

1004.03	Station Non-Emergency Activities Standard Operating Procedure	
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This procedure is for internal use only and does not enlarge an employee's civil liability in any way. The procedure should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this procedure, if proven, can only form the basis of a complaint by this department for non-judicial administrative action in accordance with the laws governing employee discipline.

Related Policies: CM 2005-053, CM 2009-084, CBA CBU 11
Applicable HI Statutes:

I. PURPOSE

The Station Procedures SOP is intended to identify, outline and direct the day-to-day operations at each Station. This policy does not cover all eventualities and is not intended to limit the authority of the Company Officer from deviating from specific criteria if required to do so. This policy shall be utilized as a guide to develop the operational tempo and baseline non-emergency daily activities.

II. APPLICABILITY

This Policy is applicable to all Career Stations.

III. PROCEDURES

The Company Officer, on shift, shall be responsible for the application of this Policy.

1. Company Training Requirements: In order to maintain a high standard of firefighting efficiency, Company Commanders shall train their company members.
 - a. On any evolution that is not clear to Company Commanders, the Training Officer will assist at their request.
 - c. Company members are expected to participate diligently in these training activities and to be thoroughly familiar with all equipment they may be required to use.
 - d. All members shall wear helmets while engaged in outside drills and at other times during drills or work details when the nature of the job requires such.
 - e. Each Battalion Chief shall observe a wet hose or ladder evolution drill with each of his companies at least once each quarter.
 - f. Company Commanders shall submit to the Training Officer their drill reports once a month through their chain of command.
 - g. Battalion Chiefs shall review each report in their platoons:
 - i. Noting the drill observed by them.
 - ii. And ensure that the above requirements are strictly adhered to and reported correctly as outlined by affixing his/her initials after the signature of Officer-in-Charge.

2. Rescue Boat Training: Off-duty use of Rescue Boat(s) shall be governed by the following procedures:
 - a. Written permission for their use shall be directed to the Chief or Deputy.
 - b. Request shall indicate names of all personnel participating in exercise.
 - c. Indicate name of individual to be responsible for boat(s) and equipment.

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- d. Use by on-duty personnel shall be directed to the respective Assistant Chief.
 - e. Crew chief shall insure use of full protective equipment.
3. Driver Training: Members of companies who are designated to act as divers or relief drivers will be kept familiar with the handling of apparatus.
- a. All personnel that are required to operate response apparatus and/or vehicles shall remain proficient and certified in accordance with the Department's Driver Training and Certification Process.
 - b. All personnel shall have a Driver's Training Log filed in accordance with the Driver Training and Certification Process.
 - c. Company Officer's shall use inspections, drills and returning to quarters as training opportunities.
4. EMS Training: All personnel that are not required to be an EMT or MICT shall maintain current First Responder and CPR/BLS annual certifications as required.
5. Off-Duty Training: For personnel wanting to improve their skills by training while off-duty at Department facilities (i.e. SCUBA, Rescue, HazMat, etc.) the following shall be required:
- a. A request outlining the training, the objectives, and summary of actions must be submitted and approved by the Assistant Chief of Operations.
 - b. Determination of compensation shall be in accordance with the Collective Bargaining Unit Agreement and consultation.
 - c. Permission must first be granted prior to the training opportunity.
 - d. All non-sanctioned training will be considered on a case-by-case basis and subject to Collective Bargaining Unit consultation.