

Cahokia Volunteer Fire Department
General Orders 2007
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General Order #: 01

Original Effective Date: January 25, 2007

Proposed By: Director Larry Mobbs #04

Revised Date:

Revised By:

Subject: Review of General Orders

All General Orders will be reviewed every April Board Meeting, at which time each General Order will be decided upon to see if it meets the needs of the Fire Department. Upon the decision the General Order will be revise, omitted, or remain in effect until the Board deems it no longer in the best interest of the membership and the department.

Any General Order may be reviewed at any time this General Order establishes a minimum for General Orders to be reviewed.

General Order #: 02

Original Effective Date: March 06, 1986
Proposed By: Bill Halley President CVFD
Revised Date: January 25, 2007
Revised By: Board of Directors
Subject: Responsibility for following General Orders.

It is the responsibility of each member of the Cahokia Volunteer Fire Department to read & follow the General Orders Bi-Laws, and established Operating Procedures.

If a member is found to have violated a General Order, the member is subject to certain levels of discipline. They are Oral Warning/Reprimand, Written Warning/Reprimand, Suspension, and Termination of membership or other measures of discipline as handed down by the Board of Directors. There is no set progression of discipline in place.

General Order #: 03
Original Effective Date: March 06, 1986

Proposed By: Bill Halley President CVFD

Revised Date: January 25, 2007

Revised By: Board of Directors

Subject: New Members

New members are on probation for a minimum of nine (9) months. New members are expected to make all Work crews & Training classes each month until they meet all the requirements of the Chief Training Officer (Instructor) and/or the Chief of the Department.

Associate membership is eligible after six months not including the months held, passing the associate test with at least a score of 70%, obtaining at least four (4) certificates, and updating the driver's license to the appropriate class for the utilization of all Fire Department Apparatus.

An Associate is eligible for Regular membership after three passing months, completion of the remaining certifications, & passing the regular member test with a passing grade of at least 70%. Either membership may be extended at the discretion of the Chief & the Chief Training Officer, or the Board of Directors.

The Board of Directors will have final approval of all elevations of membership to Associate and Regular member status.

The Board of Directors may fast track a member's status to Associate member with prior training and firefighting experience, however all members are required to obtain all certifications and pass the Regular Member test as stated in the above.

All probationary firefighters are required to have a minimum of 10 documented training hours per month to pass for the month.

When uniforms are required all new male members will wear dress shirts, dress slacks (pants), dress socks and clean dress shoes or boots. A dress jacket or dress coat may also be worn as well as a tie as deemed by the Officer in charge. All new female members will wear either a dress/ dress suit or dress slacks. The appropriate hosiery and shoes will be worn according to the outfit.

General Order #: 04

Original Effective Date: March 06, 1986

Proposed By: Herschel Riddle Fire Chief CVFD

Revised Date: January 25, 2007

Revised By: Board of Directors

Subject: Mutual Aid Calls

All members should report to their respective Fire Stations unless they have their equipment with them & they are closer to the other station. Chief Officer(s) and Captain(s) may respond directly to the scene.

Mutual Aid calls must also meet the criteria set forth in the Dept's OP's.

All members must remember that the Cahokia Fire District is our main concern.

General Order #: 05

Original Effective Date: March 06, 1986

Proposed By: Herschel Riddle Fire Chief CVFD

Revised Date: January 25, 2007

Revised By: Board of Directors

Subject: Fire Calls

All firemen will follow the guidelines set forth by the Chief on truck response to fire calls unless extenuating circumstances prevail.

Firemen are to wear full turnout gear to all fire calls.

Firemen are expected to work under the Chain of Command at all fire calls.

Firemen driving to calls in their own personal vehicles are expected to obey all traffic laws & speed limits. They are to park a reasonable distance from the scene as not to obstruct responding fire apparatus.

General Order #: 06

Original Effective Date: March 06, 1986

Proposed By: Herschel Riddle Fire Chief CVFD

Revised Date: January 25, 2007

Revised By: Board of Directors

Subject: Work Crews, Training Night and Legal Holidays

Work Crews are held on Monday evenings. If for any reason you cannot make the crew on this night, you are to notify your Lt. or Capt.

The crew is responsible for the entire period they are on duty. Each member will be given certain night(s) to check the firehouse during that period. The crew will be responsible for checking the trucks & cleaning the firehouses.

Monday night training will be held on the opposite Monday as crew.

If you cannot make training you will contact the Instructor in charge of training.

When a Crew night or training falls on a legal holiday, the Crew or training will be the next day.

This list will be observed for all meetings, training events and work crews.

- New Years Day
- Martin Luther King Jr. Birthday
- Presidents Day
- Memorial Day
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Day
- Christmas Day

When a holiday falls on the weekend, it will be observed on either the Friday or Monday as shown on a standard calendar

General Order #: 07

Original Effective Date: March 06, 1986

Proposed By: Bill Halley President CVFD

Revised Date: January 25, 2007

Revised By: Board of Directors

Subject: Fire Stations & Equipment

Members are not allowed to loan anyone Fire Dept. equipment without permission from the Chief, Asst. Chief, or Captain. However, No Equipment that is on a truck will be loaned out for any reason. Whenever a member of this Dept. borrows any property of this Dept., he / she shall return it within 48 hrs. (Unless the person has permission for a longer time). The member shall also sign it out on the bulletin board. Cahokia fire department members wishing to use equipment from a piece of apparatus must first obtain permission from an Officer and the equipment must stay with the apparatus.

For insurance reasons only fire personnel should be on the fire apparatus (unless you are giving a demonstration or on a fire call that would require non-department personnel to be on them, examples would be training, fire calls, & public relations).

Members are to conduct themselves in an orderly & professional manner at all times while at the firehouse. Members are allowed to bring guest to the firehouses providing they take full responsibility of these guests. All wives/husbands, children, girl/boyfriends, & friends are guest. They must abide by all Fire Dept. rules & policies. Guest are not to be brought during work crews & training except with prior approval from the Station Captain or Duty Officer for crew or Instructor for training.

General Order #: 08

Original Effective Date:

Proposed By: Lieutenant Dwayne Kenner #16, Director Station #01

Revised Date: January 25, 2007

Revised By: Board of Directors

Subject: Regular Members Training Hours

All Regular members including Lt., Capt., Asst. Chief and Chief must have at least five training hours a month. A member failing to meet this requirement will be disciplined as follows.

- 1st time – Verbal reprimand
- 2nd time – Written reprimand
- 3rd time – Suspension

The Chief Training Officer will be in charge of all disciplinary actions for all members including Lt., Capt., and Asst. Chief, and Chief.

The Chief will be in charge of disciplinary the Chief Training Officer.

General Order #: 09
Original Effective Date: March 06, 1986
Proposed By: Bill Halley President CVFD
Revised Date: January 25, 2007
Revised By: Board of Directors
Subject: Uniforms

The purpose of this General Order is to standardize the proper wearing of the Work Uniform & the Dress Uniform of the Cahokia Volunteer Fire Department.

WORK UNIFORM

The Work Uniform can be worn by any active member of the Cahokia Volunteer Fire Department at fire calls, crew meetings or at training activities. It can also be worn at any other events, as the Officer in Charge of the event deems appropriate.

The Work Uniform will consist of:

Dark blue shirt - long sleeve in winter, short sleeve in summer & dark blue pants or shorts (must not reveal inappropriate areas and not longer than top of knee cap). All work uniforms will conform to NFPA regulations for station wear

Fire Department patch sewn on left sleeve

Collar insignia - officers only

Certification patches may be worn on the right sleeve or above the right breast.

Fire department polo, an approved pull over work shirt, an approved Cahokia fire department tee shirt, or a dark blue jumpsuit or division jumpsuit / shirt.

Sewn on badges and nametags may be worn on work uniform, Officers may wear sewn on collar insignia.

DRESS UNIFORM

The Dress Uniform shall be prescribed for parades, ceremonies, official social functions & presentations in which the Cahokia Volunteer Fire Department is to be represented. All Dress Uniforms will conform to NFPA standards

All uniforms will be cleaned & pressed.

All badges, collar insignia, nametags & buttons will be polished.

Only black dress shoes or black dress boots will be worn while in uniform.

All collar insignia will be perpendicular to the bisecting angle of the shirt collar. Lower points of insignia will be $\frac{1}{4}$ inch from the edge of the collar.

Only Chief Officers will wear collar insignia on the Dress Jacket.

The Dress Uniform of the Cahokia Volunteer Fire Department will consist of the following:

Winter Dress Uniform:

Dress Jacket with nametag $\frac{1}{2}$ inch above & centered over the right pocket.

The Dress jacket for Officers will have stripping at the end of the sleeves. Chief 5 gold stripes, Assistant Chief(s) 4 gold stripes, Captain(s) 2 silver stripes, Lieutenant(s) 1 silver stripe.



The Badge is to be worn over the left pocket in the holes provided by the manufacturer of the jacket. The serving since under the nameplate. Long sleeve shirt, tie, dress pants, black leather belt, black dress socks, black dress shoe & the uniform hat.

Summer Dress Uniform:

Short sleeve shirt with badge, nametag & collar insignia, Navy blue T-shirt, black leather belt, black socks & shoes.

If an Officer wear a portable radio it can be worn in either a radio holder on a belt or worn on a strap. The pager/portable will also be turned off when at wakes & funerals.

Only the Chief and Assistant Chief(s) will wear white dress shirts, with white T-shirt, while in dress uniform.

All other adaptations to the uniform will have to be presented to Board of Directors for approval.

The summer uniform change date will be April 15th. The winter uniform change date will be October 15th. The dress uniforms can be worn at anytime-deemed appropriate (i.e. solemn ceremonies, weather).

COLLAR INSIGNIA DEFINITION

Five bugles - Chief

Four bugles - Assistant Chief

Two bugles - Captain

One bugle - Lieutenant

F.D. – Firefighter, Inspector, Investigator

T.O – Training Officer

Religious insignia for the faith representing – Chaplin



Chief
Officer



Captain

BADGES

Badge with five bugles – Chief

Badge with four bugles – Assistant Chief

Badge with member – Firefighter(s), Lieutenant(s), Captain(s), Training Officer(s) or other support staff

Badge with investigator – member assigned to fire investigation squad, may be a firefighter, lieutenant, captain, or support staff

Badge with inspector – member assigned to fire prevention division, may be a firefighter, lieutenant, captain, or support staff

Lieutenant, Captains, Firefighters or support staff assigned to the training division, support position or Line Officer position may wear optional badge with their rank or division.

FEMALE MEMBERS:

Female members may wear a department issued skirt in lieu of the approved dress pants. A nude color pantyhose or other similar type hosiery will be worn under the skirt. However members will not be permitted to respond on any fire apparatus while wearing this uniform.

Maternity uniform - regulation blouses may be worn with maternity slacks and top or dress.

RESTRICTIONS TO THE DRESS UNIFORMS:

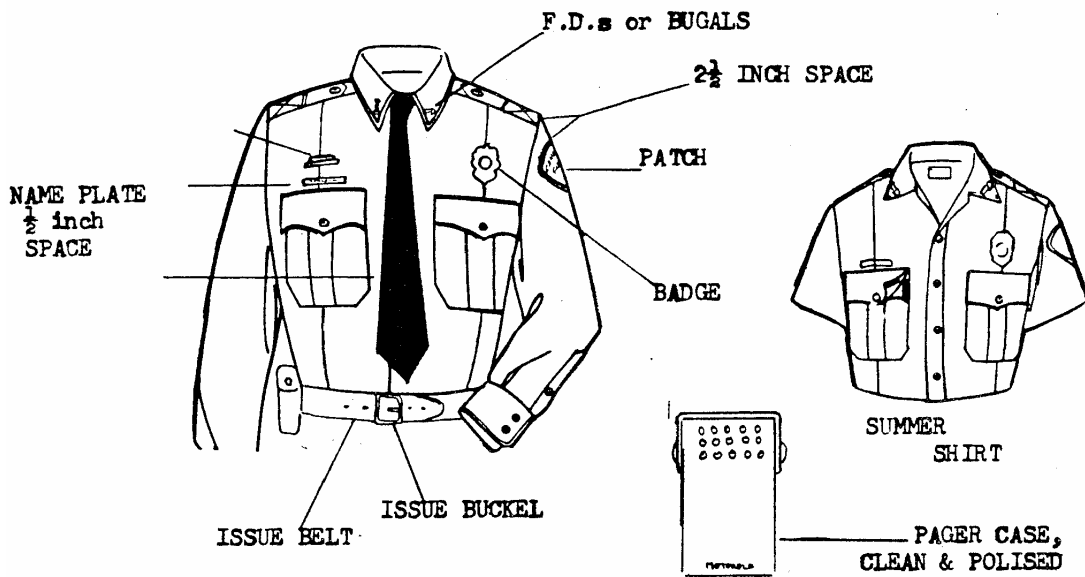
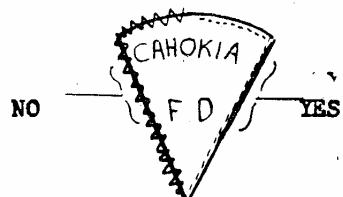
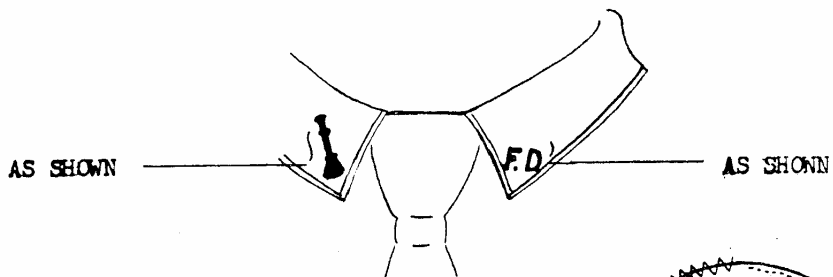
No visible body piercing shall be seen while in the Dress or Work Uniform. Female members may wear studded earrings as long as they do not interfere with proper PPE and must match in color to Badge and collar insignia.

Black morning bands will only be worn when used in respect to a fallen public safety official.

HONOR GUARD:

Members of the honor guard will wear in addition to their dress uniform a yellow ascot, a single loop braided cord(s), an American flag patch sewn on the right sleeve, the honor guard fire helmet, and white dress gloves.

Female member(s) of the honor guard will wear dress trousers (pants).



General Order #: 10

Original Effective Date: March 06, 1986

Proposed By: Bill Halley President CVFD

Revised Date: January 25, 2007

Revised By: Board of Directors

Subject: Driving & Drinking Alcoholic Beverages

A member of this Department shall not drink alcoholic beverages while in uniform; except during functions sanctioned by the Board of Directors of the Cahokia fire department.

Once a member starts to consume alcoholic beverages he/she cannot respond for a minimum of 12 hours after the last consumption.

A member arrested for driving under the influence of alcoholic beverages or drugs; & upon conviction in a court of law, & while driving a Department vehicle will be dismissed from the department.

A member arrested for driving under the influence of alcoholic liquor or drugs while driving his/her personal vehicle to a fire call or incident & upon conviction may be dismissed from the department.

A member found to be unfit for duty because of drinking or drugs while responding to a fire or incident will be suspended for not less than 120 days after a full investigation by the department or if the Chief or Asst. Chief suspends a member; a full investigation will take place. The member has the right to appear in front of the Board.

A second time a member is found to be drinking to an extent, which would make him unfit, he/she may at the discretion of the Board be dismissed from the department.

A member driving a fire department vehicle must have proper vehicle insurance for the vehicle he/she is driving.

This can be through either his/her personal insurance or through a relative that has the member on their policy. All members will make available to the President or Recording Secretary a current copy of said insurance card.

General Order #: 11

Original Effective Date: September 24, 1995

Proposed By: Jeffrey D. Buritsch President CVFD

Revised Date: January 25, 2007

Revised By: Board of Directors

Subject: Conduct of members of the Cahokia Volunteer Fire Department

Members of the Cahokia Vol. Fire Dept. represent the Department when they are away from the engine houses & fire ground. It does not take long for the citizens of Cahokia to become aware of who is a member of the Cahokia Vol. Fire Dept.

Therefore, it is important that each member, when away from his/her official duties; conducts himself/herself in a manner that reflects positively on the Cahokia Vol. Fire Dept.

A member of this Department should be quiet, civic, & orderly in the performance of duty. He/she must maintain command of temper, patience, and be discreet. He/she should at all time refrain from coarse, boisterous, profane or insolent language; but when required, he/she must act with firmness & sufficient energy to perform his/her duty.

General Order #: 12

Original Effective Date: March 06, 1986

Proposed By: Bill Halley President CVFD
Revised Date: January 25, 2007
Revised By: Board of Directors
Subject: Notification of phone number & address change

Any member of the Cahokia Vol. Fire Dept. who has a change of address & or phone number should make written notice to the President of the Board of Directors and the Recording Secretary. The notice shall take place within 48 hours of the change.

General Order #: 13
Original Effective Date: March 06, 1986
Proposed By: Herschel R. Riddle Fire Chief CVFD

Revised Date: January 25, 2007
Revised By: Board of Directors
Subject: Returning Department issued equipment

In the past it has been a practice, of the Board of Directors of the Cahokia Volunteer Fire Department, to allow retiring members to keep certain items of issued current service equipment.

The economic conditions of the late 20th century & the cost of quality equipment make this a practice that is not in the best interest of the Cahokia Volunteer Fire Department.

Therefore, no retiring member from the Cahokia Volunteer Fire Department shall be allowed to retain any Department issued equipment unless he/she is responding on a regular basis. However, the retiring member can by items he/she chooses, if the items are not immediately needed for service with board approval. The member assigned, by the President of the Board of Directors, as the equipment manager, will set the price. The equipment manager will turn over all money collected to the Financial Secretary.

Any member of the Cahokia Volunteer Fire Department who resigns or is terminated will return any & all Department issued equipment. Failure to do so within 7 days will result in the filing of a complaint with the Cahokia Police Department. The Cahokia Volunteer Fire Department will be the complaining victim & will have the full intention of prosecuting the individual.

However, the resigning member can by items he/she chooses, if the items are not immediately needed for service with board approval. The member assigned, by the President of the Board of Directors, as the equipment manager, will set the price. The equipment manager will turn over all money collected to the Financial Secretary.

General Order #: 14
Original Effective Date: March 06, 1986
Proposed By: Bill Halley President CVFD
Revised Date: January 25, 2007

Revised By: Board of Directors

Subject: Driving to & from Fire(s)/Incidents in private conveyances

Members of this department when driving to or from a fire shall at no time take any privileges other than those allowed to other citizens on the highway, nor shall they permit persons with whom they are riding to violate the traffic laws.

No member shall have in his/her car a red light unless approved by the Board of Directors & meets the requirements of the Illinois Vehicle Code for the current year. If a red light is utilized a siren should be utilized as well.

A member may have an emergency/courtesy light after he/she has attained Associate membership within the Fire Dept., & the emergency/courtesy light must meet the requirements set forth in the most current Illinois Vehicle Code.

The vehicle must have valid insurance in the state it is registered in and the operator must be insured to operate the vehicle, the operator must have the proper rating for the vehicle.

General Order #: 15

Original Effective Date: March 06, 1986

Proposed By: Bill Halley President CVFD

Revised Date: January 25, 2007

Revised By: Board of Directors

Subject: Recommending merchandise prohibited

No member of this Department shall give an oral or written endorsement for any manufacturer, articles, goods, or merchandise of any kind or description, unless given permission by the Fire Chief.

General Order #: 16

Original Effective Date: March 06, 1986

Proposed By: Bill Halley President CVFD

Revised Date: January 25, 2007

Revised By: Board of Directors

Subject: Fireman Cadets/Explorers

The Cahokia Volunteer Fire Department shall sponsor a Fireman Cadet/Explorer program. The program shall be governed & controlled by the Board of Directors of the Cahokia Volunteer Fire Department.

The purpose of the Cadet/Explorer program shall be:

1. To train the cadet/explorer in fire prevention, fire suppression, & fire scene investigation.
2. To provide quality leadership toward professional firemanship.
3. Applicants must be between the ages of 14 & 21 and must submit proof of age.
4. Applicant's parents or guardian must sign written permission & a liability release.
5. Applicants must be of good moral character, with no physical disabilities, must be in good general health, & meet the same health requirement as regular applicants must meet.
6. Applicants must be enrolled in school & have a grade average of at least a C; & must maintain the same or higher. The applicant would have to submit weekly grade averages to the appointed firefighter in charge of the program.
7. Cadets/explorers may ride on trucks on occasions. Cadets/explorers may not drive the trucks until they meet the requirements of the Illinois Vehicle Code, then only with permission of the Fire Chief. The cadet/explorer must have either the firefighter in charge of the program, a Line Officer or Training Officer present.
8. No cadet/explorer shall enter any burning building on an emergency scene; they will stand by the trucks & observe what is happening on the scene. Once the fire has been extinguished and the structure deemed safe by the incident commander cadets/explorers may enter the structure with a line officer or training officer.
9. A cadet/explorer may enter an approved training fire structure with a member of the Training Division. Either the Chief of Department or the Chief Instructor approves all approved structures with.
10. All cadets will abide by all General Orders, Bi-Laws, & Operating Procedures of this department.

General Order #: 17

Original Effective Date: April 01, 1986

Proposed By: Herschel Riddle Fire Chief CVFD

Revised Date: January 25, 2007

Revised By: Board of Directors

Subject: All fire trucks & emergency equipment

All trucks & equipment are to be checked on Work-Crew nights and House checks. Anything that is not in good working order, defective or needs to be replaced shall be reported to the Officer in charge of the equipment and the station Captain in writing that night.

The Station Captain will take action on repairs within 48 hours or will contact the Chief or Assistant Chief for assistance. Any equipment that must be taken out of service will be reported to the Station Captain, Assistant Chief, and Chief immediately, this will be done by way of ready letters (Apparatus discrepancy forms and/or inter-office memorandum) supplied by the Department and by phone.

General Order #: 18

Original Effective Date: June 26, 1986

Proposed By: Bill Halley President CVFD

Revised Date: January 25, 2007

Revised By: Board of Directors

Subject: Attendance required

To be excused from Regular Meetings, Special Meetings, etc., you must call a member of the board of directors, President or recording secretary; or have prior permission from one of the above.

To be excused from your assigned work crew or drill, you must have prior permission from your Captain, Lieutenant, or Duty Officer.

You should try to attend all training classes & special training classes. Only the Chief or Chief Instructor can excuse you for this.

All members are required to attend meetings, training & work crews. The only expectable excuse will be your job and family matters.

General Order #: 19

Original Effective Date: June 26, 1986

Proposed By: Bill Halley President CVFD

Revised Date: January 25, 2007

Revised By: Board of Directors

Subject: Personal files

There will be a file on each member to be kept in the Boardroom. This file may be updated each year.

Members file may be purged one time a year involving minor incidents requiring a letter or interoffice form; unless the same incident occurred within a one year period.

General Order #: 20

Original Effective Date: September 25, 1986

Proposed By: Herschel Riddle Fire Chief CVFD

Revised Date: January 25, 2007

Revised By: Board of Directors

Subject: Fire reports

The Fire Chief or his designated Officer will review all fire reports before they are released or viewed by any one other than Cahokia fire department personnel. NO EXCEPTIONS!

General Order #: 21

Original Effective Date: August 24, 1995

Proposed By: Jeffrey D. Buritsch President CVFD

Revised Date: January 25, 2007

Revised By: Board of Directors

Subject: Medical leave/Light duty policy of the Cahokia Volunteer Fire Department

The purpose of this general order is to outline clear & fair guidelines for putting a member of this Department on medical leave/light duty. This general order will cover the following:

- A. What members can be put on medical leave.
 - B. What authority can put a member on medical leave.
 - C. When the medical leave takes place.
 - D. What conditions or injuries can cause a member to be put on medical leave.
 - E. What a member must do once being put on medical leave
 - F. What a member cannot do after being put on medical leave.
 - G. What is light duty
 - H. What a member must do to return to full duty status with this department.
-
- 1A) A Probationary, Associate, Regular member, support member or Training Officer/Instructor of this department can be put on medical leave.
 - 1B) A member can be placed on medical leave by a Line Officer of this department & or a majority vote of the Board of Directors.
 - 1C) When a member is put on medical leave his/her status on medical leave is effective immediately. If the member is still on medical leave at the next Board of Directors Meeting, the Chief of this department, the Assistant Chief(s), or Captain(s) will at that meeting inform the Board of Directors of the member's status.
 - 1D) A Probationary, Associate, Regular member, or Training Officer/Instructor of this department shall be placed on medical leave when in the opinion of the proper authority the members' ability to perform as a firefighter is effected to the point it is not safe for them to act in the capacity of a firefighter. The member inability to perform can be the result of an injury, illness, or other condition. The proper authority may consult a licensed Physician, Psychologist, Dentist, or Chiropractor prior to placing the member on medical leave. The injury, illness, or condition the member is placed on medical leave for need not come from performing duties as a Cahokia firefighter.
 - 1E) Once the member is placed on medical leave by proper authority, the member should appear before the Board of Directors if able, so the member could explain their condition. If the condition for which the member is placed on medical leave for can be believed to be rather minor & the member should be back to full duty in 60 days or less, the member does not have to turn in his/her equipment. When the proper authority believes a condition is serious in nature & may keep the member on medical leave more than 60 days, the proper authority can collect or cause to have collected all Cahokia Fire Department equipment issued to that member.
 - 1F) Once a member of this department is placed, by proper authority, on full medical leave the member can no longer participate in fire fighting duties, such as crews, house checks, & fire suppression.

1G) Any member placed on medical leave can also be allowed to perform light duty functions. Light duty will be restricted to telecommunications duty & or other duties that the Board of Directors deems fit. The proper authority does not have to grant light duty status. The member on light duty is at no time allowed at the scene of an incident where the Cahokia Vol. Fire Dept. has been called for service unless the member has been granted permission from the Board of Directors & approved by the Fire Chief to perform certain light duty functions on the scene.

1H) To return from medical leave the member must bring written documentation to the Board of Directors stating or indicating that the following applies to the member in question.

1H i) The condition, injury or illness the member has suffered from has been treated. The condition, illness, or injury is either in remission, is healing or cured & the member may return to full fire fighting duties.

1H ii) Documentation releasing a member from medical leave to full fire fighting duties will be accepted from the following sources:

1H ii) a) A licensed Physician, Dentist, Psychologist, or Chiropractor in the State of Illinois or any other State in the United States of America.

1H iii) When a member is released back to full duty from medical leave the proper authority will return or cause to have returned to the member all equipment taken from the member, when placed on medical leave, if the situation applies.

General Order #: 22

Original Effective Date: October 23, 1986

Proposed By: Bill Halley President CVFD

Revised Date: January 25, 2007

Revised By: Board of Directors

Subject: Telephones

All members will have a phone at all times, unless for some reason beyond their control. Then you will let the Chief or President know as soon as possible.

General Order #: 23
Original Effective Date: Oct 2006
Proposed By: Director Larry Mobbs
Revised Date: January 25, 2007
Revised By: Board of Directors
Subject: Captains

Captain(s) shall be granted all administrative and disciplinary powers as Assistant Chief(s) due to the restructuring of the Assistant Chief(s) and Captain(s) when the fire department went to one Assistant Chief and the Captains took over

the duties that that position Held. At the discretion of the Captain he/she may delegate some of the powers to the Lieutenants assigned to him/her. Captain(s) shall be appointed by the Chief or his/her designated delegate. Lieutenant(s) shall be appointed by the station Captain with the approval of the Chief.

General Order #: 24

Original Effective Date: April 23, 1987

Proposed By: Herschel Riddle Fire Chief CVFD

Revised Date: January 25, 2007

Revised By: Board of Directors

Subject: Response to calls on I-255

All Firemen will respond to their respective Engine House, & will wait a short time for a full crew. No personal vehicles shall respond on the interstate as this could cause problems, however Chief Officers & Captains may go on the

interstate as they carry radios with them & could report on the situation before a pumper arrives on scene.

General Order #: 25

Original Effective Date: January 01, 1990

Proposed By: Kenneth C. Everhart Fire Chief CVFD

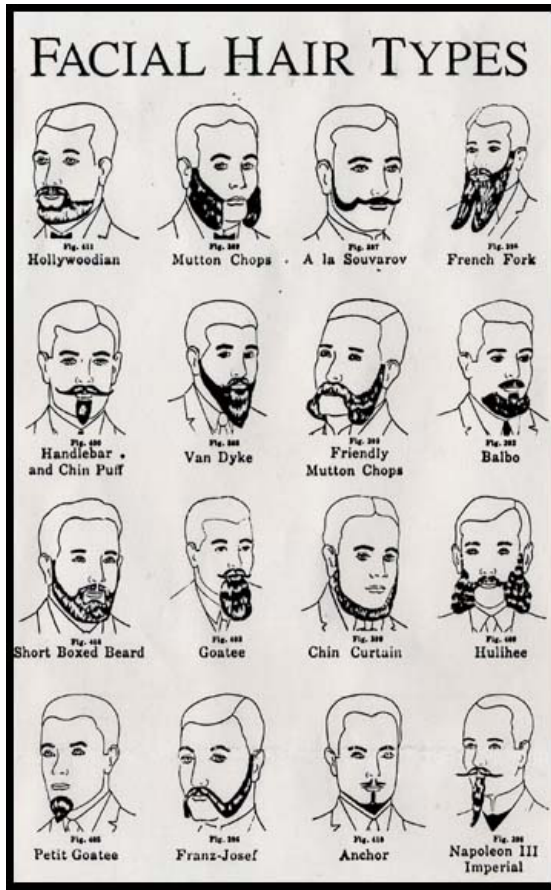
Revised Date: January 25, 2007

Revised By: Board of Directors

Subject: Beards/Facial Hair

All Members of the Cahokia Vol. Fire Dept. shall not have a beard or Facial hair that may impede proper Personal Protective Equipment (PPE) utilization for safety reasons. Mustaches may be worn if kept neat.

Sideburns can extend to the bottom of the ear lobe. Sideburns and mustaches will be trimmed and well groomed. Any hairstyle that significantly distracts from the uniform appearance of the member will not be allowed. Facial hair shall not be allowed at points where the SCBA face piece is designed to seal with the face. Any facial hair considered to be unsafe shall be trimmed/shaved to eliminate the hazard.



These examples are not permitted

General Order #: 26

Original Effective Date: March 22, 1990

Proposed By: Bill Halley President CVFD

Revised Date: January 25, 2007

Revised By: Board of Directors

Subject: Unit # 1400 Chief's Vehicle & Fire Investigation/Inspection Unit (FIU)

Non fire department personnel should not ride in the vehicles when responding to an emergency. If non-members are in the vehicle the driver will not

use EMERGENCY Lights & sirens. Non-members will stay in the vehicle at a fire scene.

Good judgment should always be used when driving the vehicles.

General Order #: 27

Original Effective Date: March 08, 1990

Proposed By: Kenneth C. Everhart Fire Chief CVFD

Revised Date: January 25, 2007

Revised By: Board of Directors

Subject: Radio communications (10 Codes)

Effective this dates all radio communication will be transmitted in simple language, examples are responding, returning, on scene, etc. The present system of

10 codes will no longer be the standard operation procedures of the Cahokia Volunteer Fire Department.

General Order #: 28

Original Effective Date: August 09, 1990

Proposed By: Bill Halley President CVFD

Revised Date: January 25, 2007

Revised By: Board of Directors

Subject: Casualty & Safety loss forms

It will be the responsibility of each firefighter to acquaint themselves with the forms the Department uses:

- 1) Fire Service Casualty/Injury form

- 2) Civilian Casualty/ Injury form
- 3) Safety & Loss Prevention form
- 4) Vehicle insurance accident form

As soon as an accident happens the forms should be filled out within 24hrs. If at all possible, the forms should be turned over to the Chief or one of the Asst. Chiefs.

SEE ATTACHED FORMS

General Order #: 29

Original Effective Date: February 22 1990

Proposed By: Bill Halley President CVFD

Revised Date: January 25, 2007

Revised By: Board of Directors

Subject: Fire Department Personnel under the age of 21 years.

All Fire Department personnel under the age of 21 years will not be permitted to drive any department vehicles unless accompanied by a Regular member, Training Officer/Instructor over the age of 21 or under special circumstances requiring a response without above supervision.

No Department personnel under the age of 21 will be permitted to consume any Alcoholic Beverages or illegal drug of any kind.

General Order #: 30

Original Effective Date:

Proposed By: Lt. Larry Mobbs #04 Station #01 Director

Revised Date: January 25, 2007

Revised By: Board of Directors

Subject: Fire Department ID's

The purpose of this general order is to let the public & or any Governmental Official know that you are a part of the Cahokia Vol. Fire Dept.

All members of the Cahokia Vol. Fire Department regardless of rank or membership status will be issued a Cahokia Fire Dept. ID within 3 weeks of joining the Department.

All members will wear their ID on their outermost clothing when conducting Official Fire Department business. Examples are Inspections, Fire Prevention activities (included are teaching classes to the public & taking a Fire Department apparatus to a school or business), Prearranged station tours, fire investigations after the fire department has left the scene, & any other time a member would be in either a work uniform or dress uniform and representing the Cahokia Vol. Fire Dept.

All members when asked to verify that they are Official Members of the Cahokia Vol. Fire Dept., will take off his/her ID & letting the person examine it.

General Order #: 31

Original Effective Date:

Proposed By: Lt. Larry Mobbs #04 Station #01 Director

Revised Date: January 25, 2007

Revised By: Board of Directors

Subject: Retired members on fire grounds & training requirements

In the past it has been acceptable for retired members to respond to incidents and assist.

Due to NFPA Code 1500 Chapter 3 subsection 2 Training Frequency.

3-2.2 Whenever changes to procedures or technology are introduced or new hazards are identified in the environment, appropriate training and education shall be provided for all affected members.

Retired members who would still like to perform fire suppression duties must attend at least 7 training sessions a year.

General Order #: 32

Original Effective Date: 03/28/2002

Proposed By: Firefighter Mike Crawford #06

Revised Date: January 25, 2007

Revised By: Board of Directors

Subject: Reimbursement of Funds to a member taking Credit Hour Education

It will be the responsibility of a member of the Cahokia Volunteer Fire Department to come in front of the Board of Directors during the Board meeting to ask the Board to reimburse the member for emergency related education outside of the Cahokia fire department. A member should make the request before attending any educational class(s) in which a member has to pay for credit hours. The reimbursement of funds will be refunded at the end of the class, in which the

member must obtain a grade of a C or better. All refunds are at the Board of Directors discrepancy.

General Order #: 33

Original Effective Date:

Proposed By: Lt. Larry Mobbs #04 Station #01 Director

Revised Date: January 25, 2007

Revised By: Board of Directors

Subject: Fraternization

General. Professional relationships are essential to the effective operation of all organizations, both fire department and civilian, but the nature of the fire department mission requires absolute confidence in command and an unhesitating adherence to orders that may result in inconvenience, hardships or, at times, injury or death. This distinction makes the maintenance of professional relationships in the fire department more critical than in civilian organizations. While personal sexual relationships between fire department members are normally matters of

individual choice and judgment, they become matters of official concern when they adversely affect or have the reasonable potential to adversely affect the fire department by eroding morale, good order, discipline, respect for authority, unit cohesion or mission accomplishment. Professional relationships are those interpersonal relationships consistent with fire department core values: integrity first, service before self, and excellence in all we do. Fire Department members understand that the needs of the institution will sometimes outweigh personal desires. This guidance focuses on the impact of personal relationships on the interests of the Cahokia Fire Department as an institution.

Professional Relationships. Professional relationships are those that contribute to the effective operation of the Fire Department. The Fire Department encourages personnel to communicate freely with their superiors regarding their careers, performance, duties and missions. This type of communication enhances morale and discipline and improves the operational environment while, at the same time, preserving proper respect for authority and focus on the mission. Participation by members of all grades in organizational activities, fire department-sponsored events, chapel activities, community welfare projects, youth programs and the like can enhance morale and contribute to unit cohesion.

Fraternization. Fraternalization is a personal sexual relationship between an officer and a firefighter that violates the customary bounds of acceptable behavior in the Fire Department and prejudices good order and discipline, discredits the Cahokia Fire Department, or operates to the personal disgrace or dishonor of the officer involved. The custom recognizes that officers will not form personal sexual relationships with firefighters, whether on or off-duty. Although the Fire Service originated in an all male Departments, it is gender neutral. Fraternalization can occur between males, between females and between males and females. Because of the potential damage fraternization can do to morale, good order, discipline, and unit cohesion,

All firefighter personnel share the responsibility for maintaining professional relationships. However, in any sexual relationship between firefighters of different grade or rank the senior member is generally in the best position to terminate or limit the extent of the relationship. Nevertheless, all members may be held accountable for relationships that violate this policy.

Commanders should seek to prevent inappropriate or unprofessional relationships through proper training and leadership by example. Should inappropriate relationships occur, Officers, Directors, and District Trustees have available a wide range of responses. These responses may include counseling, reprimand, order to cease, reassignment, separation from the fire department, promotional denial, and demotion. Officers, Directors, & District Trustees must carefully

consider all of the facts and circumstances in reaching a disposition that is warranted, appropriate, and fair.

Unprofessional Relationships. Relationships are unprofessional, whether pursued on or off-duty, when they detract from the authority of superiors or result in, or reasonably create the appearance of, favoritism, misuse of office or position, or the abandonment of organizational goals for personal interests. Unprofessional relationships can exist between officers, between members, between officers and members.

Sexual Relationships between firefighters of different rank are prohibited if they:

- (1) Compromise, or appear to compromise, the integrity of supervisory authority or the chain of command.
- (2) Cause actual partiality or unfairness.
- (3) Involve, or appear to involve, the improper use of rank or position for personal gain.
- (4) Are exploitative or coercive in nature.
- (5) Create an actual or clearly predictable adverse impact on discipline, authority, morale, or the ability of the command to accomplish its mission.

Other prohibited relationships:

1. Trainee and Training Officer Relationships. Any sexual relationship between a Probationary Firefighter and a Firefighter assigned permanently to the Training Division is strictly prohibited.
2. Trainee and firefighter relationships. Any sexual relationship between a probationary firefighter and a firefighter not assigned to the Training Division but is allowed to certify a probationary firefighter is strictly prohibited.
3. Firefighter and Board Member relationships. Any sexual relationship between a firefighter and a Director, the President and Vice-President of the Board of Directors is strictly prohibited.
4. Firefighter and Chief of Division relationships. Any sexual relationship between the Chief training Officer, Chief Fire Prevention Officer and the Chief Fire Investigator and a member of that Division (Squad) is strictly prohibited.

In no way is this policy to be perceived as a nepotism policy.

(NEPOTISM favoritism shown or patronage granted to relatives, as in business.

Source: The American Heritage® Dictionary of the English Language, Fourth Edition Copyright © 2000 by Houghton Mifflin Company)

This policy has no bearing on family members serving in the fire department.

This general order does not prohibit any type of relationships between members of the Cahokia Volunteer Fire Department and members of the Ladies Auxiliary, or any other Fire Department.

General Order #: 34

Original Effective Date: January 25, 2007

Proposed By: Director Larry Mobbs #04

Revised Date:

Revised By:

Subject: Interview with the Board of Directors

For the purpose of good discipline & progressive methods, every member shall be privileged to have an interview with the Board; either directly or through official channels, with prior notice to the Board.

General Order #: 35
Original Effective Date: January 25, 2007
Proposed By: Director Larry Mobbs #04
Revised Date:
Revised By:
Subject: Grievances & Suggestions

Any member feeling aggrieved at the treatment or order(s) of a Superior Officer.

Any member wishing to appeal a disciplinary action by either an Officer or the Board of Directors may thru proper chain of command appear and plead their case.

Any member wishing to call attention to any matter of the Fire Department business or neglect of duty or to make suggestions for the improvement of the

service shall produce the same through Official channels to the Chief or the Board of Directors.

Failure of a Superior Officer to forward a communication through Official channels shall be treated as a serious dereliction of duty.

General Order #: 36

Original Effective Date: January 25, 2007

Proposed By: Director Larry Mobbs

Revised Date:

Revised By:

Subject: Support personnel

The Cahokia Fire Department may have support personnel that are not directly assigned to fire suppression.

These personnel do not have to live within the residency boundaries of the Cahokia Maplewood Fire Protection District.

Support personnel will not have voting rights and are not subject to crew and meeting nights.

All support personnel assigned to the Training Division will have the proper PPE issued to them in the performance of his/her duty.

All support personnel will be voted into the department by the Board of Directors and with the Chief of Department and Division Chief approval.

All support personnel will abide by all By-Laws, SOPS/SOGS, and General Orders of the Cahokia Volunteer Fire Department.

All support personnel will be issued dress uniforms and will abide by the requirement for fire fighters. Training Officers, Inspectors, Investigators, and Chaplains in regards to wearing the collar insignia prescribed.