

ESCAMBIA COUNTY FIRE-RESCUE

Standard Operating Guidelines

1105.010

Workplace Environment

Implemented: 2/1/10

Revised: 10/31/17



Patrick T Grace, *Fire Chief*

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PURPOSE:

Personnel are entitled to work and operate in an environment free from discrimination, harassment, or bias based on race, color, sex, age, religion, national origin, disability, marital status, and retaliation for opposing discriminatory practices or for filing a discriminatory or harassment complaint.

OBJECTIVE:

To provide all ECFR personnel with a description of their workplace environment responsibilities, protections, and expectations.

SCOPE:

All Personnel

DRUG-FREE WORKPLACE

ECFR recognizes that alcohol and drug use by personnel can seriously impact the effective delivery of department's fire-rescue services, the image of all ECFR personnel, and the health, safety, and welfare of personnel and the public. The pervasive presence of alcohol and substance abuse in our society, the resultant impact upon the workplace, and ECFR's obligation to its personnel require the establishment of a drug-free workplace.

ECFR policy strictly prohibits personnel from:

- A. Using, possessing, selling, distributing, dispensing or manufacturing illegal controlled substances or drugs at any time.
- B. Reporting for duty or performing work under the influence of alcohol, an illegal controlled substance, or illegal drug; or
- C. Using ECFR property or one's fire department position to facilitate the manufacture, distribution, sale, dispensation, possession, or use of an illegal controlled substance or illegal drug.

If any ECFR personnel have reason to suspect that other personnel are in violation of this policy, or when there is reasonable suspicion that personnel are under the influence or impaired by alcohol and/or an illegal controlled substance, it should be immediately brought to the attention of the District Chief or senior officer present, then immediately communicated to the assigned on-duty Battalion Chief. The assigned Battalion Chief and senior officer shall jointly make a determination as to whether reasonable suspicion exists to require the individual to submit to a test to determine if they are under the influence or impaired by alcohol and/or an illegal drug.



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Personnel tested due to suspicion of being in violation of this policy, shall be placed on administrative leave pending the results of such test(s). This shall be paid administrative leave for career personnel.

EQUAL OPPORTUNITY ORGANIZATION

As cultural diversity increases among the American people, that change is being reflected in the composition of our nation's fire and emergency services personnel. ECFR recognizes the uniqueness of each individual and supports those differences. As such, ECFR shall offer equal access/equal opportunity to all persons, without regard to race, color, sex, creed, age, religion, marital status, national origin, or handicap.

In addition, ECFR policy provides for the following:

- A. ECFR shall equally recruit, employ, accept, evaluate, assign, transfer, promote, discipline, and dismiss all personnel in compliance with all applicable federal and state legislation pertaining to non-discrimination.
- B. ECFR requires volunteer, career, and administrative staff to communicate and act in a manner that is sensitive to, and acknowledges the viewpoints of others.
- C. ECFR regards diversity as a resource that enriches the training and working environment through the sharing of differing perspectives, experiences, and ideas.
- D. ECFR supports the removal of barriers to teamwork through constructive resolution of conflicts.

If any ECFR personnel feel they have not been given equal access or opportunity due to discriminatory practices, they should provide a written summary to their District Chief and to the assigned Battalion Chief. The Battalion Chief shall forward this information to the Deputy Chief of Operations

WORKPLACE VIOLENCE / HOSTILE WORK ENVIRONMENT

It is ECFR policy that no personnel shall be subjected to verbal, intimidating, or physical abuse from co-workers while in the workplace, nor shall any personnel be threatened with physical violence. In addition, no personnel shall initiate any verbal, intimidating, or physically abusive behavior towards any person not associated with ECFR while in the workplace or in the performance of their duties.

Personnel will be considered in the workplace while on any fire station property, on emergency scenes, while utilizing fire-rescue apparatus, vehicles, or equipment, and any



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Other time and/or location where personnel are conducting official fire-rescue business or operating under the cognizance of ECFR.

If any ECFR personnel feel they have been a victim of workplace violence or abuse, they should notify their District Chief, or senior officer present, then immediately communicate this information to the assigned on-duty Battalion Chief. The assigned Battalion Chief and senior officer shall make a joint determination as to whether any workplace violence has taken place, or if a hostile work environment exists. This information shall be forwarded to the Deputy Chief of Operations.

If the District Chief and/or Battalion Chief feels that there is a strong possibility of immediate or escalating hostility or violence between involved ECFR personnel, he/she may immediately place any involved parties on administrative leave until the situation is resolved.

SEXUAL HARASSMENT

It is ECFR policy that no personnel shall be subjected to any degree of sexual harassment from co-workers while in the workplace, nor shall any personnel initiate sexually harassing behavior towards any co-worker or persons not associated with ECFR while in the workplace.

ABSOLUTELY NO PORNOGRAPHIC MATERIAL IS ALLOWED AT ANY FIRE DEPARTMENT FACILITY OR COUNTY BUILDING.

Unwelcome sexual advances, requests for sexual favors, and any other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- A. Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment or membership.
- B. Submission to, or rejection of such conduct by an individual is used as the basis for employment, membership, or decisions affecting that employee.
- C. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Sexual harassment cases can be sensitive in nature. If any ECFR personnel feel they have been a victim of sexual harassment, they should directly notify the Deputy Chief and/or the Fire Chief. A confidential investigation of all sexual harassment accusations will be conducted and guilty parties will face appropriate disciplinary action.