
OHIO TASK FORCE 1

**Policies and Procedures
for
Non-Employee Members**

**Adopted by Miami Valley
Fire/EMS Alliance
Executive Committee**

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ARTICLE 1 – PURPOSE OF POLICIES

It is the purpose of these Policies and Procedures to establish standards and procedures governing selection, participation, assignment to, activation and training with Ohio Task Force 1, (hereinafter sometimes “Ohio Task Force 1”, the “Task Force” or “OH-TF1”) an organization existing under the sponsorship of the Miami Valley Fire/EMS Alliance (hereinafter the “Alliance”). Vehicle and equipment requirements shall apply regardless of whether the items are owned by and/or registered to the Alliance, Ohio Task Force 1, the Dayton Regional Hazardous Materials Response Team, or, in the case of some vehicles, registered to some other governmental entity but operated by Task Force members.

As the sponsoring agency of OH-TF1 all amendments to these Policies and Procedures require approval by the Alliance Executive Committee. The Executive Committee may assign requested changes to the Advisory Board for review and recommendation.

All members of the Task Force shall be given a copy of these Policies and Procedures. All amendments to these Policies and Procedures shall be made available to all members. It shall be the obligation of each member to read and be familiar with these policies and keep his or her copy of these policies up to date. Failure to be familiar with these policies shall not be an excuse for failure to comply with them.

This manual is provided as a general guide to membership in the Task Force. It is not a contract, nor shall it be construed as one. The Task Force, with approval of the Alliance Executive Committee, reserves the right to change the contents of this manual at any time, with or without notice. Terms and conditions of membership may only be altered by the Task Force with Alliance Executive Committee approval.

ARTICLE 2 – MEMBERSHIP SHALL NOT BE CONSIDERED EMPLOYMENT

The status of membership in the Task Force shall not be deemed an employment relationship nor shall a member have any entitlement or guarantee of continued membership. This membership can be terminated at any time by choice of the Task Force, the Member, or the Participating Agency with no right of appeal or grievance beyond the appeal procedures provided for herein.

However, the Task Force is committed, as a matter of policy, to make all appointments and decisions relating to a person’s membership on the basis of merit and fitness, demonstrated by evidence of competence with respect to the duties of the position. This policy, however, shall not be considered a contract of employment or a contractual right to continued membership status.

ARTICLE 3 – NON-DISCRIMINATION

It is the policy of the Task Force to provide equal opportunity in membership and participation for all persons and to prohibit discrimination because of race, color, religion,

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sex, national origin, age or handicap and to promote the full realization of equal employment opportunity through a continuing affirmative program.

No person shall be subject to retaliation for opposing any practice made unlawful by Title VII of the Civil Rights Act (Title VII) (42 U.S.C. 2000e et seq.), the Age Discrimination in Employment Act (ADEA) (29 U.S.C. 621 et seq.), the Equal Pay Act (29 U.S.C. 206(d)) or the Rehabilitation Act (29 U.S.C. 791 et seq.) or any prohibited practice under equivalent Ohio statutes or for participating in any stage of administrative or judicial proceedings under those statutes.

ARTICLE 4 – MEMBER SELECTION AND FITNESS FOR DUTY

A. Application

Applications shall be made on forms prescribed by the Program Manager. Upon receipt, the Program Manager or designate¹ shall review applications for completeness and compliance with all qualifications and requirements for the position. The applicants may be required to submit written proof regarding any statement made on the application form.

The Program Manager or designate may make suitable inquiry of employers, educational institutions, and character references to verify statements made on the application. Misleading or false information on the application or resume shall constitute valid basis for disqualification or subsequent separation.

B. Membership Requirements

Members may be required to pass medical examinations and other requirements prior to formal appointment, maintain physical capabilities necessary to perform the essential functions of the position, and possess and maintain other certifications and credentials as required. In order to maintain an active team status members must: 1) attend at least one-half of all regularly scheduled trainings for their primary team assignment, and where applicable their secondary team assignment as well, each year; 2) attend at least one quarterly meeting each year; 3) attend at least one mobilization exercise every two years; 4) complete an annual fit testing and gear bag inspection.

Task Force Leaders must comply with the above standard. Additionally TFLs must: 1) attend 50 percent of the training of the team(s) they oversee each year; 2) attend at least one training of another team not part of their oversight each year.

Standards for deployability are evaluated by active team status and other relevant criteria (completion of FEMA general team requirements).

¹ Designates include the Training and Personnel Service Coordinator (TPSC) under separate Standard Operating Procedures (“SOP”) which are subject to revision and modification. Reference OH-TF1 SOP O-1 Application Process

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All such medical examinations shall comply with any federal, state or local regulations regarding physical examinations and the maintaining of confidentiality. Consistent with applicable state and federal requirements, the Task Force may provide reasonable accommodations as requested by disabled applicants and members in compliance with the Americans with Disabilities Act.

C. Fitness for Duty

In order to provide a safe working environment, to assure the public trust, and to promote the health, welfare, and safety of members and citizens served alike, the Task Force requires its members to report for duty (regardless of whether it constitutes activation or training) in a physically and mentally fit state. Members must report to their supervisors when they are taking or under the influence of prescription medications that include performance altering substances.

The Task Force may, at its discretion, require that members submit to a medical and/or mental examination by a doctor selected by the Task Force when tests and examinations are considered to be of value to the Task Force in maintaining a capable work force, and/or member health and safety, provided the Task Force pay the cost of such tests and examinations.² The Task Force may, at its discretion, require that members provide specific and detailed medical data from the member's doctor, the Task Force's doctor, and/or personal affidavit describing any medical or physical conditions that has affected or may affect the member's ability to train or deploy in event of activation.

ARTICLE 5 – SUBSTANCE ABUSE

A. Policy

The Task Force is committed to a safe and effective work environment consistent with the "Drug Free Workplace Act of 1988." The Task Force prohibits the use, possession, transportation, promotion or sale of illegal drugs, drug paraphernalia, or otherwise legal but illicitly used (abused) substances, by any member while participating in Task Force activities.

B. Description

Controlled substances include, but are not limited to:

1. Alcohol
2. Narcotics
3. Cannabis
4. Cocaine
5. Amphetamines
6. Depressants
7. Hallucinogens

² Reference OH-TF1 SOP O-3– Medical Screening Program, and OH-TF1 SOP O-7- Temporary Medical Idle

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The use of these substances by members impairs the ability of members to perform tasks that are critical to proper performance of assigned duties. Drug use can also result in the potential for accidents and pose a serious threat to the health and safety of the members and the Task Force's ability to perform its emergency response duties.

C. Procedure

Any member violating the above policy and other applicable Task Force SOPs³ is subject to immediate separation from membership.

ARTICLE 6 – POSITION DESCRIPTIONS

Each position within the Task Force shall have a description which will describe the essential functions and responsibilities of the work, a description of the duties of the position, and a statement of the minimum qualifications a person must possess to perform the work. Each position description shall be illustrative in nature, not limiting a supervisor's ability to assign or direct the member to perform, as part of his or her position, additional tasks or duties of the same general nature or related to or growing out of the matters discussed in the position description.

ARTICLE 7 -DISCIPLINE

A. General

Any action that reflects discredit upon the Task Force or is a direct hindrance to the effective performance of the Task Force's functions is good cause for disciplinary action against a member. The primary objective of disciplinary action shall be to improve the overall performance, efficiency, and morale of the Task Force members. Disciplinary action should be administered positively and constructively.

Any member may be removed or disciplined for incompetence, failure to maintain standards or certification, inefficiency, immoral conduct, insubordination, discourteous treatment of others, neglect of duty, violation of the goals and mission of the Task Force or state or federal laws, violations of these Policies and Procedures, or any other acts of misfeasance, malfeasance, and/or nonfeasance of duty. Nothing in this Article shall be construed to limit the right of the Task Force to separate from the service any member for any reason deemed appropriate by the Program Manager with approval of the Sponsoring Agency Chief and Alliance Executive Committee.

Before a disciplinary action is taken, the Operations Chief shall inform the Sponsoring Agency Chief of proposed actions in order to allow the Sponsoring Agency Chief the opportunity to inform the team member's Participating Agency Chief.

³ Reference OH-TF1 SOP O-6 – Pharmaceutical Accountability

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B. Types of Disciplinary Actions and Procedures

Disciplinary action shall consist of one or more of the following:

1. Recorded Oral Reprimand

A recorded oral reprimand is a documented interview between the Task Force Supervision and the member on the subject of the member's conduct, performance, or failure to observe a policy, order, procedure, rule or regulation. It is intended for and is usually the most effective means of improving the member's performance, behavior, habits, or work methods. The recorded oral reprimand shall be documented with a memorandum being placed in the member's personnel file outlining the infraction involved and the contents of the interview. This is the course of action to be considered first and used whenever appropriate. The issuing supervisor shall act as follows:

- a. Gather all the facts concerning the infraction or deficiency.
- b. Conduct the interview with the member in such a way as to avoid embarrassment or humiliation (in private whenever possible).
- c. State the reasons for the reprimand so the member understands them.
- d. Give the member a chance to express any views or explain any circumstances.
- e. Consider the member's explanation and if it is acceptable, close the interview.
- f. If the explanation is not acceptable, explain why and give specific ways in which the member is expected to improve or correct the deficiencies involved.
- g. Document the results in written format submitted to the Program Manager through the chain-of-command.

2. Written Reprimand

A written reprimand is a more formal disciplinary action to be used for significant misconduct, inadequate performance, or repeated lesser infractions. The procedures to be followed are the same as in recorded oral reprimands, except that the written reprimand more precisely documents the member's deficiencies and prescribes the required corrective action on the part of the member. Also, the member is given a copy of the reprimand and is required to acknowledge receipt thereof. All of this is made a matter of record in the member's personnel record.

3. Suspension

A suspension is a temporarily enforced absence from all Task Force activities which may be imposed upon a member as a penalty for significant misconduct or repeated lesser infractions. Normally, suspensions must be approved in advance by the Operations Chief after a pre-disciplinary hearing in which the member is given an opportunity to present an explanation or mitigation; however, a supervisor shall be entitled to impose an immediate suspension for acts of insubordination, blatant

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disregard of rules or procedures or other extreme provocation provided the member is given a subsequent hearing before the Operations Chief as soon as practicable.

4. Dismissal or Removal

This is the most severe type of action because it permanently removes the member from participation in the Task Force. Certain offenses, by their nature alone or from repeated occurrence or in combination with other offenses, are severe enough to require immediate separation. Only the Alliance Executive Committee has the authority to dismiss or remove a member upon recommendation of the Program Manager and Operations Chief to the Sponsoring Agency Chief.

C. Primary Responsibility for Discipline

The Operations Chief shall be primarily responsible for the discipline of members within the Task Force.

D. Guidelines for Determining Appropriate Disciplinary Action

In most cases, when corrective or disciplinary action is warranted, a wide variety of such actions are available ranging from recorded oral reprimand to dismissal. In choosing a disciplinary action, the Operations Chief must consider the circumstances involved in the particular situation, the participation history of the member and total contribution to the Task Force, the primary objective of disciplinary action as expressed above, the extent to which the penalty will serve as a constructive example to other members, consistency in the imposition of discipline and any other related factors.

E. Resignation in Lieu of Disciplinary Action

In choosing a disciplinary action, Task Force Supervisors shall not initiate or intimate that the member should resign or retire to keep from being disciplined although that option may be considered if the member desires. Such resignation or retirement should not be used as a means to clear the record of any member.

F. Appeals of Disciplinary Action to the Alliance Executive Committee

Task Force members who have been suspended for more than 2 days, demoted in position or terminated may appeal to the Alliance Executive Committee.

All appeals to the Alliance Executive Committee shall be made in writing filed with the Task Force Program Manager within ten (10) days of the disciplinary action. Said appeals shall be promptly forwarded to the Alliance Executive Committee for their review and action as appropriate.

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G. Tardiness and Absence Without Leave

An incident of being tardy is defined as any length of time a member reports to assigned training or deployment duties after a member's designated start time. An incident of absence without leave is defined as being absent from an appointed place of duty at the time prescribed, leaving a place of duty, or leaving a place of staging which the member is required to be at the time prescribed without the prior approval of the member's supervisor.

ARTICLE 8 - HOURS OF WORK AND COMPENSATION

A. Hours of Work

Compensation for time spent on Task Force activities for training and/or activation shall be subject to a member's own arrangements with his/her primary employer or under separate written arrangement with the Task Force⁴. Absent such written arrangement, the Task Force shall be under no obligation to compensate a Task Force member for time spent on Task Force activities.

B. Leave of Absence

All leaves must have the prior approval of the Program Manager or his/her designee.

ARTICLE 9 - VEHICLE POLICY/ALLOWANCES

A. Travel/Car Allowance / Use of Private Vehicles

Task Force members may be reimbursed for travel and for use of a member's privately owned vehicle in accordance with Task Force Policy⁵ for use of their privately owned vehicle for Task Force business with the prior written approval of the Program Manager. Such payment is considered to be total reimbursement for all vehicle related expenses, including gas, oil, insurance, depreciation, etc. Members utilizing private vehicles for Task Force business must prepare and file with the Program Manager a written statement acknowledging that they have liability insurance to cover bodily injury and property damage to another vehicle and its occupants.

In order to obtain mileage allowance payment, Task Force members shall submit at the end of the authorized trip a mileage report detailing miles driven and starting locations and destinations for each trip. The Program Manager or his/her designee shall review said reports to determine accuracy prior to reimbursement.

B. Use of Task Force Vehicles

Task Force vehicles shall be used exclusively for official Task Force business and in accordance with approved SOP⁶.

⁴ Reference OH-TF1 Non Agency Professional Services Agreement

⁵ Reference OH-TF1 Policy T-1 – Travel Policy

⁶ Reference OH-TF1 SOP D-4 – Use of Task Force Vehicles

ARTICLE 10 - PERFORMANCE EVALUATIONS

The Program Manager shall establish a system of expected standards of performance which shall include periodic reviews for each member, training evaluations and after-action/activation reports.

ARTICLE 11 - LIFE THREATENING ILLNESS POLICY

The Task Force recognizes that members with life-threatening illnesses wish to continue to lead normal lives, which includes working as long as their health permits. Members with AIDS or any other life-threatening illness (LTI) may continue to participate as members as long as they are able to meet acceptable performance and attendance standards and medical evidence indicates that their condition and actions pose no threat to themselves, other members, or the public. Additionally, members may encounter other individuals with life-threatening illnesses. The Task Force recognizes that it has the responsibility of providing a safe work environment for all its members. The following guidelines shall be used when dealing with LTI-related employment issues:

- A. Treat a life-threatening illness as a disability and not terminate nor refuse to appoint anyone if he or she is “otherwise qualified” for the position in question.
- B. If a member refuses to work or deal with an individual with a life-threatening illness, the Task Force may elect to replace the member who refuses and not accommodate their refusal by arranging a transfer to a different position.
- C. If the individual with a life-threatening illness is unable to perform the essential functions of his or her position or can perform the job but only at the risk of endangering the health or safety of fellow workers or the general public, then the Task Force will make every attempt to effectuate a transfer to a suitable position.
- D. The Task Force will respect the privacy of individuals with a life-threatening illness. The Task Force will do its utmost to see that information of their illness is not communicated to others.
- E. The Task Force will not tolerate harassment of individuals with a life-threatening illness among its members or the general public or any other actions which would create a hostile work environment.

ARTICLE 12 - USE OF TASK FORCE EQUIPMENT

All use of Task Force equipment and supplies shall be in accordance with current Task Force SOP.⁷ Any use of Task Force Equipment outside of the policy will be considered grounds for disciplinary actions up to and including termination.

⁷ Reference OH-TF1 SOP D-5– Cache Accountability

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Unless otherwise authorized in writing by the Program Manager, members are not permitted to use Task Force equipment or supplies while engaged in outside employment or other unrelated or personal activities.

ARTICLE 13 - RESIGNATION

A member may resign from the Task Force at any time by presenting a letter of resignation to the Program Manager at least two (2) weeks prior to their departure. The Program Manager may waive the minimum notice standard in extenuating or extraordinary circumstances.

ARTICLE 14 - PERSONNEL FILES

A. Member May Inspect Personnel File

Each member may inspect his or her personnel file maintained by the Task Force at any reasonable time during regular business hours. The member shall, upon request, receive a copy of any documents contained therein.

B. Statement of Rebuttal

If an unfavorable statement or notation is in the file, the member shall be given the right to place a statement of rebuttal or explanation in his or her file. No anonymous or anecdotal material of any type shall be included in the member's personnel file.

ARTICLE 15 - SAFETY & TRAINING

A. Job Performance

Each member of the Task Force will be responsible for performing his or her job in a safe and efficient manner to the maximum extent feasible within the inherently unsafe environment in which Task Force training and activation is undertaken. Administrative and supervisory personnel are responsible for making sure the member has been issued the proper safety equipment and has been instructed in the use of such equipment. Members are required to wear appropriate safety devices when performing duties where the wearing of such safety apparel is required.

1. Training

Members who are aware of unsafe equipment or operating conditions during training must immediately report such conditions to his/her immediate supervisor who shall take such actions as are necessary to immediately remedy the situation or suspend the training. The supervisor shall also notify the Operations Chief or designate. Upon notification, the Operations Chief and/or designate shall take action to promptly

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correct the unsafe equipment or condition to avoid its use during future training exercises

2. Activation

Members who are aware of unsafe equipment or heretofore unanticipated unsafe operating conditions during activation must immediately report such conditions to his/her immediate supervisor who shall take such actions as are necessary to immediately remedy the situation or suspend or modify the method of conducting the rescue/recovery operation. The supervisor shall also notify the Operations Chief or designate. Upon notification, the Operations Chief and/or designate shall take further action as may be appropriate.

Members who are on medication for treatment of an illness or health condition are required to report the potential side effects of such medication which may present an unsafe condition for other members or the public.

B. Seat Belt Requirement

All members, when either operating or serving as passengers in Task Force vehicles, will be required to wear occupant restraining devices available in those vehicles. When transporting non-Task Force personnel, Task Force members will be responsible for making sure all occupant restraining devices are used by such passenger(s). No Task Force vehicle is exempt from this rule unless the vehicle does not presently contain occupant-restraining devices.

ARTICLE 16 - REINSTATEMENT

A member may be reinstated at any time within one (1) year from the date of resignation upon recommendation of the Program Manager and Operations Chief to the Sponsoring Agency Chief. The reappointment will be to a position the member is qualified and as assigned by the Operations Chief.

All members being considered for reinstatement may be required to successfully pass a medical examination and any other tests deemed appropriate by the Task Force before formal reinstatement. Members terminated for cause are not eligible for re-appointment.

ARTICLE 17 - SEXUAL HARASSMENT POLICY

A. Definitions

1. "Member" includes all Task Force personnel.
2. "Sexual Harassment" includes any unwarranted or repeated verbal or physical sexual advances, sexually explicit, provocative, or suggestive statements, innuendo, or comments, or sexually oriented conduct or physical conduct, made by another member which are reasonably offensive or objectionable to the recipient which

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reasonably causes the recipient discomfort or humiliation or which reasonably interferes with the recipient's work performance.

3. "Unwanted Conduct" includes any conduct, verbal or physical, which is of an ethnic, racial or religious nature, which reasonably causes the recipient discomfort or humiliation or which reasonably interferes with the recipient's work performance.
4. "Shall" is mandatory, not permissive.

B. Policy

1. The Task Force is obligated and committed to adhere to all provisions of Title VII of the Civil Rights Act of 1964, as well as Chapter 4112 of the Ohio Revised Code. It is the responsibility of all persons associated with the Task Force to help eliminate all forms of unlawful discrimination in the work place, including all forms of discrimination.
2. Sexual harassment, whether in the form of acquiescence to sexual demands as a condition of participation, creating or maintaining an intimidating, hostile or offensive working environment, or granting benefits to a member who acquiesces to sexual requests, is strictly forbidden and prohibited, and shall not be tolerated.
3. Specific activities which may constitute sexual harassment include, but are not limited to: verbal abuse, such as insults, suggestive comments and demands, leering and subtle forms of pressure for sexual activity, physical aggressiveness such as touching, pinching and patting, lewd pictures, sexual jokes, attempted rape or rape.
4. Any supervisory person who becomes aware of an occurrence of sexual harassment or other inappropriate behavior shall take immediate measures to intervene and prevent any recurrence of such incidents.

C. Procedure

1. Any member who believes he or she has been subjected to sexual harassment should promptly report the incident either to his or her immediate supervisor or to the Program Manager. Every effort will be made to handle all such complaints in a fair, impartial and speedy manner.
2. If at all possible, immediate action shall be taken by supervisory personnel to limit and restrict during the review of a sexual harassment complaint any work assignments or contact between the individual making the complaint and the individual against whom the complaint is made. The supervisor shall report the incident in writing through the chain of command to the Sponsoring Agency Chief of the Task Force.
3. Retaliatory action or conduct of any kind taken by any member or member of the Task Force against a member or members as a result of that member or members

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having sought redress under this policy and procedure is strictly prohibited and shall be regarded as a separate and distinct violation of the Task Force’s policies and procedures.

4. Nothing herein shall be construed to either expand or restrict a member’s statutory or regulatory rights to seek redress.
5. Violation of this policy will result in disciplinary action, up to and including dismissal.

ARTICLE 18 - GIFTS OR GRATUITIES

Members shall not solicit nor accept personal gifts or favors from any person, business, or organization.

ARTICLE 19 - NO SMOKING

It is the policy of the Task Force that all public buildings, property, vehicles and equipment shall be smoke free, with the exception of designated smoking areas identified by Program Manager or his/her designee.

ARTICLE 20 - POLITICAL ACTIVITIES

A member may engage in political activities to the extent that the political activities are not otherwise prohibited by state or federal law.

ARTICLE 21 - INTERNET POLICY

Members should be aware that the use of electronic mail and the internet is not private and the Task Force has the right to monitor members’ use of e-mail and of the internet on Task Force computers. The Task Force is legally responsible for securing the network, Internet service, and e-mail on its computers against unauthorized access or abuse, while maintaining accessibility for authorized and legitimate users. Any inappropriate use of email and/or the internet is strictly prohibited.

For purposes of this policy, inappropriate use consists of downloading, receiving or transmitting pornography or any material containing sexual content, gambling, entering “chat rooms”, racial or ethnic remarks, etc.

Individuals who use Task Force e-mail or the internet access inappropriately will be subject to disciplinary action. Disciplinary action may include criminal prosecution or penalty under appropriate state and federal laws.

The Miami Valley Fire/EMS Alliance is not deemed to be a political subdivision for purposes of extending civil service or other statutory public employee protections to its employees. Similarly, since Ohio Task Force 1 only exists under the auspices of the Alliance

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as sponsoring agency, Task Force members (while not employees of the Alliance) do operate under similar restrictions and are subject to such policies and procedures as established by the Alliance Executive Board.

Consistent with that authority, the Alliance Executive Board hereby implements the following policy relative to access by members to the OHTF-1 website “forum”:

1. Access to the forum shall be limited to Task Force members and those specifically approved by the Task Force Program Manager.
2. Use of this non-public forum shall be limited to the posting of observations, discussion and suggestions relating to operations, training and deployment of the Task Force. The use of this forum for offensive comments, personal attacks or other inappropriate comments deemed unduly disruptive to the operation and cohesion of the Task Force and its members will not be permitted.
3. While forum access will not be restricted on the basis of a member’s views on the Task Force or its management, an evaluation of a posting will compare the extent to which the comment is on a matter of general concern to the Task Force, its members and general public and the extent to which such comment may injure or materially impair the efficiency of the services performed by the Task Force. In cases where the potential for injury or impairment outweighs the member’s interest in expressing themselves on matters of Task Force and public concern, such comments will not be posted.

ARTICLE 22 – CODE OF CONDUCT

Team members and staff of OH-TF1 are expected to operate in a highly self-disciplined manner and are responsible to regulate his/her own conduct in a positive, productive, and mature way. Failure to do so will result in disciplinary action ranging from counseling to dismissal.

All Members Shall:

1. Follow Operations manuals and written directives of both OH-TF1 and the FEMA US&R Program Office.
2. Follow the FEMA Code of Conduct at all times while activated by FEMA or attending FEMA authorized trainings.
3. Use their training, capabilities, and equipment to protect life and property at all times.
4. Maintain good conduct and commit no acts that would tend to bring reproach or discredit to OH-TF1 or any associated Participating Agency, the Sponsoring Agency, the State of Ohio or its agencies, or FEMA.

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5. Work competently in their positions to cause all Task Force programs to operate effectively.
6. Always conduct themselves to reflect credit on the Task Force.
7. Supervisors will manage in an effective, considerate manner: Subordinates will follow instructions in a positive, cooperative manner.
8. Failure or refusal to obey an order will be considered insubordination. Any disagreement of an order shall be addressed in a respectful and positive manner.
9. Keep themselves informed in order to do their jobs effectively.
10. Be concerned and protective of each member's welfare.
11. Operate safely and use good judgment.
12. Not criticize, make false reports or ridicule other members, policies, programs, or perform written/oral acts to discredit OH-TF1 or other associated agencies.
13. Not accept any gratuity or honorariums that suggest either directly or indirectly to influence or conduce some sort of favor. Any donations or honorariums shall be processed as outlined in SOP B-5, Donations of Goods or Services.
14. Not make available, without permission from Task Force management, names and other personal information to outside persons or agencies.
15. Not (unless authorized) use their position or title to promote, advertise or identify themselves with OH-TF1.
16. Be attired in clothing that represents a positive image of the task force. While on sanctioned missions, all personnel shall wear task force assigned uniforms.
17. Obey the law.
18. Be careful of Task Force equipment and property.
19. Be responsible for maintaining a high spirit of cooperation.

All Members Shall Not:

1. Engage in any activity that is detrimental to the Task Force.
2. Engage in a conflict of interest to the Task Force, or use their position with the Task Force for personal gain or influence.

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3. Fight.
4. Lie, Cheat, Steal, Conspire to Deceive, Evade the Truth, or Tolerate those that do.
5. Use alcoholic beverages, debilitating drugs, or any substance which could impair their physical or mental capabilities while associated with a Task Force activity.
6. Engage in sexual activity, at any time, when associated with a Task Force activity.

SIGNED ACKNOWLEDGMENT FORM

I have received and read the Ohio Task Force 1 Policies and Procedures For Non-Employee Team Members Manual and I understand its contents. I further understand and acknowledge my membership-at-will status and acknowledge that no contract or guarantee of continued membership or participation is created by any provision in this manual. Additionally, I agree to stay current with all future changes to this document.

Signature: _____

Print Name: _____

Date Signed: _____