The best location for the third due engine should be coordinated through Command upon arrival at the incident.

For obvious reasons, certain variances with unique apartment complexes and individual buildings throughout the City may dictate a different approach to the initial engine company operations. Variations from these guidelines must be communicated to incoming companies to allow them to adapt appropriately, especially to second and third due engine companies for subsequent water supply considerations.

Handline selection and placement is often a very dynamic decision-making process, based on the size and type of occupancy and amount of fire involvement. Engine members getting the nozzle to the seat of the fire for extinguishment may save more lives than effecting early time-consuming rescues. If rescues are in progress, the first handline may be deployed to protect egress of potential fire victims. This would include interior stairways, hallways, and common doors that may be used by civilians and firefighters for escape.

As previously mentioned, if the building is equipped with a standpipe, connections should be made to the FDC. However, if the fire is on the first floor or a lower floor, or the standpipe has proved itself inoperable, consideration should be given to an alternate method of getting a handline in place. The best method for this may be for a handline to be stretched into the front, side, or back entrance and directly to the fire room. However, certain situations may dictate that the handline be taken up stairs or up the exterior of the building. An example of this situation would be a low-rise apartment building, where no standpipes are available. A fire on an upper floor may necessitate that the line be brought up the exterior of the building, possibly into a neighboring apartment, over a balcony, or through a window. This may be done via ladders or by dropping a utility rope and pulling the uncharged handline up and into position. Interior stairwells may allow for a well-hole stretch. It should be noted that whenever hose is stretched vertically, it should be secured so as not to stress the coupling connections and to not allow the dry hoseline to fall back down once it is charged with water. These aforementioned situations are best executed when the engine company has preplanned and made themselves familiar with unique characteristics found in their first in occupancies.

**Apparatus Placement**

Apparatus placement will set the stage for successful operations by allowing incoming truck and tower companies access to the building for rescues and potential elevated master stream use. Many apartment complexes in the City have limited access to the buildings, and preplanning and forethought are required to allow for appropriate apparatus placement.
Throughout the City, one may find a varied collection of differing types of multi-family dwellings. They may actually be composed of any of the five construction types, dictating potential differences in the strategies and tactics implemented at the fire scene. Engine companies should use every possible opportunity to familiarize themselves with the buildings in their areas, paying close attention to FDCs, hydrant location, and the construction types.

REFERENCES: None
PURPOSE: To efficiently and safely Locate, Confine, and Extinguish (LCE) a fire in a commercial building

SCOPE: Applies to members performing Engine company operations at commercial building fires

Commercial Fire Operations – Engine Company

It must be recognized that there are dramatic and significant differences in size, type, and construction of commercial structures. Therefore, the water supply decisions of the first and second due engines will set the stage for a successful fire attack operation. Engine companies must recognize the increased fire load (greater BTUs) presented by a commercial building and make early water supply decisions that will be sufficient to supply multiple handlines, tower/ladder monitors, or ground monitors, if necessary. Laying a single 3” supply line to a large commercial structure will not be sufficient if additional water is immediately needed. There will then be a delay in the fire-fight as companies regroup to set up a larger water supply as the incident progresses. Be cognizant of the potential fuel load these buildings have to offer, and be ready for it!

The commercial structures that are typically found in the downtown area and central portions of the City of Denver (the City) have much smaller areas and construction is either ordinary or heavy timber. Newer commercial structures have extremely larger areas and are of pre-stress slab construction. Other buildings discussed here are found throughout the City and will pose water supply and fire attack issues due to their size and layout.

A. Apparatus Placement

Engine placement should be based on three agendas:

1. The engine must be out of the way for arriving truck/tower companies. Good aerial ladder placement is a must at these buildings, and every effort should be afforded the truck/tower to spot as close to the building as possible. “I can stretch a line but I can’t stretch a ladder” is a quote that directly applies to this concept.

2. Rigs should be out of any collapse zone hazards.

3. The engine should be close enough to stretch attack lines into the building.
B. Communication
Communication between engine officers with regard to water supply activities is paramount to a successful operation at commercial buildings. For example, stating where hydrants are, whether a reverse or dual reverse is needed, and whether you have laid in or not are all things that need to be expressed for a successful water supply evolution.

C. Water Supply
Every commercial building poses different water supply problems. Engine officers will need to think ‘outside the box’ in terms of water supply. A dual forward lay may not be appropriate in a massive warehouse or school. Finding the fire, then communicating the need for a dual reverse lay from the second due engine may be the appropriate tactic. Due to relatively longer lays and an increased need for water because of building size, early care must be taken with regard to an efficient water delivery system. Engines communicating their needs and actions will make this operation successful.

D. Traditional Style Commercial Buildings
Every effort should be made to lay two 3” lines to a traditional style commercial building by the first arriving engine company. If the building has a sprinkler system, every attempt should be made to augment it while the initial fire attack is started. Fire attack, due to materials involved and size of structure, should be made with the appropriate handline unless a large volume of fire dictates a ground master stream. Most traditional style commercial buildings are conducive to reasonable handline stretches (300’ or less).

It must be recognized by the first arriving engine officer that entry to the fire area may not be through the so-called “front entrance” where the office area is usually located. Typically, these buildings have office areas in front, and making the stretch from this point would be cumbersome and slow, and could hinder the fire attack. Entry through the actual warehouse (man-door or large roll-up door) may be more beneficial.

Special Consideration:
A truck/tower company using a tag-line system may have to do initial reconnaissance to locate the fire prior to hose lines entering the structure. This will save much needed time and energy by avoiding stretching an attack line to the wrong location.
E. Buildings with Tilt Up Concrete Slab Walls and Lightweight Construction Roofs

Once the fire area has been discovered, communication must be made with the engine officer to get an exact location for access with the rig and an attack line. Hydrant lays to certain points of these buildings may be in excess of one thousand feet. These types of distances are not conducive to a good water supply, especially when considering a single straight lay without hydrant augmentation by a second engine. The closest possible hydrant must be considered in order to establish a good water supply that may eventually involve master streams or, at the very least, multiple 2-1/2” handlines.

First arriving engine officers must strongly take into account how long it is going to be before they will benefit from the added help (in pumping) from another engine company. This is crucially important when considering a long straight lay. Extended straight single lines will not give adequate water supply for an initial fire attack. Therefore, this engine must consider the reverse lay or double reverse lay to get the engine to the hydrant and maximize the water delivery. Working on a hydrant is the most efficient place for an engine. The sprinkler system can also be augmented from this engine using this method.

It has been noted that many tilt up concrete slab with lightweight truss buildings have standpipe systems. This is incorrect; they are not standpipe systems, but are small hose connections (1-1/2 outlets piped into the sprinkler system) that are only meant to be used for “clean up” or overhaul lines. These small hose connections are not placed in a uniform manner within structures and are not required in all occupancies. Also, these connections are not required to be located near an exit as is required for standpipe connections. Due to all these variables, small hose connections shall not be used to supply an attack line.

Special Consideration:
Engine officers must recognize the need for immediate ground level master streams versus handlines in the fire attack due to the volume of fire present. This method can be most easily accomplished with the engine at the hydrant.

To be Noted:
Engine officers should always consider varying methods of water delivery to a commercial building. A straight lay with one 3” line is a risky venture given the fuel load and excessive friction losses with potentially long supply and attack line stretches. Ground level master streams are an excellent tool for delivering large quantities of water to the upper areas of most commercial buildings. This method can only be accomplished with an engine at the hydrant delivering water to the master stream via two 3” lines or one 5” supply line.

F. Schools/Churches
Coordination between engine officers is important at these buildings. Many standpipe systems in schools may not work, as they may only supply certain portions of the building or may only supply the sprinkler system. Engine companies should consider investigating the fire to find the best location for apparatus placement (this may not be at the front of the building). A second engine may have to lay a dual reverse supply line to the attack engine. The attack crew may then have to make its own standpipe system utilizing 2-1/2” as a supply from the engine. The high-rise backpacks are an excellent choice for an attack line here as they are portable and can be carried to a location near the engine-made supply, then stretched to the seat of the fire.

The high-rise hose packs can also be dropped from an upper floor to a waiting supply line and be put to immediate use in a fire attack. If the high-rise backpacks are not used, dropping a rope from an upper floor and hoisting sufficient hose into play will work.

Consideration will have to be given to supplying the sprinkler system if one is present. Understanding the building and its water systems through pre-plans will help to address this issue.

G. Lightweight Constructed Buildings
Lightweight constructed buildings (i.e. strip malls, stand-alone fast food restaurants) pose a serious hazard in their construction make-up. Lightweight constructed supporting members can fail in less than four minutes when exposed to fire. The engine company should be prepared to make use of this time to mount an aggressive interior fire attack, with the focus being water application on these supporting structural members.
Water supply is paramount and 2 – 3” lines should be considered as a minimum for the attack engine, with the second engine augmenting the attack engine by ‘going to work’ on the attack engine’s hydrant.

Line selection is paramount – heavy fuel load must be considered!

2-1/2” handlines and/or ground monitors should be considered based on fuel load, fire conditions, and location of fire. Once inside the building, opening up the ceiling with a solid/straight stream to cool the upper supporting members and also to stop fire travel is an excellent tactic due to relatively little roof compartmentation in these buildings.

If heavy fire is present upon arrival in one business, exposure protection to the adjacent or connected businesses may be more important. Gaining access to the exposure businesses and opening up the ceiling (truck crew) with a hoseline at the ready to cool the ceiling members will stop fire spread beyond the primary fire area.

REFERENCES: None
PURPOSE: To provide, through the correct placement and operation of the 5-inch engine, large amounts of water (in excess of 1,000 gpm) for master stream application

SCOPE: Applies to all members working on a 5-inch engine company performing large water operations through the use of 5-inch hose

I. MULTIPLE ALARM WATER SUPPLY OPERATIONS FOR 5-INCH ENGINE COMPANIES

The Denver Fire Department Incident Response Matrix includes the response of two 5-inch engines and one ladder tower to every multiple alarm fire. When used effectively, 5-inch engine companies have the ability to provide up to 2000 gallons per minute for the purpose of water supply to master streams. Often times they will use hydrants that will be more remote from the incident than those hydrants being used by the first responding engines. The reason for this is twofold. First, most of the close-in hydrants will likely have already been secured by first alarm engine companies. Second, and most importantly, the 5-inch engine company should attempt to locate and use a hydrant that is on a large water main. The reason for this is to maximize the amount of water that can be delivered from this large main, through the use of 5-inch hose, to the master streams that are operating on the fire scene.

II. FIRST ARRIVING 5-INCH ENGINE

While responding to a multi-alarm fire, the officer and crew on the responding 5-inch engine company should attempt to gain a mental picture of the following important items:

A. Location of master stream(s) to be supplied
B. Hydrants already in use by first arriving engines
C. Location of closest large water main

Once the master stream location is determined, the 5-inch engine should reverse lay their 5-inch hose from the master stream (ladder tower, ladder, or engine supplying a particular master stream device) to the hydrant that has been selected and ‘Go to Work at the Hydrant.’
Often times it might be necessary to spot your engine at the hydrant and hand drag the 5-inch hose to the master stream. This can be highly beneficial at building complexes or incidents that have poor vehicle access.

III. SECOND ARRIVING 5-INCH ENGINE

If the master stream is a ladder tower, it should be noted that there is approximately 100 pounds of friction loss in the water pipe alone. Straight ladders with no tower have 60-plus pounds of friction loss. This, added to the 80 pounds of nozzle pressure plus any head pressure, might make it necessary to put the second arriving 5-inch company right next to the ladder tower or ladder so as to receive the water from the 5-inch company at the hydrant and then augment the pressure and relay pump into the master stream.

The Incident Commander might prefer that the second arriving 5-inch engine be used to supply another, more remote master stream. This engine company should then simply follow the same operation outlined for the first arriving 5-inch engine.

To be Noted: All 5-inch engines should make every attempt to pay close attention to their radios and firehouse monitors when large structure fires are in progress. This might give them a better idea as to which hydrants are already in use and location of master streams.

Fire Dispatchers should also give 5-inch engines a “heads up” on the telephone when they suspect that a structure fire is advancing toward a multiple alarm fire. 5-inch engine companies can then start to ‘pre-plan’ a particular incident with regard to water supply. This is especially beneficial at night.

REFERENCES: None
DENVER FIRE DEPARTMENT

STANDARD OPERATING GUIDELINE

Section: OPERATIONS: ENGINE OPERATIONS
Topic: AFFF / ATC FOAM

I. INTRODUCTION

The amount of foam carried on Pumpers designated as foam rigs will be six 5-gallon cans. Engines with pre-connected foam tanks will carry foam supplies as prescribed by Operations.

II. PROCEDURES

A. Company Officer

1. Orders supply line laid out where possible and spots pumper at desired location for attack (up wind and up hill if possible.)

Safety Precaution: Use all protective clothing and equipment, including helmet, bunking coat and pants, boots, gloves, SCBA, and hood, if issued.

2. Size up the incident to determine the quantity of foam and the type of foam needed by using the following rule of thumb:

Polar solvents (acetone, ethanol): 5-gallons of AFFF/ATC set at 6% for polar solvents will cover 400 square feet. For oxygenated fuels, up to 30% additive or hydrocarbon 3% setting on meter valve will cover 800 square feet. The general rule of thumb for foam depth is ½ to 1 inch.

The foam blanket should be white in color. Reapply often to maintain the color.

3. If the I.C. does not have the resources available to handle the incident, he or she should call for help and reevaluate the situation. If it is determined that the necessary resources are available to control the situation, this procedure should be continued.

See page on Foam Application Rates for a Spill.

B. Company Member
1. Makes hook up of eductor. Eductor can be mounted directly to pumper outlet or extended as needed with a 2-1/2 inch supply line from pumper to eductor position.

2. Metering valve must be set at the correct percentage settings according to the type of foam carried and its use. (Check the foam cans that are on your pumper for the correct percentage setting for the eductor.)

C. **Company Officer**

Order lengths of attack line, up to 300 feet of 1 ¾ inch hose from the eductor to the incident scene.

D. **Company Member**

Pulls desired size and length of hose and makes connections to the eductor.

E. **Company Officer**

Selects the proper nozzle according to GPM flow. Nozzle GPM must match eductor GPM. All eductors flow 95 GPM.

NOTE: "The Elkhart Selecto nozzle should not be used."

A constant flow nozzle that has been set at 95 GPM is the best nozzle to use. At this time, the Akron Marauder is the nozzle of choice.

F. **Company Member**

Unload the six cans of AFFF/ATC from the trough.

G. **ENGINEER**

Puts pump into operation, 200 psi must be maintained at the eductor. The eductor siphon tube is placed in the first can. All caps should be removed from other cans at the same time for quick transfer of the siphon tube as the contents of the cans are removed.
H. **Company Officer**

Makes sure no kinks are in the attack line and checks to see that the nozzle bale is in the full open position.

NOTE: Shaper tube is designed for Elkhart Selecto nozzle and will not fit any other nozzles.

I. **Company Members**

Assist on attack line.

J. **Company Officer**

Directs the foam application, through one or more of the following methods:

1. Indirect application: splashing foam off a vertical surface is an efficient means of application.

2. Bounce and roll the foam onto the fire from the front to control a spreading surface fire.

3. Raining the foam in on a high soft arch. The AFFF/ATC should be continuously applied even after extinguishment, until that entire fuel surface is covered by a visible foam blanket, especially when firefighters must enter the spill area.

NOTE: The foam blanket should be reapplied every five to ten minutes to assure vapor suppression. Check the color of the foam blanket to make sure it is white. If the color turns brown, reaplication of foam to the area is necessary.

III. **CHECKLIST**

The inability to properly proportion foam concentrate may be the result of one or more of the following:

A. Mismatched eductor/nozzle combination
B. Partially closed nozzle  
C. Clogged nozzle  
D. Hose lay too long  
E. Metering valve closed  
F. Nozzle elevated too high above eductor  
G. Equipment clogged with dried foam  
H. Ball check valve stuck  
I. Plugged screen  
J. Kink in hose

### IV. FOAM APPLICATION RATES

#### FOAM APPLICATION RATES FOR A SPILL

**HYDROCARBON (Gasoline)**

<table>
<thead>
<tr>
<th>AREA</th>
<th>APPLICATION DENSITY = FLOW RATE REQUIRED</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Flow Rate X 10 Minutes X% Concentration – AFFF/ATC needed.</td>
</tr>
<tr>
<td></td>
<td>1,500 Sq. Ft. 0.10 GPM/Sq.Ft.</td>
</tr>
</tbody>
</table>

1,500 FPM X .10 = 150 GPM Flow Rate Required.

150 GPM X 10 Minutes = 1,500 Gallons total foam solution required.

1,500 Gallons X .03 (3% concentration) = 45 Gallons AFFF/ATC proportioned at 3%.

This example indicated that a minimum water flow rate of 150 GPM is required with 45 gallons of AFFF/ATC proportioned at 3%.

**POLAR SOLVENTS (ACETONE, ETHANOL)**

<table>
<thead>
<tr>
<th>AREA</th>
<th>APPLICATION DENSITY = FLOW RATE REQUIRED</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Flow Rate X 10 Minutes X% Concentration – AFFF/ATC needed.</td>
</tr>
<tr>
<td></td>
<td>1,500 Sq. Ft. .20 GPM/Sq. Ft.</td>
</tr>
</tbody>
</table>

1,500 XX .20 = 300 GPM Flow Rate Required  
300 GPM X 10 Minutes = 3,000 Gallons total foam solution required.
3,000 Gallons X .06 (6% concentration – 188 gallons of AFFF/ATC proportioned at 6%.

This example indicates that a minimum water flow rate of 300 GPM is required with 188 gallons of AFFF/ATC proportioned at 6%.

V. COLD WEATHER OPERATIONS

COLD WEATHER OPERATIONS WITH AFFF (LIGHT WATER & AFFF/ATC)

The AFFF/ATC concentrate that the Denver Fire Department is using is good at temperatures of 25 degrees Fahrenheit to 120 degrees Fahrenheit. Below 25 degrees, the concentrate is too thick to siphon, and over 120 degrees the concentrate is too thin to siphon.

Possible Solution:

If the temperature is below 25 degrees Fahrenheit, put one or more sections of hose on the ground near the exhaust pipe of the pumper. Next put the five-gallon AFFF/ATC container on the hose. The exhaust will help keep the AFFF warm and ready for use. Also, you might cover the AFFF/ATC cans with a tarp to hold in the heat.

CAUTION: Make sure the exhaust does not melt the plastic cans.

Problems on your Eductor:

There is a small brass ball check valve in the eductor. If any moisture is in this valve, it can freeze to the seat and cut off the AFFF/ATC.

Solution:

Try to keep the eductor warm until the last minute before using.

Another Possible Solution:

1. Check the water level in the tank. (You might have to drain 30 gallons of water out of the tank first, then add 30 gallons of AFFF/ATC.)
2. Dump six cans of AFFF/ATC into a 500-gallon tank.
3. Pump at any layout needed for the fire.
4. After returning to quarters, the water tank and pump should be thoroughly flushed out to remove all foam residue.

VI. OXYGENATED FUELS

A. Alcohol

Color: Clear, colorless to dark colored liquid
Flash point: Less than 100 degrees F
Weight: Lighter than water, generally soluble in water
Vapors: Heavier than air
Extinguishing Agent: AFFF/ATC, carbon dioxide, dry chemical
Personal Protection: Avoid breathing vapors
Keep upwind
Wear protective equipment and SCBA

B. Ethanol – Ethyl Alcohol

Color: Colorless liquid
Flash point: 58 to 60 degrees F
Weight: Heavier than air
Extinguishing Agent: AFFF/ATC, carbon dioxide, dry chemical
Personal Protection: Avoid breathing vapors
Keep upwind
Wear all protective equipment and SCBA

C. (MTBE) Methyl Tertiary Butyl Ether – Butyl Ether

Color: Colorless liquid
Odor: Turpentine-like odor
Flash point: -30 degrees F
Weight: Lighter than water, insoluble in water
Vapors: Heavier than air
Extinguishing Agent: AFFF/ATC, carbon dioxide, dry chemical

Personal Protection: Avoid breathing vapors
Keep upwind
Wear all protective equipment and SCBA
PURPOSE: To provide a procedural overview for first and second arriving truck companies

SCOPE: Applies to all Denver Fire Department personnel functioning in an operational capacity at a single family residence fire

OPERATIONS
All Truck company duties are dictated by the situation and need to remain flexible in order to accomplish the tactical priorities set by the Incident Commander.

I. FIRST IN TRUCK COMPANY RESPONSIBILITIES

A. Size up
B. Rig placement
C. Establish Command (if no Chief on scene)
D. Forcible entry for initial attack line placement
E. Search and rescue
F. Utility control
G. Check for extension
H. Salvage and overhaul
I. Ventilation

II. ROLES OF THE FIRST IN TRUCK

A. Officer
1. Size up
2. Officer establishes Incident Command and builds the command structure as the situation dictates and available resources allow.
   a. Brief command statement
   b. First in tactical assignments
      i. Rig placement and assignment for second in truck and other responding apparatus
      ii. Request additional resources and make other assignments as necessary.
   c. When relieved of command, rejoin the Engineer for interior search and rescue or further fire ground operations.
B. Engineer
   1. Rig placement, spot for the building
   2. Check for presence of fire conditions in basement windows.
      a. If fire conditions are present, notify command immediately.
      b. Horizontal ventilation is appropriate.
   3. Rear door sweep
   4. Utility control
   5. Vent as appropriate.
   6. Report to command on c-side conditions and actions taken.
   7. Rejoin the officer for further fire ground operations.
   8. Check for extension.
   9. Salvage and overhaul

C. Firefighters
   1. Force entry for primary attack line.
   2. Search for victims and the seat of the fire.
      a. Concentrate efforts on exit passages and bedrooms.
      b. Relay the location of the fire to attack crew.
      c. Report the results of the primary search to command.
      d. Begin a secondary search.
      e. Report the results of the secondary search.

All members must operate in the rescue mode until all secondary searches are completed.

III. SECOND IN TRUCK COMPANY RESPONSIBILITIES

Priority is dictated by the situation and needs to remain flexible, but may include:

A. Complete unfinished primary tactical responsibilities.
B. Vent Enter Search (VES)
C. Primary search of the floor above the fire
D. Roof operations
E. Laddering for rescue, access/egress, and vertical ventilation
F. Force barred windows
G. Vent for life
H. Vent for fire
DENVER FIRE DEPARTMENT

STANDARD OPERATING GUIDELINE

Section: OPERATIONS: TRUCK OPERATIONS

Topic: Truck Company Operations at Single Family Residential Fires

<table>
<thead>
<tr>
<th>Topic No:</th>
<th>2113.01</th>
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<tr>
<td>Date:</td>
<td>04-20-11</td>
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<tr>
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<td>TAB</td>
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<td>Review Date:</td>
<td>04-20-13</td>
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<tr>
<td>Replaces:</td>
<td>OPs FOGs 400.01, 401.01, and 402.01 (03-18-04); and 403.01 (01-15-04)</td>
</tr>
</tbody>
</table>

I. Positive pressure ventilation
J. Check for extension
K. Check exposures
L. Salvage and overhaul

IV. ROLES OF THE SECOND IN TRUCK COMPANY

These are dictated by the situation and need to remain flexible in order to accomplish the tactical priorities set by the Incident Commander and the second in truck officer.

REFERENCES: None
PURPOSE: To provide a procedural overview for first and second arriving truck companies

SCOPE: Applies to all Denver Fire Department personnel functioning in an operational capacity at low rise apartment fires

I. OPERATIONS

All truck company duties are dictated by the situation and need to remain flexible in order to accomplish the tactical priorities set by the Incident Commander.

II. CONSIDERATIONS

These types of fires differ from others due to the high life hazard and the enclosed multiple exposures within a single structure.

A. High life hazard  
B. Limited apparatus and aerial access  
C. Delayed operation of initial hand lines  
D. Location of the fire  
E. Standpipe, sprinkler, communication, Firefighter “B” service elevators, and centrally monitored alarm systems may not be present.  
F. Uncontrolled smoke exposure  
G. Protect occupants in place or evacuate  
H. Multiple exposures  
I. Stacked utility chases  
J. Large combustible attics or cocklofts  
K. Auto exposure

Assume these structures are lightweight construction until confirmed otherwise. The presence of fire within the lightweight structural components and voids must be relayed to command.

Depending on height, construction, and aerial access, these structures may be treated like high rise fires.
DENVER FIRE DEPARTMENT

STANDARD OPERATING GUIDELINE

Topic No: 2113.02
Date: 04-20-11
Approved: TAB
Review Date: 04-20-13

Section: OPERATIONS: TRUCK OPERATIONS

Topic: Truck Company Operations at Low Rise Apartment Fires

Initial investigation must start at the lowest level to confirm that the fire did not originate on a lower level and vent up through open fire doors, stairways, and open apartment doors.

First and second in truck placement is critical; Engineers may be required to stay with the apparatus and operate the aerial.

Locating and rescuing the most endangered occupants and confining the fire must be a priority. Aggressive smoke control and ventilation of stairwells and hallways are critical for life safety. Roof operations are crucial to assist with smoke control and to prevent fire spread throughout the combustible voids.

Incident Commanders should consider calling for additional resources early.

III. FIRST IN TRUCK COMPANY RESPONSIBILITIES

A. Size up
B. Aerial placement
   1. Spot for rescue and roof operations
   2. Communicate placement for second truck
C. Establish command
D. Locate the fire
E. Forcible entry for initial attack line placement
F. Search and rescue starting from the fire apartment working outward and upward
G. Utility control, initially within the affected apartment
H. Check for extension
I. Salvage and overhaul

IV. ROLES OF THE FIRST IN TRUCK

A. Officer
   1. Size up
   2. Officer establishes incident command and builds the command structure as the situation dictates and available resources allow.
      a. Brief command statement
      b. First in tactical assignments
DENVER FIRE DEPARTMENT
STANDARD OPERATING GUIDELINE

Topic No: 2113.02  
Date: 04-20-11

Approved: TAB  
Review Date: 04-20-13

Section: OPERATIONS: TRUCK OPERATIONS

Replaces: OPs FOGs 400.01, 401.01, and 402.01 (03-18-04); and 403.01 (01-15-04)

Topic: Truck Company Operations at Low Rise Apartment Fires

i. Rig placement and assignment for second in truck and other responding apparatus  
ii. Request additional resources and make other assignments as necessary.  
iii. Identify and communicate critical construction features such as interior or exterior hallways or walkways, balconies, or other refuge areas.

c. When relieved of command, rejoin the Engineer or crew for further fire ground operations

B. Engineer
1. Rig placement, spot for rescue and/or roof operations  
2. Aerial operations, if needed  
3. Rejoin the officer or crew as directed  
4. Utility control, either localized or general  
5. Indicate ventilation  
6. Check for extension  
7. Salvage and overhaul

C. Firefighters
1. Locate the fire, searching from the lowest level and working up. Report conditions, actions, and needs.  
2. Force entry for primary attack line.  
3. Search for victims and the seat of the fire.  
   a. Concentrate efforts on exit passages and bedrooms.  
   b. Relay the location of the fire to the attack crew and Incident Commander.  
   c. Report the results of the primary search to command.  
   d. Conduct a primary search of adjacent apartments.  
   e. Conduct secondary searches.  
   f. Report the results of all searches.  
4. Ventilate as appropriate.  
5. Check for fire extension aggressively and early, concentrating on voids and utility chases.  
6. Salvage and overhaul

All members must operate in the rescue mode until all secondary searches are completed.
V. SECOND IN TRUCK COMPANY RESPONSIBILITIES

Priorities are search of the living unit(s) and floor above the fire or roof operations.

A. Spot aerial for rescue and roof operations, complementing the first in truck position.
B. Complete unfinished primary tactical responsibilities.
C. Primary search of the living unit(s) and floor above the fire
D. Roof operations
E. Laddering for rescue, access/egress, and vertical ventilation
F. Vent for life.
G. Vent for fire.
H. Positive pressure ventilation
I. Utility control
J. Check for fire extension aggressively and early, concentrating on voids and utility chases.
K. Check exposures.
L. Salvage and overhaul

VI. ROLES OF THE SECOND IN TRUCK COMPANY

These are dictated by the situation and need to remain flexible in order to accomplish the tactical priorities set by the Incident Commander. Emphasis on aerial or ladder placement for rescue, secondary egress, and roof operations. Ventilation must be addressed as soon as possible.

REFERENCES: None
PURPOSE: To provide a procedural overview for first and second arriving truck companies

SCOPE: Applies to all Denver Fire Department personnel functioning in an operational capacity at a multi-story attached residential fire

OPERATIONS

All truck company duties are dictated by the situation and need to remain flexible in order to accomplish the tactical priorities set by the Incident Commander.

CONSIDERATIONS

Treat these incidents similar to a single-story residence with the following considerations:

A. Limited access for apparatus and aerial devices
B. Lightweight or Truss Joist I-beam construction
C. Combustible building materials
D. Large common attics
E. Multiple void spaces
F. Large open floor plans
G. Multiple exposures
H. Auto exposure

Assume these structures are light weight construction until confirmed otherwise. The presence of fire within the light weight structural components and voids must be relayed to command.

Fire spread can be rapid. Aggressive void access and roof operations are crucial to prevent fire spread throughout the common voids. Incident Commanders should consider calling for additional resources early.

I. FIRST IN TRUCK COMPANY RESPONSIBILITIES

A. Size up
B. Aerial placement/Ground laddering
   Consider spotting for the roof.
C. Establish Command (if no Chief on scene)
D. Forcible entry for initial attack line placement
E. Search and rescue
F. Utility control
G. Check for extension
H. Salvage and overhaul

II. ROLES OF THE FIRST IN TRUCK

A. Officer
   1. Size up
   2. Officer establishes Incident Command and builds the command structure as the situation dictates and available resources allow.
      a. Brief command statement
      b. First in tactical assignments
         i. Rig placement and assignment for second in truck and other responding apparatus
         ii. Request additional resources and make other assignments as necessary.
      c. When relieved of command, rejoin the Engineer for interior search and rescue or further fire ground operations.

B. Engineer
   1. Rig placement and aerial operation for rescue and/or ventilation
   2. Utility control, if possible
   3. Vent as appropriate.
   4. Rejoin the officer for interior search and rescue or further fire ground operations
   5. Check for extension.
   6. Salvage and overhaul

C. Firefighters
   1. Force entry for primary attack line.
   2. Search for victims and the seat of the fire.
      a. Concentrate efforts on exit passages and bedrooms.
      b. Relay the location of the fire to attack crew.
      c. Report the results of the primary search to command.
III. SECOND IN TRUCK COMPANY RESPONSIBILITIES

Priorities are search of the unit above or roof operations.

A. Complete unfinished primary tactical responsibilities.
B. Vent Enter Search (VES)
C. Primary search of the floor above the fire (should be conducted using extreme caution)
D. Roof operations
E. Laddering for rescue, access/egress
F. Force barred windows.
G. Vent for life.
H. Vent for fire.
I. Positive pressure ventilation
J. Check for extension aggressively and early, concentrating on voids and utility chases
K. Check exposures
L. Salvage and overhaul

IV. ROLES OF THE SECOND IN TRUCK COMPANY

These are dictated by the situation and need to remain flexible in order to accomplish the tactical priorities set by the Incident Commander. Emphasis on aerial or ladder placement to the rear for VES, secondary egress, and roof operations

REFERENCES: None
PURPOSE: To provide a procedural overview for first and second arriving truck companies

SCOPE: Applies to all Denver Fire Department personnel functioning in an operational capacity at a strip mall or single story, single occupancy commercial structure fire

OPERATIONS

All Truck company duties are dictated by the situation and need to remain flexible in order to accomplish the tactical priorities set by the Incident Commander.

CONSIDERATIONS

These fires present unique hazards:

A. Is the building occupied; type of occupancy
B. Location and extent of fire
C. Light weight construction
D. Façade overhangs
E. Roof loads
F. Large open area
G. High capacity utilities

I. FIRST IN TRUCK COMPANY RESPONSIBILITIES

A. Size up
B. Rig placement
C. Establish Command
D. Forcible entry for initial attack line placement
E. Search and rescue
F. Utility control
G. Check for extension
H. Salvage and overhaul
### II. ROLES OF THE FIRST IN TRUCK

#### A. Officer

1. Size up
2. Officer establishes Incident Command and builds the command structure as the situation dictates and available resources allow.
   a. Brief command statement
   b. First in tactical assignments
      i. Rig placement and assignment for second in truck and other responding apparatus
      ii. Request additional resources and make other assignments as necessary.
   c. When relieved of command, rejoin the Engineer for interior search and rescue or further fire ground operations.

#### B. Engineer

1. Rig placement, spot for the building
2. Check for presence of fire conditions in basement windows.
   a. If fire conditions are present, notify command immediately.
   b. Horizontal ventilation is appropriate.
3. Utility control
4. Vent as appropriate.
5. Report to command on c-side conditions and actions taken.
6. Rejoin the officer for further fire ground operations.
7. Check for extension.
8. Salvage and overhaul

#### C. Firefighters

1. Force entry for primary attack line.
2. Search for victims and the seat of the fire.
   a. Concentrate efforts on exit passages and bedrooms.
   b. Relay the location of the fire to attack crew.
   c. Report the results of the primary search to command.
   d. Begin a secondary search.
   e. Report the results of the secondary search.
### Topic: Truck Company Operations at Strip Mall Fires, Including Stand Alone, Single Story, Single Occupancy Commercial Structures

| 3. | Ventilate as appropriate. |
| 4. | Check for fire extension. |
| 5. | Salvage and overhaul |

All members must operate in the rescue mode until all secondary searches are completed.

### III. SECOND IN TRUCK COMPANY RESPONSIBILITIES

Priority is dictated by the situation and needs to remain flexible.

- **A.** Complete unfinished primary tactical responsibilities.
- **B.** Vent Enter Search (VES)
- **C.** Primary search of the floor above the fire
- **D.** Roof operations
- **E.** Laddering for rescue, access/egress, and vertical ventilation
- **F.** Force barred windows.
- **G.** Vent for life.
- **H.** Vent for fire.
- **I.** Positive pressure ventilation
- **J.** Check for extension
- **K.** Check exposures
- **L.** Salvage and overhaul

### IV. ROLES OF THE SECOND IN TRUCK COMPANY

These are dictated by the situation and need to remain flexible in order to accomplish the tactical priorities set by the Incident Commander and the second in truck officer.

**REFERENCES:** None
PURPOSE: To provide a procedural overview for first and second arriving truck companies, including the Rescue and Hamer companies

SCOPE: Applies to all Denver Fire Department personnel functioning in an operational capacity at a warehouse fire

CONSIDERATIONS

These fires present unique hazards. Due to large open areas, building construction, machinery, hazardous materials, and large capacity utilities, emphasis must be placed on team integrity and firefighter safety. Conditions on arrival and determining whether the building is occupied or not will determine the strategy and tactics employed:

A. Location and extent of fire
B. Lightweight/special construction
C. Determine the presence and location of fire walls/partition walls.
D. Roof loads
E. Consider early vertical ventilation.
F. Large open floor space
G. High capacity utilities
H. Be aware of the presence of hazardous materials, machinery, and dangerous manufacturing processes. It may be dangerous and create further hazard if the Fire Department shuts these down.
I. Presence of high piled storage
J. Truck companies shall carry taglines and thermal imagers with them on all warehouse calls
K. If significant smoke or fire is present, personnel must deploy with a hose line and/or tagline.
L. Be aware of changing conditions; if smoke is encountered, find the nearest exit, open it, secure it, and deploy a tagline from a fixed point on the outside and continue your search.
M. If the location and extent of fire is not known, consider deploying a tagline parallel to the loading docks. Open the overhead doors as you go. Work from the outside in.
N. Be aware of the distance traveled in the structure relative to air available in your SCBA.
O. Consider additional resources and multiple alarms early.
P. Take the time to deploy rigs appropriately. Consider Level 2 staging from the onset and know your best access before committing resources.
Q. Due to the size of these structures, a primary survey of the entire building may be warranted. Additional hazards/fires may be found.

The use of a thermal imager for interior operations and roof reconnaissance is ideal in these types of structure fires.

I. FIRST IN TRUCK COMPANY RESPONSIBILITIES

A. Size up
B. Rig placement
C. Establish Command, communicate repeatedly the location of command post and side A, and consider Level 2 staging.
D. With the first in engine, form the Interior Team. Maintain the integrity of that team. Coordinate forcible entry with initial attack line.
E. If smoke and/or fire are present, deploy tagline(s).
F. Search and rescue. Hasty search for victims and reconnaissance for fire location and its nearest access. Reconnaissance is critical for deployment of additional companies
G. Utility/machinery control, if appropriate
H. Salvage and overhaul

II. ROLES OF THE FIRST IN TRUCK

A. Officer
1. Size up
2. Officer establishes Incident Command and builds the command structure as the situation dictates and available resources allow.
   a. Brief command statement
   b. First in tactical assignments
      i. Rig placement and assignment for second in engine, truck, and other responding apparatus based on reconnaissance information
      ii. Request additional resources and make other assignments as necessary.
DENVER FIRE DEPARTMENT

STANDARD OPERATING GUIDELINE

Topic No: 2113.05
Date: 04-20-11
Approved: TAB
Review Date: 04-20-13
Section: OPERATIONS: TRUCK OPERATIONS
Replaces: OPs FOGs 400.01, 401.01, and 402.01 (03-18-04); and 403.01 (01-15-04)

TOC:

2113.05 Truck Company Operations at Warehouse Fires, Including “Big Box Store” Fires

2113.05 Truck Company Operations at Warehouse Fires

Page 3 of 4

B. Engineer
1. Rig placement. Should remain with the rig and be mobile in order to reposition based on the Interior Team’s report
2. Prepare aerial for operation
3. Logistical support for the Interior Team
4. Forcible entry for the attack line(s) and/or secondary egress
5. Rejoin the officer for further fireground operations

C. Firefighters
1. Must team up with the first in engine crew to form the interior team. Coordinate forcible entry, locate the fire, and conduct a hasty search.
2. Responsible for deploying taglines for our safety
3. Utilize thermal imager and other appropriate tactics to locate any victims and fire.
   a. Concentrate efforts on exits, area in front of dock doors, and main aisles. Use taglines and a thermal imager.
   b. Relay the extent and location of the fire to attack crew and command
   c. Locate and open the closest access to the fire.
   d. Locate and open overhead doors, if possible.
   e. Report the results of the hasty search to command.
   f. Report any hazards to command as they are encountered
3. Ventilate as appropriate.
4. Check for fire extension.
5. Salvage and overhaul

All members must operate with caution, keeping in mind air management, the potential for rapid fire spread, and sudden collapse in these types of structures.

III. SECOND IN TRUCK COMPANY RESPONSIBILITIES

Priority is dictated by the situation and needs to remain flexible.
A. Level 1 or Level 2 staging unless otherwise directed. Spot apparatus per the Incident Commander. Don’t commit until there is a clear understanding of the situation.

B. Be prepared for:
   1. Forcible entry
   2. Interior operations
   3. Roof operations
   4. Utility management

IV. ROLES OF THE SECOND IN TRUCK COMPANY

These are dictated by the situation and need to remain flexible in order to accomplish the tactical priorities set by the Incident Commander and the second in truck officer.

V. RESCUE AND HAMER COMPANY RESPONSIBILITIES

Priority is dictated by the situation and needs to remain flexible.

A. The Rescue or Hamer companies may not have the same responsibilities as the first or second in truck. They may be required to function as technical resources. These companies do not replace the response of aerial apparatus.

B. Must spot apparatus to allow access for aerials.

C. Rescue may be tasked with extensive forcible entry, RIT operations, ventilation, and/or HazMat functions.

D. Hamer may be tasked with atmospheric and run off monitoring, identification, and control of on-site hazards, etc.

VI. SUBSEQUENT ARRIVING TRUCK COMPANIES’ RESPONSIBILITIES

A. Apparatus placement as dictated by the Incident Commander

B. Complete unfinished tactical objectives and other assignments as dictated by the Incident Commander.

REFERENCES: None
PURPOSE: To establish the guidelines for DFD personnel responding to incidents involving the investigation of an accumulation of carbon monoxide

SCOPE: Applies to all Denver Fire Department personnel functioning in an operational capacity at a carbon monoxide response

I. CONSIDERATIONS

Carbon monoxide is an odorless, tasteless, colorless gas that is deadly. It is a by-product of a fuel burning process. Many appliances such as furnaces, kitchen stoves, hot water heaters, automobiles, etc. can produce carbon monoxide. When a faulty device or unusual conditions exist, carbon monoxide may be vented into areas where people are present.

Carbon monoxide poisoning may be difficult to diagnose. Its symptoms are similar to the flu, which may include headache, nausea, fatigue, and dizzy spells.

The Occupational Safety and Health Administration (OSHA) has established a maximum safe working level for carbon monoxide at 35 parts per million (PPM) over an eight-hour period, in the general workplace. The U.S. Environmental Protection Agency has established that residential levels are not to exceed 9 PPM over an eight-hour average.

Commercial buildings have many sources of CO not found in residences such as parking garages, drive-through windows, auto repair bays, various “processes”, un-vented gas burners in large confined spaces, forklifts, etc., recognizing the OSHA-established 35 PPM as the acceptable level for commercial buildings. Denver Fire Department has established 35 PPM as the threshold level where all members must use their SCBA.

All Truck Companies will be equipped with Multi-Rae meters with CO detection capability. To provide better coverage for the outlying sections of the city, several select Engine companies will be equipped with Multi-Rae meters with CO detection. All companies will be equipped with Single-Gas CO meters.

Company officers are responsible for ensuring that their meters are operating correctly. All meters, except for the single gas CO meters, are to be checked and calibrated monthly for proper operation by Station 6. Your meter should be sent in on the corresponding day of the month. For example: Truck 2 would send their meter in on the second day of that month.
II. TRUCK/METER EQUIPPED ENGINE COMPANY RESPONSIBILITIES

The Officer establishes incident command and builds the command structure as the situation dictates and available resources allow. Two firefighters with SCBA enter the structure with a multi gas meter. The meter should be zeroed and set up inside a clean air environment (no vehicle fumes). Any additional resources needed should be relayed to the incident commander immediately.

NOTE: AN ALARMING DETECTOR IS ASSUMED TO BE CORRECT UNTIL DETERMINED OTHERWISE.

A. Be sure the structure is evacuated and start the investigation procedure with 2 – 3 firefighters only.

An initial air reading should be taken just inside the entry point to ascertain initial conditions, keeping in mind that meters take a short period of time to analyze the air sampled.

B. Determine if anyone exhibits any symptoms of carbon monoxide poisoning (symptoms may include, but are not limited to, headache, nausea, fatigue, dizzy spells, or impaired judgment).

If anyone is presenting with signs and symptoms of carbon monoxide poisoning, command shall request Hamer 1 and an ambulance Code 10. If Hamer 1 is not available, another truck company with meters shall be dispatched to verify the initial meter readings.

C. If no one exhibits any symptoms of carbon monoxide poisoning, check the interior to get a CO reading in PPM.

1. Keep windows and doors closed until house is checked completely using the carbon monoxide meter.
2. Turn on any appliances that can create carbon monoxide and make sure levels don’t increase while running (furnace, hot water heater).
3. Ventilation (electric fans) of the structure shall begin to bring levels below 9 PPM unless it is a commercial structure, then 35 PPM is acceptable.
4. Xcel Energy shall be notified if necessary (malfunctioning furnace, etc.)
5. If Xcel has been notified, they should be enroute and the crew should stand-by until the arrival of Xcel.
6. Inform the residents of findings and actions taken.
7. If CO levels are below threshold limits of 9 PPM (residential) or 35 PPM (commercial), then inform the resident to have their CO detector checked as recommended by the manufacturer.
8. Advise the residents to call 911 if the alarm reactivates.

III. SINGLE GAS CO DETECTORS

1. A single gas CO meter will be issued and shall be permanently attached to the in-service medical or oxygen bag on all companies.

2. Once meter is turned on, leave it as is. The default mode when turned on will measure the low limit of CO (35 PPM) and will go into alarm at or above this level.

3. The meter is designed to run in a continuous manner; therefore, once placed in service there is no need to shut the meter off.

4. These meters are to operate as a safety buffer only, to alert fire crews of inadvertently operating in a CO contaminated atmosphere. (i.e. medical calls, etc.)

5. If the meter goes into alarm (35 PPM), the rescuers and victims shall retreat to a safe area and the company officer shall contact Fire Dispatch to initiate the appropriate CO response which will include a Truck Company/and or Hamer 1.

6. If the meter goes into alarm, there is no need to send in for calibration.

7. Calibration is required every six months. Companies will not be assigned a specific meter; Station 6 will maintain a calibrated and working inventory of meters that will be distributed out when the districts send in their current meters. Company officers and members will be responsible for the inventory of the meter that they receive. The single gas meters shall be sent to Station 6 for calibration as follows:

   - January/July: District 2
   - February/August: District 3
   - March/September: District 4
   - April/October: District 5
   - May/November: District 6
   - June/December: District 7
I. Subject, Purpose, and Scope

SUBJECT: Operations/Tactical Appendix in high rise and standpipe equipped buildings.

PURPOSE: To define a Strategic approach and supported Tactical Appendix for the size-up and mitigation of fires in high rise or multi-storied standpipe equipped buildings.

SCOPE: This guideline shall apply to all department members involved in emergency operations in high rise or multi-storied standpipe equipped buildings.

II. Introduction

The Denver Fire Department has created a guideline to outline procedures and operations at fires in high rise buildings. The Incident Command System is a key feature of the National Incident Management System (NIMS). The management system is designed to enable effective and efficient incident management by integrating a combination of personnel, procedures and equipment operating within a common organizational structure, designed to effectively mitigate high rise incidents. While other Department standard operating guidelines also apply to an incident of this type, operations at these fires have so many unique requirements and dangers, that a guideline specifically covering this type of incident is needed. As with all other Department guidelines, this document is not designed as, nor should it be used as a step-by-step manual at the scene of an emergency. Instead, it should be viewed as a guide that establishes a framework for how a high-rise incident should be handled by the Denver Fire Department. It is designed to achieve the mission of life safety, incident stabilization and property conservation at the scene of an emergency. Deviation from this guideline must be performed with the acknowledgement of the Incident Commander.

Due to the dynamic challenges faced during any fire ground operation, Officer Discretion is paramount in achieving the desired result of safe incident mitigation. The use of Officer Discretion for deviation of this guideline with justification shall be communicated to all on scene companies including the Incident Commander.

III. This guideline addresses the following tactical considerations:
A. Obtaining access to the fire building, securing keys, gaining control of elevators and other building systems.
B. Establishing Lobby Control to assist with personnel accountability.
C. Establishing a Building Systems Group to control the building’s fire protection systems.
D. Securing a water supply and supplying building systems with water, or working around the building systems.
E. Locating the fire floor using detection systems and witness reports or other means.
F. Initiating a fire attack and determining scope of the fire and the need for additional hose lines.
G. Conducting primary search of the fire floor.
H. Determining the need for evacuation of areas not involved in the initial fire.
I. Evacuating all or part of the fire building. Evaluating the decision to protect building occupants in place.
J. Conducting reconnaissance on the floor above for the need to provide additional hose lines or rescue resources.
K. Conducting reconnaissance on all floors above the fire floor for fire spread, smoke infiltration, and rescue needs.
L. Determining the proper ventilation practices using building systems or fire department resources.
M. Level II-Exterior Staging
N. Interior Staging.
O. Rehabilitation operations.
The Denver Fire Department utilizes the National Incident Management System (NIMS). The command and control functions within a high rise incident will fall under the communicative direction of NIMS.

Due to the dynamic and unique challenges that high-rise occupancies present during fire suppression activities, the Incident Commander needs to be proactive in realizing that his/her manageable span of control (5) may quickly be exceeded upon confirmation of a working structure fire and utilize the modular framework within NIMS to build the Command and Control components as needed.

ICS Supervisory Position Titles:

<table>
<thead>
<tr>
<th>Organizational Level</th>
<th>Title</th>
<th>Support Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Incident Command</td>
<td>Incident Commander</td>
<td>Deputy</td>
</tr>
<tr>
<td>Command Staff</td>
<td>Officer</td>
<td>Assistant</td>
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<tr>
<td>General Staff (Section)</td>
<td>Chief</td>
<td>Deputy</td>
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<tr>
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<td>Supervisor</td>
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</tr>
<tr>
<td>Unit</td>
<td>Leader</td>
<td>Manager</td>
</tr>
</tbody>
</table>

Within the National Incident Management System (NIMS) resource allocation will begin with the assignment of Single Resources.

I. **Single Resource:** An individual, a piece of equipment and its personnel compliment, or a crew or a team of individuals with an identified work supervisor.

Please refer to the Tactical Appendix-Command and Control (Topic 2114.21) in regards to Single Resource utilization as defined by the DFD.

Once the incident has progressed to multiple resources and or companies being assigned to specific geographical areas or functional tasks, the implementation of Division/Groups should be considered.

II. **Division and Groups:** (Supervisor) Division and/or Groups are established when the number of resources exceeds the manageable span of control (5) of Incident Command.
Divisions are established to divide an incident into physical or geographical areas of operation. Groups are established to divide the Incident into functional areas of operation. Please refer to the Tactical Appendix-Command and Control (Topic 2114.21) in regards to Division/Group utilization as defined by the DFD.

As the incident develops beyond the utilization of Divisions/Groups to manage the recommended span of control (5) and/or the Incident Commander identifies the need to expand the command and control organization, the NIMS system recommends the implementation of Branch Level assignments.

III. **Branches**: (Directors) Branches may serve several purposes and may be functional, geographic, or both, depending on the circumstances of the incident. In general, Branches are established when the number of Divisions or Groups exceeds the recommended span of control (5).

Please refer to the Tactical Appendix-Command and Control (2114.21) in regards to the Branch Level recommendations as defined by the DFD.

If the incident expands beyond the Branch Level organizational capacity, the Incident Commander will need to incorporate General Staff assignments.

IV. **General Staff**: The General Staff is comprised of the Operations, Planning, Logistics and Finance Section Chiefs. In addition to the Command function, the General Staff represents the other four management functions within the Incident Command system. The General Staff reports directly to the Incident Commander.

V. **Command Staff**: The Command Staff report directly to the Incident Commander and provides critical support to both the I.C. and others on the Command Team. These positions can include the Safety Officer, PIO, Liaison Officer and Intelligence Officer. These positions are not considered to be a part of the Incident Commanders span of control.

Within the Command and Control organization the Incident Commander will need to consider both Level II and Interior Staging

**Staging: Level II(Exterior Staging)/ Interior Staging:**

The Level II (Exterior Staging) will be located at a predetermined exterior location as identified by the Incident Commander and its Manager will report directly to the I.C.
The Interior Staging will be located two floors below the fire floor and its Manager will report directly to the Incident Commander.

Staging is not considered part of the Incident Commanders span of control.
The Incident Commander is responsible for the safe management of all personnel at emergency scenes.

A Safety Officer shall operate at every working high-rise incident. The Safety Officer reports directly to the Incident Commander. Until a Safety Officer is assigned, the IC is the Safety Officer. While the Safety of on scene personnel is the ultimate responsibility of the Incident Commander, the designation of a Safety Officer enables the Incident Commander to identify a specific individual who will assist with ensuring the safety of on-scene personnel. This allows the Incident Commander to focus on the overall scene management. The primary criteria for selecting a Safety Officer should be based on the individual’s technical knowledge of the particular procedures being utilized at the emergency scene. Specific procedural familiarity is essential to the Safety Officer, enabling him or her to accurately evaluate the activities of the personnel engaged in emergency scene operations. Safety Officers shall monitor and assess on-scene hazards and unsafe situations to ensure the highest degree of personnel safety.

Please refer to Attachment B: Standard Operating Guidline-2110.05-Safety Officer Roles and Responsibilities for additional information.
Hose line selection of the first arriving Engine Company Officer will dramatically affect the Command and Control system employed by the Incident Commander. It is imperative that the first arriving Engine Company Officer make an informed decision on this selection. At a minimum, the following should be considered in this selection:

- Pre-plan Information
- Known occupancy/life hazards
- Information from the calling party
- On scene size-up

The Denver Fire Department is committed to the “team concept” in regards to hose line deployment. Due to this commitment, it is imperative that the first two Engines (second two, etc.) on scene have the same size hose line, and prior to any back-up or exposure protection deployment, these Engine Companies work together ensuring the primary attack line is in place and operating.

The following is the approved Hose lines selection for the Denver Fire Department for Fire Alarm investigations and reported Fires in High Rise Occupancies.

**Fire Alarm Investigations including Private Fire Alarms, DFD Box Alarms and Alarm Bells Ringing:**

- Hose line selection will be at the discretion of the Engine Company Officer. 200 feet (four approved high rise packs) of either 2” or 2 ½” hose.

**Report of Fire in a High Rise Structure:**

- *The first arriving Engine Company Officer shall state the initial hose line selection on the assigned Tactical Channel upon arrival.*

- The initial attack line selection will be at the discretion of the first arriving Engine Company Officer. 200 feet (four approved high rise packs) of either 2” or 2 ½” hose will be approved for deployment.

- The second arriving Engine Company will be required to carry the same size hose line (200’) as the first arriving Engine Company unless an extenuating circumstance dictates deviation from this guideline. If the second arriving Engine Company chooses a different hose line, this choice shall be communicated on the assigned Tactical Channel ensuring the IC is aware.
All subsequent arriving Engine Companies will be required to carry 200 feet (four approved high rise packs) of 2” or 2 ½” hose upon assignment into the fire building by the Incident Commander. The team concept will be utilized with all assigned Engine Companies and therefore communication between them will be paramount in ensuring that the same hose line selection is consistent.
The Denver Fire Department is committed to the safe and effective mitigation of structure fires relating to High-Rise Occupancies. Therefore, the following Strategic Priorities must be considered in order to achieve safe and effective incident mitigation by the Incident Commander upon arrival of the first alarm resources:

I. Incident Command
II. Systems/Lobby Control
III. Exterior Rescue
IV. Interior Staging
V. Rapid Intervention Team
VI. Primary Fire Attack
VII. Back up (Fire Floor)/ Exposure (Floor Above) Fire Attack
VIII. Search/Rescue/Ventilation/Forcible Entry of the Fire Floor
IX. Reconnaissance/ Search/Rescue/Ventilation/Forcible Entry of the Floor Above the Fire Floor
X. Reconnaissance/Protect in Place/Evacuation of the floors above the floor above the fire floor with an immediate LCAN report to the IC of the top floor of the fire building.

Please reference the Tactical Appendix- 1st Alarm Resource Allocation (Topic 2114.22) for the Tactical Priorities and recommended assignments of the 1st alarm resources.
I. First Alarm Resources

- Four Engines
- Two Trucks
- One Rapid Intervention Team
- Rescue 1
- HAMER 1
- Three District Chiefs

II. Second and all subsequent Alarm Resources

- Four Engines
- Two Trucks
- 1 District Chief
- Command Staff/Support Personnel
Based on the needs of the Incident, the Incident Commander will need to consider the establishment of two Staging Areas.

**Level II (Exterior Staging):** All additional resources requested by the Incident Commander shall respond to the Level II Staging area (unless an assignment has been given by command) and report to the Staging Manager (if assigned) or to the Incident Commander for assignment. The Company Officer of the first arriving apparatus will be initially assigned the duties of Staging Manager. A separate radio channel should be utilized to communicate directly with dispatch to request additional resources and communicate with Interior Staging to deploy resources to interior staging area. **No member shall enter the fire building unless assigned, and shall have full PPE.**

**Interior Staging Officer:** This will be located two floors below the fire floor. The Interior Staging Officer will be the first Company Officer directed by the Incident Commander to report to the Interior Staging area.

Staging Managers will communicate directly to the Incident Commander and are not considered to be part of the overall span of control.
The use of elevators within a high-rise structure fire is a valuable logistical tool to reduce reflex time and firefighter fatigue.

Although elevators can be a very valuable logistical tool, they can also quickly become dangerous and deadly traps. Extreme caution should always be exercised with regard to the use of all elevators.

The following procedures and considerations must be strictly adhered to and enforced by the Incident Commander during fire ground operations including the investigation of Class I Private Fire Alarms, DFD Box Alarms and Alarm Bells Ringing.

I. If there is Heavy fire upon arrival and the potential of any of the Building systems being compromised, use the stairs

II. If the alarm panel or size up information indicates there is smoke or fire in the elevator machine room or hoist way, use the stairs

Beware of Elevator Shunt Trip Systems-Please reference Attachment A: Standard Operating Guideline 2111.17 Elevator Operations for definition, clarification and training purposes

III. If the building is equipped with multiple elevator banks utilize a bank that does not service the fire floor

IV. Do not use an elevator that is not equipped with Phase I or II “Fire Service Recall and Control” during the pre-control phase of fire ground operations

V. All personnel shall be equipped with Full PPE, SCBA, the necessary tools and equipment, and a Radio when utilizing an elevator

VI. Don’t overload the elevator

VII. Designate an Elevator Operator

VIII. Visually inspect the Hoist-way for Water, Smoke, and Fire

IX. Never take an elevator below grade

X. Never take an elevator directly to a reported fire floor or floor of alarm
XI. Stop two (2) floors below the reported fire floor or floor of alarm

These procedures are designed to maximize firefighter safety when utilizing elevators for operations in multi-story and high-rise buildings. These procedures must be strictly adhered to during the Pre-Control Phase of the fire ground or emergency operation. However, keep in mind that once the incident has been brought under control, the Incident Commander or his designee may initiate a more liberal utilization of elevators as a logistical tool, if it is determined safe to do so, if the elevator(s) are operating properly, and if it would positively contribute to the efficiency and effectiveness of the overall fire ground or emergency operation.

Please reference Attachment A: Standard Operating Guideline 2111.17 Elevator Operations for further explanation and training in regards to the safe utilization of Elevators during fire ground operations.
ATRIUM – a continuous opening through two or more floors other than enclosed stairways, elevators, hoistways, escalators, plumbing, electrical, air-conditioning or other equipment shafts, which is closed at the top.

ANNUNCIATOR PANEL – a graphic display of a building or area of a building that indicates the source of an alarm, or the operation of a fire protection system. This panel may be located at the front entrance, in the Fire Command Center, on each floor, or in each area. Areas of a building that house specific processes or systems, such as a computer room with a special extinguishing system may also have its own annunciator panel. These systems must be connected to the main fire alarm panel.

AUTO EXPOSURE – fire spread up the outside of a building, floor-to-floor, by way of the windows or exterior curtain walls. This type of fire spread is common at high-rise fires and places all areas of the building above the fire area in jeopardy.

BRANCHES- (Directors) NIMS Terminology- Branches may serve several purposes and may be functional, geographic, or both, depending on the circumstances of the incident. In general, Branches are established when the number of Divisions or Groups exceeds the recommended span of control (5).

BUILDING COMMUNICATIONS SYSTEMS – these systems allow Fire Department personnel to transmit information from the Fire Command Center to all or part of the building. They also allow the Command Center to receive information from certain areas within the structure. (See Topic 2114.26 for further information)

CENTER CORE CONSTRUCTION – a type of construction in which the elevators, stairways, and building support systems are grouped together in the center of the building. The core is usually constructed of concrete and steel or a combination of both, and is fire rated. The floors of the building are usually constructed of concrete poured over metal decking and are supported by protected structural steel or a truss assembly. An exterior wall constructed of glass or stone is fastened to the structural steel frame or truss system supporting the floors. The exterior wall is a curtain wall which leaves a gap between the structural frame and the exterior wall, creating an avenue for fire spread unless quality fire-stopping is installed per code requirements.
COMMAND STAFF - NIMS Terminology-The Command Staff report directly to the Incident Commander and provides critical support to both the I.C. and others on the Command Team. These positions can include the Safety Officer, PIO, Liaison Officer and Intelligence Officer. These positions are not considered to be a part of the Incident Commanders span of control.

DAMPER – a device used to control the airflow in the ducts of a building’s heating, ventilation, and air conditioning (HVAC) system.

DIVISION AND GROUPS -(Supervisor) NIMS Terminology- Division and/or Groups are established when the number of resources exceeds the manageable span of control (5) of Incident Command. Divisions are established to divide an incident into physical or geographical areas of operation. Groups are established to divide the Incident into functional areas of operation.

ELEVATOR MACHINE ROOM – a mechanical room or area housing the equipment which operates the elevators. A building that has multiple banks of elevators may have more than one elevator machine room. These rooms are usually found at the top of the elevator shaft when the elevator is of the electric traction type. Some types of elevators, such as hydraulically operated systems, may have a control room at the bottom of the hoist way. Some elevator systems utilize a “machine-room-less” (MRL) elevator control system in which there is no machine room, just a control panel, which may be located on virtually any floor of the building top to bottom. In this type of installation, all of the elevator machine components are located within the hoist way itself. (See Attachment A for further information)

ELEVATOR RECALL – a system installed on an elevator that provides for return of the elevator cars to the designated level of a building in an emergency. The recall may be accomplished automatically when the building goes into alarm, or may only be activated when a switch is operated. Phase I service type for elevator recall only returns the elevator(s) to the designated level and leaves the cars there with the doors open, while Phase II service provides for both recall and subsequent controlled use of firefighters by means of a special key. Most recent high-rise buildings in Denver are fitted with Phase II or “Firefighter’s” service. (See Attachment A for further information)

EMERGENCY POWER SYSTEM – a backup electrical system, generator, batteries, or other acceptable electrical supply that is used when the normal
electrical system in a building fails. Diesel-fueled systems should have an on-site fuel supply of eight hours, and should be capable of operating fire alarms, detection systems, exits, emergency lighting, fire pumps, smoke control equipment, emergency ventilation systems, communication systems, emergency elevator operations (high rise buildings only), and processes where interruptions would pose a serious hazard. The controls and/or gauges for this installation may be located in the Fire Command Center.

FIRE COMMAND CENTER – the room or area in a high-rise building designed for control of fire operations. This room or area may contain an annunciator panel, fire alarm panel, emergency communications devices, elevator status, elevator control devices, emergency or backup power supply controls, building plans, equipment, keys and handsets to be used by firefighters.

FIRE DAMPER – a damper used to restrict the passage of heat, fire, and smoke in the building’s HVAC systems.

FIRE DEPARTMENT CONNECTION (FDC) the Fire Department connection on the outside of a building that allows Fire Department engines to supply water to sprinkler and standpipe systems in the building. There may be multiple FDC’s present depending upon the design and height of the building.

FIREFIGHTER AREA OF REFUGE – refers to a tactic used to provide firefighters with an area of refuge during fire attack to protect against wind driven fires. In multiple dwellings, apartment doors on either side of the fire apartment can be opened and maintained on the same side of the building as the fire apartment. If a violent wind event occurs, such as loss of the windows on the windward side of the building, those apartments can be used for areas of refuge by firefighters. Apartments across the hall from the fire apartment should be avoided as refuge areas because the wind may trap firefighters in the air flow path from windward to leeward sides of the building.

FIREFIGHTER HANDSET – a portable telephone supplied by the building that is taken with firefighters when operating in a high-rise building. This handset is plugged into remote jack locations throughout the building, and communications are established with the Fire Command Center.

FIRE TOWER (or SMOKE TOWER) – an enclosed stairway connected to each floor by an outside balcony or fire-resistant vestibule that is vented to the outside. This arrangement is designed to provide for smoke-free exiting from the building.

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DENVER FIRE DEPARTMENT
STANDARD OPERATING GUIDELINE

Section: OPERATIONS: HIGH RISE
Topic: Tactical Appendix - Definitions

Topic No: 2114.20
Date: 08-15-2013
Approved: CD
Review Date: 08-15-2014
Replaces: SOGs 2114.01 (titled High Rise Definitions) and 2114.10 (titled High Rise Rehabilitation Operations), both dated 10-12-11
building in case of a fire. These stairwells should not be utilized for fire attack whenever possible.

**FLOOR AREA SEPARATION** – two types are generally present; open floor space, where the entire floor is one large open area, or compartmentalization, where the floor is divided into fire-rated separations. The open floor concept is commonly found in commercial office buildings, while compartmentalization is more common in residential occupancies.

**GENERAL STAFF**- NIMS Terminology-The General Staff is comprised of the Operations, Planning, Logistics and Finance Section Chiefs. In addition to the Command function, the General Staff represents the other four management functions within the Incident Command system. The General Staff reports directly to the Incident Commander.

**GROUPS AND DIVISIONS**-(Supervisor) NIMS Terminology-Division and/or Groups are established when the number of resources exceeds the manageable span of control (5) of Incident Command. Divisions are established to divide an incident into physical or geographical areas of operation. Groups are established to divide the Incident into functional areas of operation.

**HIGH-RISE BUILDING** – a building defined by the Denver Building Code having any portion of a floor used for human occupancy that is more than 75 feet above the lowest level of Fire Department vehicle access.

**HVAC** – the Heating, Ventilation, and Air Conditioning system. This system may also be used by the Fire Department to control fire and smoke movement during an emergency. Many systems are designed with automatic and manual fire controls for this purpose; these controls are located in the Fire Command Center.

**KNOX BOX** – a locked box at a building that contains keys for entrance into the building and its interior spaces and/or elevator keys. All KNOX boxes in Denver are keyed alike, so that any fire company can gain access to each building with a KNOX box. Other jurisdictions that the DFD serves, such as the City of Glendale, have a different KNOX box key which has been provided to all fire companies in the city. These boxes are typically located at the main entrance to the building. Smaller “Lock Boxes” that are opened with a Fire Department barrel key are also present in some occupancies.
**LEVEL II STAGING (Exterior)** – Level II Staging is an external staging area designated by the Incident Commander that is used to gather equipment and personnel for use at a high rise fire. Level II Staging operates directly under the Incident Commander. Ideally, the location is easily accessible for both incoming companies and companies being deployed into the fire area. Staging should be located far enough away to provide for the safety of members and equipment, but close enough to allow rapid deployment of resources.

**LOBBY** – the main entrance and ground floor area of a building, usually containing elevator(s), stairway access, and the Fire Command Center.

**MANUAL PULL STATION** – a manually-operated fire alarm device located at various locations in a building. In many buildings, a phone jack for the firefighter’s handset is located near each manual pull station.

**NEUTRAL PRESSURE PLANE (NPP)**– The level within a building at which the barometric pressure both inside the building and outside the building are the same. There is no active normal movement of air inside the building either up or down in the zone containing the NPP. It is dynamic and may affect more than one floor of the building at any given time and it may also change as environmental factors adjust. Firefighters can’t control the location of the NPP. It is mutually dependent and operates synergistically with Stack Effect.

**POKE-THROUGH CONSTRUCTION** – a type of construction that allows utilities and other objects to pass through fire-rated walls and floors. If not properly sealed after construction, this practice allows fire and smoke to move from one compartment within a building to another.

**REFUGE AREA (AREA OF RESCUE ASSISTANCE)** – an area in a building designed to protect persons in that area from fire and smoke. This may be accomplished by constructing fire-rated barriers, such as walls and doors, around the refugee area, or by means of ventilation, which pressurizes the refuge area and theoretically keeps out the fire and smoke. Usually these areas are located on each floor of a high-rise building, near the elevators or stairways.

**REHABILITATION**–Due to the extreme physical efforts required in fighting a fire in a high-rise building, the issue of rehabilitation must be considered. Even after completing an assigned task, fire companies may be required to walk down many flights of stairs to reach areas of rehabilitation. The condition of firefighters must be monitored for safety.
INTERIOR REHABILITATION (RE-HAB) - should be established on lower floors whenever an incident may be of a long duration and the fire is on the upper floors, or when other conditions warrant. This area should be established in a safe area of the building, preferably one or two floors below the Interior Staging Area. The area should contain liquids, food, medical personnel, medical supplies, and communication equipment. Provisions for the transport of immobile personnel should also be considered.

EXTERIOR REHABILITATION - should be established for protection from the elements, the media, and other distractions, as well as the safety of personnel. Buildings near the fire building may be suitable for this purpose. This area should also contain refreshments, medical care, and restrooms.

The Incident Commander may choose to assign an Officer in charge of “RE-HAB.” Assistance from outside agencies such as the Red Cross or Salvation Army may be coordinated under this position.

SECTIONAL CONTROL VALVES – manual valves on a sprinkler or standpipe system that control the flow of water to a specific section or floor of the building. These valves are used to control sprinkler or standpipe operations in a specific area without affecting the rest of the system.

SHUNT TRIP – a power control system involving building elevator systems that automatically shuts power down to an elevator when a heat detector activates in an elevator hoist way or elevator machine room. Shunt trip systems are present when elevator machine rooms and hoist ways are sprinklered. Shunt trips are designed to make sure that electrical equipment is de-energized prior to the application of water, so that erratic and unpredictable elevator behavior can be thwarted. They are activated by heat detectors in machine rooms and hoist ways.

SINGLE RESOURCE - NIMS Terminology – Is an individual, a piece of equipment and its personnel compliment, or a crew or a team of individuals with an indentified work supervisor.

SMOKE CONTROL SYSTEM – an engineered system that uses mechanical fans to produce pressure differences to control smoke movement across smoke
zones. The system is designed to exhaust smoke from the zone in alarm to the exterior of the building and to prevent smoke infiltration to the surrounding zones by pressurization.

SPRINKLER SYSTEM – a fire extinguishing system that consists of a network of pipes and sprinkler heads designed to provide water in selected areas of the building. On each floor, the sprinkler heads are usually mounted overhead and spaced to cover approximately 100 square feet. The water supply for the sprinkler system is usually inter-connected to the standpipe system, and fire department engines can also supply water to these systems by way of the fire department connection.

STACK EFFECT – the vertical, natural air movement throughout a high-rise building caused by the difference in temperatures between the inside air and the outside air. Positive stack effect is characterized by a strong draft from the ground floor to the roof and is more significant in colder climates. Negative stack effect causes air to move from upper floors toward the ground floor and occurs in hot climates. Negative stack effect is usually not as dramatic because the difference in temperature is not as great. See Neutral Pressure Plane for a closely related concept.

STAGING – (Interior) - At high-rise incidents, an interior staging area is established two floors below the fire floor and reports directly to the Incident Commander. The interior staging area is used to collect and distribute equipment and personnel for the firefighting effort.

STAIRWAY (EQUIPMENT) SUPPORT UNIT – a group of firefighters used to transport equipment from the lobby level to the interior staging area by way of the stairwells. This method of equipment transport may be utilized when it is not feasible to use elevators or when deemed appropriate by the IC. The early establishment of an SSU is recommended for serious fires to maintain an adequate supply of tools, equipment, and air cylinders at staging.

STANDPIPE – a water supply system installed in a building and used by the Fire Department to provide water for hose lines. Outlets are located either in the stairwell or on each floor within 10 feet of a stairwell door. Multiple outlet locations are required whenever 100 feet (200 feet in fully-sprinklered buildings) of travel from the standpipe to an area is exceeded. The system is supplied by city water mains and a fire pump that will theoretically supply enough volume and pressure to maintain the required flow pressure at the top-most outlet with 500-
DENVER FIRE DEPARTMENT

STANDARD OPERATING GUIDELINE

Section: OPERATIONS: HIGH RISE
Topic: Tactical Appendix - Definitions

Topic No: 2114.20
Date: 08-15-2013
Approved: CD
Review Date: 08-15-2014
Replaces: SOGs 2114.01 (titled High Rise Definitions) and 2114.10 (titled High Rise Rehabilitation Operations), both dated 10-12-11

2114.20 High Rise Tactical Appendix-Definitions

Page 8 of 8

2114.20 High Rise Tactical Appendix-Definitions

Page 8 of 8

427

Standpipe systems are required in every building four or more stories above grade. Per International Fire Code (IFC), definitions are:

- Class I is a standpipe system equipped with 2-1/2 inch outlets.
- Class II is a standpipe system directly connected to a water supply and equipped with 1-1/2 inch outlets and hose.
- Class III is a standpipe system directly connected to a water supply and equipped with 1-1/2 inch outlets and 2-1/2 inch outlets.

Valve outlets may have Pressure-Reducing Valves (PRVs) or other pressure-restricting devices installed, which could significantly affect the pressure and flow obtained from the standpipe system.

STRATIFICATION – when air or smoke is heated it tends to rise. This rising will continue until the air or smoke cools off, at which point it will tend to accumulate and spread out horizontally. When this occurs inside a high-rise building, the smoke will start to accumulate on floors above the fire, creating additional hazards to persons in those areas. Even though the smoke is cold, it is still very deadly. The Upper Floors Branch Director or any Company that is assigned to the area above the floor above the Fire Floor should aggressively focus on the ventilation and removal of stratified smoke.

WIND DRIVEN FIRE – a phenomenon that occurs when winds complicate firefighting efforts. Most notably it happens when windows fail on the windward side of the building resulting in the forceful pushing of heat, fire and smoke back into the building. Common flow paths include hallways and stairwells which firefighters are utilizing for fire attack. This can create dangerous conditions for members operating in these areas. At times a flanking attack from adjoining units may need to be considered if wind conditions prevent attack or advancement at the apartment door. Firefighters should anticipate wind conditions especially on the upper floors of high rise buildings and be ready to adjust tactics to counter these effects.
The Denver Fire Department will utilize the NIMS Command Structure for all reported high rise structure fires. The National Incident Management System is very dynamic and fluid which allows Incident Commanders the ability to build a Command Structure that can address any Incident. Due to the dynamic and fluid nature of this system, it is important to identify the specific functions, terminology and assignments within the framework that the Denver Fire Department will utilize during a high rise fire incident.

The following Command and Control areas will be utilized when needed during a high rise structure fire event:

ICS Supervisory Position Titles:

<table>
<thead>
<tr>
<th>Organizational Level</th>
<th>Title</th>
<th>Support Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Incident Command</td>
<td>Incident Commander</td>
<td>Deputy</td>
</tr>
<tr>
<td>Command Staff</td>
<td>Officer</td>
<td>Assistant</td>
</tr>
<tr>
<td>General Staff (Section)</td>
<td>Chief</td>
<td>Deputy</td>
</tr>
<tr>
<td>Branch</td>
<td>Director</td>
<td>Deputy</td>
</tr>
<tr>
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<td>N/A</td>
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<tr>
<td>Unit</td>
<td>Leader</td>
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Within the National Incident Management System (NIMS) resource allocation will begin with the assignment of Single Resources.

I. **Single Resource**: An individual, a piece of equipment and its personnel compliment, or a crew or a team of individuals with an indentified work supervisor.

The Denver Fire Department will define the utilization of a Single Resource as either a crew (Engine 1, Tower 1 etc.) or team. The team concept will be utilized when 2 or more crews are teamed together. This will commonly happen when two Engine Companies are married together to deploy a fire attack line. For example; if Engine 1 and Engine 2 have been assigned the task of deploying an attack line, the IC, Branch Director or Division Supervisor will assign this task and identify a work supervisor. For this example the supervisor will be the Officer from Engine 01 and the balance of Engine 1’s crew along with Engine 2 will be the team. This work supervisor’s radio ID will be “Engine 01.”
Once the incident has progressed to multiple resources and or companies being assigned to specific geographical areas or functional tasks, the implementation of Division/Groups should be considered.

II. Division and Groups: (Supervisor) Division and/or Groups are established when the number of resources exceeds the manageable span of control (5) of Incident Command. Divisions are established to divide an incident into physical or geographical areas of operation. Groups are established to divide the Incident into functional areas of operation.

The Denver Fire Department will utilize Divisions within a high-rise structure as a defined geographical area. This will mean that each floor within a high-rise will be referred to as a Division. For example; upon arrival to a reported fire within a high-rise and the fire floor has not been confirmed, the IC may assign the first responding resources to report to the fire floor. This can then be defined as the Fire Floor Division with an identified Division Supervisor. Upon arrival and confirmation of the fire floor the Division Supervisor will radio to Command the specific fire floor. The IC will have the discretion to rename this Division to the actual floor (Division 21 for example) or leave it as the Fire Floor Division. The remaining Division designations will be the actual floor number (the floor below will be Division 20 and the floor above will be Division 22).

The Denver Fire Department will utilize Group designations to identify specific functional assignments with an assigned Group Supervisor. For example, the IC may assign a Company(s) to the specific task of Evacuation. This will be referred to as the Evacuation Group and could necessitate the need for this Group to move to various areas within the fire building to accomplish this task.

As the incident develops beyond the utilization of Divisions/Groups to manage the recommended span of control (5) and/or the Incident Commander identifies the need to expand the command and control organization, the NIMS system recommends the implementation of Branch Level assignments.

III. Branches: (Directors) Branches may serve several purposes and may be functional, geographic, or both, depending on the circumstances of the incident. In general, Branches are established when the number of Divisions or Groups exceeds the recommended span of control (5).

The Denver Fire Department will define Branch Level assignments within a high rise structure fire as follows:
**Suppression Branch:** (Director) This Branch includes the fire floor, the floor above, and the floor below. These three floors can be divided into Divisions (Supervisor) based on the needs of the incident.

Example: If the fire floor is on the 16th floor the “Suppression Branch” is responsible for the 15th, 16th, and 17th floors. The direction of suppression of the fire can be divided into Division designations such as Fire Floor Division, Division 15, Division 16 and Division 17 etc.

**Upper Floors Branch:** (Director) This Branch includes all floors above the floor above the fire.

Example: If the fire floor is on the 16th floor, the “Upper Floors Branch” is responsible for the 18th floor to the roof and all activities required within this area. The direction of the Upper Floors Branch can be divided into Group designations, such as Recon Group, Search and Evacuation Group, Ventilation Group etc. This area can also be separated into Divisions if the IC or Branch Director so chooses. This would include Division 18, and Division of all floors to the top floor and the Roof Division.

**Lower Floors Branch:** (Director) This Branch includes all floors below the floor below the fire.

Example: If fire floor is on the 16th floor, the “Lower Floors Branch” is responsible for the 14th floor downward including the 1st floor, basement and or sub basements. The direction of the “Lower Floors Branch” can also be divided into Groups or Divisions. Group designations may include Lobby Control, Building Systems, Stairwell Support, Medical Group etc. If the IC or Branch Director so chooses, the floors within the Lower Floor Branch can be separated into Divisions which could include the division of all floors two floors below the fire floor downward.

The Lower Floors Branch Director will responsible for ensuring that the following areas are assigned when needed:

1. **Lobby Control** whose responsibility is to track the accountability of all companies and personnel that enter the building (See Tactical Appendix: Lobby Control/Accountability, Topic 2114.25).
2. **Building Systems** to direct the building’s fire protection, response and communication systems and ensure proper air movement within the structure. The Building Systems position also includes the responsibility to communicate with the occupants in the building; directing the occupants to either shelter in place or to
evacuate utilizing the appropriate stairwell (See Tactical Appendix: Fire Protection and Building Systems, Topic 2114.27)

3. **Elevator Operations** are the responsibility of the Lower Floors Branch Director. The Elevator Operator is normally the Engineer from the 1st due Truck (See Attachment A: Elevator Operations, SOG 2111.17).

4. **Equipment Support** which will be established when needed to shuttle tools, equipment and air cylinders to the staging area located two floors below the fire floor (See Tactical Appendix: Equipment Support Operations, Topic 2114.28).

5. **Rehab** to refresh firefighters, providing adequate fluid and food replacement

**Exterior Branch**: (Director) This position is responsible for all exterior areas surrounding the fire building. The following positions should be considered and established when necessary:

1. **Water Supply** which may be supervised by the Engineer from the third due Engine Company.
2. **Exterior Rehab Unit** which is staffed in cooperation with EMS and established by the Exterior Branch Director.
3. **Police Operations, Support Agencies (non-fire dept.) and Helicopter Operations** may also be the responsibility of the Exterior Branch Director.

**Medical Branch**: (Director) Upon report of a Structure Fire, Denver Health will dispatch an Ambulance and a Supervisor. The Incident Commander should consider the establishment of the Medical Branch to address the medical needs of the incident and allow this Branch Director the authority to utilize a separate radio channel and the ordering of additional resources.
I. Initial Response to a Reported High Rise Fire:

- Four Engines
- Two Trucks
- One RIT – Truck Co. (Engine Co. may be assigned)
- Rescue 1
- HAMER 1
- Three District Chiefs.

Call for additional resources early: It is recommended that the Incident Commander consider, upon confirmation of a working fire in a high-rise building, requesting a second alarm assignment. This recommendation is in order to operate as safely as possible, to accomplish all of the essential tasks at high-rise fire operations, and establish the necessary positions of the Command and Control System.

First Alarm Company Assignments

All referenced Command and Control assignments for the initial resource allocation assumes that the Incident Commander has determined that the modular framework of NIMS has progressed beyond Single Resources to Divisions/Groups.

All members are to be in full personal protective equipment (PPE) including SCBA prior to entering the building.

A. ENGINE COMPANIES

- All backup/exposure lines shall be equal to or greater in diameter than the primary attack line

1. FIRST ARRIVING ENGINE COMPANY: (Fire Floor)

First Arriving Engine Company Officer: The first arriving Engine Company Officer is responsible for the initial fire suppression operations on the fire floor. This Engine Company Officer may be assigned as a Supervisor of the initial Fire Floor Division (if the first Arriving Truck Officer is unavailable) at the discretion of the I.C.

Officer and two Firefighters
The Officer and two Firefighters of the first Arriving Engine Company will proceed into the building with a minimum of 200’ (four approved high rise packs of either 2” or 2 ½”) feet of standpipe hose packs and one standpipe equipment kit.

*The first Arriving Engine Officer shall state initial hose line selection upon arrival on the assigned tactical channel.*

Once the fire location has been established, the Officer should designate an Attack Stair. Selection of the Attack Stair should be based on what is the safest, closest, and fastest way to reach the fire. Smoke Towers should be avoided for use as the Attack Stair due to the possibility of an enhanced Stack Effect, and the potential dangers associated with a wind driven fire. In addition, Smoke Towers are designed specifically for evacuation of building occupants.

**Attack lines shall not be hooked up on the fire floor. All attack lines are stretched from below the fire floor, preferably the floor below.**

**Engineer**

The Engineer from the first Arriving Engine Company spots the apparatus as close as possible to the Fire Department Connection (FDC) and initiates appropriate primary water supply procedures (See Tactical Appendix-Water Supply Operations, Topic 2114.23).

2. **SECOND ARRIVING ENGINE COMPANY:** (Fire Floor)

**Officer and two Firefighters**

The Officer and two Firefighters from the second Arriving Engine Company will assist their engineer, if necessary, with the hose layout to complete the primary water supply.

The Officer and two firefighters from the second Arriving Engine Company then proceed into the building with a minimum of four 2” or 2 ½” standpipe hose packs totaling 200’, and one standpipe equipment kit (hose line selection will equal that of the first arriving Engine Companies unless extenuating circumstances dictate deviation which shall be announced on the tactical channel). The second Arriving Engine Company’s primary responsibility will be to join the first arriving Engine Company, and assist them with the initial attack hose line as directed by the I.C. If the initial hose line is 2”, and the primary attack line is in place the second arriving Engine Company may deploy a backup/exposure line once directed by the IC. This Engine Company will initially be a part of the Fire Floor Division, and under the direction of the
Division Supervisor (First Arriving Engine/Truck Company Officer). The second Arriving Engine Company may be re-assigned by the Division Supervisor or I.C. as necessary.

**Engineer**

The Engineer of the second Arriving Engine Company lays out the appropriate supply hose lines assisted by his/her crew if necessary. The Engineer spots the pumper apparatus at a hydrant, and initiates a tandem pumping operation, in order to complete the Primary Water Supply (See Tactical Appendix- Water Supply Operations, Topic 2114.23).

3. **THIRD ARRIVING ENGINE COMPANY: (Assigned by I.C.)**

**Officer and two firefighters**

Upon the direction of I.C. the third arriving Engine Company will proceed into the building with a minimum of four 2” or 2 ½” standpipe hose packs (totaling 200’), one standpipe equipment kit and any other tools as deemed necessary and be prepared to:

1. Proceed to a location two floors below the fire floor, and determine if there is a suitable location on this floor for staging
2. Relieve the first two Engine Companies operating on the fire floor.
3. Stretch, advance, and operate a backup line on the fire floor at the direction and request of the Division Supervisor and/or the I.C.
4. Stretch, advance and operate an exposure line on the floor above at the direction and request of the I.C. or Suppression Branch Director if assigned.
5. If and when this Engine Company stretches and operates a second attack hose line, they will be assisted by the fourth Arriving Engine Company, and will operate under the assigned Division Supervisor, Suppression Branch Director or the I.C.

**Attack lines shall not be hooked up on the fire floor. All attack lines are stretched from below the fire floor, preferably the floor below.** (Additional hose lines may have to be hooked up two floors below the fire floor.)

**Engineer**

The Engineer from the third Arriving Engine Company will spot the apparatus as close as possible to a second, interconnected Fire Department Connection (FDC), if one exists. If the building is not equipped with a second FDC, he/she will spot as close as possible to the FDC being used by the first Arriving Engine Company, and prepare to initiate appropriate secondary water supply procedures at the discretion of the Incident Commander. The Engineer of the third Arriving Engine Company may become the initial Water Supply Group Supervisor if deemed
necessary by the I.C. If assigned, the Water Supply Group Supervisor will coordinate all water supply operations, communicating directly with the Incident Commander (IC) or Exterior Branch Director. (See Tactical Appendix-Water Supply Operations, Topic 2114.23)

4. FOURTH ARRIVING ENGINE COMPANY: (Assigned by I.C.)

Officer and two firefighters

Upon the direction of I.C., the fourth arriving Engine Company will proceed into the building with the a minimum of four 2” or 2 ½” (hose line selection of the fourth assigned Engine Company will equal that of the third) standpipe hose packs (totaling 200’), one standpipe equipment kit and any other tools as deemed necessary and be prepared to:

1. Proceed to a location two floors below the fire floor, and determine if there is a suitable location on this floor for staging
2. Relieving the first two Engine Companies operating on the fire floor.
3. Stretching, advancing, and operating a backup line on the fire floor at the direction and request of the Division Supervisor and/or the IC.
4. Stretching, advancing and operating an exposure line on the floor above at the direction and request of the I.C. or Suppression Branch Director if assigned.
5. If and when the fourth Arriving Engine Company stretches and operates a second attack hose line, they will be assisted by the third Arriving Engine Company, and will operate under the assigned Division Supervisor, Suppression Branch Director or the I.C.

Engineer

The Engineer from the fourth Arriving Engine Company locates a secondary water supply (hydrant), and stands by at that location, prepared to complete the necessary hose layout to initiate appropriate Secondary water supply procedures if necessary, and upon orders from the Incident Commander. (See Tactical Appendix- Water Supply Operations, Topic 2114.23)

B. TRUCK COMPANIES

Depending on conditions upon arrival, arriving Truck Companies may be needed to complete rescue operations on the exterior. The Truck Company Officer should direct his/her engineer to spot the aerial or tower apparatus as appropriate, for any elevated rescue, or potential rescue needs, and secondary egress for firefighters operating inside the building. Consideration should be given to spotting on a corner of the building to maximize scrub area to two sides of the building. If an immediate rescue situation exists, the Company Officer will assign his/her members as appropriate, to effect rescue.
1. FIRST ARRIVING TRUCK COMPANY: (Fire Floor)

Officer, Engineer and two firefighters

The first Arriving Truck Company Officer will be the initial Incident Commander, if a District Chief is not on scene.

If no exterior rescue situation exists, the Officer two Firefighters, and the Engineer (if not assigned to operate the aerial apparatus) from the first Arriving Truck Company will proceed into the building with the necessary compliment of tools and equipment (See Tactical Appendix-Tools and Equipment Topic 2114.24)

During a PFAS or DFD Box alarm investigation, when no District Chief is on scene, the first Arriving Truck Officer will remain in the lobby area or fire command center if one exists. If a fire is confirmed during the investigation or the initial call is reported as a high rise fire, then the first Arriving Truck Company Officer may proceed to the fire floor and assume the Fire Floor Division Supervisor once the first arriving Chief is on scene, Command is transferred and is directed by the IC. The first Arriving Truck Officer will note the locations of alarm(s), any changes from a normal building condition from the fire panel or command center and obtain a set of building keys and communication handsets if available.

If fire is located above the sixth floor an elevator may be used to transport firefighters. The first Arriving Truck Company Engineer is assigned to become the Elevator Operator. (See Attachment A)

Members of the first Arriving Truck Company will initially be under the supervision of the first Arriving Engine Company Officer if the First Arriving Truck Officer has established Incident Command or is directed to remain in the command center upon the arrival of the first Arriving Chief.

Members of the first Arriving Truck Company may be required to provide; reconnaissance, forcible entry, primary search, rescue of occupants, pre-control overhaul, determination of the potential for wind driven fire conditions, establishment of firefighter areas of refuge, and if necessary, assist with the first hose line as directed by the assigned Division Supervisor or IC (especially in situations where the fire is discovered during a PFAS Class I or Box Alarm investigation, or if the second Arriving Engine is not expected to be on scene momentarily). Once an attack stairwell is selected, if the stairwell door is intact, the attack stairwell should be searched, while control of the fire floor door is maintained, at least 5 floors above the fire floor to clear the stairwell of people who are attempting to exit the building via the attack stairwell. Once the fifth floor above the fire floor is reached, members should call out to people in the
stairwell to make an effort to contact them if they are in the stairwell and assist them to safety or direct them to exit below the fire floor.

2. SECOND ARRIVING TRUCK COMPANY: (Assigned by I.C.)

Officer, Engineer and two firefighters

If no exterior rescue situation exists, the Officer, Engineer and two Firefighters, once assigned by the I.C. will proceed into the building with the necessary compliment of tools and equipment (See Tactical Appendix-Tools and Equipment 2114.24) and be prepared to:

A. Report to and establish an Interior Staging Area
B. Ascend to the floor above the fire and establish the assigned Division Supervisor and provide a Location, Conditions, Actions and Needs (LCAN Report) report to the I.C. with specific information regarding smoke or fire extension onto the floor above.
C. Be assigned to the Fire Floor Division Supervisor and assist with operations on the fire floor.
D. Be assigned to the area above the floor above the fire floor.

3. THIRD ARRIVING TRUCK COMPANY: (Initial RIT)

An Engine Company may be assigned RIT duties if a Truck Company is determined (by CAD) to be unable to meet the required response time.

If no exterior rescue operations are directed by the IC, the Officer, Engineer and two firefighters, from the third Arriving Truck Company/RIT will proceed into the building with the necessary RIT equipment and any additional compliment of tools and equipment (See Tactical Appendix-Tools and Equipment Topic 2114.24) as deemed necessary.

Once assigned by the I.C., the third Arriving Truck Company/RIT would proceed to a location on the floor below the fire to operate as the Initial RIT and conduct a RIT R.E.C.O.N.

C. SPECIAL OPERATIONS COMPANIES

1. RESCUE/HAMER COMPANY: (Assigned by the IC)

Officer, Engineer, and two firefighters

These companies will be assigned by the IC based on the specific rescue or Special Operations needs of the given incident or any other duties defined by the I.C.
If the Rescue/HAMER Company arrives prior to any Truck Companies (for example, in their immediate first Arriving response area), the Rescue/HAMER Company may assume the duties and responsibilities of the initial Truck Companies.

D. CHIEF OFFICERS

1. FIRST ARRIVING DISTRICT CHIEF: (Incident Commander)

The first Arriving District Chief will assume the position of Incident Commander. At the discretion of the Incident Commander, the initial command post may be established in the buildings command center. Upon confirmation of a working structure fire, the IC should establish an exterior Command Post (CP) as soon as possible. This should occur as soon as the duties and responsibilities of Lobby Control/Systems are assigned. It is recommended that upon confirmation of a working fire, the IC consider requesting a 2nd alarm, and establish an appropriate Level II Staging Location.

2. SECOND/THIRD ARRIVING DISTRICT CHIEFS:

The Second/Third Arriving District Chiefs will report to the Command Post upon arrival and should anticipate the need to address the following Incident priorities and positions:

A. Lobby Control/Systems—An emphasis should be given to assigning these responsibilities to the Second Arriving Chief in order to address the tactical priority of reassigning the first Arriving Truck Officer to the Fire Floor.
B. Division/Group Supervisor
C. Branch Director
D. Safety Officer
I. Water Supply Operations in Standpipe equipped buildings

A. High-rise / low-rise standpipe equipped building water supply procedures:

When buildings have systems that supply water for firefighting, they should be allowed to operate as they are designed. However, recognizing that building systems can and do often fail, the Denver Fire Department is committed to the early establishment of a fire department water supply system to buildings with standpipes and sprinkler systems.

When a building fire pump is present, no attempt should be made to overcome the fire pump unless:

1. It is confirmed that the building systems are not capable of supplying enough pressure and volume to attack lines, or
2. It is confirmed that the building fire pump has failed or failed to start.

If either of these situations occur, it is imperative that the Incident Commander identify and assign a Water Supply Supervisor to respond to the pump room to ascertain whether or not the failure of the system can be rectified.

When the fire department introduces high pressures into building systems early on, there is a high incidence of failure between the FDC and the fire pump room due to damage and stress to building piping and pipe joints. Engineers should always be cognizant to slowly increase pressure within the system when needed or requested. Engineers should always diligently monitor the incident tactical channel and be prepared to supply the building system with pressure as needed.

II. Water Supply systems for standpipe equipped buildings are divided into two main building types:

A. Fire Pump equipped buildings.

Fire Pumps are often present in taller buildings, and some buildings with a large amount of square footage, such as large warehouses and complexes. These buildings often have PRV’s or PRD’s to manage pressure created by the fire pump. In these occupancies, the building’s pump system is intended to provide the primary water supply for firefighting at a pressure equivalent to what is needed at the top-most standpipe outlet. PRV’s on lower floors are set to operate at the correct pressure when the fire pump is on, pumping water at the required pressure. Therefore, fire department Engines must pump at least at the pressure the building’s fire pump will pump at, in order for PRV’s to operate correctly and supply the proper flow and pressure at outlet valves if the fire pump fails. In newer buildings, the placards on the
DENVER FIRE DEPARTMENT
STANDARD OPERATING GUIDELINE

Topic No: 2114.23
Date: 08-15-2013
Approved: CD
Review Date: 08-15-2014
Replaces: N/A
Section: OPERATIONS: HIGH RISE
Topic: Tactical Appendix-Water Supply

FDC state the pressure fire department apparatus should supply. This pressure is often surprisingly high. If the building is not equipped with a placard indicating the proper pressure, Engineers are directed to pump to the top floor utilizing the DFD pump chart for calculations. Extreme caution shall be utilized when pressurizing systems to this standard. Engineers must communicate with fire floor personnel to ensure that adequate pressures are achieved without over-pressurization.

1. Engineers should charge the system and remain at idle engine speed, with the apparatus in pump gear. Care should be taken to ensure the pump stays cool if no water is flowing through the apparatus pump for a period of time.
2. If the building fire pump fails or fails to start, The Engineer should supply the system with water and bring the pressure up slowly until the required pressure and flow are provided.
3. Final adjustments and fine tuning to supply pressure should be made after a supply is established and in communication with Fire Attack to perfect the supply to the hand line(s) operating on the fire.
4. If high pressures are anticipated, then supply hose lines to the building should be lashed together with webbing to prevent violent whipping if one line fails.
5. The engine located at the FDC should operate in pressure.

B. Buildings that do not have a fire pump.

Most of these buildings will have a domestic water supply that keeps the system charged, but may not be capable of producing the pressure and volume needed for firefighting. In these buildings, the fire department should be the primary water supply source.

1. Engineers should start by pumping to a range as listed on the DFD pump chart.
2. The Engineer should bring the pressure up slowly until the required flow is provided.
3. Final adjustments and fine tuning to supply pressure should be made after a supply is established and in communication with Fire Attack to perfect the supply to the hand line(s) operating on the fire.
4. The engine located at the FDC should operate in the pressure setting.

III. The Denver Fire Department high-rise water supply operations are divided into two categories: Primary water supply and Secondary water supply (when applicable).

A. Primary Water Supply Procedures:
The first two engine companies on scene and their respective Engineers will be responsible for establishing the primary water supply.

1. First-arriving Engine Company:

The first-due engine company Engineer should spot his/her engine as close as possible to the building’s fire department connection (FDC) and will provide a minimum of two 3” supply lines from the engine to the FDC. 2-1/2” hose is not considered water supply hose, and should not be used for connecting to an FDC.

If the building has a two-inlet FDC, the Engineer should attach a clappered siamese to one of the inlets on the FDC. This will establish a third inlet for the water supply which can be used by the 3rd arriving Engine to establish an initial secondary supply.

This Engineer then prepares to receive supply lines from the Engineer of the second-arriving engine company.

Supply lines to the building’s system should be charged as soon as it becomes apparent that a working fire is present.

The building’s system should then be supplied based on a determination of which type of supply system is present (fire pump / PRV’s vs. no fire pump) and according to the recommendations listed in water supply system types above.

2. Second-arriving Engine Company:

The second-due engine company Engineer (assisted by their crew if necessary) should reverse lay/hand jack the appropriate supply lines to complete the primary water supply. This will include a minimum of two 3” supply lines from engine-to-engine and should include a 35’ 5-inch supply connected to a hydrant.

All supply lines should be charged with water up to the first-arriving engine company at the FDC once it is confirmed that the first engine is prepared to receive water. When pressure is needed or requested, it should be brought up slowly to the correct setting. Both Engineers should communicate with each other to achieve the desired result. The engine located at the hydrant should start in volume, but may have to changeover to pressure if needed.

B. Secondary Water Supply Procedures:
A secondary water supply should be established at working fires that are not quickly brought under control.

The third and fourth-arriving engine companies and their respective Engineers will be responsible for establishing the secondary water supply.

**The third arriving Engine Company Engineer may become the initial Water Supply Group Supervisor once assigned by Command.**

Secondary water supply should be considered a dynamic process. The procedures listed below should be followed as stated, but companies may need to make adjustments to accommodate changing conditions on the fire ground which could require changes to the guideline as stated.

1. **Third-arriving Engine company:**

   If the fire building is equipped with a second FDC (interconnected), the third-arriving engine company Engineer should spot his/her engine at this second location and follow the same procedures as those for the primary water supply.

   If the fire building is equipped with only one FDC, the third-arriving Engine Company Engineer should spot his/her engine next to the building’s FDC. This engine should be located near the first-due engine. One 3” supply line should be stretched and attached to the open inlet on the clappered siamese placed by the first-arriving Engine Company.

   Actions that require hose lines going into the building to the first floor standpipe should be cleared by the Exterior Branch Director or Incident Commander prior to implementation. If the fire does not come under control quickly, the Engineer should locate a first floor standpipe hose valve connection and if it’s not equipped with a pressure reducing valve (PRV), he/she should stretch two 3” supply lines to this location. A clappered siamese, along with the proper adapters, should be attached at this location in order to establish two inlets for supply. If PRV’s are present then the Engineer should check the floor above for the presence of PRV’s and determine if an alternate supply is possible there. If not, the Engineer should stand by and be ready to take over for the primary FDC supply engine if that pump fails. In the mean time, supply the clappered siamese connected to the FDC by the first engine.

   The Engineer should be prepared to receive supply lines from the fourth-arriving engine company.
2. Fourth-arriving Engine Company:

The fourth-arriving Engine Company Engineer (assisted by their crew if necessary) will reverse lay/hand jack the appropriate supply hose lines to complete the secondary water supply. This will include a minimum of two 3” supply lines from engine-to-engine and should include a 35’ 5-inch supply connected to a hydrant.

All supply lines should be charged with water up to the third-arriving engine company at the FDC. The engine located at the hydrant should start in volume, but may have to changeover to pressure if needed.
Tool and Equipment requirements/recommendations for High Rise incidents are listed below by Company type:

I. 1st Arriving Engine Companies:

A. Full PPE and SCBA
B. Initial attack line selection:
   1. 200’ Minimum of 2” or 2 ½” hose (3 standard high rise packs plus 1 nozzle pack)
   2. Smooth Bore Nozzle – 1” (for 2”) or 1 1/8” (for 2 ½”) minimum tip size
   3. Standpipe Equipment Bag
C. Set of Forcible Entry/Exit Irons (optional)

II. 2nd Arriving Engine and all subsequent Engine Companies:

A. Full PPE and SCBA
B. Initial attack line selection:
   1. 200’ of 2” or 2 ½” hose (3 standard high rise packs plus 1 nozzle pack, or 2 standard high rise packs plus 2 nozzle packs). Engine companies may use their discretion to configure two nozzle packs vs. one.
   2. Smooth Bore Nozzle – 1” or 1-1/8” minimum tip size depending on hose line selection
   3. Standpipe Equipment Bag
C. Set of Forcible Entry/Exit Irons (optional)
D. Spare SCBA air cylinders (optional – consider if after 2nd due)

III. Hose Packs and Standpipe Equipment Bag Configuration

A. The Denver Fire Department requires a standardized configuration for high rise hose packs (2” and 2 ½” hose), nozzle section packs and the standpipe equipment bag. **This configuration is the only authorized arrangement approved by the Department.** Set up your equipment per the photos and description listed below:
Start with the female coupling end with fold line and “HR” marking.

The first fold is at the “HR” mark when making a hose pack.

Hose is folded in a horseshoe pattern with the first fold going to the right of the female coupling and the second fold going to the left. This process is continued throughout while making the hose pack. (Picture for illustration only)
Two members assemble the pack, one on each side. They hold the pack tight as the hose is folded in the horseshoe. 1 member works the top of the pack, and the other works near the couplings.

Folds stop short of the coupling and are staggered to keep the pack compact at the coupling end.

Hose left at the end is used as “tail” to protect the male coupling and facilitate hook-up at the drop point during deployment. Tail length, from the end of the folds to end of the coupling shall not exceed 24” so as not to become a hazard.

The male coupling is connected to the female coupling. A few threads is ok, it doesn’t need to be tight to the gasket.
The hose pack is then flipped up on its side to keep it tight and two straps are applied to the male coupling side. This is important for deployment. Note that the top strap is placed to the male coupling side at the top of the horseshoe.

The pack is flipped over on the other side and the 3rd strap is applied. The pack should be stored like this. Note; the straps near the couplings are placed close to the end of the pack to maintain compactness.

If there is excess hose left at the end of the pack, such as may be the case when making the nozzle section, adjust the male coupling to the desired position and …….
Note: Initial attack systems incorporating the use of a 2-1/2” x 1-1/2” gated wye and a short leader section of 2-1/2” or 3” hose are prohibited for use by the first and second due Engine Companies unless authorized by the I.C. This equipment may be utilized by later arriving companies as deemed necessary by the IC or Suppression Branch Director.

The Denver Fire Department will no longer authorize the use of separate Standpipe equipment bags for 2” and 2 ½” hose lines. The only authorized equipment bag will be equipped as stated below. The in-line pressure gauge shall be utilized on all handline deployments regardless of hose size.

B. Standpipe Equipment Bag Contents:
1. Spare Nozzles with 1” and 1-1/8” Tip. ½” Overhaul Tip
2. In-line Pressure Gauge
3. 2 – 60 degree Elbows
4. Door Search Straps
5. Door Wedges
6. Door Marking Equipment
7. 1 ½” to 2 ½” Increaser
8. 2 Lightweight Spanner Wrenches
9. Aluminum Pipe Wrench, (Spare Control Wheels, if possible)
10. Threaded Adapters. 2-1/2” and 1-1/2”
11. Wire Brush

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<th>Pressure Gauge Mark as shown:</th>
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<tr>
<td>▪ Company designation</td>
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<tr>
<td>▪ Add 5 psi per floor above standpipe outlet</td>
</tr>
<tr>
<td>▪ 2”- 100 FT 80PSI</td>
</tr>
<tr>
<td>▪ 2”- 150 FT 95PSI</td>
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<td>▪ 2 ½”-200 FT 70PSI</td>
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<td>▪ 2 ½”-250 FT 75PSI</td>
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2 ½” In-line Pressure Gauge

2 ea. 2 ½” 60 degree elbows
Door strap search marker
Light weight tape holds about 5 together.

Door wedges stacked together in the bottom of the bag.
IV. Truck Companies:

A. Full PPE and SCBA
B. Truck Companies are not required to carry hose, nozzles or standpipe equipment bags.
C. The duties of truck companies at these incidents include search, rescue, forcible entry, ventilation, overhaul, and utility control. Tools that are needed for these tasks should be considered and as such a standard compliment of tools should include the following:
   1. Set of forcible entry / exit irons (striking tool and prying tool)
   2. Pike pole or hook (pulling tool). Short or long, selected for occupancy and task.
   3. Hydraulic forcible entry tool. (Hydra Ram / Rabbit Tool)
   4. Search rope / tag line
   5. Thermal imaging camera
   6. Elevator key set
   7. Water can or light water extinguisher (consider for residential occupancies)
   8. Spare air cylinders (optional)

V. Special Operations Companies:

A. Full PPE and SCBA
B. Special Operations Companies are not required to carry hose, nozzles, or standpipe equipment bags.
C. At the direction of the IC or their designee, the Special Operations Companies can provide unique and specialized equipment and capabilities. In addition to the standard compliment of truck tools, they should bring the following:
   1. Rescue 1
1. Rescue rope bags and equipment  
2. Rotary saw with a metal cutting blade  
3. Other specialized tools as needed

2. HAMER 1  
1. RIT bag  
2. Quad gas meters  
3. HCN meters  
4. Other metering equipment as needed  
5. Other specialized tools as needed

VI. **Rapid Intervention Team**

A. Full PPE and SCBA  
B. Set of Irons (forcible entry tools)  
C. Hydraulic Forcible Entry Tool (Hydra-Ram / Rabbit Tool)  
D. Pike pole (short for residential, long for commercial)  
E. Search Rope  
F. Set of Elevator Keys  
G. Thermal Imaging Camera (TIC),  
H. RIT Pack and RIT Search Ropes  
I. Stokes Basket
I. LOBBY CONTROL / ACCOUNTABILITY

The Lobby Control is responsible for:

   A. Tracking the accountability of all companies and personnel that enter and exit the building according to the Operations / Safety / Personnel Accountability System SOG (Topic # 2110.03). The establishment of Level II Accountability should be anticipated and put in place early on. Duties include:

      1. Collection and management of ID Tags from all members entering the building.
      2. Confirmation that any fire department member going above the main floor of the fire building:
         a. Has been assigned into the building
         b. Is wearing PPE
         c. Has checked in with the Fire Command Center and received the necessary equipment
         d. Checks out with the Command Center to return all building equipment and keys prior to exiting.

   B. Monitoring and control of the Fire Command Center and Building Systems.

As the incident develops, the assigned Lobby Control/Systems Supervisor may select an Officer or Company and assign the duties of the Lobby Control to them. Once Lobby Control is transferred, the assigned Lobby Control /Systems Supervisor may assume the remaining duties and responsibilities of the Lower Floor Branch Director which will include:

   C. Assignment, monitoring and control of elevators
   D. Control of all building access points and direction of personnel to correct routes
   E. Control of stairways and direction of building occupants to proper exits
   F. Firefighter access for ventilation
   G. Equipment support operations
Communications are a major concern at a high-rise incident. Information collection and dissemination can be accomplished by efficiently using the various systems available. These systems include:

I. **Fire Department Radios** - A two-way communication system with various channels that allows communication between companies, commanders, and dispatchers. The most commonly used channels are the radio-to-radio and the district repeater. Limitations of this system may include poor reception due to building design or location within the building.

II. **Firefighter Handsets** – A two-way communication system installed in the building which allows a firefighter at a remote location to plug the handset into a phone jack and talk to the Fire Command Center. Phone jacks are located by pull stations, elevator lobbies, and in elevator cars. Fire Warden Phones, which are hard-wired, are part of this system. They are found in mechanical rooms and elevator rooms. Limitations of this system include one-way initiation of the call (the Fire Command Center cannot initiate the contact), number of calls the system or the Fire Command Center personnel can handle, and possible mechanical failure due to fire conditions.

III. **Building PA (Public Address Systems)** – A one-way communication system installed in the building that allows the Fire Command Center personnel to make announcements to all or parts of the building. These systems are normally used to make announcements to occupants in the building.

IV. **Building Security and Maintenance Radios** – A two-way communication system present in the building normally used by building personnel in their daily routines. Often their radios work more efficiently than the Fire Department radios. A security or maintenance person in the Fire Command Center can be used to relay information to other areas of the building through other building personnel.

Fire Department radios, intercoms, and firefighter handsets will be used for operation purposes, and building radios may be used for maintaining and operating building systems, with the assistance of building engineers.
FIRE PROTECTION SYSTEMS / BUILDING SYSTEMS
The following systems are often present in high rise buildings. Many of these systems can be supervised in the Fire Command Center (FCC).

I. Automatic Fire Protection Systems
   A. Standpipes
   B. Sprinklers
   C. Fire Pumps

II. Fire Alarm Systems
    A. Fire Alarm Panel
    B. Manual Pull Stations
    C. Audible and Visible Notification

III. Fire Detection Systems
     A. Smoke Detectors
     B. Heat Detectors
     C. Beam Detectors

IV. Communication Systems
    A. Firefighter Telephones / Handsets
    B. Refuge area Intercoms
    C. One-Way Communications (public address system)
    D. Bi Directional Amplifiers (BDA’s) – sometimes referred to as “building repeaters”

V. Smoke Control Systems
   A. Stairway and Elevator Pressurization
   B. Exhaust Systems

VI. Emergency Power Systems
    A. Generators
    B. Battery Banks
A fire in a high-rise building may require that equipment be transported to the fire area. It may be necessary to utilize and elevator or establish a Equipment-Stairway Support Team for the movement of equipment.

If the Incident Commander or Lower Floor Branch Director authorizes the use of an elevator to assist with the movement of equipment, the use of the elevator will be in compliance with the Elevator Operations (SOG-2111.17-Attachment A) Guideline.

Equipment Support Operations take a variety of forms:

I. **Relay Operations**: One firefighter is assigned to each floor in the stairway. A company of four persons can cover four floors, and ten companies can supply 40 floors. Each firefighter is responsible for transporting any equipment that arrives on that floor up to the next floor. Each firefighter has all PPE available. Benefits of this method include reduction in the amount of physical strain on the firefighters compared to climbing the entire building; a continuous chain that can continually move equipment is formed; and communication between companies is maximized. Drawbacks of this method include the chain cannot start operation until all links in the chain are present and ready; it takes a long time to set up; it requires more staffing; and a breakdown in one link of the chain can cause equipment movement to slow down or stop.

II. **Entire Trip Operations**: Companies are assigned to take specific equipment to the fire area. Members must wear all PPE. Major benefits of this operation are that equipment is quicker to arrive on the fire floor, the system can be set up and operational soon after arrival on scene, and it takes fewer members to operate. Drawbacks include the physical strain on individual firefighters, sporadic equipment arrival on the fire floor, diminished communication between companies, and the limited amount of equipment that can be carried by each firefighter.

It is very important that Company Officers within the Equipment Support chain monitor their crew members throughout the operation for dehydration and fatigue. This operation will be extremely demanding and will require firefighters in top physical condition.
An ALS ambulance and Supervisor will be dispatched to all high-rise incidents. Major high-rise incidents may require the Incident Commander to establish a Medical Branch, in accordance with NIMS. By establishing a Medical Branch this will allow for the Branch Director to order additional resources along with being able to utilize a separate radio channel. The first-arriving ambulance team or supervisor will report to the Level II Staging Area (if established) or IC for assignment. The Incident Commander will approve the location for triage.
I. The Denver Police Department will dispatch units requested by the Incident Commander to the scene of a high-rise incident. Their responsibilities may include:
   A. Traffic Control
   B. Crowd Control
   C. Landing Zones and Air Space control for Helicopter Operations
   D. Protection of the Command Post and other Fire Department Areas
   E. Security at the Exterior Staging Areas
   F. Establishment and Maintenance of Zones and Perimeters
   G. Other Assistance as Requested by Incident Command

II. Security of the scene is under the control of the Denver Police Department. The Police Commander will report to the Command Post upon arrival. Police Department personnel will not be allowed in areas or situations that expose them to smoke or fire.
PURPOSE: To provide the procedural overview of the Denver Fire Department Special Operations Group and recognized Technical Certifications, procedures, and training requirements.

SCOPE: Applies to all Denver Fire Department personnel.

OVERVIEW:

The Denver Fire Department Special Operations Group is comprised of the following companies: Engine 1, Tower 1, Rescue 1, Engine 6, Hamer 1, Engine 9, and Tower 9. Members of the Operations Division assigned to Special Operations are required to certify and maintain recognized and approved certifications. Renewal of certification is the responsibility of the member and will need to be maintained in order to operate as a Technician. The recognized and approved certifications are as follows:

Engine 1: Public Safety Diver (PSD), Dive Rescue One (DR-1), Swift Water I (SW1) and Swift Water II (SW2).

Tower 1: Technical Rescue Certification

Hamer 1: Hazardous Materials Technician

Engine 6: Hazardous Materials Technician

Engine 9: Hazardous materials Technician

Tower 9: Hazardous Materials Technician

PURPOSE: To provide a procedural overview of collapse rescue considerations applicable to first responders and members of the Collapse Rescue Team.

SCOPE: Applies to all Denver Fire Department personnel functioning in an operational capacity at collapse training and collapse rescue incidents.

CAUTION: At all technical rescue incidents, caution should be used because of the high risk/low frequency of these types of calls. All responders should be cognizant not to exceed their level of training or the ability of the tools that they are issued. However, due to factors beyond our control (Technical Rescue Team assigned to another call, delayed response of Technical Rescue Team, etc.), first-in companies and/or the Incident Commander may feel compelled to have personnel operate beyond their level of training. If this is the case, extreme caution should be used and deviating from this SOG should be the exception rather than the norm. Furthermore, operating beyond levels of expertise should only be attempted after completing a thorough risk/benefit analysis and only when a civilian or firefighter’s life is in imminent danger. As always, safety of responders should be a primary consideration, but especially in these instances. SAFETY, SAFETY, SAFETY!!

DEFINITIONS:

Collapse Rescue Response – 1 Engine, 1 Truck, 1 District Chiefs, and the Collapse Rescue Team (Rescue 1, Tower 1, Collapse Trailer, HAMER 1, and Engine 1).

Communications – Designated radio channels, air horn, hand signals, marking tape, and spray painted markings.

Denver Fire Department Fire Protection Engineer – A Fire Prevention Division Engineer that specializes in Structural engineering and building stability and he has access to specialized equipment (total station).

Escape Routes – One or more passages from the operations area that are the fastest and safest way out.

Hailing System – Search personnel are placed approximately twenty five to fifty feet apart in safe locations. The Team Leader signals for silence all, work is stopped. In a clockwise rotation each searcher calls out loudly stating, “If you can hear me call for help or tap five times on the structure.” All personnel listen and try to fix the victim(s) position.
LCES – An acronym standing for Lookouts, Communication, Escape Routes, and Safe Areas.

Lock Out / Tag Out – Procedures ensuring that all electrical, mechanical, and heavy equipment at or near the rescue site are turned off and physically prevented from being inadvertently turned back on.

Lookouts – One or more persons with good understanding of the operations involved (e.g. Safety Officer, Fire Prevention Building Engineer).

Safe Areas – A place within a collapse zone capable of withstanding further collapse; might have to be built by the rescue crews.

Shoring – The process of placing material such as posts or building columns inside a building or raker shores on the outside to help support and or to stabilize the structure.

I. FIRST RESPONDER RESPONSIBILITES

A. Establish Incident Command and start building the command structure as the situation dictates and as resources allow. Implement use of the IAP/Site Safety Plan specific to collapse rescue.

B. Conduct a comprehensive size-up, taking notice of building construction, type occupancy, and the number of stories. Attempt to locate a responsible party and/or witness(s) to determine what happened, known hazards, and possible victim locations within the structure or the periphery.

   1. First in company(s) when spotting their apparatus need to consider secondary collapse.
   2. If not dispatched on the first assignment, the Collapse Rescue Team needs to be called for at this time

C. Survey and secure the area to include the following:

   1. Establish a water supply if necessary.
   2. Try to identify and mitigate hazards, taking into consideration potential conditions and problems:
      a. Collapse zones
         i. Manage foot traffic, both civilian and rescuers
ii. Establish a perimeter for the collapse zone (rescue area) keeping all incoming civilian personnel out.

b. Locate and control utilities as necessary (electrical, gas, and water)
   i. Lock Out / Tag Out equipment as necessary, and as possible. When de-energizing or turning off electrical and or mechanical equipment, it is critical that members know what is affected and the function of that equipment.
   ii. Air monitoring should be started at this time if there is any evidence or probability of a gas leak.

c. Take into consideration snow loads and water leaks.

D. Monitor the collapsed structure for stability. If necessary call for a DFD Fire Protection Engineer and/or a Denver Building Department representative through the Fire Dispatcher for assistance.

   Consideration must be given to secondary collapse, hazmat, and fire.

E. Attempt to establish communication with the victim(s) and determine as much information as possible (e.g., medical condition, what happened, when it happened, why it happened, etc). Such information can be critical in devising a rescue plan.

F. Rescue

1. Visible victims in the collapse zone should be encouraged to self rescue if at all possible.

2. Staging and triage areas should be established as soon as possible for victims that have self rescued and any additional victims.

3. The hailing system should be used at this time to locate lightly trapped and concealed victims.

4. Prior to attempting any rescue of lightly trapped or concealed victims, the building/area must be determined stable by the Fire Protection Engineer or the Collapse Team.
II. COLLAPSE RESCUE TEAM RESPONSIBILITIES

A. Gather information from the first responding crews.

B. Assist the Incident Commander, as directed, in building out the command structure to accommodate special operations.

C. Determine if additional technical teams/resources are necessary.

D. Establish a plan and a back up plan for stabilization and rescue. Determine the proper level of Personal Protective Equipment and start using LCES (Lookouts, Communication, Escape Routes, Safe Areas).

E. Establish and identify the technical, entry, backup, shoring, and cut teams.

F. Stabilize building or the area prior to entry.

G. Determine if continued monitoring is needed and what monitoring instruments are required for stability.

H. Rescue crews should keep in mind that during collapse rescue operations such as breaching walls, floors, roofs, and making entry into those spaces, the rescue can transition into a confined space rescue.

PURPOSE: To provide a procedural overview of confined space rescue considerations applicable to first responders and members of the Confined Space Rescue Team.

SCOPE: Applies to all Denver Fire Department personnel functioning in an operational capacity at confined space training or rescue incidents.

CAUTION: At all technical rescue incidents, caution should be used because of the high risk/low frequency of these types of calls. All responders should be cognizant not to exceed their level of training or the ability of the tools that they are issued. However, due to factors beyond our control (Technical Rescue Team assigned to another call, delayed response of Technical Rescue Team, etc.), first-in companies and/or the Incident Commander may feel compelled to have personnel operate beyond their level of training. If this is the case, extreme caution should be used and deviating from this SOG should be the exception rather than the norm. Furthermore, operating beyond levels of expertise should only be attempted after completing a thorough risk/benefit analysis and only when a civilian or firefighter’s life is in imminent danger. As always, safety of responders should be a primary consideration, but especially in these instances. SAFETY, SAFETY, SAFETY!!

DEFINITIONS:

Confined Space – An area with limited access and egress. Confined spaces include, but are not limited to, tanks, pipes, culverts, voids in structural collapse debris, vaults, or any area not designed for continuous occupation.

Confined Space Entry Permit – A written or printed document typically constructed by an employer authorizing entry into a permit-required confined space that designates the requirements for entry (e.g., space to be entered, purpose of entry, personnel entering, hazards of space, acceptable entry conditions, layout of the space, entrance/egress points, etc.).

Confined Space Response – One engine, one truck, one district chief, and the Confined Space Team (Rescue 1, Tower 1, Collapse Trailer, Hamer 1, and Engine 1).

Lock Out / Tag Out – Procedures ensuring that all electrical and mechanical equipment at or near the rescue site is turned off and physically prevented from being inadvertently turned on (or off in the case of needed ventilation or lighting, for example).
**Low-Profile Maneuver** – A maneuver requiring the removal of the member’s SCBA harness and air cylinder in order to gain entry into a confined space.

## I. FIRST RESPONDER RESPONSIBILITIES

A. Establish Incident Command and start building the command structure as the situation dictates and as resources allow. Implement use of the IAP/Site Safety Plan specific to confined space.

B. Conduct a comprehensive size-up of the incident. Verify that the incident is a confined space operation. Confirm that the confined space team is responding. In the event of an unstable structure, confirm the response of the Fire Department Fire Protection Engineer. Locate responsible party and entry permit. Interview witnesses and/or responsible party to determine known hazards and the victim’s location.

C. Determine level of PPE and secure the area.

Establish the need to:

1. Monitor air.
2. Shut down utilities.

   Lock Out / Tag Out equipment as necessary, and as possible. When de-energizing or turning off electrical and/or mechanical equipment, it is critical that members know what equipment is affected and the function of that equipment.

3. Create a hot zone.
4. Secure a water supply.
5. Determine stability of the area.

D. Attempt to establish communication with the victim(s) and determine as much information as possible (e.g., medical condition, what happened, when it happened, why it happened, etc.). Such information can be critical in devising a rescue plan.

E. Determine if an operations level rescue can be attempted. Rescue should only be attempted after considering the following:
DENVER FIRE DEPARTMENT
STANDARD OPERATING GUIDELINE

Section: OPERATIONS: SPECIAL OPERATIONS
Topic: CONFINED SPACE RESCUE

1. Victim must be line-of-sight
2. Entry opening must be large enough for rescuer to enter with full PPE in normal position.
3. Vertical entry of 8 feet or less.

F. Rescue shall not be attempted if the following exists:
   1. If victim can not be seen.
   2. If rescuer PPE must be removed or repositioned to enter confined space, including the SCBA low profile maneuver.
   3. If hazardous chemical involvement.
   4. If vertical entry requires a rope system or is greater than 8 ft.

G. Once an operation level rescue has been determined as feasible, develop a rescue plan. The plan must include:
   1. Monitoring and recording of atmospheric conditions in the confined space, to the degree possible without entering the space, using meters available.

       Once the need for monitoring is established, it must be continued for the rest of the incident.

   2. Ventilation considerations prior to entry
      a. Only ventilate if the atmosphere in the confined space is at or near the explosive limit (50% Lower Explosive Limit). Ventilation team must take into consideration where the atmosphere from the confined space is exhausting to.
      b. Ventilation should not be started when the atmosphere is enriched beyond the Upper Explosive Limit until the victim(s) and rescuers are clear of the area (ventilating an atmosphere enriched beyond the Upper Explosive Limit will introduce oxygen and, thus, bring it into an explosive range).

   3. Rescue considerations
      a. Number of rescuers needed.
      b. Rescue plan must include a rescue team as well as a back up team.
c. Considerations should include packaging and extraction of the victim and the team.

*Note: 60 percent of all deaths in confined space incidents are would-be rescuers.*

**II. CONFINED SPACE TEAM RESPONSIBILITIES: TECH. LEVEL**

A. Gather information from the first responding crews.

B. Assist the Incident Commander, as directed, in building out the command structure to accommodate special operations.

C. Determine if additional technical teams/resources are necessary.

D. Determine if continued monitoring is needed and what monitoring instruments are required.

E. Establish and implement a ventilation plan.

F. Determine the proper level of Personal Protective Equipment.

G. Establish and identify entry teams and backup teams.

H. Review confined space entry permit (if one exists) to determine as much information as possible regarding the space.

I. Establish an entry team plan (Rescue Team Alpha) and backup team plan (Rescue Team Bravo).

J. Locate and assess the victim(s) with the following considerations:

1. If the victim(s) is critical and/or the environment unstable, the victim(s) should be removed immediately.

2. If the victim’s condition and environment permit, he/she should be treated and stabilized as necessary before removal.

K. Package and remove the victim(s).

**ATTACHMENT:** Confined Space Rescue IAP/Site Safety Plan. Also available at: DFD Web Home Page / Downloadable Forms / Operations / Confined Space
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Section: OPERATIONS: SPECIAL OPERATIONS

Topic: CONFINED SPACE RESCUE
PURPOSE: To define safe operating methods for conducting rope rescue from the first responding company(ies) to the technical company(ies)

SCOPE: Applies to all Denver Fire Department personnel operating in a training or rescue incident.

CAUTION: At all technical rescue incidents, caution should be used because of the high risk/low frequency of these types of calls. All responders should be cognizant not to exceed their level of training or the ability of the tools that they are issued. However, due to factors beyond our control (Technical Rescue Team assigned to another call, delayed response of Technical Rescue Team, etc.), first-in companies and/or the Incident Commander may feel compelled to have personnel operate beyond their level of training. If this is the case, extreme caution should be used and deviating from this SOG should be the exception rather than the norm. Furthermore, operating beyond levels of expertise should only be attempted after completing a thorough risk/benefit analysis and only when a civilian or firefighter’s life is in imminent danger. As always, safety of responders should be a primary consideration, but especially in these instances. SAFETY, SAFETY, SAFETY!!

DEFINITIONS:

Assisted Walk – One or two members assist the victim in walking out under their own power, and can be assisted by a rope system.

High Angle Rescue – Considered anything from 45° to 90°. The rope carries the weight of the victim and rescuer. A belay system is also required. High angle rescue involves unique hazards that require special training and equipment to be able to perform the rescue safely. Examples of high angle locations can involve: towers, cranes, ledges, catwalks, pipe racks, and ravines. Sides of buildings, vaults, voids, tunnels, and sewers can sometimes be considered high angle rescues.

High or Steep Angle Response – One Engine, one Truck, one District Chief, High Angle Team (Rescue 1, Tower 1, and Engine 1), and additional rigs for manpower as needed.

Low Angle Rescue – The distinction between low and high angle rescue is difficult to define. Low Angle rescue usually involves the following characteristics: 1. Three to four rescuers are needed. 2. Most of weight is on the ground. 3. The weight of the litter is supported by the tenders, not the rope. 4. The rope is attached to the end of the litter. 5. The slope angle is 15° to 35°.
Low Angle Rescue Ladder Slide – A method for quickly and safely lowering a victim down an aerial ladder in a stokes litter using a rope system.

Static Line Lift – A dual rope lift using an aerial ladder or tower in which a victim is moved from an open or unobstructed area to another unobstructed or open area (from a roof to grade, below grade to grade). Refer to the Denver Fire Department Operations Level Training Manual (Chapter 7, Static Line Lift).

Steep Angle Rescue – Considered to be terrain that has a slope angle from 35° to 60°, the condition of the terrain will determine the level of technical expertise required to perform this rescue safely. Examples are: ravines, steep slopes, and river banks.

Stokes Carry – Three to four members carry packaged victim up or down the slope in a stokes litter, and can be assisted by a rope system.

I. FIRST RESPONDER RESPONSIBILITIES

A. Establish Incident Command and start building the command structure as the situation dictates and as resources allow. Implement use of the IAP/Site Safety Plan specific to rope rescue.

B. Start a comprehensive size-up of the incident. Locate the responsible party and/or witnesses. This will help in discovering the problems and locating the victim(s).

C. Secure the area, establish the rescue group and positions, and assign a group supervisor.

D. A Recon team should be sent to confirm the victim’s exact location, to determine the best access to assess the hazards, and attempt to initiate communication with the victim to determine nature of injuries. The Recon should also ascertain if this is a low, steep, or high angle rescue.

II. LOW OR STEEP ANGLE OPERATIONS

A. The appropriate resources should be called for at this time. Confirm Technical Team response for precautionary measures and technical assistance.
B. For terrain up to 35° of inclination, most first responders have the equipment and training to assist the victim up or down the slope.

C. For terrain between 35° and 55°, the Technical Rope Team shall be called to assist.

D. For terrain 60° or greater, the Technical Rescue Team shall conduct the evacuation.

E. Hazards should be identified, e.g., loose terrain, slippery ground.

F. Identify the need for a system to move people and equipment up and down the incline and what method is appropriate.

Primary methods of operations level victim removal:

1. Assisted walk
2. Stokes carry and victim packaging
3. Low angle rescue ladder slide
4. Static line lift

G. The rescue group supervisor, taking into consideration operational level tactics as taught in the Operations Rope Manual and information gathered by the Recon team, shall then be used to develop a rescue plan, back up plan tactics to be used, and the deployment point. The group supervisor designates assignments, rigger, haul team, and rescue team.

1. The rigger – shall be able to determine the anchor point and be knowledgeable in system selection and directing of the haul team.

2. The haul team – shall be a minimum of two people on the haul line.

3. The rescue team – shall be a minimum of one to two or three to four persons.
   a. One to two rescuers for the victim walk
   b. Three to four rescuers for the stokes carry

H. Rescue operation should be started with the implementation of the rescue plan.
1. The rescue team should descend the slope using the rope system to control the speed of their descent.

2. When equipment is needed, the rope system can be attached to the equipment. Rescuers can then use the equipment as a hand hold as the system moves up or down the slope.

3. The victim should then be packaged, taking into consideration c-spine precautions, and then carried by the rescue team up or down the slope with the haul team controlling the speed of their ascent or descent.

I. Unload the victim and hand off to a higher medical authority (if necessary).

III. HIGH ANGLE OPERATIONS

Should the rescue be 60° or greater, it is a technical rescue and beyond operations level capabilities. Other operations level techniques should be considered:

A. Lowering a rope for the victim to secure themselves. Once the victim is secure, the hazard has been mitigated. Other methods of removal can then be attempted.

B. Using an aerial ladder or tower to attempt the rescue. (Static Line Lift or ladder pick)

C. Using a roof ladder to reach the victim

D. Attempting the rescue from a window above

E. Breaching a wall

IV. EMERGENCY SELF RESCUE

A. Must inform the IC by Mayday procedure prior to self rescue. This is a last resort maneuver.

Refer to Standard Operating Guideline 2102.00 Mayday Guidelines for Emergency Incidents
DENVER FIRE DEPARTMENT

STANDARD OPERATING GUIDELINE

Topic: 2115.04
Date: 03-22-11
Approved: TAB
Review Date: 03-22-13
Replaces: SOG 2105.00 (11-17-10)

Section: OPERATIONS: SPECIAL OPERATIONS

Topic: ROPE RESCUE

B. For procedure, refer to Operations Level Rope Manual

V. EMERGENCY VICTIM RESCUE

A. This rescue evolution should only be done by order of the Chief Officer in Command. This is a last resort maneuver and should only be attempted when other means of access are unattainable.

B. Jumper (suicide) rescue – Shall be handled by the Technical Rescue Team

VI. HIGH ANGLE TEAM RESPONSIBILITIES: TECHNICIAN LEVEL

A. Gather information from the first responding crews.

B. Assist the Incident Commander, as directed, in building out the command structure to accommodate special operations.

C. Establish a rescue plan and back up plan.

D. Establish and identify the Rescue team and back up rescue team.

E. Determine technical rescue equipment and PPE needed.

F. Determine if additional technical teams/resources are necessary.

G. Build the rescue system, staying within specifications and using techniques established in the Denver Fire Department Technical Training Manual.

H. Remove victim.

REFERENCES: Denver Fire Department Rope Manual – Operations Level
Dunn, Michael – High Angle Rescue;
http://www.ertrescue.com/articles/highangl.htm

ATTACHMENT: IAP/Site Safety Plan for High Angle Rescue. Also available at:
DFD Web Home Page / Downloadable Forms / Operations / High Angle Rescue
PURPOSE: To provide a procedural overview of confined space rescue consideration applicable to first responders and members of the Trench Rescue Team

SCOPE: Applies to all Denver Fire Department personnel functioning in an operational capacity at trench rescue training or trench rescue incidents

CAUTION: At all technical rescue incidents, caution should be used because of the high risk/low frequency of these types of calls. All responders should be cognizant not to exceed their level of training or the ability of the tools that they are issued. However, due to factors beyond our control (Technical Rescue Team assigned to another call, delayed response of Technical Rescue Team, etc.), first-in companies and/or the Incident Commander may feel compelled to have personnel operate beyond their level of training. If this is the case, extreme caution should be used and deviating from this SOG should be the exception rather than the norm. Furthermore, operating beyond levels of expertise should only be attempted after completing a thorough risk/benefit analysis and only when a civilian or firefighter’s life is in imminent danger. As always, safety of responders should be a primary consideration, but especially in these instances. SAFETY, SAFETY, SAFETY!!

DEFINITIONS:

De-watering – The removal of water that inhibits rescue operations

Excavation – Wider than it is deep

Ground Pads – Material (preferably five-eighths to three-quarter-inch plywood, but anything from tarps to back boards can be used) placed to the trench lip to distribute the rescuer’s weight. If tarps are used, they must be multi-layered approximately three feet wide.

Securing the Area – Preventing any and all equipment from causing ground vibrations, including automobile, heavy rail, light rail, heavy equipment, within three hundred feet of the trench

Shoring – A system for supporting or steadying the walls of a trench

Trench – Deeper than it is wide

Trench Rescue Response – 1 Engine, 1 Truck, 1 District Chief, and Trench Rescue Team (Engine 1, Tower 1, Collapse Trailer, Rescue 1, Hamer 1, and the Air Shovel)
I. FIRST RESPONDER RESPONSIBILITIES

A. Rig placement must be at least a minimum of one hundred feet from the trench, with the engine turned off.

B. Establish Incident Command and start building the command structure as the situation dictates and as resources allow. Implement use of the IAP/Site Safety Plan specific to trench rescue.

C. Conduct a comprehensive size-up of the incident and attempt to locate a responsible party and/or witness(es) to determine: number of victims, condition, and their location. Rescuers need to take into consideration potential conditions in the trench and the rescue area.

1. Approach the trench from the end, if possible, to determine rescue or recovery. If the victim(s) can and are able to assist in their own rescue with a minimum of assistance, rescuers should consider using a pike pole, rope, or ladder.

2. Ensure through the fire dispatcher that technical teams are responding.

D. Survey and secure the area to include the following:

1. Establish the hot zone.

   a. Remove all non-essential personnel to a safe area at this time.
   
   b. Shut down any and all equipment that may cause ground vibration, including but not limited to automobiles, heavy rail, light rail, and heavy equipment, within three hundred feet of the hot zone. It may be necessary to post personnel (DFD/DPD) to ensure equipment remains off.

2. Determine how long the trench has been open and visually monitor the soil for stability, checking for secondary collapse conditions. This includes:

   a. Cracks, loose soil, and wet or dry conditions
b. Spoils pile to close the trench edge

3. Locate and control utilities. If natural gas is involved, take into consideration the need to monitor the air below grade and establish a water supply.

4. Check resources available on scene (lumber, plywood, and de-watering equipment).

E. Victim Rescue

1. When approaching the trench, rescuers must take into consideration the stability and soil conditions of the trench walls to prevent further collapse.

2. Place ground pads up to the edge of the trench.

3. Place two ladders in the trench, one on each side of the victim, as close and as safely as possible to the victim. This will provide rescuer and victims with a mechanism for entrance and egress.

4. When a rescue attempt is made, the following safety rules shall be followed:
   a. During an operations level rescue, the rescuers shall not operate in the trench below waist level.
   b. Rescue operations in a trench more than four feet deep are considered a technician level operation.

II. TRENCH RESCUE TEAM RESPONSIBILITIES

A. Gather information from the first responding crews.

B. Assist the Incident Commander, as directed, in building out the command structure to accommodate special operations.

C. Determine if additional technical teams/resources are necessary.

D. Determine if continued monitoring is needed and what monitoring instruments are required.
E. Determine the proper level of Personal Protective Equipment.

F. Establish and identify entry teams and backup teams.

G. Review confined space entry permit (if one exists) to determine as much information as possible regarding the space.

H. Establish an entry team plan and backup team plan.

I. Locate and assess the victim(s) with the following considerations:

1. If the victim(s) is critical and/or the environment unstable, the victim(s) should be removed immediately.

2. If the victim’s condition and environment permit, he/she should be treated and stabilized as necessary before removal.

J. Package and remove the victim(s).

PURPOSE: To define safe operating methods for all water rescue and recovery operations and is applicable to first responders as well as members of the Dive Team

SCOPE: Applies to all personnel functioning in an operational capacity at water rescue training or water rescue incidents

CAUTION: At all technical rescue incidents, caution should be used because of the high risk/low frequency of these types of calls. All responders should be cognizant not to exceed their level of training or the ability of the tools that they are issued. However, due to factors beyond our control (Technical Rescue Team assigned to another call, delayed response of Technical Rescue Team, etc.), first-in companies and/or the Incident Commander may feel compelled to have personnel operate beyond their level of training. If this is the case, extreme caution should be used and deviating from this SOG should be the exception rather than the norm. Furthermore, operating beyond levels of expertise should only be attempted after completing a thorough risk/benefit analysis and only when a civilian or firefighter’s life is in imminent danger. As always, safety of responders should be a primary consideration, but especially in these instances. SAFETY, SAFETY, SAFETY!!

DEFINITIONS:

Down Stream Containment – The distance an object travels in 1 - minute multiplied by the number of minutes the victim has been in the water equals the distance traveled. A company should then be assigned to that location to ensure the victim does not travel beyond that point. A good rule of thumb is “ONE MILE”.

Hazard Site Survey – The preplan of specific locations on a river, taking note of width, depth, velocity, and river characteristics. Locating natural and man made hazards. Recording access routes, launch sites, and high danger areas.

Triangulation - A technique used to find an unknown point, by the formation of a triangle having the unknown point and two known points as the verticals (sides). There need to be two witnesses with different vantage points to establish the unknown point.

Witness interview – Questions asked a witness to extract as much information as possible about what they saw (age, gender, condition of victim, color of clothing victim was wearing, and last seen point in relation to an object in close proximity or beyond). In addition, witness should be interviewed to determine the exact spot the event was witnessed.
Water Rescue Response – One engine, one truck, one district chief, and the Dive Rescue Team (Rescue 1, Under Water Rig (Engine 1), and Tower 1). If the incident is swift water related, one additional company is needed for down stream containment. Additional companies may be needed.

Swift water – Rapidly-moving water

Reach Rescue – Rescuer stands at the water’s edge and attempts to rescue a victim with a pike pole, ladder, inflated hose, or any long tool.

Throw Rescue – Rescuer stands at the water’s edge and attempts to throw a rope to a victim in the water.

Go Rescue – Rescuer attempts to make the rescue by entering the same environment as the victim.

Line Search – Rescuers (two or more) are attached to a line held by a tender who controls their speed and distance as they travel up and down waters edge. The rescuers move with the tender searching with their feet to find the victim.

I. FIRST RESPONDER RESPONSIBILITIES (GENERAL)

A. Establish Incident Command and start building the command structure as the situation dictates and as resources allow. Implement use of the IAP/Site Safety Plan specific to water rescue.

In swift water incidents, down stream containment needs to be established as soon as possible.

B. Conduct a comprehensive size-up of the incident. Confirm the Dive Team is responding. Locate responsible party and/or witnesses. Secure the area by removing the bystanders and keeping would-be rescuers from entering the water.

   1. Witness(es) need to be separated, then interviewed at the same location where they witnessed the event.
   2. Triangulate and determine the point where the victim(s) was last seen.
C. Department personnel shall wear PPE appropriate for their level of training (shore support and technician level), i.e. swift water helmet, PFD, rope throw bag.

D. Attempt to establish communication with the victim(s) and determine as much information as possible (e.g., medical condition, level of consciousness, what happened, when it happened, and how long they have been in the water).

E. Determine if a rescue can be attempted and then select the appropriate method and PPE for an operations level rescue. Develop a plan and back-up plan, taking into consideration the hazard site survey, operating techniques, safety issues specific to the environment (swift water, still water, and ice), and the rescuer’s level of training.

Rescues shall only be attempted if the victims are visible.

II. FIRST RESPONDER RESPONSIBILITIES (SWIFT WATER)

A. Members trained to the Awareness Level water rescue training shall be tasked with responsibilities that will not require them to be closer than ten feet to the water to include the following:

Securing the area, interviewing witnesses, spotting downstream for victims, and handling a line during boat operations.

B. Members trained to Operations level shall be tasked with responsibilities that will not exceed their level of training, which includes the following:

Working at the river’s edge doing reach and throw techniques, along with manning a line during boat operations. As a reminder, crews should stay on the same side of the river, work in pairs, and each member should carry a throw bag.

C. All members should remember: No boots! No bunkers! No ice rescue suits!

III. FIRST RESPONDER RESPONSIBILITIES (SURFACE ICE RESCUE)
A. Members trained to the Awareness Level shall be tasked with responsibilities that will not require them to go beyond the water’s edge, including the following:
   1. Securing the area, reach and throw techniques, witness interviewing, triangulating the information to determine the last seen point, and assisting the Dive Team with equipment; and
   2. Monitor visible victims at all times. This includes their level of consciousness, body position, and location in the water.

B. Members trained to the Operations Level water rescue training (i.e. trained in ice rescue with “Gumby” suit) shall be tasked with the following responsibilities:
   1. All Awareness Level responsibilities as well as reach, throw, and go techniques
   2. Surface Ice Rescue: To attempt a surface ice rescue, the rescuer must be dressed in a surface ice rescue suit and be tethered to a haul team at the shore. The Haul Team and all non-surface ice rescue personnel should remember to stay off the ice and dress appropriately.

C. Remember: “Go” methods shall only be attempted for visible victims.

IV. FIRST RESPONDER RESPONSIBILITIES (STILL/OPEN WATER)

A. Members trained to the Awareness Level shall be tasked with responsibilities that will not require them to go beyond the water’s edge, to include the following:

   Securing the area, reach and throw techniques, witness interviewing, triangulating the information to determine the last seen point, and assist the Dive Team with equipment

B. Members trained to the Operations Level shall be tasked with responsibilities that can include reach, throw, and go techniques as well as all Awareness Level responsibilities.
   1. When performing an open water rescue, members must wear a PFD and stay tethered. Tethering can be as little as a rope in the rescuer’s hand to assist with rescuer and victim retrieval. No bunkers shall be worn.
DENVER FIRE DEPARTMENT

STANDARD OPERATING GUIDELINE

Section: OPERATIONS: SPECIAL OPERATIONS

Topic: Water Rescue

2. Ice rescue suits can be worn in open water to provide thermal protection and buoyancy. However, the weight and restrictive nature of the suit will add to the rescuer’s fatigue.

3. When doing a line search, member(s) in the water must wear a PFD and stay tethered. No bunkers shall be worn.

V. WATER RESCUE TEAM RESPONSIBILITIES: TECHNICIAN LEVEL

A. Gather information from the first responding crews.

B. Assist the Incident Commander, as directed, in building the command structure to accommodate special operations.

C. Establish a rescue plan and a back-up plan. Take into consideration areas with high probability of locating victim and target hazards.

D. Establish and identify the Rescue Team and the back-up Rescue Team.

1. Swift Water
   a. Rescue swimmers or boat operators
   b. Down stream safety swimmers

2. Surface Ice
   a. Surface ice rescue person, safety diver, and communications person (Como)
   b. Second team set up exactly the same as the first

3. Open Water
   a. Diver, safety diver, and communications person (Como)
   b. Second team set up exactly the same as the first

E. Determine technical rescue equipment and PPE needed:

1. Swift Water
   Wet suits, fins, boogie boards, helmets, and PFDs

2. Surface Ice Rescue
   Ice rescue suit, helmet, fins, safety diver set up, and communications gear

3. Open Water:
   Dive set up
F. Determine if additional technical teams/resources are needed.

G. Build high line rope system.

H. Rescue victim.

REFERENCES: Dive Rescue International


PURPOSE: To provide a procedural overview of hazardous materials isolation and mitigation considerations applicable to first responders and members of the Hazardous Materials Team

SCOPE: Applies to Denver Fire Department personnel functioning at Operations Level (Level 1) capacity, and will define Technician Level (Level 2) entry for hazardous materials incidents involving known and unknown products.

I. FIRST RESPONDER RESPONSIBILITIES

A. Establish Incident Command and start building the command structure as the situation dictates and as resources allow.

1. First Assistant Chief on scene shall implement the use of a Site Safety Plan. This plan is to be updated and consistent with all operations going on throughout the incident. This plan can be delegated to the Rescue/Safety Officer in expanded incidents.

2. Conduct a comprehensive size-up of the incident. Verify that the incident is a hazardous materials incident. If it is determined that the incident is within the scope of Operations (Level 1) procedures, first in companies shall initiate the appropriate mitigation techniques. Operations Level (Level 1) procedures include hazard mitigation of fuel spills, natural gas, and propane leaks. For all other hazmat incidents beyond Operation Level (Level 1), a full hazmat response (Level 2) shall be requested. A full hazmat response (Level 2) includes all these companies: Hamer 1, Engine 6, Rescue 1, Engine 9, Tower 9, and the Decon Rig. Initial crews need to secure and isolate the area and begin the process of setting hot, warm, and cold zones.

3. Locate any witnesses to said event and determine initial exposure/casualties.

4. No rescue attempts should be made into the Hot Zone without utilizing full PPE, SCBA, and having emergency decontamination procedures established.

II. HAZARDOUS MATERIALS TEAM RESPONSIBILITIES
A. Once positive identification of a hazardous material (either known or unknown) as a solid, liquid, or gas has been established, the Denver Fire Department Hazardous Materials Team will be deployed into action.

For special events, a Joint Hazardous Material Assessment Team (JHAT) will be utilized to determine level of response and initiate the Incident Command System if a credible threat is determined. If the situation can be handled by the JHAT, then they will do so without scaling up the incident. The JHAT will confer with the Branch Directors from their organization first, prior to any mitigation efforts.

B. Once the HazMat Team arrives on scene, the Officers from Engine 6, Hamer 1, and the Decon Group Supervisor will all meet with the Incident Commander to determine method of entry, mitigation, and decontamination and gather as much information as possible from first responding crews.

C. Hazardous Materials Branch Director and Entry Group Supervisor will formulate an Incident Action Plan for the mitigation of the material that meets the objectives and strategy of the Incident Commander.

D. Initial actions to be done prior to entry are as follows:

1. Monitor air.
2. Identify and confirm symptomatic condition of patients.
3. Shut down utilities, if needed.
4. Confirm that initial Hot Zone is sufficient and define the Hot Line and Decontamination Reduction Corridor.

E. Determine what the chemical or material is whenever possible.

1. Locate U.N. identification number.
2. Obtain Material Safety Data Sheets (MSDSs).
3. Research chemical and physical properties of product, if available.
4. Get 10-minute updates on wind direction, speed, and temperature.
5. Locate a responsible party for the layout of the building to gain helpful knowledge for entrants. This helps reduce reflex time to target.
6. Locate NFPA 704 placard on building, if applicable.

F. Determine the proper level of Personal Protective Equipment. This process shall be determined by the Resource Technical Specialist and
confirmed by Entry Group Supervisor and HazMat Branch Director, based on reliable information received about the chemical or material.

G. Establish and identify entry teams, back-up teams, and rescue teams. Teams will be identified as Alpha Team, Bravo Team, etc.

H. All members who are going to be engaged in entry need to have pre-entry and post-entry medical screens, performed by the Medical Officer.

I. Confirm that Decon Reduction Corridor is in place and is operational. No entry of any type will be done without Decon being in place.

J. Once the Action Plan is set, all members will be given a safety briefing of the goals, actions, and abort criteria regarding the mission.

K. All communications with the Entry Team will be done through the Entry Group Supervisor, operating on a separate, dedicated channel.

L. Once the problem has been reconned and/or mitigated, the Entry Team will exit through the reduction corridor and a debriefing of events will occur. If needed, the Bravo Team will be sent in for the second entry.

If multiple entries are to be made, the HazMat Branch Director and Entry Group Supervisor will utilize and configure teams to maximize goal outcomes and reduce fatigue of the entrants.

M. Contact Special Operations Chief for cost recovery and code enforcement early in the incident.

REFERENCES: None
# Decontamination Procedures at a Hazardous Materials Incident

**Purpose:** To provide a procedural overview of the decontamination procedures at a hazardous materials incident applicable to Decontamination Team and all Denver Fire Department personnel assigned to assist with decontamination at a hazardous materials emergency.

**Scope:** Applies to all Denver Fire Department personnel functioning either at Operational Level (Level 1) capacity or Technician Level (Level 2) capacity at a hazardous materials response where Decon may be performed.

**Response:** At any incident that requires an involved decontamination process, a Full Hazmat Response (Level 2) shall be initiated by Dispatch or the Incident Commander. This Full Hazmat Response (Level 2) includes the following companies: Hamer 1, Engine 6, Rescue 1, Engine 9, Tower 9, and the Decon Rig.

## I. Types of Decontamination

A. **Gross Decontamination:** A corridor established to create a water shower to cleanse people leaving a large venue or location after a suspected hazardous materials release. This can be accomplished by utilizing fire apparatus, nozzles, or any device that will create a significant water flow to wash contaminants off clothing or exposed body areas.

B. **Mass Decontamination:** The decontamination of large numbers of people in the event of industrial, accidental, or intentional release of a toxic, caustic, polluted, or otherwise unhealthy or damaging substance. This is to include any chemical, biological, or radiological product intentionally released to harm first responders or the general public. Mass decontamination will be completed with large tents, which will include an un-dress and re-dress area. This decontamination will also require additional resources due to the need of patient accountability and potential for extended operational periods.

C. **Technical Decontamination:** A decontamination corridor established to remove or neutralize hazardous materials from first responders who have gone down range at a hazardous materials emergency. Technical Decontamination will necessitate an establishment of hazard zones, a well
defined decontamination reduction corridor, and proper analysis of product for decontamination solution and appropriated PPE.

D. Emergency (Cut and Run): A rapid decontamination of a victim or first responder who has been contaminated at a hazardous materials emergency. At a minimum, a hoseline off of an engine is required; at a maximum, a full decon line should be established.

E. Self Decontamination: This is in effect for the last scrubbers leaving the decontamination reduction corridor. This process will have the first responders remove any potential contaminates from their person before exiting into the warm zone.

F. Dry Decontamination: The process of brushing contaminates off a person or first responder at a hazardous materials emergency without a decontamination solution. This is accomplished by the Scrubbers and will necessitate the use of meters or assessment materials to confirm that the person has been successfully decontaminated.

G. Non-Ambulatory Decontamination: The decontamination of people who do not have the ability to walk through a decontamination line. This will encompass the use of a tent and the non-ambulatory roller system to assess and decontaminate the person. This process will require additional resources due to the intensive nature of non-ambulatory decontamination.

II. COMMUNICATIONS

Communications will be completed through the chain of command from the Decontamination Liaison Officer through the Decontamination Operations Officer. Decontamination Officer and Tower 9 Engineer will monitor the radio channel designated for the Haz-Mat Entry Team and keep the Scrubbers updated on teams sent down range and their progress. If necessary, the Scrubbers and Decontamination Operations and Safety Officers will select a separate radio channel to conduct transmission of pertinent information to the Decontamination Team members.

III. CONTAINMENT AND RUN-OFF

Decontamination Team members at all times need to be aware of product containment and the potential for product run-off at a hazardous materials
emergency. If the product has exceeded or manages to get into a public sewer, waterway, or an area affecting public health, Special Operations will be contacted and the proper agency will be notified to mitigate.

IV. DISPOSAL

All contaminated clothing and equipment will be left at the scene and disposed of by a professional hazardous materials contractor. This includes SCBAs, bunking gear, monitoring equipment, decontamination tents, and any equipment deemed contaminated by the Incident Commander, Haz-Mat Branch Director, and Decontamination Liaison Officer. Any decontamination issues with regard to firearms will be dealt with by the Incident Commander, Decontamination Liaison Officer, and the affected agency.

V. OPERATIONS LEVEL (LEVEL 1) RESPONSIBILITIES

A. Identify that the emergency deems a hazardous materials response.
B. Establish Incident Command.
C. Conduct a thorough size-up of the scene and attempt to locate a responsible party and/or witnesses and determine what happened and if there are any possible victims; isolate area and begin any necessary evacuations.
D. Proceed with any gross or emergency decontamination.
E. Utilizing appropriate hazmat guides and equipment, begin product identification.
F. Per NFPA 472, take offensive actions on gasoline, diesel, natural gas, and propane and begin mitigation of hazard.
G. Determine if product is proceeding toward an area that will affect a larger area or population, i.e. waterway, storage drain, etc.
H. If called up to assist the Decontamination Team, you will follow the orders given by the Decontamination Operations Officer and Decontamination Team members.

VI. DECONTAMINATION TEAM RESPONSIBILITIES

A. Determine access to emergency and staging location with Incident Commander for the apparatus, keeping in mind elements such as wind, temperature, and topography.
B. Determine best location for Decontamination Reduction Corridor and establish corridor after consulting with Hazardous Materials Branch Director.

C. Set up appropriate Decontamination Reduction Corridor based on information received from Resources Technical Specialist and Incident Command.

D. Secure access to the corridor with barrier tape and police officers.

E. Dress the appropriate amount of Scrubbers and back-up Scrubbers for the incident and determine if additional resources are needed.

F. Establish a water supply for the Decontamination Team.

G. Establish a Safety Officer for the Decontamination Team.

H. Determine appropriate containment methods for the decontamination methods selected.

VII. DECONTAMINATION TEAM ASSIGNMENTS

Note: The primary objective when the Decontamination Team arrives on scene is to establish the Decontamination Reduction Corridor. This is the responsibility of the Decontamination Operation Officer, Engineers, and Senior Firefighters. Junior members will start to don appropriate PPE while this task is accomplished.

A. TR-09 Officer – Decontamination Group Supervisor

1. Report to Command Post.

2. Consult with Command Staff and determine location type and size of decontamination area and area for decontamination reduction corridor.

3. Request ALS for decontamination area for patient care, if necessary (i.e. vitals/accountability/patient transport).

4. Request Denver Police, if necessary, for securing decontamination area and civilian control.

5. Relay to Decontamination Operations Officer all pertinent information.

6. Acquire additional Denver Fire Department resources as requested by the Decontamination Operations Officer.

B. E-09 Officer – Decontamination Operations Officer
1. Supervise and direct the set up of decontamination operations and Decontamination Reduction Corridor.
2. Determine proper decontamination method and solution with information obtained from the Hazmat Technical Specialist.
3. Maintain a written record of incident on a Decontamination Officers Worksheet.
4. Notify Decontamination Group Supervisor when decontamination personnel and Decontamination Reduction Corridor are in place.
5. Monitor operations and determine if additional resources are needed.

C. TR-09 Engineer – Decontamination Safety/Medical Officer
   1. Assist with set up of decontamination area and Reduction Corridor.
   2. Assist Engine 9 Engineer in setting up water supply.
   3. Assure with Decontamination Team Officer that the Decontamination Team members are appropriately suited and all medical and equipment records are recorded.
   4. Maintain a written record on a Medical and Safety Officers Worksheet.
   5. Observe operations with special consideration for safe operational practices.
   6. Report any unsafe operations immediately to Decontamination Operations Officer, Decontamination Liaison Officer, or IC and stop operation, if necessary.
   7. The Medical Officer is responsible for obtaining and recording baseline vital signs of Scrubbers and back-up team members, pre- and post-entry of the Scrubber, and monitoring and recording air levels, time inside the suits, and any other relevant information relating to the safety and health of the Scrubbers and back-up team members.

D. E-09 Engineer – Water Supply/Equipment Monitoring
   1. Assist with set up of decontamination area and Reduction Corridor.
   2. Establish water supply to Decontamination Reduction Corridor, which will include back-up line and water heating system.
   3. Set up salamander heater to tents, if necessary.
   4. Act as Valet for back-up Decontamination Team.
E. TR-09 Senior Firefighter

1. Drive the decontamination apparatus with E-09 senior firefighter to the scene and properly stage the vehicle as instructed by Incident Command.
2. Assist with set up of decontamination area and Reduction Corridor.
3. Don appropriate PPE and assume role of back-up Decontamination Team with E-09 senior firefighter.
4. If not involved in an active decontamination role, will assist with scrub stations and tool collections, and assume the role of group leader in large decontamination operations.

F. E-09 Senior Firefighter

1. Drive the decontamination apparatus with TR-09 senior firefighter to the scene and properly stage the vehicle as instructed by Incident Command.
2. Assist with set up of decontamination area and Reduction Corridor.
3. Don appropriate PPE and assume role of back-up Decontamination Team with TR-09 senior firefighter.
4. If not involved in an active decontamination role, will assist with scrub stations and tool collections, and assume the role of group leader in large decontamination operations.

G. TR-09 Junior Firefighter

1. Don appropriate PPE and assume role of Scrubber TR-09 junior firefighter.
2. Select and prepare any hazardous material monitors, meters, or product identification supplies that will be used in the Decontamination Reduction Corridor.

H. E-09 Junior Firefighter

1. Don appropriate PPE and assume role of Scrubber E-09 junior firefighter.
2. Select and prepare any hazardous material monitors, meters, or product identification supplies that will be used in the Decontamination Reduction Corridor.
THE DENVER FIRE DEPARTMENT DOES NOT ACCEPT HAZARDOUS WASTE OR MATERIALS FOR DISPOSAL OR STORAGE

No Department member shall accept substances or materials for disposal from any individual or agency (Federal, State, and Local). Any substance that an individual is asking to have disposed of must be considered hazardous waste. As hazardous waste, the material has to be considered toxic and potentially dangerous to those who come in contact with it. The substance has to be characterized (tested) before it can be properly disposed of. This is an expensive process, and one the Department is not budgeted to support.

When any substance is brought to a Fire Department facility for intended drop off, the Department member contacted shall document the content by recording the following information:

A. the Date
B. Name
C. Individual or company address
D. Individual or company telephone number
E. Vehicle license number
F. Container type and identifying labeling

Whenever possible, contact the District Chief or Hamer 01 to take photographs of the substance or substance container. The above information and photographs should be forwarded to Hamer 40 c/o the Fire Prevention and Investigation Division office. This information can be used to track the materials should they be found later, dumped in a field or on the side of the road, etc.

Inform the person requesting the disposal of the substance that dumping of a hazardous substance on private or public land is a criminal act under federal, state, and city laws. Also encourage the individual to take the substance to a disposal facility that is licensed to process hazardous waste. These facilities can be found in the telephone book (yellow pages) under Waste Disposal.

For disposal of household hazardous waste/chemicals, the procedure is:

A. Citizens of Denver can take advantage of Denver’s household hazardous waste collection program. Denver Recycles is a program of Denver Public Works Solid Waste Management. The program accepts many common household hazardous waste/chemicals. The chemicals received are recycled, reused, or disposed of properly. Home pickup or central drop-
B. Representatives from other agencies need to contact their agency for hazardous waste disposal. Again, the Fire Department does not accept hazardous waste that other agencies have acquired because of high disposal costs. All City, state, and private agencies should have protocols in place for the disposal of such items.

C. To report any illegal dumping of hazardous materials or any other hazardous waste disposal questions, call “311.”
PURPOSE: To provide the procedural overview of the Denver Fire Department Wildland Team policies, procedures and training requirements

SCOPE: Applies to all Denver Fire Department personnel

I. OVERVIEW

The Denver Fire Department Wildland Team is composed of Denver Firefighters who are willing to make a commitment to fulfilling the Team’s training and participation requirements and who agree to follow Department Directives and those of the Federal wildland agencies in terms of behavior, equipment, deployment, finances, and documentation. Wildland Team members will be able to deploy all year, with most of the deployments typically between the dates of May 1 and October 15. The number of deployable resources will be at the discretion of the Operations Division Chief.

II. MEMBERSHIP REQUIREMENTS

Membership on the Denver Fire Department Wildland Team is open to all uniformed employees of the Department, with the exception of probationary Firefighters. The number of available positions on the Team will be determined by the Operations Division Chief and as approved by the Chief of the Department. All members must maintain active status with the Wildland Team by meeting the following annual requirements:

A. Current red card certification
B. Eight-hour recertification class and training as required
C. Enrollment to start the process to gain qualifications for the Team shall be from January 1 to March 15, each calendar year.
D. To be eligible for deployment, you must complete all requisite training outlined in Section III, Item A, by May 1 of each calendar year.

III. ELIGIBILITY REQUIREMENTS

Wildland Team members who want to be eligible for fire line deployments must meet the following requirements:

A. Successful completion of the following National Wildfire Coordinating Group courses:

1. S-130/190 Basic Wildland Firefighting
DENVER FIRE DEPARTMENT

STANDARD OPERATING GUIDELINE

Section: OPERATIONS: WILDLAND

Topic: Wildland Operating Procedures

2. City and County of Denver’s Defensive Driving course (required once every three years)

B. Attend one of the Wildland Team’s scheduled classes or events during each calendar year

C. Complete the annual eight-hour refresher course

D. Pack Test

E. Maintain EMT-Basic certification

While not required, the following courses are recommended to increase the situational awareness of each firefighter on the Wildland Team and enrich deployment status of each member:

1. S-131 Advanced Wildland Firefighting
2. S-215 Fire Operations in the Urban Interface
3. S-290 Intermediate Wildland Fire Behavior

IV. DEPLOYMENT CONSIDERATIONS

A. Each Wildland Team member will be responsible for maintaining their own status in ROSS. Any issues encountered with improper status in ROSS will be handled on a case-by-case basis with the Special Operations Assistant Chief.

B. Members are available for deployment by having met the prerequisite NWCG certifications of the requesting entity. Wildland deployment assignments will be sent from the Pueblo Dispatch Center to the member. If all qualifications have been met, the member can accept the assignment from Pueblo Dispatch for deployment. Details of the assignment must then be conveyed to the Processor and a copy of the Resource Order shall be forwarded to the Processor. Members should be ready to deploy within two hours of accepting an assignment. If the member that accepts an assignment is “on duty,” that member will have to wait until they are relieved, prior to deploying. Before a member can deploy, they must have a copy of the Resource Order in hand and are expected to report to the accepted assignment destination as quickly as possible. A current Red Card is also required, in order to be eligible for check in, once the member has arrived to their assignment.
C. For every 14 days (exclusive of travel) members have been deployed and are scheduled to work on the following day, an additional administrative day off will be granted.

D. The Forest Service’s work/rest guidelines may require firefighters who are reassigned or extended while on deployment to take work/rest days before completing the deployment.

E. When a member is deployed, they must have on their person the following:
   1. Red card
   2. Drivers license and proof of insurance
   3. Copy of current CRRF agreement
   4. Copy of EMT license, if deployed as EMT
   5. Appropriate PPE
   6. Credit card for deployment costs

F. At times, Pueblo Dispatch may contact the Processor and request specific resources instead of calling the member directly. Members selected by the Processor for deployment must first meet the requirements of the requesting agency. After deployment qualifications are met, members of the Wildland Team will be selected at the discretion of the Processor, with every attempt to avert any adverse impact that the deployment will have on the Operations Division.

V. WILDLAND TEAM UNIFORM REQUIREMENTS

All Wildland Team members shall wear their Class B uniform while traveling to and from their deployment assignment. Once at their assignment, Team members shall wear their standard Wildland Team work uniform to include green Nomex pants, yellow Nomex long-sleeved shirt, wildland boots, helmet, safety shelter, and gloves.

VI. DOCUMENTATION RESPONSIBILITIES

A. Documentation of the resource order, hours worked, equipment used, equipment damaged, per diem costs, travel expenses, etc. will be the responsibility of the deployed member. Lack of proper documentation will prevent the City and the Department from receiving reimbursement for costs incurred by the member’s deployment. The individual member will not receive overtime pay or per diem reimbursement until proper
documentation has been signed and properly submitted. It is required that all paperwork be submitted to the Processor within 72 hours of return from deployment. Processors need to have all paperwork finalized and submitted to Finance within 15 days of return of deployment.

B. A copy of the Team member’s Resource Order shall be obtained from the Dispatch Center prior to travel to the incident. A copy of the Resource Order is required as part of the reimbursement request.

C. Members deployed on Wildland Team assignments will be compensated at overtime rates for actual hours worked beyond their normal work schedule as outlined in the Collective Bargaining Agreement. Deployment time must be documented on the Emergency Firefighter Time Report (OF288) and your return travel time will be documented on the Crew Time Report form. This information will then be entered into Telestaff by the Processor. Time entered in TeleStaff should be clearly coded, described, and documented under “Notes” (i.e. wildland fire, incident name, and incident number).

D. Due to 2013 Cooperator Incident Reimbursement Guidelines, when a member travels home from an assignment that lasts less than 14 days on their normally assigned duty shift, he/she shall return to duty to complete their normal assigned shift, regardless of the time of day.

E. Deployed Team members who work on a Department-recognized holiday will receive holiday pay for the actual hours they worked, providing those hours fall within their regularly scheduled shift.

F. Meals not provided at the incident: To simplify the reimbursement process, per diem expenses for any deployment location will be calculated using the “standard” CONUS (U.S. General Services Administration for the Continental United States) destination rate for meals for the State of Colorado. However, for extenuating circumstances whereby the member paid a significant amount for meals and incidental expenses above the standard rates (as determined by the Operations Division Chief or designee), such expenditures shall be justified with supporting original receipts.

Meals provided at incident: There are no reimbursements when meals are provided at an incident. However, when meals were provided at the incident and it was impossible to receive meals provided, the member may be reimbursed with supporting original receipts.
Meals on travel days will be paid at 75% per diem rate for the first and last days of travel utilizing the following times:

- **Breakfast:** 0630 to 0900
- **Lunch:** 1100 to 1400
- **Dinner:** 1600 to 1900

G. All reconciliation/checklists, travel, and other required forms and receipts must be submitted through the Processor prior to processing of reimbursement paperwork by the Fire Department Finance team.

H. Damage/loss claims must be submitted to the Incident Finance Section while still deployed at the incident in order to receive reimbursement. A copy of a paid invoice for replacement or repair must be submitted with reimbursement documentation.

I. Copies of supply orders for re-supply or replacement of consumables, lost, or damaged items may be required in order to complete incident documentation.

J. If requesting reimbursement for cell phone charges, an “S-number” authorizing cell phone use must be obtained from the incident management team. The S-number and copies of an itemized cell phone bill must be submitted with the reimbursement request. Receipts for any additional expenses must also be included in the reimbursement request.

K. The Denver Fire Department will provide workers compensation for a line-of-duty injury per the Collective Bargaining Agreement for Wildland Team members while deployed to a Wildland fire assignment.

L. Wildland Team members will be paid by the Denver Fire Department for time worked on their normal bi-weekly paycheck. Reimbursements for other items (per diem, lodging, and mileage) will be paid by separate check through the City’s voucher system and mailed to the member’s home.

**VII. REIMBURSEMENT**

The following original documents shall be submitted to the Processor when requesting reimbursement and/or personnel pay:
A. Personnel Costs

1. Wildland Reconciliation/Checklist Form
2. Original Emergency Firefighter Time Sheets
3. Crew Time Reports (OF288) documenting time periods on shift
4. Resource Order for the incident
5. Travel request reimbursement for per diem, mileage, lodging, airport parking, rental vehicles, etc., including original receipts
6. Damage/loss documentation for repair/replacement of lost/damaged items
7. Cell Phone: Supply S-number authorizing cell phone use, along with cell phone bill (Fire Department-issued phones only)

B. Equipment

1. Copy of CRRF with reimbursable resource highlighted
2. Original Emergency Equipment Use invoice if no other expenses are claimed
3. Original Emergency Equipment Shift Tickets documenting time periods on shift
4. Resource Order for first incident
5. Fuel receipts, if fuel not supplied at incident
6. Emergency Firefighter Time Sheets, if firefighters are paid separate from equipment
7. Per diem and lodging receipts for crew, if applicable
8. Supply Order numbers for supply/replacement, if necessary
9. Damage/loss documentation for repair/replacement, if necessary
10. Cell phone: Supply S-number authorizing cell phone use, along with cell phone bill (Fire Department-issued phones only)
11. Additional reimbursement expenses (airport parking, rental vehicles, etc.)

The Processor will submit an invoice for actual costs to the Finance Department within 15 days for finalization and submittal to the CDPS Office in Fort Collins for reimbursement within 30 days.

VIII. OTHER MEMBERSHIP RESPONSIBILITIES

A. Trades

It is the member’s responsibility to make sure that the Department does not incur any costs for trades when they have been deployed. Members
cannot have trades in Telestaff while on deployment assignment. During periods a member has made themselves available for deployments, that member is responsible to make arrangements to clear trades, both owed and owing, that fall with the deployment period, prior to leaving on deployment.

B. Training

1. Available training opportunities will be posted on each Team member’s email as they arise. Training that is sponsored by the Department will be arranged so that on duty personnel may attend. In situations where classes cover several consecutive days, members will be expected to attend on their off duty days without compensation or pay. These training opportunities include, but are not limited to, all NWCG wildland classes, prescribed burns, pack tests, and annual refresher classes.

2. Every certification received for class completion should be recorded on the member’s individual I.Q.S. record. It is the member’s responsibility to deliver a copy to the I.Q.S. Record Keeper for inclusion into the member’s permanent record. While participating in prescribed burns with other departments, members must deliver the Denver Fire Department’s Wildland Training form to the Special Operations Assistant Chief and/or Processor prior to participation. Once participation is granted by the Operations Division Chief, the member will be covered by the Denver Fire Department for potential injury as in all other Department training exercises.

3. If any member does not first receive permission from the Operations Division Chief, any injury incurred while training with other departments will be the responsibility of the individual.

C. Illness/Injury

1. A traumatic injury, according to the Forest Service, is a wound or other condition to the body caused by external force, including stress or strain, and which occurs during one work shift or one calendar day. If this situation occurs, the injured party shall fill out the front side of a CA-1 Notice of Traumatic Injury report and their on-scene supervisor shall complete the reverse side.
2117.01 Wildland Operating Procedures

Page 8 of 8

2. The other classification of injury, according to the Forest Service, is an occupational disease. This is defined as a disease that is produced by systemic infections, continued or repeated stress or strain, exposure to toxins, poisons, or fumes, or other continued or repeated exposure to conditions of work environment over a period of at least two days. In this situation, the injured party shall fill out the front side of a CA-2 and their supervisor shall fill out the reverse side.

3. Denver Fire Department Dispatch shall be contacted in the case of any serious injuries at 720-913-2400. Dispatch will make the call list so all the appropriate individuals will be notified.

4. As soon as reasonably possible, the injured member must call the OUCH Line (303) 436-OUCH (6824) and inform the call taker that you are reporting a Wildland related injury.

5. Workers Compensation requires notification of the member’s direct supervisor within 48 hours of the incident. Copies of the CA-1 or CA-2 must be filled out on scene.

D. Discipline

Possession of alcoholic beverages at the incident or other government facilities is prohibited. In addition, possessing, selling, distributing, transporting, or personally using controlled substances (unless prescribed by a physician) is illegal.

While on deployment, all Denver Fire Department Directives, rules and regulations, and discipline guidelines shall apply.

Members who are sent home from an incident for conduct unbecoming shall be subject to discipline by the Denver Fire Department Administration.
I. PURPOSE

A. These procedures identify the duties and responsibilities of members on the Department involved with Colorado Task Force 1 in the event of Federal activation or alert.

B. Members shall verify their deployment status on the pre-roster via monthly e-mails sent by CO-TF1. Members that are on the pre-roster who cannot deploy are to immediately notify their Task Force supervisor. Operations shall be proved copies of the Red, White, and Blue pre-rosters in January every year. The senior DFD Task Force member (the agency lead) is responsible for providing all information regarding the Task Force to the Operations Division. This member will also serve as the Point of Contact (POC) for the Task Force.

C. Members shall ensure that their personal equipment is always ready for deployment. They shall also have their family affairs in order in preparation for immediate deployment. Follow the Family Readiness Checklist.

D. West Metro Fire and Rescue, the Sponsoring Organization, shall receive all information from FEMA. West Metro Fire shall notify Task Force members, the Division Chief, and the Assistant Chief of Operations via the INTRADO and the FEMA Communicator notification system or Task Force Chain of Command by phone. The INTRADO and the FEMA Communicator systems will notify members by sending a pre-recorded message to member’s home, cell phone and e-mail.

II. ADVISORY

Informational updates to all Task Forces about disasters that have occurred or are imminent. No action is required at this time. Standby for further updates.

III. ALERT

Formal notification by FEMA to selected Task Forces that a disaster is imminent or has occurred. Task Force is directed to prepare for possible activation. Selected Task Force members may be put on paid status to
make preparations. Off duty personnel may be requested to assist with preparations in a non-paid status. All members shall place their personal equipment in their cars. Members shall report their status for deployment to their Task Force supervisor. Activation date and time may be identified in the alert notification. Alert may not lead to activation of the Task Force. The Operations Division and the Department will be kept informed by the senior DFD member present on the Task Force and/or the Agency Lead.

IV. ACTIVATION

A. Activation is a formal request from FEMA to a Task Force that an event has occurred or is projected to occur which requires deployment for a mission. Date and time to report to the Mobilization Center shall be identified. There may or may not be an Advisory or Alert prior to activation. Activation orders will state date and time Task Force personnel and equipment shall be at the Point of Departure. Time of departure may be as short as four hours.

B. Immediately after notification of Activation, the Agency lead for the Task Force shall ensure that the Assistant Chief and/or Division Chief of Operations (see attached phone list) are notified of the activation. The agency lead will also confirm with the Operations Division which DFD personnel are on the updated pre-roster and thus eligible for deployment. Operations will also be kept apprised of DFD members involved in substitutions and/or additions made to fill out the deployment roster. On duty members identified as eligible to deploy on the pre-roster shall be released ASAP. If necessary, rigs will be temporarily closed and/or consolidated (no more than four rigs) to facilitate the release of the designated members. If necessary, the “Hold Order” may be put into effect. If the Task Force is activated and overtime/backfill is authorized, Operations will have the on duty assigned District Commander start the backfill hiring process. The hiring process will not delay releasing eligible Task Force members.

C. Operations shall immediately contact Dispatch and have an “All Stations” message sent stating that: “Members of Colorado Task Force 1 have been activated for deployment; you are to follow procedures as outline in the DFD Mobilization Manual.”
D. Members listed on the pre-roster as eligible to deploy shall notify their DFD Task Force supervisor and/or Task Force Group Leader, who in turn will notify the DFD Agency Lead that they intend to deploy. They will respond to the point of assembly (3535 South Kipling) with their equipment immediately, or as directed.

E. Once the Agency Lead has confirmed with Operations, he/she shall e-mail or call CO-TF1 Program Manager or Training Manager that DFD has received the message and DFD members are in the process of responding to the PoD (Point of Departure). This notification response shall be accomplished as soon as possible. The reply to the receipt of the order is critical for West Metro Fire and FEMA to determine if the Task Force can accept the mission.

F. Off duty personnel that are not deploying are requested to respond with their equipment to the point of assembly and assist with the deployment. Members should be prepared to fill a vacancy in the deployment roster. Immediately notify the DFD Agency Lead if you are placed on the deploying roster. The Agency Lead is then responsible for notifying Operations. If you are not pre-rostered or specifically requested through the Agency Lead, you are required to fulfill your scheduled DFD duty assignment obligation.

G. On duty personnel that are not deploying are requested to follow the above procedures at the end of their tour of duty. Contact your DFD Task Force supervisor before going out to the Task Force headquarters. Your assistance may be needed at the point of assembly or elsewhere.

H. District Chiefs shall ensure that the Telestaff code used to backfill vacancies will be the appropriate “FEMA backfill” code and that the notes section includes the name of the deploying/deployed member being replaced by the overtime member. These procedures will facilitate reimbursement from FEMA.

I. The Administrative Division will designate a member to function as the Department’s liaison to the Task Force Family Support
Network. The network can be contacted through the Home Base TFL at Task Force headquarters. This communication link will assist in keeping both the deployed member families and the Department informed. Family emergencies can also be addressed and relayed to the deployed member through this liaison. (The DFD Agency Lead may be assigned to these duties if not deployed.)

J. The Chief of West Metro Fire and Rescue District will also maintain contact with the Chief of Denver Fire Department.

K. The senior DFD Task Force member that deployed shall keep the Department liaison officer (and/or the DFD Agency Lead if he/she is not deployed) informed during the deployment on a daily basis if there is a phone or e-mail capability on location.

Attachment: Phone List, Activation CO-TF1
<table>
<thead>
<tr>
<th>L. NAME</th>
<th>F. NAME</th>
<th>ASSIGNMENT</th>
<th>PHONE #s</th>
<th>E-MAIL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Drennan</td>
<td>Charles</td>
<td>Division Chief, Operations DFD POC</td>
<td>720-913-3421, 303-944-3969</td>
<td><a href="mailto:Charles.Drennan@denvergov.org">Charles.Drennan@denvergov.org</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>DFD Dispatch</td>
<td>720-913-2400</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Task Force Ldr USAR</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Rescue Tm Mgr</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Balding</td>
<td>Brad</td>
<td>Assistant Chief Operations DFD Back up POC</td>
<td>720-913-3416, 303-944-4104</td>
<td><a href="mailto:Brad.balding@denvergov.org">Brad.balding@denvergov.org</a></td>
</tr>
<tr>
<td>Berumen</td>
<td>Tony</td>
<td>Liaison to Task Force</td>
<td>Administrative Division Chief 720-913-3455</td>
<td><a href="mailto:Tony.berumen@denvergov.org">Tony.berumen@denvergov.org</a></td>
</tr>
<tr>
<td>Tyus</td>
<td>Rodney</td>
<td>CO-TF1 Program Manager</td>
<td>(303) 274-0814 ext 11 (720) 641-6029</td>
<td><a href="mailto:RTyus@WestMetroFire.org">RTyus@WestMetroFire.org</a></td>
</tr>
<tr>
<td>Good</td>
<td>Mike</td>
<td>CO-TF1 Training Manager</td>
<td>303 274-0814 ext 12 720-641-6044</td>
<td><a href="mailto:mgood@westmetrofire.org">mgood@westmetrofire.org</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>303-969-0298 Fax 303-969-0286</td>
<td><a href="mailto:dispatch@westmetrofire.org">dispatch@westmetrofire.org</a></td>
</tr>
</tbody>
</table>
All members are directed to utilize a new crush gasket whenever an oxygen cylinder/regulator connection is being changed.

Per the NIOSH and FDA Public Health Notification of April 2006 and its update of June 2006, the danger of fires occurring at the interface of oxygen regulators and cylinder valves may be increased by the incorrect use of the crush-type gaskets currently utilized by the DFD. These nylon washers, which are commonly used to create a seal at the valve/regulator interface, are designed for a single-use application only. When reused, they often require more torque to obtain an effective seal. Higher torque pressures may result in deformed gaskets and/or damage to the cylinder valve and regulator, which could then result in a significant oxygen leak at the seal. Analysts have shown that the “flow friction” from this compressed oxygen leaking across the surface of the crush gasket may produce enough heat to create a spontaneous ignition.

Members shall employ the following procedure for installing regulators to oxygen cylinders:

A. Always “crack” cylinder valves (open the valve just enough to allow gas to escape for a very short time) before attaching regulators in order to expel foreign matter from the outlet port of the valve.
B. Always follow the regulator manufacturer’s instructions for attaching the regulator to an oxygen cylinder.
C. Always use the sealing gasket specified by the regulator manufacturer.
D. Always inspect the regulator and CGA 870 seal before attaching it to the valve to ensure that the regulator is equipped with only one clean, sealing-type washer (reusable metal-bound rubber seal) or a new crush-type gasket (single-use, not reusable, typically nylon) that is in good condition.
E. Always be certain the valve, regulator, and gasket are free from oil and grease. Oil or grease contamination is widely known to contribute to ignition in oxygen systems.
F. Tighten the T-handle firmly by hand, but do not use wrenches or other hand tools that may over-torque the handle.
G. Open the post valve slowly. If gas escapes at the juncture of the regulator and valve, quickly close the valve. Verify that the regulator is properly attached and the gasket is properly placed and in good condition. If you have any questions or concerns, contact your supplier.
**PURPOSE:** The following information should be used as a guideline for base station determination.

Base station contact is an essential part of the two-tier EMS system. Base station contact allows direct contact with the attending emergency physician at Denver Health Medical Center. Base station contact allows the liability issues of a patient's refusal to be shared with the attending doctor at Denver Health Medical Center. Emergency Medical Technicians of the Denver Fire Department have been granted the latitude to make the determination for base station contact.

Once contact has been made with the patient, the patient can refuse treatment.

I. **REFUSAL**
   A refusal can only be granted when:
   
   A. The patient is mentally alert and oriented and has decision-making capability.
   B. The patient is not under the influence of drugs or alcohol.
   C. The patient has not suffered a head injury.
   D. The patient has been fully informed of the possible consequences of refusing treatment, including further injury or possible death and continues to refuse treatment.

II. **AUTO ACCIDENTS**
   Base Station contact for citizens involved in auto accidents is required when:
   
   A. The mechanism of the accident, as determined by Fire Department members, is significant enough to cause injury, and the patient verbally denies any injury or admits to minor injuries.
   B. The patient, after being fully informed of the possible consequences of refusing treatment, still verbally refuses to be seen by paramedics or hospital personnel.

   Base Station contact for citizens involved in auto accidents is not required when:
   
   A. The mechanism of the accident is determined, by Fire Department members, to lack enough force to cause injury.
   B. The Patient denies any injury.
C. The patient, after being fully informed of the possible consequences of refusing treatment, still verbally refuses to be seen by paramedics or hospital personnel.

III. LIFT ASSISTS

Base Station contact is not required for patients who have requested lifting assistance due to a fall when:

A. The overall condition of the patient, as determined by Department personnel, is not detrimental to leaving the patient under their own care.
B. The mechanism of the accident, as determined by Fire Department members, lacks enough force to cause injury.
C. The patient denies any injury.
D. The patient, after being fully informed of the possible consequences of refusing treatment, still verbally refuses to be seen by paramedics or hospital personnel.

IV. PARTY DOWN – INEBRIATED PATIENTS

Base station contact is required when a patient is found to be inebriated and without need of ALS care. When ETOH is the only medical problem of the patient, Denver Fire Department members shall cancel the responding ALS ambulance. Denver Fire Department EMS shall make contact with the Base Station physician and report patient condition and request to transfer care to either the Denver Police or Denver Cares (Detox).

Fire Department crews shall remain with the patient until care is transferred to Denver Cares or, with permission from base station, to Denver Police.

V. DOA – PRONOUNCEMENT PROCEDURES

The Medical Director for the Denver Fire Department encourages Department members to pronounce patients who are found in any of the following conditions:

A. Decapitation
B. Decomposition
C. Dependent lividity or rigor mortis
The procedure to pronounce a patient includes contacting the base station physician and providing the patient’s condition, lack of vital signs, last known time patient was seen alive, if known, and medical history, if known. The doctor may ask for more information to confirm your findings. When the doctor is satisfied with your assessment, he/she will pronounce the patient’s time of death. Following the pronouncement, the responding ambulance shall be cancelled and placed in service. Contact Dispatch and request the police and medical examiner to respond. Department members shall remain on scene until relieved by police or the medical examiner, and the body released to their custody.

Outside the aforementioned signs, or unless a valid CPR directive is present with the patient, all patients found pulseless and apneic shall be resuscitated.

See the Denver Metro EMT – Basic Protocols for further information (Pages 8.27, 8.28).

VI. ADVANCED DIRECTIVES

All advanced directives require base station contact prior to withholding life saving measures. If the medical directive is not readily available, begin resuscitation efforts and contact the base station doctor for guidance and/or pronouncement. The pre-hospital provider should only accept verbal orders to cease resuscitation from the base station physician.

See the Denver Metro EMT – Basic Protocols for further information (Pages 8.7, 8.8, 8.28).

VII. MINORS

The State of Colorado considers any person under the age of 18 to be a minor.

When the parent is not present to give consent or to refuse treatment for a minor:

A. If a minor has an injury or illness, but not a life-threatening medical emergency, you may attempt to contact the parents/guardian. If this cannot be done promptly, contact base station.
B. The consent of the parent is not necessary to authorize hospital or emergency health care when an EMT, in good faith, relies on a minor's consent, and the minor is at least 15 years of age and emancipated or married.

C. If there is some reason to believe the child does not need transport and can be left at the scene in the custody of a responsible adult (i.e. teacher, social worker, grandparent), contact base station. Report on condition of patient and scene situation. Only on very rare circumstances should a child be left at the scene if the parent is not present and only if base station grants permission.

D. If the minor had a life-threatening injury/illness, treat per protocols. If a parent objects to treatment, contact base station immediately, treat to the extent allowable, and notify police to respond and assist.

E. Neither a child or a parent may refuse treatment on religious grounds if the child is in imminent danger as a result of lack of medical treatment, or when the child is in a life-threatening situation, or when the condition will result in serious handicap or disability.

When in doubt, your actions should be guided by what is in the minor’s best interests and contact base station.

See the Denver Metro EMT – Basic Protocols for further information. (Page 8.6)
DENVER FIRE DEPARTMENT

STANDARD OPERATING GUIDELINE

Topic No: 2119.03

Date: 10-12-11

Approved: TAB

Review Date: 10-12-13

Replaces: DOG 203.04 (10-01-03)

No Change in Content

Section: OPERATIONS: EMS

Topic: EMS Newsletters

The State of Colorado EMS Division of the Department of health requires that all Emergency Medical Technicians complete 36 hours of Continuing Medical Education (CME): 12 hours in the trauma category, 12 hours in the medical category, and 12 hours in the elective category. Emergency Medical Technicians are required to obtain these CME hours over a 36-month period in order to be eligible to re-certify. These hours are documented and open for review by State personnel.

In order to assist members in obtaining the required CME hours, the Denver Health Medical EMS Education office provides CME newsletters. These newsletters cover a variety of medical topics in both the Trauma and Medical categories. Newsletters consist of a written portion detailing a specific topic, and a test covering the material presented. Completed newsletters can add an additional 1 to 2 hours of CME credit.

Members shall complete and submit the tests from the newsletters to the EMS Education Department, through their district EMS instructor. Tests from the Newsletters shall be completed in either blue or red ink. Newsletters completed in black ink will not be accepted for credit.

These CME newsletters are provided for the benefit of Fire Department members. Newsletters that are submitted for CME credit are considered official documents by the State of Colorado. Members submitting newsletters for credit that they personally did not complete are falsifying an official document and are subject to discipline.

Members in need of completing EMS newsletters for credit may obtain them from EMS Education, located in the Rita Bass EMS Education building at 190 West 6th Avenue. The EMS Education Department may be reached at 303-436-8849.
PURPOSE

The purpose of this document is to establish policy and procedures for conducting on-site live training fires at the RMFA, while complying with NFPA Standard 1403 and for the safe and effective use of live fire training evolutions.

POLICY

The conduct of safe and effective structural firefighting training is an important event associated with the use of the RMFA burn building. The preparation, conduct and follow up for evolutions within the RMFA facility are to be guided by NFPA 1403, Standard on Live Fire Training Evolutions (current edition). All firefighting training activities are to be conducted with great care and closely supervised by command personnel. These policies and procedures are designed to ensure adequate levels of safety while allowing for flexibility to utilize independent judgment based on the level of training to be accomplished.

The Assistant Chief of Training at RMFA, or his/her designee, shall serve as coordinator for any live fire evolutions involving the burn building or use of the facilities. A member of the RMFA Staff or a command staff officer designated by the RMFA Staff must be present when conducting live fire evolutions.

Prior to approval for use of the facilities at RMFA for live fire evolutions, the individual responsible for the exercise, shall communicate with the Assistant Chief of Training specific goals and objectives of the training, as well as:

- Dates of the exercise
- Evolutions to be performed
- Procedures to be used
- The companies/individuals taking part in the exercise

All individuals participating in live fire training evolutions at RMFA must be trained to a minimum level of Fire Fighter I that meets or exceeds NFPA 1001, Standards for Fire Fighter Professional Qualifications.

ACCESS

The administrative buildings and the firehouse will not be open to companies coming to the RMFA for live burns. All Denver Fire Department Companies will have access to the drill ground through a padlock on the gate. The code can be obtained through the Assistant Chief of Training or the Denver Fire Department Dispatch.
Refilling air bottles is through the door on the north side of the fire house utilizing the lock box and code 540.

SAFETY

One officer on scene shall be designated as “Incident Commander” (IC) and will assume the Command functions.

One officer on scene shall be designated as “Exterior Safety Officer” (ESO) and will assume Exterior Safety functions. The IC may assume this position at his/her discretion.

An officer on scene shall be designated as “Interior Safety Officer” (ISO) and will assume Interior Safety functions.

A Rapid Intervention Team (RIT) will be identified and will assume RIT functions.

The Safety Officers shall have full authority to intervene, control or stop any aspect of the evolution/operation when on his/her judgment, a potential or real risk to personnel exists.

The Incident Command System (ICS) and Personal Accountability Report System (PAR) will be utilized for all live fire evolutions. PAR shall be requested at the following accountability benchmarks:

- Prior to attack team entry
- Any report of a trapped or missing firefighter
- At the conclusion of each evolution
- Any sudden hazardous event or mayday
- At the discretion of the IC

A Command Post (CP) shall be established and positioned to afford maximum visibility of the burn building, operating companies and fire conditions.

The IC is responsible for establishing radio communications with each company officer or training staff member involved in the evolution(s). Radio channel assignment shall be coordinated with Dispatch and all companies involved. The IC will determine radio procedures in the event of a “real emergency” occurring during the evolution. All companies/individuals operating at the live fire training will continuously monitor the assigned radio channel during the evolution. A radio check will be conducted with all participating members prior to fire ignition.

Instructor/officer to student ratio must never exceed five students per instructor (5 to 1).
In the event of an emergency or injury during the training, notify dispatch immediately and request appropriate resources.

To reinforce safety procedures, personal protective equipment (PPE) inspection shall be conducted on all firefighters immediately prior and after engaging in suppression activities. The inspection shall ensure that all PPE is serviceable and worn in a manner to provide for maximum personal protection.

At no time shall fire personnel or civilians be permitted to act as victim(s) during live fire training.

PRE-OPERATIONAL PERIOD

The IC shall develop an Incident Action Plan (IAP) based upon information obtained during the pre-plan and building inspection and preparation stages. The IAP shall specify:

- Points of ignition
- Amount of fire load
- Evolution scenario
- Position of entry attack lines
- Position of RIT Team
- A Rescue Plan
- Accountability Plan
- Radio channel used for the event
- Student to instructor ratio
- Live fire training goals and objectives
- Safety Officer assignments and responsibilities
- Personnel assignments
- Rehab location

All personnel involved in the live fire training shall be instructed on each element of the IAP prior to commencement of the evolution and shall receive a walk through briefing of the building prior to fire ignition. An evacuation plan and real emergency signal shall be reviewed and agreed upon.

All doors, windows, ventilations props and standpipes necessary for the training shall be checked and operated prior to any live fire conditions to ensure correct operation.

Two separate sources of hydrant water supply shall be established. All fire attack hose line(s) shall be supplied by one Engine with an uninterrupted water supply. The Backup company hose line(s) shall be supplied by a separate uninterrupted water supply. All hose lines shall be a minimum 1 ¾” and will be flow tested to confirm a minimum of 125 gpm immediately prior to fire ignition.
The use of flammable or combustible liquids, as defined in NFPA 30, shall be prohibited for use in live fire training evolutions. Only Class A materials shall be used in live fire training. Absolutely no tires or upholstered/foam furniture.

Exception: Per NFPA 1403 to start the fire we can use limited quantities of combustible liquid with a flash point above 38°C (100°F.) This shall be permitted to be used in a training center burn building because it has been specifically engineered to accommodate this fuel. The quantity of this fuel is limited 16 ounces and will be located in the Control Room.

RMFA requires all fires to be built and contained in provided steel cribs, utilizing pallets and straw only. Place 4 to 6 pallets, ¼ bale of straw in steel crib and ignite. Let burn for 3 to 5 minutes before adding extra pallets and sealing up building. Note: if multiple fire scenarios are to be used the fire should only be darkened down and not completely extinguished, as a second fire may not be possible if completely extinguished.

The ignition process will be conducted by the Interior Safety Officer (Firestarter) under the direction of the IC and Exterior Safety Officer. The ISO shall regulate the fuel load for each evolution to maintain a tenable atmosphere inside the burn rooms.

Smoke Machines will not be accessible for use by DFD Companies during a live burn exercise.

No live fire training shall be done in the Tower building at RMFA.

Live Burn Operations Checklist
- Adequate fire apparatus/personnel on site
- Separate hydrant water sources
- IAP reviewed and understood by all involved
- Walk through briefing conducted
- Rescue Plan established and understood by all involved
- Evacuation signal designated and understood by all involved
- Ignition location determined
- Fire load conservative not excessive
- Safe ignition fuel utilized
- Firestarter in full PPE/SCBA
- Protection line in place, charged and manned for Firestarter
- RMFA representative or designee on scene
- Safety Officers on scene
- Command established
- Command Post identified and announced
- PPE inspection completed
- Radio channel announced and radio check completed
- Assignments established
- Attack line(s) in place and flow tested for a minimum 125 gpm each
- Backup line(s) in place and flow tested for a minimum 125 gpm each
- Attack lines from one engine, backup lines from separate source
- RIT in place
- Assigned personnel in full PPE, PASS and SCBA functioning properly
- Rehab established

**POST-OPERATIONAL PERIOD**

All personnel accounted for

All fires shall be completely extinguished.

All burn debris removed from building, extinguished and placed in dumpster.

Building shall be cleaned and grounds policed and left in a safe condition upon completion of training.

PPE and SCBA inspected, cleaned and placed back in-service.

Written reports shall be submitted to Assistant Chief of Training no later than 5 days following the training:
- Any injuries incurred detailing nature and extent of injury, action or activity that resulted in the injury.
- Summary of After Action Report detailing training performed.
- List of participants involved in the training.
- Copies of all completed checklists
- Any additional information that the IC has concerning the training.

**PLEASE NOTE:**

*The Live Burn Checklist and NFPA 1403 can be accessed/printed off the DFD Website under Downloadable Forms / Training / Live Burn Training.*
Rocky Mountain Fire Academy
Connex Burn Building Guidelines

The Connex Burn Building is designed to provide a realistic live burn scenario. This means that you can actually extinguish the fire, perform overhaul and check for extension similar to what is encountered on the streets. With this training comes some safety and procedural guidelines that must be followed to ensure that we do not damage these containers.

- NFPA 1403 must be followed, checklist completed and all safety positions staffed and in place.
- Prior to the first time you use the Connex Burn Building, the command officer running the training shall view the instructional video provided by the Denver Fire Department which covers the proper use of the Connex Burn Building.
- Only Class A materials will be used to burn in this structure and only in 55 gallon containers and burn pans provided by the RMFA, i.e. no sofas, tires, plastics etc…
- The temperature in the fire rooms will be monitored and will not to exceed 400 degrees. The Safety Officers are responsible for monitoring the temperature with a Thermal Imaging Camera and maintaining a log that documents the temperatures when they are checked hourly/after every evolution.
- The room in the north east corner is for supplies and safety equipment. This room can be used for search, but can never be used as a burn room.
- There are specific burn containers and aluminum grates that will be used in the designated burn rooms and you must have concrete board in place under these containers before igniting the containers for the evolution. **The maximum amount of ignitable material in the container is a half of bale of straw and two pallets.**
- You can have two smoke barrels per floor to obscure vision and create a realistic atmosphere for the companies training. These barrels must have concrete board placed underneath to protect the structure. The barrels should be filled no more than half way with wet straw and should never be placed under the stairs or on the stair landings.
- Companies can only burn in the rooms that have had OSB and drywall installed. At the end of every evolution the room must be overhauled and all drywall removed down to OSB Board. **(Do not remove the OSB Board).** The companies training must thoroughly wet down and check for any extension into the OSB board at the end of the day. There have been documented cases of this type of burn building being destroyed when a thorough overhaul has not been completed. The staff at the RMFA will be responsible for replacing the drywall. To reiterate, the key to maintaining this building is performing a complete overhaul.
- The Vertical Ventilation Prop is the located in the south west corner of the third floor using a barrel and drywall insert to simulate poking through a ceiling after your ventilation hole has...
been cut in the roof. This area must be thoroughly cleaned at the end of your training exercise.

- The other area of the third floor will be used for staging and storage of supplies for the ventilation prop.
- The OSB must be removed from the exterior windows and replace with drywall sheets so that companies can perform window ventilation along with their primary searches.
Live Burn Checklist

Pre Burn Procedures:
- Command Post Established
- Safety Officers Established
- Rehab Established
- Hose line positions established (backup from a separate source)
- Hose lines flowed to insure proper operation and are of sufficient size
- All radio equipment checked and operating
- Necessary tools and equipment positioned

Participants Briefed on the Following:
- IAP reviewed and understood
- Building layout and walkthrough
- Walkthrough of building with participants
- Crew and instructor assignments
- Safety rules and accountability procedures
- Safety briefing about burn
- Building evacuation procedures
- Demonstrate Evacuation Procedure and Evacuation Signal

Additional Checks:
- All personnel in proper gear and inspection completed (PPE, PASS & SCBA)
- Fire location not located in escape routes
- Fire load is not excessive
- Building is completely empty before fires are ignited
- RIT in place and briefed
- Protection line in place, charged and manned for Firestarter

Post-Burn Procedures:
- All personnel accounted for
- All fires completely extinguished, overhauled and removed from building
- Burn Building cleaned and grounds policed
- PPE and SCBA inspected, cleaned and placed back in service
- Training critique conducted
- RMFA Facility secured
- Records and reports prepared, as required
Complete all information prior to commencing live burn evolution.

Command Officer In Charge Of The Training Exercise: ________________________________

Date: __________________________

*indicates positions that must be staffed or live burns cannot occur
Live Burn Evolutions

Evolution #1:

Objective:

______________________________________________________________________________________
______________________________________________________________________________________

Assignments:
*Incident Commander: ________________
*Exterior Safety: ________________
*Interior Safety: ________________
*RIT Team: ________________

Fire Attack Group: ________________
Search Group: ________________
Vent Group: ________________

Additional Assignments:
______________________________________________________________________________________
______________________________________________________________________________________

Evolution Concerns:
______________________________________________________________________________________
______________________________________________________________________________________

Burn Building and Equipment Problems and Concerns:
______________________________________________________________________________________
______________________________________________________________________________________

Evolution #2:

Objective:

______________________________________________________________________________________
______________________________________________________________________________________

Assignments:
*Incident Commander: ________________
*Exterior Safety: ________________
*Interior Safety: ________________
*RIT Team: ________________

Fire Attack Group: ________________
Search Group: ________________
Vent Group: ________________

Additional Assignments:
______________________________________________________________________________________
Evolution Concerns:
______________________________________________________________________________________
______________________________________________________________________________________

Burn Building and Equipment Problems and Concerns:
______________________________________________________________________________________
______________________________________________________________________________________

Safety Officer’s Signature: ___________________________    Date: ________

**Evolution #3:**

**Objective:**
______________________________________________________________________________________
______________________________________________________________________________________

**Assignments:**
*Incident Commander: ____________________
*Exterior Safety: ________________
*Interior Safety: ________________
*RIT Team: ________________

Fire Attack Group: __________
Search Group: __________
Vent Group: __________

Additional Assignments:
______________________________________________________________________________________
______________________________________________________________________________________

Evolution Concerns:
______________________________________________________________________________________
______________________________________________________________________________________

Burn Building and Equipment Problems and Concerns:
______________________________________________________________________________________
______________________________________________________________________________________

**Evolution #4:**

**Objective:**
______________________________________________________________________________________
______________________________________________________________________________________
Assignments:
*Incident Commander: _____________
*Exterior Safety: _________________  Fire Attack Group: _____________
*Interior Safety: _________________  Search Group: ________________
*RIT Team: ________________  Vent Group: ________________

Additional Assignments:
_______________________________________________________________________________
_______________________________________________________________________________

Evolution Concerns:
_______________________________________________________________________________
_______________________________________________________________________________

Burn Building and Equipment Problems and Concerns:
_______________________________________________________________________________
_______________________________________________________________________________

Safety Officer’s Signature: ___________________________  Date: __________
Section D

Executive Orders
EXECUTIVE ORDER NO. 94

TO:                  All City Agencies

FROM:               Wellington E. Webb
                   MAYOR

DATE:               October 29, 2002

SUBJECT:  CITY and COUNTY of DENVER EMPLOYEES’ ALCOHOL and DRUG POLICY

PURPOSE: As an employer, the City and County of Denver (City) is required to adhere to various federal, state, local laws and regulations regarding alcohol and drug use. The City also has a vital interest in maintaining a safe, healthy and efficient environment for its employees and the public. Being under the influence of, subject to the effects of, or impaired by alcohol or a drug on the job may pose serious safety and health risks to the user, the user’s co-workers and the public. Additionally, the possession, use or sale of an illegal drug in the workplace may pose an unacceptable risk to the safe, healthy and efficient operation of the City.

The City maintains the Mayor’s Office of Employee Assistance, provides Department of Safety psychologists and some outside contractors, who offer help to employees who seek assistance for alcohol and/or drug use and other personal or emotional issues.

RESPONSIBLE AUTHORITY(S): City Attorney

This executive order, effective on the above date, establishes and confirms the policy of the City concerning the problem of drug and alcohol use in the workplace. On the date it becomes effective, this executive order supersedes all previously enacted alcohol and drug executive orders.

I. PROHIBITIONS FOR ALL CITY EMPLOYEES INCLUDING CLASSIFIED MEMBERS OF THE POLICE AND FIRE DEPARTMENTS.

A. Alcohol

      Employees are prohibited from consuming, being under the influence of, or impaired by alcohol while performing City business, while driving a City vehicle or while on City property.

      There are three exceptions to this prohibition. (1) An employee is not on duty and attending an officially sanctioned private function, e.g., an invitation-only library reception. (2) An employee is not on duty and at a City location as a customer, e.g., playing golf on a City course. (3) An employee is a member of the Police Department and as a part of the employee’s official duties, consumes alcohol in accordance with Police Department procedures.
The alcohol levels defined by the state legislature that may be amended from time to time for defining "under the influence of alcohol" and "impaired by alcohol" are adopted here for purposes of this executive order.

Employees holding Commercial Driver’s licenses (CDL) are also subject to the alcohol levels defined by the Department of Transportation (DOT) regulations that may be amended from time to time for "under the influence" which are adopted here for purposes of this executive order.

Current alcohol level definitions are contained in the Addendum to this Order. If there is a conflict between the state legislature and the DOT regulation, alcohol level definitions and the ones contained in the Addendum to this Order, the state legislature and DOT regulation definitions will take precedence.

As part of official duties, members of the Police Department according to established procedures may consume alcohol. However, it is grounds for discipline, up to including immediate dismissal, if members of the Police Department consume alcohol in violation of their department procedures.

B. Legal Drugs

1. It is the responsibility of the employees who work in positions operating vehicles or dangerous equipment or positions affecting the health or safety of co-workers or the public to advise their supervisors that they are taking prescription medication that may affect their performance.

2. Employees who work in positions operating vehicles or dangerous equipment or positions affecting the health or safety of co-workers or the public are prohibited from consuming, being under the influence of, subject to the effects of or impaired by legally obtained prescription drugs while performing City business, unless the following two determinations have been made:

   a. It is determined by both the employee’s supervisor and either the employee’s Human Resource Specialist or Safety Officer, after consulting with the Occupational Health and Safety Clinic (OHSC) personnel, that the employee’s job performance will not be affected and that the employee does not pose a threat to his/her own safety.

   b. It is determined by both the employee’s supervisor and either the employee’s Human Resource Specialist or Safety Officer, after consulting with the OHSC personnel, that the employee will not pose a threat to the safety of co-workers or the public, and the employee will not disrupt the efficient operation of the agency.
Executive Order 94
Page three

If appropriate, the OHSC personnel may contact the employee's personal physician. Prior to making contact with the employee's personal physician, the OHSC personnel should obtain a medical release from the employee.

Employees may be required to use sick leave, take a leave of absence or comply with other appropriate non-disciplinary actions determined by the appointing authority until the above determinations can be made.

The OHSC shall keep the medical records that disclose the identity of the legal drug confidential in accordance with state and federal laws.

3. The DOT regulations prohibit employees with CDLs from using marijuana, even for approved medical reasons. If the federal and Colorado laws are in conflict on this issue, the federal law will take precedence. Therefore, a positive marijuana drug test will be treated as an illegal drug use for employees with CDLs, subjecting them to all rules contained herein for illegal drug use even if a physician has prescribed the marijuana for medical reasons.

C. Illegal Drugs

1. Employees are prohibited from consuming, being under the influence of, subject to the effects of, or impaired by illegal drugs while performing City business, while driving a City vehicle or while on City property.

2. Employees are also prohibited from selling, purchasing, transferring or possessing an illegal drug.

There is one exception to this prohibition. An employee of the Classified Service of the Police and Fire Departments or the Denver Sheriff's Department as a part of the employee's official duties, may sell, purchase, transfer or possess illegal drugs in accordance with the employee's department procedures. However, it is grounds for immediate dismissal if members of the Classified Service of the Police and Fire Departments or Sheriff Department sell, purchase, transfer or possess illegal drugs at any time other than as a part of their official duties. It is also grounds for immediate dismissal if members of the Classified Service of the Police and Fire Departments or Sheriff Department sell, purchase, transfer or possess illegal drugs in violation of the employee's department procedures.

The illegal drug cut-off levels established by the DOT regulations, that may be amended from time to time, are adopted here for purposes of this executive order. Current illegal drug levels are contained in the Addendum to this Order. If there is a conflict between the DOT regulation, illegal drug levels and the ones contained in the Addendum to this Order, the DOT regulation definition will take precedence.

II. DRUG AND ALCOHOL TESTING

A. Pre-Employment/Pre-Placement Testing

1. The City may implement, with the City Attorney's approval, pre-employment screening practices designed to prevent hiring individuals for job positions:
Executive Order 94
Page four

a. whose use of illegal drugs may affect the public health or safety and

b. whose use of alcohol or legal drugs indicates a potential for impaired or unsafe job performance where the public health or safety may be affected.

The Civil Service Commission, Career Service Authority, OHSC or interviewing agency shall inform a job applicant of these pre-employment screening practices prior to such screening.

2. Employees who will be filling jobs defined as safety-sensitive or requiring a CDL, prior to the first time the employee performs a safety-sensitive function, shall be tested for controlled substances and may be tested for alcohol.

3. Refusal by an applicant to submit to a pre-employment test shall result in denial of employment.

4. Pre-employment/Pre-placement test results:

a. Alcohol

Where alcohol use is detected and it is determined to be a potential safety risk, employment shall be denied.

b. Legal Drugs

i. Where use of a prescription drug is detected, applicants may be required to offer proof that the drug has been prescribed by a physician for the applicant. If the applicant is unable to provide such proof, employment may be denied.

ii. Where the applicant's future or continued use of the drug poses a potential safety risk or would impair job performance, employment may be denied in accordance with the applicable state and federal laws.

c. Illegal Drugs

i. Employment shall be denied when the presence of an illegal drug is detected.

ii. Employment shall be denied when the presence of a known masking agent is detected.

iii. A second direct observation urinalysis test may be required prior to offering employment to an applicant whose drug test evidences the urine sample has been diluted.
B. Reasonable Suspicion Testing

1. When a supervisor has reasonable suspicion that any employee is in violation of this policy, after taking appropriate safety measures, i.e. removing the employee from any situation which may pose a safety risk to the employee, co-workers or the public, the supervisor shall immediately consult with his/her Human Resource Specialist, Safety Officer or the City Attorney's Office to determine further actions. However, if immediate consultation is not possible, it is the responsibility of the supervisor to promptly initiate alcohol and drug testing. The supervisor shall initiate testing as follows:

a. Alcohol

i. Document in writing the specific reasons for the decision to initiate testing based on specific, contemporaneous, articulable observations of the employee's appearance, behavior, speech or body odors.

ii. When possible, have a second supervisor confirm the specific, contemporaneous, articulable observations of the employee's appearance, behavior, speech or body odors.

iii. Advise the employee that the supervisor is ordering the employee to go to the testing site for testing.

iv. Escort the employee to the testing site as soon as possible. However, if the supervisor is unable to escort the employee, the supervisor should have another individual escort the employee for testing. The individual selected to escort the employee shall be of a higher grade/rank than the employee being tested.

v. Require the employee to bring a picture identification card and proof of the employee's Social Security or employee number to the testing site.

vi. If the employee refuses to go to the testing site, or refuses to participate in the testing process, the supervisor or the escort should tell the employee that the testing request is a direct order and that refusal to comply with the direct order might subject the employee to discipline, up to and including dismissal.

vii. After the initial test results are known, the supervisor shall contact the appointing authority for further guidance. If the appointing authority is unavailable and the supervisor has a reasonable doubt about the employee's ability to satisfactorily and safely meet job requirements, the supervisor shall place the employee on investigatory leave pending results of testing or other administrative determination.
viii. No supervisor or escort should allow an employee to drive to or away from the testing or the work site. However, if the employee does drive off, notify the Police Department immediately and provide them pertinent information, i.e., employee’s car make; model and color; license plate number; direction of travel and reason for ordering the alcohol and/or drug testing.

During regular OHSC hours, the testing shall be conducted at one of the OHSC testing sites. After regular hours, the supervisor shall page the OHSC alcohol and drug testing personnel to arrange for immediate testing.

Testing should be administered within two (2) hours of making a reasonable suspicion determination. If this two (2) hour time frame is exceeded, the supervisor should document the reasons the test was not promptly administered. Supervisors who do not test employees within this established time frame may be subject to discipline, up to and including dismissal.

Supervisors and escorts shall keep the employee’s name and identifying information restricted to persons who “need to know.”

b. Legal drugs

i. Document in writing the specific, contemporaneous, articulable observations of the employee’s appearance, behavior, speech or body odors that provide reasonable suspicion that the employee’s use of, or being under the influence of, subject to the effects of, or impaired by a legal drug poses a potential safety risk or would impair job performance.

ii. When possible, have a second supervisor confirm the specific, contemporaneous, articulable observations of the employee’s appearance, behavior, speech or body odors.

iii. Advise the employee that the supervisor is ordering the employee to go to the OHSC for evaluation.

iv. Escort the employee to the evaluation site as soon as possible. However, if the supervisor is unable to escort the employee, the supervisor should have another individual escort the employee for evaluation.

v. If the employee refuses to go to the evaluation site, the supervisor or the escort should tell the employee that the testing request is a direct order and that refusal to comply with the direct order might subject the employee to discipline, up to and including dismissal.
vi. If the clinic personnel determine that the employee's use of, being under the influence of, subject to the effects of, or impaired by a legal drug poses a potential safety risk or would impair job performance; the supervisor shall contact the appointing authority for further guidance.

vii. If the appointing authority is unavailable and the supervisor has a reasonable doubt about the employee's ability to satisfactorily and safely meet job requirements, the supervisor shall place the employee on investigatory leave pending such consultation. However, no supervisor or escort should allow an employee to drive to, or away from, the evaluation site. If the employee does drive off, the supervisor or escort shall notify the Police Department immediately and provide them pertinent information, i.e., employee's car make; model and color; license plate number; direction of travel; and reason for ordering the evaluation.

viii. If the clinic personnel determine that the employee's use of, being under the influence of, subject to the effects of, or impaired by a legal drug does not pose a potential safety risk and does not impair job performance, have the employee return to work.

c. Illegal drugs

Follow the steps listed above in Section B.1.a.

However, testing for illegal drugs should be administered within eight (8) hours of making a reasonable suspicion determination. If this eight-hour (8) time frame is exceeded, the supervisor must document the reasons the test was not promptly administered. Supervisors who do not test employees within the established time frame may be subject to discipline, up to and including dismissal.

The police shall be contacted when a supervisor has reasonable suspicion that an employee appears to be in possession of, selling or transferring illegal drugs.

C. Post-Accident Testing

1. As soon as practicable following a driving or other workplace accident, the supervisor shall ensure that driver-employee is tested for alcohol and drugs when the accident:

a. may have been the fault of the employee and the accident involves a fatality;

b. may have been the fault of the employee and any individual was injured severely enough to receive medical treatment immediately away from the scene of the accident;

c. may have been the fault of the employee and the accident resulted in disabling damage to any vehicle or any equipment; or,
d. there is reasonable suspicion to test the employee.

2. Post-accident alcohol and drug testing should be administered within two (2) hours following the accident. Supervisors who do not test employees within the established time frames may be subject to discipline, up to and including dismissal.

3. "Disabling damage" for a vehicle accident is defined as precluding the departure of the vehicle from the scene of an accident in its usual manner. Vehicle damage that can be remedied temporarily at the scene without special tools or parts, i.e., replacing a tire with the spare, taping over a headlight or tying down the hood of a car, are not considered disabling.

4. "Disabling damage" for a workplace accident is defined as precluding the use of the equipment from its usual operation. Equipment that can be remedied temporarily at the scene without special tools or parts is not considered disabling.

D. Return to Duty Testing

If an employee has violated the prohibited conduct listed in Sections I (A) or I (C) of this Order, the employee shall not return to work unless the employee has taken an alcohol and drug test at the OHSC and both tests were verified negative.

E. Unannounced Testing

If an employee has been placed on a Stipulation and Agreement in accordance with this executive order, as a part of that Stipulation and Agreement, the employee may be tested for alcohol and/or drugs by the agency without prior notice of the testing date or time for at least 36 months from the last date in time that the stipulation and agreement is signed by the parties.

F. Random Testing

The City may implement, with the City Attorney's approval, random alcohol and drug testing for employees deemed to perform safety-sensitive functions for the City or any of its agencies.

G. Commercial Driver's License Testing

For those positions requiring a CDL, the City shall implement drug testing pursuant to applicable DOT regulations, as may be amended from time to time in addition to the testing described in Sections II (B), II (C) and II (D) of this Order.

1. Pre-Employment Testing

Prior to the first time a driver performs safety-sensitive functions for the City or any of its agencies, the driver shall be tested for illegal drug usage in compliance with the DOT and state regulations, as may be amended from time to time.
2. Reasonable Suspicion Testing

   a. Alcohol

      The procedures described in Section II (B)(1)(a) of this Order shall be followed.

   b. Legal Drugs

      The procedures described in Section II (B)(1)(b) of this Order shall be followed.

   c. Illegal Drugs

      The procedures described in Section II (B)(1)(c) of this Order shall be followed.

3. Post-Accident Testing

   a. As soon as practicable following an accident, the supervisor shall ensure that driver-employee is tested for alcohol and drugs when:

      i. the accident occurred while the vehicle driver was performing safety-sensitive functions with respect to the vehicle and the accident involved the loss of human life;

      ii. the vehicle driver was cited under the state or local law for a moving violation arising from the accident and an individual was injured severely enough to receive medical treatment immediately away from the scene;

      iii. the vehicle driver was cited under the state or local law for a moving violation arising from the accident and one or more of the vehicles involved in the accident sustained disabling damage. "Disabling damage" is defined in Section II (C)(2) and (3) in this Order;

      iv. there is reasonable suspicion to test the employee.

   b. If the supervisor does not initiate alcohol testing within eight (8) hours of the accident or drug testing within thirty-two (32) hours of the accident, the supervisor shall cease attempts to administer the tests and shall state in writing for the record the reasons for not administering the tests. Supervisors who do not test employees within the established time frames may be subject to discipline, up to and including dismissal.
4. Random Testing

a. Alcohol

Pursuant to the DOT regulations, random alcohol testing shall be conducted annually on 25% of the average number of City commercial driver's license positions in existence. This percentage may be amended from time to time by the DOT. Alcohol testing shall be conducted on a random, unannounced basis just before, during or just after the employee performed safety-sensitive functions.

b. Illegal Drugs

Pursuant to the DOT regulations, random drug testing shall be conducted annually on 50% of the average number of City commercial driver's license positions in existence. This percentage may be amended from time to time by the DOT. Drug testing shall be conducted on a random, unannounced basis. There is no requirement that this testing be conducted in immediate time proximity to performing safety-sensitive functions.

5. Return to Duty Testing

a. Alcohol

If an employee has violated the prohibited conduct listed in Section I (A) of this Order, the employee shall not return to perform safety-sensitive duties unless the employee has completed a successful return to duty alcohol test.

b. Illegal Drugs

If an employee has violated the prohibited conduct listed in Section I (C) of this Order, the employee shall not return to perform safety-sensitive duties unless the employee has been cleared by a Substance Abuse Professional and has completed a successful return to duty drug test.

6. Follow-Up Testing

a. Alcohol

i. The number and frequency of the follow-up alcohol tests shall be directed by the Substance Abuse Professional and shall consist of at least six (6) tests in the first twelve (12) months following the employee's return to work.

ii. Follow-up testing shall be unannounced and shall be conducted just before, during or just after the employee performed safety-sensitive functions.
b. Illegal Drugs

i. The number and frequency of the follow-up drug tests shall be directed by the Substance Abuse Professional and shall consist of at least six (6) tests in the first (12) twelve months following the employee’s return to work.

ii. Follow-up testing shall be unannounced. There is no requirement that this testing be conducted in immediate time proximity to performing safety-sensitive functions.

H. Members of the Classified Service of the Police and Fire Departments and Deputy Sheriffs Testing

For those employees who are members of the Classified Service of the Police and Fire Departments or Deputy Sheriffs, the City may implement drug testing pursuant to their respective department procedures, as may be amended from time to time in addition to the testing described in Sections II (A), II (B), II (C), II (D), II (E), II (F), and II (G) of this Order.

III. EXECUTIVE ORDER 94 TRAINING

A. All City Employees

All new City employees should be trained on this Order during their first year of employment. Training, at a minimum, should include study of the Order and instruction on the recognition of drug and alcohol impairment and use. Additionally, a copy of this Order should be given to each employee with each employee acknowledging, in writing, receipt of the policy and the training.

B. All Employees With Supervisory Duties

1. All employees with supervisory duties should be trained on this Order during the first six months following their promotion. This training, at a minimum, should include study of the Order, instruction on the recognition of drug and alcohol impairment and use, the proper documentation of the supervisor’s reasonable suspicion, and the supervisor’s responsibility for escorting employees to the testing sites and through the testing process.

2. Supervisors shall ensure that all drug and alcohol tests are accomplished immediately after the justification for testing is established. Timeliness for testing is outlined in this Order and its Addendum. Further, once a supervisor has reasonable suspicion that an employee appears to be under the influence of alcohol or drugs, the agency cannot condone the employee’s driving of a motor vehicle. If the employee drives off in his/her own or a City vehicle, the Police Department must be notified immediately. Supervisors whom elicit the use of another individual to escort an employee to testing or evaluation sites shall educate the individual on the duties of the escort as provided herein prior to allowing that individual to escort the employee.
3. Supervisors are subject to discipline for failing to fulfill the responsibilities set forth for supervisors in this Order. However, although a supervisor's failure to fulfill his/her responsibility may result in disciplinary action being taken against the supervisor, up to and including dismissal, such failure does not, in any way, excuse the employee's violation of this Order or negate the agency's disciplinary action against the employee.

**CAUTION:** No physical force may be used against an employee to enforce any order under this policy. The employee must be advised that noncompliance with a supervisor's order will be viewed as refusal to obey the order of a supervisor and subject to discipline, up to and including dismissal.

**CAUTION:** Supervisors are to restrict communications concerning possible violations of this policy to those persons who are participating in the evaluation, investigation or disciplinary action and who have a "need to know" about the details of the drug/alcohol evaluation, investigation and disciplinary action. This restriction includes not mentioning the names of employees who are suspected of, or disciplined for, violating this policy.

IV. **DISCIPLINARY ACTIONS**

A. If it is determined after the appropriate predisiplinary meeting that any of the following situations apply, the employee shall be dismissed even for the first offense for the following conduct.

1. Members of the Classified Service of the Police and Fire Departments or Deputy Sheriffs that violate their respective departments' prohibitions regarding illegal use of controlled substances;

2. Safety-sensitive members of the Department of Aviation that violate their department's prohibitions regarding alcohol or drug use;

3. The employee has endangered the lives of others, or foreseeably could have endangered the lives of others;

4. The employee refuses to submit to any testing under this Order including, but not limited to, pre-placement, reasonable suspicion, random, post-accident, return to duty, follow-up or unannounced testing;

5. The employee uses, or attempts to use, a masking agent to alter the sample and/or drug and/or alcohol test results;

6. The employee's disciplinary history compels dismissal as a matter of progressive discipline;

7. The employee has refused to enter into a Stipulation and Agreement;

8. The employee has violated the Stipulation and Agreement;
9. The employee violates Executive Order 94 for the second time in the employee's career with the City and County of Denver and/or its agencies.

B. A first time violation of this policy, which does not result in a dismissal pursuant to Section IV (A) of this Order shall result in a lesser disciplinary action in conjunction with a Stipulation and Agreement for treatment.

1. Employee Assistance Counselors of the Mayor's Office of Employee Assistance, or such other substance abuse professional(s) as may be designated, shall conduct an assessment of the employee and create a treatment plan.

2. Each such agreement shall be in writing and approved by the City Attorney's Office. The City shall offer no employee more than one such agreement during his or her employment with the City.

3. Employees who participate in a supervisor-approved inpatient treatment plan shall be allowed to take one (1) day per month sick leave or vacation leave, or allowed to work one (1) day per month but not in safety-sensitive positions, to assure continued health coverage.

V. MISCELLANEOUS PROVISIONS

A. Driver's License

It is the responsibility of employees required to drive as part of their assigned duties or job specifications to report to their appointing authority any loss of a driver's license or the restriction of driving privileges, no later than the beginning of the employee's next scheduled shift. Every employee who is required to drive, as part of their assigned duties or job specifications, shall certify that they have a current valid driver's license in accordance with Executive Order 25 as may be amended from time to time.

B. Searches

1. Before any search is conducted, supervisors shall contact the City Attorney's Office for guidance.

2. Management has the right to search City-owned property, e.g., a desk, storage cabinet or City vehicle, when the search is necessary for a non-investigatory work-related purpose such as retrieving a needed file. Additionally, management may search City-owned property, e.g., a desk, file cabinet, locker, or City vehicle, when predicated by reasonable suspicion that evidence of misconduct will be found. Finally, management may search an employee's personal property, e.g., their personal vehicle parked on City property, lunch boxes, briefcases, purses, tool kits, and backpacks, upon consent of the employee.
3. Clearly posted notices explaining the City's right to carry out search activities should be displayed in appropriate locations throughout the work area. The posted notices should contain the language listed above in paragraph V (B) (2) of this Order. Any deviation from this language must be approved by the City Attorney's Office prior to posting.

C. Contracts

1. This Executive Order is applicable to contract personnel. Violation of these provisions or refusal to cooperate with implementation of the policy can result in the City's barring contract personnel from City facilities or from participating in City operations.

2. All City contracts shall inform contractors doing work for the City about this Executive Order.

D. Mayor's Office of Employee Assistance and Department of Safety Psychologists

The City maintains the Mayor's Office of Employee Assistance (MOEA) and provides Department of Safety psychologists who offer help to employees who suffer from alcohol or drug use or other personal or emotional issues. It is the responsibility of each employee to seek help from the MOEA, Department of Safety psychologist or other appropriate health care professionals before alcohol and drug use leads to disciplinary actions.

E. Memorandum to this Order

The City Attorney shall have the authority to amend definitions and drug testing cut-off levels contained in the Order's Memorandum, from time to time, consistent with Colorado statutes and the DOT regulations, without obtaining signatures of the Mayor or City Council. For purposes of this Executive Order, all references to Agency head, Department head or appointing authority will also include the designee of the Agency head, Department head or appointing authority.
MEMORANDUM NO. 94A

TO: All Agencies Under the Mayor

FROM: John W. Hickenlooper
Mayor

DATE: August 26, 2004

SUBJECT: STATUTORY PROVISIONS

This memorandum to Executive Order 94 was originally referred to as an addendum, effective April 10, 1989, amended April 13, 1999, January 10, 2000, March 1, 2000, March 15, 2001 and is hereby continued in effect as amended and retitled as a memorandum this August 26, 2004. This Memorandum shall be attached to and become a part of Executive Order 94, dated, October 29, 2002, subject "City and County of Denver Employees’ Alcohol and Drug Policy."

I. ALCOHOL PROVISIONS

A. Under the Colorado statutes, as may be amended from time to time, "impaired by alcohol" is defined as having 0.05 grams of alcohol (per two hundred ten liters of breath or per one hundred milliliters of blood), but less than 0.08 grams of alcohol. Under the "influence of alcohol" is defined as having 0.08 or more grams of alcohol (per two hundred ten liters of breath or per one hundred milliliters of blood).

B. Under the DOT regulations, as may be amended from time to time, "under the influence of alcohol" is defined as having 0.04 percent alcohol concentration, or more; as prescribed by state law; or in the event of refusal to undergo such testing as is required by the state or jurisdiction.

DOT regulations, as may be amended from time to time, state that post-accident alcohol testing should be administered within two (2) hours following the accident, but must be administered within eight (8) hours following the accident. These DOT time frames shall also apply to testing under this Executive Order unless otherwise specified within this Order.

II. ILLEGAL DRUG PROVISIONS

A. Illegal drugs, including controlled substances, are defined in Colorado Revised Statutes §12-22-303.
B. "Subject to the effects of an illegal drug" is to be determined consistent with the confirmation test levels established by the DOT regulations, as may be amended from time to time:

- Marijuana metabolites: 15 ng
- Cocaine metabolite: 150 ng
- Opiates:
  - Morphine: 2,000 ng
  - Codeine: 2,000 ng
- Phencyclidine: 25 ng
- Amphetamines:
  - Amphetamine: 500 ng
  - Methamphetamine: 500 ng

Drug testing shall be administered no later than thirty-two (32) hours after the accident. **These DOT time frames shall also apply to testing under this Executive Order unless otherwise specified within this Order.**
EXECUTIVE ORDER NO. 112

TO: All Departments and Agencies Under the Mayor

FROM: John W. Hickenlooper, Mayor

DATE: October 30, 2006

SUBJECT: Violence in the City Workplace

Purpose: This Executive Order establishes the policy and procedures to be followed by departments and agencies regarding violence involving employees of the City and County of Denver. The purpose of this Executive Order is to reduce the risk of all forms of violence that impact the workplace. Former Executive Order 112, "Violence in the Workplace," dated February 07, 1995, is hereby cancelled and superseded by this Executive Order No. 112, Violence in the City Workplace, dated, October 30, 2006.

1.0 Applicable Authority: The applicable authority relevant to the provisions and requirements of this Executive Order No. 112, are found in Section 2.2.10 (A) & (C) of the Charter of the City and County of Denver, 2002 revised.

2.0 Policy: Violence has no place in any of the City and County of Denver's work locations or at any City-sponsored event, and is strictly prohibited. Moreover, violence committed by employees of the City and County of Denver, whether on-duty or off-duty, reflects poorly on the City and County of Denver and is strictly prohibited. A common form of violence is domestic or family violence, which also is strictly prohibited when the City's employees are the perpetrators of such violence.

Domestic and Family Violence: The City shall endeavor to prevent and reduce the effects of domestic and family violence in the workplace. There are at least three ways domestic and family violence can impact the workplace: (1) A perpetrator of domestic or family violence is employed by the City; (2) A victim of domestic or family violence is employed by the City; (3) an act of domestic or family violence occurs in a City work location or at a City-sponsored event. The City is committed to providing support to victims of domestic and family violence as appropriate, and not tolerating perpetrators of domestic and family violence.

Bringing any kind of weapon to a City work location or a City-sponsored event is strictly prohibited, unless an employee is required to carry a weapon as part of his or her City position. This prohibition includes the possession of weapons in violation of federal, state, or local law.

City employees who perpetrate violence, whether on-duty or off-duty, or who bring a weapon to a City work location or a City-sponsored event, or otherwise violate this Executive Order may be subject to disciplinary action, up to and
including dismissal, and possible criminal action. Failure of a managerial or supervisory employee to enforce this Executive Order may result in disciplinary action against the manager or supervisor, up to and including dismissal.

City employees who violate a valid court order issued by a court of any record within the United States of America that prohibits conduct, limits physical movement, or regulates child custody, or otherwise violate this Executive Order and may be subject to disciplinary action, up to and including dismissal, and possible criminal action.

3.0 Definitions:

Violence is defined, but not limited to:

(a) the actual or attempted: physical assault, beating, improper touching, striking, shoving, kicking, grabbing, stabbing, shooting, punching, pushing, rape, use of a deadly weapon; or

(b) the actual or attempted: threatening behavior, verbal abuse, intimidation, harassment, obscene telephone calls or communications through a computer system, swearing at or shouting at, stalking.

Other prohibited acts include:

(a) any violation of a valid court order issued by any court of record within the United States of America, which restrains and prohibits any person from communicating with or contacting in any manner, threatening, beating, striking, or assaulting any other person, or;

(b) any violation of a valid court order issued by any court of record within the United States of America, which requires a person to leave certain premises, or prohibit from entering or remaining on such premises or any specified area; or

(c) any violation of a valid court order issued by any court of record within the United States of America, which regulates child custody,

(d) for an employee to be found in violation of this Executive Order, the agency must possess information that such person has been personally served with any such order or otherwise acquired from the court actual knowledge of the contents of any such order.

Domestic violence is defined as an act or threatened act of violence upon a person with whom the actor is or has been involved in an intimate relationship, meaning
a relationship between spouses, former spouses, past or present unmarried couples, same-sex couples, persons who dated or formerly dated or persons who are both the parents of the same child regardless of whether the persons have been married or have lived together at any time.

**Family violence** is defined as an act or threatened act of violence upon a person with whom the actor is or has been related to by blood or marriage, including but not limited to the actor’s parents, grandparents, siblings, in-laws, children, and grandchildren.

**Weapon** is defined as including a device, instrument, material or substance used for, or can cause death or bodily injury, or damage to property. Weapons include, but are not limited to: an explosive or an explosive weapon, a device principally designed, made or adapted for delivering or shooting an explosive weapon, a machine gun, a rifle or shotgun, a handgun, a firearm silencer, a switchblade knife or any other type of knife, or brass knuckles, or any other implement for infliction of bodily injury, damage to property, or death which has no common lawful purpose. Pocket knives or knives used solely for eating, food preparation or food distribution, are not considered "weapons" for purposes of these Guidelines unless used to inflict bodily injury or damage to property.

### 4.0 Management/supervisory responsibilities:

In addition to ensuring that their employees are properly trained on the provisions within this Executive Order, every manager and supervisor is responsible for the following upon notice from the employee or upon becoming aware that an act of violence or violation of this Executive Order is about to occur:

(a) Contacting law enforcement in an emergency situation (including 9-911, as appropriate);

(b) Contacting the City’s workplace violence coordinator (currently the Director of the Mayor’s Office of Employee Assistance); the coordinator shall serve as a resource and advisor for such incidents;

(c) Taking reasonable steps to ensure, to the extent possible, the safety of any employee or member of the public who has been threatened or harmed;

(d) Ensuring a prompt and adequate response to any incident of violence that impacts the workplace, including an appropriate investigation;

(e) Sharing information about an incident on only a need-to-know basis;

(f) Allowing employees to take up to three days of leave, paid or unpaid, to address issues arising from violence suffered by an employee. If the employee has sufficient vacation or sick leave available, the employee
may elect to use either leave to cover the absence. If no leave is available
to the employee, the agency shall authorize leave without pay pursuant to
Career Service Rule 11-80 et.seq;

(g) Treating alleged victims, including victims of domestic or family violence,
with respect and providing support as appropriate;

(h) Treating alleged perpetrators fairly; and

(i) For following any internal agency procedures enacted to address
workplace violence issues. If no internal agency procedures exist,
managers are required to notify upper-level supervisors if acts of
workplace violence occur.

5.0 **Employee responsibilities:**

Every employee is responsible for the following upon notice or upon becoming
aware that an act of violence or violation of this Executive Order is about to occur:

(a) Contacting law enforcement in an emergency situation (including 9-911,
as appropriate);

(b) Immediately reporting to their supervisor or the agency’s violence contact
person or the Employee Relations Unit of Career Service Authority any
violence or threat of violence or unauthorized possession of a weapon or
any other violation of this Executive Order;

(c) Cooperating in any investigation of a violation of this Executive Order;

(d) Respecting the privacy of co-workers and others involved in a violence
incident; and

(e) Reporting to his or her immediate supervisor immediately if the employee
is charged with a crime or is the subject of a restraining order or has been
charged with a crime within the past year or otherwise has any pending
criminal charges against him or her.

6.0 **Disciplinary Action:** Any violation of this policy by employees, including a first
offense, may result in disciplinary action, up to and including dismissal. Willful
failure of a supervising employee to enforce this policy may result in disciplinary
action against the supervisor, up to and including dismissal. Any deliberate,
unwarranted allegations of a violation of this policy may be viewed as an attempt
to disrupt city operations and may result in disciplinary action.
7.0 **Limitation on Liability:** The provisions contained in this Executive Order do not create or constitute any contractual rights between or among the City and County of Denver, its employees and any third party. This Executive Order is intended to set forth the policy of the City and County of Denver, without creating additional liability against the City.

8.0 **Memorandum Attachments:** The procedure(s) for implementing this Executive Order shall be defined by Memorandum Attachments to the Executive Order, which shall become a part of the Executive Order. Further, the City Attorney’s Office is responsible for the content of this Executive Order and shall have the authority to issue policy and procedure Memorandum Attachments relative to this Executive Order.
Executive Order No. 112
Page 6
Approved for Legality:

Cole Finegan
City Attorney for the City and County of Denver

Approved:

John W. Hickenlooper
Mayor

Turner West
Manager of Aviation

Nancy Severson
Manager of Environmental Health

Luis A. Colón
Manager of General Services

Kim Bailey
Manager of Parks & Recreation

“Guillermo” Bill Vidal
Manager of Public Works

David D. Hart
Acting Manager of Revenue

Alvin J. LaCabe, Jr.
Manager of Safety

Roxane White
Manager of Human Services

Peter Park
Director of Planning & Development
Executive Order No. 112  
Page 7  

MEMORANDUM NO. 112A  

TO:       All Departments and Agencies Under the Mayor  
FROM:     John W. Hickenlooper, Mayor  
DATE:     October 30, 2006  

SUBJECT:  Examples of unacceptable behavior that is prohibited by the  
          Executive Order:  

This Memorandum shall be attached to and become a part of Executive Order No. 112  
dated, October 30, 2006 subject “Violence in the City Workplace.”  

1.0 The following conduct will not be tolerated (this is not an exhaustive list but  
rather it provides some examples of unacceptable behavior):  

a. Intimidating, threatening or hostile behaviors, physical assault, vandalism,  
arson, sabotage, unauthorized use of weapons, bringing weapons onto City  
property (unless authorized as part of one’s job, e.g., a police officer or  
deputy sheriff) or other acts of this type which are clearly inappropriate to  
the workplace or acts of this type committed off-duty or outside of the  
workplace by a City employee, which reflect poorly on the City.  

b. Jokes or comments regarding violent acts, which are perceived to be a  
threat of harm.  

c. Encouraging others to engage in the negative behaviors prohibited by this  
policy.  

d. Employee or contract employee acting out while on the job in any abusive  
manner towards another person including with whom there is an “intimate  
relationship” as defined above, or is a family member, whether or not the  
victim is employed by the city.  

e. Use of any city property (i.e. phone, computer, agency letterhead, etc.) at  
any time to harass, threaten, disturb, or abuse someone including with  
whom there is an “intimate relationship” as defined above, who is a family  
member.  

f. Any employee or contract employee intimidating, threatening, assaulting,  
harassing, disturbing, or abusing any other employee including with whom  
there is an “intimate relationship” as defined above, who is a family  
member.
Executive Order No. 112
Page 8

g. Any retaliation against a person who initiates a complaint or an inquiry about behaviors that is in violation of this policy.

h. Any act of domestic violence or family violence that result in a criminal charge or conviction of federal, state, or local law.
MEMORANDUM NO. 112B

TO: All Departments and Agencies Under the Mayor

FROM: John W. Hickenlooper, Mayor

DATE: October 30, 2006

SUBJECT: Agency Responsibilities Under the Executive Order:

This Memorandum shall be attached to and become a part of Executive Order No. 112 dated, October 30, 2006 subject “Violence in the City Workplace.”

Purpose The impact on the work environment can occur in numerous ways. For example, if the employee is a perpetrator of domestic or family violence s/he may use work time on the job to harass or stalk the victim. This employee may also require work coverage due to court appearances or incarceration. If the employee is a victim of domestic or family violence the employee may be harassed at work through unwanted telephone calls and/or visits from the perpetrator. Extensive absenteeism (from abuse or court appearances) and/or tardiness (abusers will often make victims late for work as a part of his/her control) can also occur. The abuser may call and harass co-workers or the victim’s supervisor, in an attempt to locate the victim or have the victim terminated. If both the victim and abuser work for the City, the perpetrator may have easier access to the victim and use that ability to harass, abuse, embarrass, and/or retaliate against the victim.

1.0 Violence In The Workplace Incident Coordination – Emergency Situation:

Every manager and supervisor is responsible for the following upon notice from the employee or upon becoming aware that an act of violence or violation of this Executive Order is about to occur. The following steps should also be taken by employees whom the violence/abuse is directed if they are safely able to do so.

a) Call 9-1-1 if there is an immediate emergency. Do not try to physically intervene. Do make every attempt to remove yourself from the dangerous area.

b) Notify a supervisor/office manager if that person is not aware of the situation.

c) Notify building security and follow any necessary safety measures.

d) Inform any personnel of the situation who may be in direct or indirect danger.
e) Unless the victim refuses or the perpetrator has been arrested, have the police or security escort the victim to him/her vehicle when s/he leaves work.

f) Allow the victim and/or any personnel who may be in danger to leave their work area if there is pending danger.

2.0 Management Responsibility – When Violence is Reported or Suspected in a Non-Emergency Situation:

If an employee discloses to a supervisor s/he is in an abusive relationship or upon the supervisor becoming aware that an act of violence or violation of this Executive Order is about to occur, the supervisor should take the following steps:

a) Inquire if the employee is in any perceived danger or in fear of any sort of retaliation by the abuser.

b) Inquire how the agency can help.

c) Consider whether a protection order should be obtained by the agency. Contact City Attorney’s Litigation Section for assistance pursuant to C.R.S. §13-14-102.

d) Refer the employee to the Mayor’s Office of Employee Assistance for appropriate referrals, safety planning, counseling, and support services. After the employee has met with the Mayor’s Office of Employee Assistance, the supervisor should review the safety plan and institute any necessary and appropriate changes that are practicable within the workplace.

e) Assure confidentiality unless there is concern about the welfare and safety of others, or unless the agency is legally required to disclose the information. Contact the City Attorney’s Litigation Section Enforcement Section for assistance.

f) Offer flexibility in the employees work schedule, change in telephone extension (unless it is the agency’s main phone line), and/or screening of phone calls, and if possible a change in work station location.

g) Notify security if the perpetrator is harassing the victim while at work or causing problems for the agency. If possible provide a picture of the perpetrator to security or local law enforcement notifying them of the current situation. Be sure to also provide security or local law enforcement with copies of any protective orders.
Executive Order No. 112

Page 11

h) Honor all protective orders issued by a court. If the perpetrator violates the victim’s protective order encourage the victim to call the police, or if the victim wishes to maintain confidentiality, allow him/her to go to another location to report the violation. If the perpetrator violates the agency’s protective order notify the police immediately.

i) If the victim is in need of time off to take care of issues that may arise due to the abusive situation, and has accrued leave, all accommodations should be made to allow the victim additional time off. By law the supervisor is required in some cases to authorize up to three days leave if the employee has no accrued leave (C.R.S. §24-34-402.7). If no leave is available to the employee, the agency shall authorize leave without pay pursuant to Career Service Rule 11-80 et.seq. The law also prohibits an employer from penalizing certain employees who are in a domestic violence situation from taking up to three days leave, paid or unpaid, to get a restraining order, obtain medical care or counseling, locate safe housing, or prepare for or attend legal proceedings. In addition, the City feels that it is appropriate to adjust an employee’s work schedule and be flexible with providing paid and unpaid leave beyond the three days, so that the victim can obtain necessary medical care, counseling, or legal assistance.

j) Never require that the employee take particular steps to stop the abuse.

k) Continue to check in with the employee and ask that s/he continue to keep you informed.

l) Document what actions were taken by the agency.

3.0 If a supervisor suspects an employee is being abused, the following steps should be taken:

a) Do not ignore the situation.

b) Ask direct questions in a nonjudgmental way. Inquire if someone is hurting him/her, or if bruising has been noticeable, inquire how the injury was sustained. Be sure to express concern and support for the person. Call the Mayor’s Office of Employee Assistance to determine the appropriate questions to ask.

c) Do not force the employee to disclose the abuse as privacy rights need to be respected.

d) Document your concerns and what actions were taken.
Executive Order No. 112
Page 12

e) If the employee confides that they are in an abusive relationship the supervisor should follow the guidelines set forth in Section 2.0 of this Memorandum.

4.0 **If an Employee is the Perpetrator of Abuse:**

Employees who become aware of behaviors by other employees that could reasonably lead to serious bodily injury are required to report such conduct to their supervisor or department manager, including any criminal activity outside of work hours. When a supervisor is aware of any policy violations, the following should be done:

a) Impose discipline for any violations of the Executive Order, the Career Service Rules, or other City or agency policies, up to and including dismissal.

b) Investigatory leave should also be considered when a violation of this Executive Order occurs. Contact the City Attorney’s Office Litigation Section for advice on appropriate disciplinary steps.

c) If an employee is arrested on criminal charges that include domestic violence or family violence for an incident that occurred outside of work time, the employee should notify his/her supervisor. The supervisor should then place the employee on notice to keep the agency informed of the outcome of his/her case. If the employee is charged or convicted of the crime, disciplinary action should be considered, and taken, if appropriate.

d) If counseling is required as a part of any disciplinary actions, the treatment provider must be state approved to provide domestic violence counseling. Office of Employee Assistance can provide the appropriate referral.

e) Always maintain that there is no excuse for violence.

f) Document all disciplinary actions taken.
MEMORANDUM NO. 112C

TO: All Departments and Agencies Under the Mayor

FROM: John W. Hickenlooper, Mayor

DATE: October 30, 2006

SUBJECT: Employee Responsibilities Under the Executive Order:

This Memorandum shall be attached to and become a part of Executive Order No. 112 dated, October 30, 2006 subject “Violence in the City Workplace.”

Employee Responsibility

If employees disclose that they are in an abusive situation:

a) Suggest that they speak to their supervisor or Office of Employee Assistance.

b) If the employee relays any information to another individual that the perpetrator may try to harm the victim at work or harm any other employees or the public, the co-worker must report this to their supervisor.

c) Employees who are a victim of domestic violence and are subjected to any of the behaviors listed in this policy should report the incident to their supervisor, or the agency personnel officer. Support services will be provided and appropriate accommodations will be made when practicable.