



# CHARLOTTESVILLE-ALBEMARLE RESCUE SQUAD

## STANDARD OPERATING GUIDELINE

TOPIC: Squad Member Responsibilities	S.O.G. # 1.8
Approved by: L. Dayton Haugh, Chief	Revised: 04/05/2008 BWS Approved:

### I. PURPOSE.

- a. To establish responsibilities of members.
- b. To establish standards of conduct for members.

### II. GENERAL REQUIREMENTS

- a. Members are expected to:
  - i. Be 18 years of age and physically capable of performing the requirements of an Emergency Medical Technician as set forth by the Commonwealth of Virginia.
  - ii. Maintain, at a minimum, certification as an Emergency Medical Technician-Basic in Commonwealth of Virginia. It is the responsibility of the member to insure that continuing education requirements are completed and certifications do not lapse.
  - iii. Immediately notify the Crew Captain and Training Officer if a certification has lapsed or if the member is no longer operating at their released level of practice.
  - iv. Maintain a current CPR card for the professional rescuer or equivalent.
  - v. Inform Crew Captain and the Chief, or his designee, immediately if charged with any crime, including traffic violations.
  - vi. Conform to the By - Laws and Standard Operating Guidelines of the department.
  - vii. Practice in accordance with the rules and regulations of the Operating Medical Director and the Thomas Jefferson Emergency Medical Services Council guidelines.
  - viii. Act in accordance with posted Notices To All Members, Health and Safety Committee and Clinical Review and Training Committee reports.
  - ix. Act in accordance with the Standards of Conduct set out below.
  - x. Report for duty and remain on duty the assigned time period and until released; or have obtained a replacement, of equal training and ability and have notified the on-duty Crew Captain of such; or have been excused by the Crew Captain.
  - xi. While on duty or operating at an incident scene, follow the chain of command for the department as set forth in SOG 1.9.
  - xii. When reporting for duty insure that SOG 1.7, "Dress Code" is adhered to
  - xiii. Participate in crew duties as directed by the Crew Captain, including:
    1. Check all trucks for medical and mechanical readiness
    2. Insure that all front line (staffed) apparatus have been decontaminated.
    3. Any squad vehicle with apparent grime on the exterior must be washed during the shift, preferably before use.
    4. Complete assigned crew chores
    5. Police building for glasses, newspapers, blankets, etc., and dispose of the same properly
    6. Sweep and mop kitchen each shift; clean dishes and pots and pans and store properly
    7. Empty building trash



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8. Strip beds and place linen in pillow case and then place in laundry carts located in the laundry room, below the clean laundry storage
9. Restock paper goods in bathrooms as needed and leave bathrooms clean
- xiv. The on-duty Crew Captain and the Shift Duty Officer are to be notified and a Special Incident Report filed for the following circumstances:
  1. accident involving squad vehicle or equipment
  2. injury to member
  3. exposure to infectious disease
  4. mutual aid request abuse
  5. problem relating to emergency medical dispatch
  6. conflict on scene with patient, medical personnel, bystander, first responder or police
  7. unusual delay in response time
  8. notes regarding crime scene or statements you wish to record in the event of a complaint involving squad performance or future court proceedings
  9. found property
  10. violation of SOG's by another member, this report shall be filed within five (5) days of the occurrence
  11. any other event or situation which is in need of resolution by the executive or operations officers

*A copy of the Special Incident Report shall be placed in the Special Incident Report Mail Box. This mail box is only accessed by the line officers (and/or the Chief's designee). In the event a member has a complaint against one of the line officers, the Special Incident Report may be filed directly with the Chief or Assistant Chief of Operations. In the event a member has a complaint against the Chief, the Special Incident Report may be filed with the President.*

- b. Deliver any personal property acquired on a call to the member in charge of the scene (or, upon return to the station, to the on-duty Crew Captain) who shall attempt to return it to the owner or law enforcement officer on scene. If unable to do so a Special Incident Report shall be filed and the item delivered to the Shift Duty Officer.
- c. Return all Squad issued property and identification to the Quartermaster (Uniform Manager) upon resignation or termination.

### III. STANDARDS OF CONDUCT

- a. Whenever people gather together to achieve goals, some rules of conduct are needed to help everyone work together efficiently, effectively, and harmoniously. The purpose of these rules is not to restrict the rights of members, but rather to be certain that members understand what conduct is expected and necessary.
- b. Each member is expected to act in a mature and responsible way at all times. However, to avoid possible confusion, some of the more obviously unacceptable activities are noted below.
  - i. Occurrences of any of the following may result in disciplinary action if they occur while on duty, on squad property or while representing oneself as a member of the department:
    1. Willful violation of any Squad rule; any deliberate action that is extreme in nature and is obviously detrimental to the Squad's efforts to operate.
    2. Willful violation of safety rules; tampering with Squad equipment or safety equipment.
    3. Negligence or any careless action which endangers the life or safety of another person.



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4. Being intoxicated or under the influence of alcohol or controlled substance drugs while on duty; public consumption of alcoholic beverages while wearing clothing displaying the Squad insignia or former Squad insignia.
5. Unauthorized possession of dangerous or illegal firearms, weapons or explosives on Squad property or while on duty.
6. Engaging in criminal conduct or acts of violence, or making threats of violence toward anyone on Squad property or when representing the Squad; fighting or provoking a fight on Squad property, or negligent damage of property.
7. Insubordination or refusing to obey instructions properly issued by Squad Officers pertaining to your work; refusal to help out on a special assignment.
8. Threatening, intimidating or coercing fellow members on or off the premises – at any time, for any purpose.
9. Engaging in an act of sabotage; willfully or with gross negligence causing the destruction or damage of squad property, or the property of fellow members or visitors in any manner.
10. Theft of Squad property or the property of fellow members; unauthorized possession or removal of any Squad property, including documents, from the premises without prior permission; unauthorized use of Squad equipment or property for personal reasons.
11. Dishonesty; willful falsification or misrepresentation on your application for membership or other Squad records; alteration of Squad records.
12. Breach of confidentiality of personnel or patient information.
13. Immoral conduct or indecency on Squad property.
14. Any act of harassment, sexual, racial or other.
15. Creating an environment which makes another member of the squad or member of the public uncomfortable either by verbal or physical acts
16. Excessive absence or lateness.
17. Abusive or inappropriate language toward any officer, member, patient or public; indifference or rudeness towards a patient or fellow member; any disorderly/antagonistic conduct on Squad premises.
18. Careless, reckless or illegal operation of a Squad vehicle.
19. Failure to immediately report damage to, or an accident involving Squad equipment.
20. Failure to maintain a neat and clean appearance in conformance with the Dress Code.