

# Policy and Procedure Review

## Organizational Statement

States the following:

"..provides a basic life-support ambulance"

" ... numerous volunteers ... respond from home to incidents in their neighborhoods"

PUBLIC EDUCATION PARAGRAPH SHOULD BE REVIEWED AND REVISED

ORGANIZATIONAL STRUCTURE indicates that the department is a completely  
volunteer organization

Indicates an annual budget estimate is submitted to the town finance committee

\_Carreer Staff and Volunteer Staff paragraphs should be reviewed for accuracy

## RULES AND REGULATIONS SALARIED EMPLOYEES

Revised 12/3/92

Should this now apply to only non-union?

Rules and Regulations fot Part Time Staff

Indicates work week of 45 hours and 106 hours in a 14 day period

## VOLUNTEER MEMBER TUITION REIMBURSEMENT

Effective 3/2004

Eliminate availability for cadets

Minimum number of shifts added as a criteria

## VIOLENCE IN THE WORKPLACE

Revised 2/8/2000

\_Change volunteer to part time

Review deadly weapons, and add tasers and bryna weapons

## SEXUAL HARASSMENT PREVENTION

Revised January 2021

Throughout the policy it gives a complainant the option of going to the fire chief or the Fire Commission. The Commission Human Resource Committee should be referred to as a next step, not an alternative, unless the complaint is in regard to a member of the command staff.

**Adherence to Chain of Command**

## SOCIAL MEDIA POLICY

Paragraphs numbered 1. and 4. are in need of review.

Employees can not use social media while on duty statement is a stretch!

Seems this was written by a lawyer for a lawyer

## ETHICS POLICY

SEEMS STRAIGHTFORWARD

## **EMPLOYEE SEPARATION FROM EMPLOYMENT**

Beneath "Definition Paragraph", consider adding "proper resignation requires two weeks' written notice"

In paragraph 1, change "MAY" to "WILL"

In Paragraph 2, change 10 days to f3 or five days

**No written policies were submitted regarding the following:**

**Purchasing Procedures**

**Payroll Procedures**

**Personnel administration**

**Payment of liabilities**

**Accounting Procedures**