

# **ALRFPD Updated Policy Drafts**

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# Albion-Little River Fire Protection District

## Artificial Intelligence (AI) Use Policy **DRAFT**

### Artificial Intelligence (AI) Use Policy

#### 1. Purpose

The Albion-Little River Fire Protection District (“District”) recognizes that Artificial Intelligence (AI) tools may improve efficiency, research, drafting, training development, and administrative effectiveness. This policy establishes standards for the **responsible, ethical, transparent, and lawful use of AI** in District operations while protecting public trust, confidential information, employee rights, and legal compliance.

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#### 2. Scope

This policy applies to:

- All District employees (career, part-time, and seasonal)
- All volunteers
- The Fire Chief and command staff
- Administrative personnel
- Contractors and consultants using AI on behalf of the District
- Board members when using AI for District business

This policy applies to **all AI-assisted tools**, whether free or paid, including but not limited to generative text, image, audio, video, data analysis, or decision-support systems.

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#### 3. Definitions

##### **Artificial Intelligence (AI):**

Computer systems or software capable of performing tasks that typically require human intelligence, including generating text, analyzing data, summarizing documents, creating images, or making recommendations.

##### **AI-Assisted Work:**

Work product where AI is used as a drafting, research, or support tool, but final decisions and approval remain with a human.



# Albion-Little River Fire Protection District

## Artificial Intelligence (AI) Use Policy **DRAFT**

### **Confidential Information:**

Any information not available to the public, including personnel records, medical information, incident reports, patient care information, security plans, legal communications, or protected infrastructure data.

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### **4. Permitted Uses of AI**

AI tools **may be used** for District business when approved by the Fire Chief or designee, including:

- Drafting policies, procedures, and training outlines
- Researching best practices, standards (e.g., NFPA, CAL-OSHA), and regulatory summaries
- Preparing initial drafts of reports, grant narratives, or public-facing materials
- Administrative support (summaries, formatting, proofreading)
- Training development and scenario brainstorming (non-operational)
- Community education materials (with review and approval)

**All AI-generated content must be reviewed, verified, and approved by a human before use or release.**

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### **5. Prohibited Uses of AI**

AI tools **shall not be used** for:

1. **Emergency response decision-making**
  - No AI may be relied upon for real-time tactical, medical, or command decisions.
2. **Personnel actions**
  - Hiring, promotion, discipline, termination, performance evaluation, or grievance decisions may not be made or automated by AI.
3. **Confidential or protected information input**
  - Users shall not input:
    - Medical or patient care data (HIPAA/EMS records)
    - Personnel files or disciplinary records
    - Attorney-client communications
    - Sensitive infrastructure or security plans



# Albion-Little River Fire Protection District

## Artificial Intelligence (AI) Use Policy **DRAFT**

- Non-public incident details
- 4. **Legal or financial determinations**
  - AI shall not replace legal counsel, accountants, or auditors.
- 5. **Misrepresentation**
  - AI shall not be used to impersonate individuals, fabricate incidents, alter official records, or create misleading public communications.

### 6. Human Oversight & Accountability

- AI **does not replace professional judgment.**
- The individual using AI is **fully responsible** for the accuracy, legality, and appropriateness of the final work product.
- The Fire Chief retains final authority over AI use within the District.
- Errors or misuse of AI will be treated as performance or conduct issues under applicable policies.

### 7. Transparency & Disclosure

- AI-assisted work used internally does not require disclosure unless requested.
- Public-facing materials may include a disclosure such as:  
"This document was developed with the assistance of AI tools and reviewed by District staff."
- AI shall never be represented as an official authority or decision-maker.

### 8. Data Protection & Records Management

- AI use must comply with:
  - California Public Records Act (CPRA)
  - District Records Retention Policy
  - Privacy and confidentiality laws
- Drafts created with AI that become official records are subject to retention requirements.
- Users should assume AI prompts and outputs **may not be private.**



# Albion-Little River Fire Protection District

## Artificial Intelligence (AI) Use Policy **DRAFT**

### 9. Ethics & Bias

- AI outputs may contain errors, bias, or outdated information.
  - Users must:
    - Verify facts against authoritative sources
    - Avoid discriminatory language or outcomes
    - Ensure equity and fairness in District communications
- 

### 10. Training & Authorization

- The Fire Chief may authorize specific AI platforms for District use.
  - Training may be required before authorized use.
  - Unauthorized AI tools may be restricted or prohibited.
- 

### 11. Violations

Violations of this policy may result in:

- Revocation of AI access
  - Corrective or disciplinary action
  - Contract termination (for vendors or consultants)
  - Legal or regulatory consequences if applicable
- 

### 12. Policy Review & Updates

This policy shall be:

- Reviewed at least every **two (2) years**
  - Updated as laws, technology, and best practices evolve
  - Approved by the Board of Directors
-



# Albion-Little River Fire Protection District

## Artificial Intelligence (AI) Use Policy **DRAFT**

### 13. Policy Adoption

Adopted by the Albion-Little River Fire Protection District Board of Directors

Date: \_\_\_\_\_

Resolution No.: \_\_\_\_\_



# Albion-Little River Fire Protection District

## Code of Conduct **DRAFT**

### Firefighter Code of Conduct

#### 1. Purpose

The purpose of this Code of Conduct is to establish clear expectations for the professional, ethical, and safe behavior of all firefighters of the Albion-Little River Fire Protection District (ALRFPD). Firefighters serve the community in positions of trust, and their conduct—on and off duty—must reflect the highest standards of integrity, respect, and accountability.

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#### 2. Scope

This Code applies to all ALRFPD personnel, including:

- Volunteer firefighters
  - Career or stipend personnel
  - Fire officers and acting officers
  - Probationary members and recruits
- 

#### 3. Core Values

All members shall uphold the following ALRFPD values:

- **Integrity:** Act honestly, ethically, and in a manner consistent with the public trust.
- **Service:** Place the needs of the community and the mission of the District first.



# Albion-Little River Fire Protection District

## Code of Conduct **DRAFT**

- **Professionalism:** Maintain competence, preparedness, and respectful behavior at all times.
  - **Accountability:** Take responsibility for actions, decisions, and performance.
  - **Teamwork:** Support fellow members through cooperation, communication, and mutual respect.
- 

## 4. Professional Conduct

### 4.1 Behavior and Attitude

Firefighters shall:

- Treat the public, coworkers, and allied agencies with courtesy, respect, and professionalism.
- Adapt to direction from officers; maintain a positive attitude toward training, assignments, and feedback.
- Refrain from abusive, disruptive, threatening, or disrespectful conduct.
- Maintain confidentiality of medical, personal, or sensitive information.

### 4.2 Honesty and Integrity

Members shall:

- Provide truthful and accurate information in all reports, statements, and communications.
- Not engage in theft, fraud, misrepresentation, or misuse of District property.
- Report unsafe, unethical, or illegal conduct through proper channels.



# Albion-Little River Fire Protection District

## Code of Conduct **DRAFT**

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### 5. Safety and Operational Readiness

#### 5.1 Duty to Respond Safely

Members shall:

- Operate vehicles and apparatus in compliance with ALRFPD policy, California law, and safety standards.
- Follow all operational directives, incident command structure, and NFPA-aligned procedures.
- Use PPE correctly and maintain personal equipment in serviceable condition.

#### 5.2 Fitness for Duty

Firefighters must:

- Report for duty (including training and incidents) mentally and physically fit for safe performance.
  - Not respond to calls, attend training, or be present on District property while impaired by alcohol, cannabis, or controlled substances.
  - Notify an officer if experiencing injury, illness, or condition that may affect performance.
- 

### 6. Training and Competency



# Albion-Little River Fire Protection District

## Code of Conduct **DRAFT**

Firefighters shall:

- Maintain required certifications and complete assigned training in accordance with District, State, and NFPA guidelines.
  - Attend regular drills and participate fully in skill development.
  - Demonstrate competence in assigned roles, tools, equipment, and emergency operations.
- 

## 7. Use of District Property and Resources

Members shall:

- Use ALRFPD facilities, vehicles, equipment, radios, PPE, and digital systems only for authorized purposes.
  - Maintain equipment in good condition and report damage or malfunction immediately.
  - Not remove District property without authorization.
- 

## 8. Interpersonal Conduct and Anti-Harassment

ALRFPD maintains a zero-tolerance policy for harassment, discrimination, bullying, or retaliation based on any protected characteristic.

Members shall:

- Maintain a respectful, inclusive environment free from harassment or hostile behavior.



# Albion-Little River Fire Protection District

## Code of Conduct **DRAFT**

- Conduct themselves appropriately in locker rooms, meetings, training, and public settings.
  - Report concerns promptly to a superior officer or District leadership.
- 

## 9. Social Media and Public Communication

Firefighters shall:

- Comply with ALRFPD Social Media Policy when posting or commenting online.
  - Not release confidential information, incident photos, or unofficial statements.
  - Refrain from public comments that could reflect poorly on ALRFPD or compromise public trust.
- 

## 10. Conflict of Interest and Ethical Responsibilities

Members shall:

- Avoid personal actions or relationships that may conflict with District responsibilities.
  - Not use the firefighter title, uniform, or District affiliation for personal gain.
  - Disclose conflicts when they arise.
-



# Albion-Little River Fire Protection District

## Code of Conduct **DRAFT**

### 11. Attendance, Availability, and Commitment

Firefighters shall:

- Attend required training and meetings, or notify officers of unavoidable absences.
  - Respond to alarms when available and maintain accurate availability status.
  - Complete assigned station duties, maintenance tasks, and administrative responsibilities.
- 

### 12. Compliance With Laws, Policies, and Orders

Members must:

- Follow all applicable federal, state, and local laws, including California Fire Code and EMS regulations.
  - Comply with ALRFPD policies, SOPs/SOGs, and directives issued by officers.
  - Respect the chain of command and escalate concerns appropriately.
- 

### 13. Disciplinary Action

Violations of this Code may result in:

- Counseling or verbal warning
- Written reprimand



# Albion-Little River Fire Protection District

## Code of Conduct **DRAFT**

- Suspension of response privileges
- Removal from roster or termination of membership
- Referral to law enforcement when required

Disciplinary decisions will be made in accordance with District policy.

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## 14. Acknowledgment

All ALRFPD firefighters shall sign an acknowledgment stating that they:

- Have read and understand the Code of Conduct
- Agree to comply with its principles
- Understand the consequences of violations

Name:

Date:

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# Albion-Little River Fire Protection District

**DRAFT**

## Interactive Process Record

*(FEHA / ADA Compliance)*

### Confidential – Medical/Accommodation Record

*(Maintain separately from personnel file)*

### Employee / Volunteer Information

- **Name:** \_\_\_\_\_
- **Position/Rank:** \_\_\_\_\_
- **Employment Status:**  Career  PartTime  Paid-Call  Volunteer
- **Department:**  Fire  EMS  Administration
- **Supervisor / Officer:** \_\_\_\_\_
- **Date Interactive Process Initiated:** \_\_\_\_\_

### Trigger for Interactive Process

(Check all that apply)

- Employee/Volunteer request for accommodation
- Medical documentation indicating work restrictions
- Inability to return to full duty
- District awareness of potential medical limitation
- Workers' compensation injury
- Non-industrial medical condition

Brief description of trigger:



# Albion-Little River Fire Protection District

**DRAFT**

## Essential Functions Reviewed

(Position-specific – attach Essential Functions Appendix if applicable)

- Emergency response duties
- Fire suppression activities
- EMS patient care
- Apparatus operation
- Physical demands (lifting, climbing, PPE use)
- Administrative / support duties

Notes:

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## Medical Information Reviewed

*(Do not include diagnosis)*

- **Date of Medical Documentation:** \_\_\_\_\_
- **Restrictions / Limitations:**  
\_\_\_\_\_
- **Expected Duration:**
  - Temporary (anticipated end date: \_\_\_\_\_)
  - Unknown
  - Permanent

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## Interactive Process Meeting(s)

**Date(s) of Meeting(s):** \_\_\_\_\_

### Participants:

- Employee / Volunteer
- Fire Chief
- District Administrator / HR Designee



# Albion-Little River Fire Protection District

**DRAFT**

- Supervisor / Officer
  - Other: \_\_\_\_\_
- 

## Accommodation Options Discussed

(Check all that were considered)

- Temporary modified duty
- Transitional assignment
- Adjusted schedule / hours
- Administrative or support tasks
- Training / prevention / community outreach
- Equipment or task modification
- Temporary reassignment
- Leave as accommodation
- Other: \_\_\_\_\_

Employee input / preferences:

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## Determination

- Reasonable accommodation available and offered
- Accommodation available with limitations
- No reasonable accommodation available at this time

**Explanation (include safety, operational, or undue hardship considerations):**

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## Outcome

- Modified Duty Agreement issued
- Full duty return approved



# Albion-Little River Fire Protection District

**DRAFT**

- Leave as accommodation
- Re-evaluation scheduled

**Next Review Date (if applicable):** \_\_\_\_\_

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## Signatures

**Employee / Volunteer:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Fire Chief / Designee:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**District Administrator / HR:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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# Albion-Little River Fire Protection District

**DRAFT**

## Modified Duty Agreement

*(Return to Work / Transitional Assignment)*

**Confidential – Medical/Accommodation Record**

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### Employee / Volunteer Information

- Name: \_\_\_\_\_
- Position/Rank: \_\_\_\_\_
- Employment Status:  Career  PartTime  Paid-Call  Volunteer
- Supervisor / Officer: \_\_\_\_\_

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### Medical Restrictions Summary

*(Attach medical documentation – no diagnosis)*

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Effective Date: \_\_\_\_\_

Anticipated End / Review Date: \_\_\_\_\_

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### Modified / Transitional Duty Assignment

Assignment Title / Description:



# Albion-Little River Fire Protection District

**DRAFT**

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## Duties to Be Performed:

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## Duties Specifically Excluded:

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## Work Schedule:

- Regular schedule
- Modified hours: \_\_\_\_\_

**Work Location:** \_\_\_\_\_

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## Safety & Compliance Acknowledgment

- All duties must remain within documented medical restrictions
- Fire/EMS emergency response duties are excluded unless specifically approved
- This assignment is **temporary** and subject to change or termination

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## Review & Reassessment

- Medical updates must be provided as restrictions change
- Failure to comply with restrictions may result in removal from modified duty
- Modified duty does **not** guarantee permanent reassignment

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## Acknowledgments

I understand and agree to comply with this Modified Duty Agreement.

**Employee / Volunteer:** \_\_\_\_\_ **Date:** \_\_\_\_\_



# Albion-Little River Fire Protection District

**DRAFT**

Fire Chief / Designee: \_\_\_\_\_ Date: \_\_\_\_\_

District Administrator / HR: \_\_\_\_\_ Date: \_\_\_\_\_

## Administrative Notes (Internal Use Only)

- Workers' Compensation Claim
- Non-Industrial Condition
- CFRA/FMLA evaluated (if applicable)
- Interactive Process ongoing



# Albion-Little River Fire Protection District

## Loss Exposure, Evaluation and Prevention Plan

(LEEP) **DRAFT**

## Loss Exposure, Evaluation and Prevention Plan (LEEP)

Albion-Little River Fire Protection District

Effective Date: 12/17/2025

Review Cycle: Annual

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### 1. Purpose & Objectives

The purpose of this Loss Exposure Evaluation & Prevention (LEEP) Plan is to **identify, assess, mitigate, and monitor risks that may result in claims, losses, or liability exposure** to the District, its Board, employees, volunteers, and the public.

#### Primary objectives:

- Reduce the **frequency and severity of claims**
- Protect **personnel, volunteers, and the public**
- Limit **financial exposure and insurance costs**
- Demonstrate **due diligence and defensibility** in the event of litigation
- Support **continuous improvement and regulatory compliance**

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### 2. Governance & Accountability

#### 2.1 Board of Directors

- Establishes risk-management policy direction
- Reviews annual LEEP summary and corrective actions
- Ensures adequate insurance and reserves

#### 2.2 Fire Chief (Risk Executive)

- Overall responsibility for implementation
- Ensures corrective actions are assigned and completed



# Albion-Little River Fire Protection District

## Loss Exposure, Evaluation and Prevention Plan

### (LEEP) **DRAFT**

- Serves as liaison to insurer, and legal counsel

### 2.3 Safety / Risk Officer (or designee)

- Maintains risk and claims documentation
- Conducts inspections and training coordination
- Tracks trends, near-misses, and corrective actions

### 2.4 Supervisors & Officers

- Enforce policies and SOGs
- Identify emerging risks
- Ensure documentation and reporting compliance

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## 3. Loss Exposure Categories & Risk Controls

### A. Personnel Injury & Workers' Compensation

#### Exposure Areas

- Fire suppression injuries
- EMS lifting and patient handling
- Training accidents
- Vehicle loading/unloading
- Fatigue and overexertion

#### Preventive Measures

- NFPA-compliant PPE issuance, inspection, and replacement
- Annual physical ability evaluation (as applicable)
- Monthly safety training and tailboard reviews
- Incident rehab and hydration policies



# Albion-Little River Fire Protection District

## Loss Exposure, Evaluation and Prevention Plan

### (LEEP) **DRAFT**

- Near-miss reporting without retaliation

#### Claims Controls

- Immediate injury reporting
  - Supervisor investigation within 24 hours
  - Modified duty program (if feasible)
  - Return-to-work coordination
- 

## B. Vehicle & Apparatus Liability

### Exposure Areas

- Emergency response collisions
- Backing incidents
- Non-emergency vehicle use
- Driver qualification failures

### Preventive Measures

- Emergency Vehicle Operator (EVO) training
- Annual driver records (DMV pull notices)
- Spotters required when backing
- Apparatus inspection and maintenance logs
- No-response-without-seatbelt enforcement

### Claims Controls

- Post-collision drug/alcohol testing (when required)
  - Scene documentation and photographs
  - Supervisor review and corrective action
  - Retraining after preventable incidents
- 

## C. Employment Practices Liability (EPL)

### Exposure Areas



# Albion-Little River Fire Protection District

## Loss Exposure, Evaluation and Prevention Plan

### (LEEP) **DRAFT**

- Harassment or discrimination claims
- Retaliation allegations
- Discipline and termination disputes
- Volunteer vs. employee classification issues

#### Preventive Measures

- Written Code of Conduct
- Harassment prevention training
- Clear grievance and complaint procedures
- Consistent documentation of discipline
  
- Board-approved personnel policies

#### Claims Controls

- Prompt investigation of complaints
  - Separation of investigation and discipline roles
  - Legal counsel involvement when warranted
  - Confidential records retention
- 

## D. Public Liability & Operations

#### Exposure Areas

- Fire suppression property damage
- EMS treatment allegations
- Traffic control incidents
- Slip/trip/fall at District facilities
- Public events and outreach activities

#### Preventive Measures

- Incident Command compliance
- EMS protocols and review
- MUTCD-compliant traffic control



# Albion-Little River Fire Protection District

## Loss Exposure, Evaluation and Prevention Plan

### (LEEP) **DRAFT**

- Facility inspections and maintenance logs
- Event risk assessments and waivers

#### Claims Controls

- Timely incident reporting
  - Preservation of dispatch / PCR records / Incident Reports
  - Witness statements
  - Coordination with insurer
- 

## E. Property, Equipment & Infrastructure Loss

#### Exposure Areas

- Station damage
- Apparatus bay hazards
- Equipment theft or misuse
- Wildfire exposure

#### Preventive Measures

- Annual facility risk inspections
- Equipment inventory and accountability
- Secure storage and access control
- Vegetation management around facilities
- Fire detection and suppression systems

#### Claims Controls

- Photographic documentation
- Asset valuation records
- Prompt mitigation to prevent secondary loss



# Albion-Little River Fire Protection District

## Loss Exposure, Evaluation and Prevention Plan

(LEEP)**DRAFT**

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### F. Financial, Governance & Administrative Risk

#### Exposure Areas

- Purchasing violations (AB 1234)
- Fraud or misuse of funds
- Public records act violations
- Brown Act violations

#### Preventive Measures

- Board-adopted Purchasing Policy
- Segregation of financial duties
- Annual audits and budget reviews
- Public records request procedures
- Board training and ethics compliance

#### Claims Controls

- Written approvals and documentation
  - Transparency and corrective action plans
  - Early legal review when issues arise
- 

## 4. Risk Identification & Evaluation Process

1. **Annual Risk Assessment**
  - Review prior claims and near-misses
  - Identify new operational risks
2. **Ongoing Hazard Identification**
  - Training observations
  - Incident critiques
  - Employee and volunteer input
3. **Risk Ranking**
  - Likelihood (Low / Medium / High)
  - Severity (Minor / Serious / Catastrophic)



# Albion-Little River Fire Protection District

## Loss Exposure, Evaluation and Prevention Plan

(LEEP) **DRAFT**

### 4. Corrective Action Assignment

- Responsible party
  - Deadline
  - Documentation of completion
- 

## 5. Training & Communication

- New member risk orientation(Safety Briefing)
  - Annual refresher training (safety, driving, conduct)
  - Policy acknowledgment forms
  - Safety bulletins and lessons learned
  - Open reporting culture for hazards and near-misses
- 

## 6. Documentation & Recordkeeping

The following records shall be maintained:

- Incident and injury reports
- Training records
- Inspection and maintenance logs
- Claims correspondence
- Corrective action tracking
- Board approvals and policy adoptions

Records shall be retained per **California law**.



# Albion-Little River Fire Protection District

## Loss Exposure, Evaluation and Prevention Plan

(LEEP) **DRAFT**

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### 7. Continuous Improvement & Review

- Annual LEEP review by Fire Chief and Board
  - Post-incident After Action Reviews (AARs)
  - Trend analysis of claims and near-misses
  - Updates following regulatory or operational changes
- 

### 8. Plan Adoption & Authority

This Loss Exposure Evaluation & Prevention (LEEP) Plan is adopted by the Board of Directors of the Albion-Little River Fire Protection District and applies to all employees, volunteers, officers, and representatives of the District.

**Board Adoption Date:** \_\_\_\_\_

**Fire Chief:** \_\_\_\_\_

**Board Chair:** \_\_\_\_\_

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# Albion-Little River Fire Protection District

## Purchasing and Contracting Policy **DRAFT**

### Purchasing & Contracting Policy

Policy No.: \_\_\_\_\_

Adopted: \_\_\_\_\_

Last Review: \_\_\_\_\_

Next Review: Annually

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## 1. Purpose

The purpose of this Purchasing Policy is to:

- Ensure **fiscal responsibility, transparency, and accountability**
- Comply with **California law**, including **AB 1234**, Public Contract Code, and Government Code
- Establish clear authority and procedures for:
  - Purchasing goods and services
  - Contracting
  - Employee reimbursements
  - Competitive bidding

This policy applies to **all District officers, employees, and volunteers** involved in purchasing or expenditure of District funds.

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## 2. Legal Authority

This policy is adopted pursuant to, but not limited to:

- **California Government Code §53232–53232.5 (AB 1234 – Travel & Expense Reimbursements)**
- **California Public Contract Code**
- **California Government Code §50000 et seq.**
- **Health & Safety Code §13800 et seq. (Fire Protection District Law)**



# Albion-Little River Fire Protection District

## Purchasing and Contracting Policy **DRAFT**

### 3. General Purchasing Principles

All purchases shall:

- Serve a **legitimate District purpose**
- Be **reasonable, necessary, and cost-effective**
- Be made **within an adopted budget** or otherwise authorized by the Board
- Avoid **actual or perceived conflicts of interest**
- Follow **competitive purchasing requirements** when applicable

### 4. Purchasing Authority & Dollar Thresholds

#### 4.1 Authorized Purchasing Officials

Role	Authority
Fire Chief	Day-to-day purchasing within approved limits
Board of Directors	All purchases exceeding Chief's authority or not budgeted

#### 4.2 Purchasing Limits (Suggested – Board May Adjust)

Amount	Authorization Required
Up to \$5,000	Fire Chief
\$5,001 – \$25,000	Fire Chief with Board Chair notification
Over \$25,000	Board approval at a noticed meeting

*Emergency purchases necessary to protect life, property, or continuity of operations may be made by the Fire Chief and ratified by the Board.*



# Albion-Little River Fire Protection District

## Purchasing and Contracting Policy **DRAFT**

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### 5. Competitive Bidding Requirements

#### 5.1 Informal Competition

For purchases **below the formal bid threshold**:

- Obtain price comparisons when practical (quotes, catalogs, cooperative purchasing)
- Selection based on **best value**, not solely lowest price

#### 5.2 Formal Competitive Bidding

The District shall comply with Public Contract Code bidding thresholds, including but not limited to:

- **Public projects** exceeding statutory thresholds
- **Apparatus, equipment, or construction** requiring formal bidding

Formal bidding generally includes:

- Board-approved specifications
- Public notice
- Sealed bids
- Award by Board resolution

#### 5.3 Exceptions to Competitive Bidding

Competitive bidding may be waived when:

- Emergency conditions exist
- Sole-source procurement is justified



# Albion-Little River Fire Protection District

## Purchasing and Contracting Policy **DRAFT**

- Cooperative purchasing agreements are used (e.g., State contracts)
- Professional services are procured (legal, audit, engineering)

Documentation supporting the exception shall be retained.

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## 6. Contracts

### 6.1 Contract Authority

- All contracts binding the District must be **approved by the Board**, unless explicitly delegated
- Contracts shall be **in writing** and reviewed for:
  - Scope of work
  - Term
  - Compensation
  - Insurance and indemnification
  - Termination provisions

### 6.2 Execution of Contracts

Contracts shall be signed only by:

- Board-authorized officers (typically Board President and Fire Chief)
  - No employee or volunteer may bind the District without authorization
- 

## 7. Employee & Officer Reimbursements (AB 1234 Compliance)

### 7.1 General Rule



# Albion-Little River Fire Protection District

## Purchasing and Contracting Policy **DRAFT**

The District shall reimburse **actual and necessary expenses** incurred in the conduct of official District business, consistent with **AB 1234**.

### 7.2 Allowable Expenses

- Travel for training, conferences, or meetings
- Lodging at reasonable rates
- Meals (subject to limits)
- Mileage at IRS-approved rates
- Registration fees

### 7.3 Prohibited Expenses

- Personal expenses
- Alcohol
- Entertainment not directly related to District business
- Expenses without receipts (except mileage)

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### 7.4 Reimbursement Procedures

- Reimbursement requests must be:
  - Submitted on a District reimbursement form
  - Accompanied by **itemized receipts**
  - Submitted within **60 days** of the expense
- All reimbursements shall:
  - Identify the **public purpose**
  - Be reviewed by the Fire Chief
  - Be approved by the Board or designated officer

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### 7.5 Advances

- Travel advances may be authorized by the Board or Fire Chief
- Advances must be reconciled within **30 days** of travel completion



# Albion-Little River Fire Protection District

## Purchasing and Contracting Policy **DRAFT**

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### 7.6 AB 1234 Gift Limit & Reporting

- District officers and employees shall comply with:
    - State gift limits
    - FPPC disclosure requirements
  - Any reimbursed expense that may constitute a reportable benefit shall be disclosed as required by law
- 

## 8. Documentation & Recordkeeping

The District shall maintain records for:

- Purchases
- Contracts
- Bids and quotes
- Reimbursements

Records shall be retained in accordance with the District's **records retention policy** and state law.

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## 9. Ethics & Conflicts of Interest

- All purchasing decisions must comply with the District's **Conflict of Interest Code**
  - No officer, employee, or volunteer may participate in a purchase where they have a financial interest
  - Violations may result in disciplinary action and/or legal consequences
-



# Albion-Little River Fire Protection District

## Purchasing and Contracting Policy **DRAFT**

### 10. Policy Review & Updates

This policy shall be:

- Reviewed **annually**
- Updated as necessary to reflect changes in law or District operations
- Approved by the Board of Directors

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### Certification

Adopted by the Board of Directors of the Albion-Little River Fire Protection District on \_\_\_\_\_ by Resolution No. \_\_\_\_\_.



# Albion-Little River Fire Protection District

## Purchasing, Contracting, and Expense Reimbursement

Policy **DRAFT**

## Purchasing, Contracting, and Expense Reimbursement Policy

Policy No.:

Adopted:

Effective:

Review Cycle: Annual

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### 1. Purpose

The purpose of this policy is to establish clear, lawful, and transparent procedures governing:

- Purchasing of goods and services
- Contracting authority
- Competitive bidding
- Reimbursement of expenses

This policy is intended to ensure **fiscal accountability, legal compliance, and protection of the District and its officials**, while allowing efficient operation of District services.

---

### 2. Legal Authority

This policy is adopted pursuant to, and shall be interpreted consistent with:

- California Government Code §§53232–53232.5 (AB 1234)
- California Public Contract Code
- California Government Code §50000 et seq.
- California Health & Safety Code §13800 et seq.
- Applicable regulations, case law, and guidance issued by the State of California



# Albion-Little River Fire Protection District

## Purchasing, Contracting, and Expense Reimbursement

Policy **DRAFT**

### 3. General Principles

All District expenditures shall:

1. Serve a **legitimate public purpose**
  2. Be **actual, necessary, and reasonable**
  3. Be made **within an adopted budget** or otherwise lawfully authorized
  4. Avoid **conflicts of interest or the appearance of impropriety**
  5. Be documented in a manner sufficient for public review and audit
- 

### 4. Budget Authority

1. Adoption of the annual District budget constitutes general authorization for expenditures **within approved line items**.
  2. Expenditures outside the adopted budget require **prior Board approval** by agendized action.
  3. No officer, employee, or volunteer may commit District funds beyond the authority granted by this policy.
- 

### 5. Purchasing Authority & Limits

#### 5.1 Authorized Officials

Role	Purchasing Authority
Fire Chief	Day-to-day operational purchases within limits
Board of Directors	All purchases exceeding Chief's authority or not budgeted

---



# Albion-Little River Fire Protection District

## Purchasing, Contracting, and Expense Reimbursement

### Policy **DRAFT**

#### 5.2 Purchasing Limits

Amount	Approval Required
Up to \$5,000	Fire Chief
\$5,001 – \$25,000	Fire Chief with written notification to Board Chair
Over \$25,000	Board approval at a noticed meeting

**Emergency purchases** necessary to protect life, property, or continuity of operations may be made by the Fire Chief and shall be **reported to and ratified by the Board** at the next meeting.

---

## 6. Competitive Purchasing & Public Contract Code Compliance

### 6.1 Informal Purchasing

For purchases below formal bid thresholds:

- Price comparisons shall be obtained when practical
- Selection shall be based on **best value**, considering price, quality, availability, and service

---

### 6.2 Formal Competitive Bidding



# Albion-Little River Fire Protection District

## Purchasing, Contracting, and Expense Reimbursement Policy **DRAFT**

The District shall comply with all applicable Public Contract Code requirements, including:

- Public works bidding thresholds
  - Apparatus and equipment procurement rules
  - Bid advertising and notice requirements
  - Board award by resolution
- 

### 6.3 Exceptions to Competitive Bidding

Competitive bidding may be waived only when:

- Emergency conditions exist
- A sole-source procurement is justified and documented
- Cooperative purchasing agreements are used
- Professional services are procured (legal, audit, engineering)

All exceptions shall be **documented in writing**.

---

## 7. Contracts

### 7.1 Contract Approval

1. All contracts obligating the District shall:
    - Be in writing
    - Clearly define scope, term, and compensation
    - Include appropriate insurance and indemnification provisions
  2. Contracts shall be approved by the Board unless authority is expressly delegated.
- 

### 7.2 Contract Execution

Only the **Board President, Fire Chief**, or other Board-authorized officers may execute contracts on behalf of the District.



# Albion-Little River Fire Protection District

## Purchasing, Contracting, and Expense Reimbursement Policy **DRAFT**

No employee or volunteer may bind the District without express authority.

---

### 8. Expense Reimbursement Policy (AB 1234 Compliance)

#### 8.1 General Rule

The District shall reimburse **actual and necessary expenses** incurred in the conduct of official District business, in full compliance with **Government Code §53232.2**.

---

#### 8.2 Allowable Expenses

Reimbursable expenses may include:

- Travel for authorized meetings, training, or conferences
  - Lodging at reasonable and customary rates
  - Meals during travel or meetings
  - Mileage at the IRS standard rate
  - Registration and tuition fees
- 

#### 8.3 Prohibited Expenses

The District shall not reimburse:

- Personal or non-District expenses
- Alcohol
- Entertainment not directly related to District business



# Albion-Little River Fire Protection District

## Purchasing, Contracting, and Expense Reimbursement Policy **DRAFT**

- Expenses lacking proper documentation
- 

### 8.4 Reimbursement Procedures

1. Reimbursement requests must:
    - Be submitted on a District reimbursement form
    - Include **itemized receipts**
    - Identify the **public purpose**
  2. Requests must be submitted within **60 days** of the expense.
  3. Reimbursements shall be reviewed by the Fire Chief and approved by the Board or designated officer.
- 

### 8.5 Advances

1. Travel advances may be approved by the Board or Fire Chief.
  2. Advances must be reconciled within **30 days** of travel completion.
  3. Excess advances shall be returned to the District.
- 

## 9. Ethics & Conflict of Interest

1. All purchasing and contracting decisions shall comply with the District's **Conflict of Interest Code** and applicable state law.
  2. No officer, employee, or volunteer shall participate in a decision in which they have a financial interest.
  3. Violations may result in disciplinary action and legal consequences.
- 

## 10. Documentation & Record Retention

The District shall maintain complete records of:



# Albion-Little River Fire Protection District

## Purchasing, Contracting, and Expense Reimbursement

### Policy **DRAFT**

- Purchases
- Contracts
- Bids and quotes
- Reimbursements

Records shall be retained in accordance with state law and the District's records retention schedule.

---

## 11. Policy Review & Severability

1. This policy shall be reviewed **annually** by the Board.
  2. If any portion of this policy is held invalid, the remainder shall remain in full force and effect.
- 

## 12. Supersession

This policy **supersedes and replaces** all prior purchasing or procurement policies, including the **2013 ALRFPD Procurement Policy**.

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### Certification

Adopted by the Board of Directors of the Albion-Little River Fire Protection District on \_\_\_\_\_ by Resolution No. \_\_\_\_\_.



# Albion-Little River Fire Protection District

## Return to Work Program **DRAFT**

### Return to Work Program

(Including the Interactive Process)

## 1. Purpose

The Albion-Little River Fire Protection District (“District” or “ALRFPD”) is committed to facilitating the **safe, timely, and productive return to work** of employees and volunteers following illness, injury, or medical condition.

This Return to Work (RTW) Program is intended to:

- Support employee recovery and retention
- Reduce lost work time and workers’ compensation costs
- Maintain operational readiness and public safety
- Ensure compliance with the **California Fair Employment and Housing Act (FEHA)**, **Americans with Disabilities Act (ADA)**, and California workers’ compensation laws
- Establish a **clear, documented Interactive Process** when reasonable accommodation may be required

This program reflects ALRFPD’s operational structure as a **small, rural fire protection district** with safety-sensitive fire and EMS functions.

---

## 2. Scope & Applicability

This program applies to:

- Career employees
- Part-time or paid-call personnel
- Volunteer firefighters
- Administrative staff

It applies to:

- **Industrial (work-related)** injuries or illnesses



# Albion-Little River Fire Protection District

## Return to Work Program **DRAFT**

- **Non-industrial** medical conditions
- Temporary, transitional, or permanent work restrictions

Participation in this program does not guarantee permanent modified duty or continued assignment in a specific role.

---

### 3. Legal Authority & Compliance

This program is adopted pursuant to and consistent with:

- **California Government Code §12940 et seq. (FEHA)**
- **Americans with Disabilities Act (ADA)**
- **California Labor Code – Workers’ Compensation**
- **Cal/OSHA** regulations
- Applicable District policies and resolutions

Nothing in this policy supersedes statutory obligations or collective bargaining agreements, if applicable.

---

### 4. Policy Statement

ALRFPD will:

- Make **good-faith efforts** to return employees to work as soon as medically appropriate
- Engage promptly in the **Interactive Process** when the District becomes aware of a potential need for accommodation
- Consider reasonable accommodations that do not create **undue hardship** or compromise **firefighter, crew, or public safety**
- Maintain confidentiality of all medical information

Employees and volunteers are expected to cooperate fully in the Return to Work and Interactive Process.

---



# Albion-Little River Fire Protection District

## Return to Work Program **DRAFT**

### 5. Definitions

**Return to Work (RTW):**

A structured process that enables an employee to safely resume work duties following a medical condition, with or without accommodation.

**Interactive Process:**

A **timely, good-faith, and ongoing dialogue** between the District and the individual to identify reasonable accommodations.

**Reasonable Accommodation:**

A modification or adjustment that enables the individual to perform the **essential functions** of their position.

**Modified / Transitional Duty:**

Temporary adjustments to duties, schedule, or assignment consistent with medical restrictions and operational needs.

---

### 6. Roles & Responsibilities

#### A. Employee / Volunteer

- Notify the Fire Chief or District Administrator of any medical condition affecting work
- Provide timely medical documentation outlining **functional limitations**
- Participate in the Interactive Process in good faith
- Follow assigned work restrictions

#### B. Fire Chief

- Initiate the Return to Work process
- Ensure operational safety and readiness



# Albion-Little River Fire Protection District

## Return to Work Program **DRAFT**

- Identify potential modified or transitional duty assignments
- Coordinate with the District Administrator

### C. District Administrator / HR Designee

- Manage compliance with FEHA, ADA, and workers' compensation
- Facilitate the Interactive Process
- Maintain required documentation and confidentiality

### D. Supervisors / Officers

- Monitor performance and safety
- Ensure compliance with restrictions
- Report any concerns or changes promptly

## 7. Initiation of the Interactive Process

The District will initiate the Interactive Process when:

- An employee or volunteer requests accommodation
- Medical documentation indicates work restrictions
- The District becomes aware that a medical condition may affect job performance
- An individual cannot return to full duty after injury or illness

No specific language is required to trigger this process.

## 8. Interactive Process Procedure (ALRFPD)

### Step 1 – Acknowledge & Begin

- The Fire Chief or District Administrator acknowledges the request or need
- The Interactive Process begins **without delay**

### Step 2 – Review Essential Functions



# Albion-Little River Fire Protection District

## Return to Work Program **DRAFT**

- Review the essential functions of the position (e.g., Firefighter, EMT, Engineer, Administrative Assistant)
- Focus on **physical, cognitive, and environmental demands**

### Step 3 – Medical Information

- Obtain medical documentation limited to **work restrictions and duration**
- Diagnoses are not required

### Step 4 – Interactive Discussion

The District meets with the individual to discuss:

- Impact of restrictions
- Possible accommodations
- Safety considerations
- Duration (temporary vs. permanent)

### Step 5 – Evaluate Accommodations

Possible accommodations at ALRFPD may include:

- Temporary modified duty assignments
- Administrative or support tasks
- Training, prevention, or community outreach duties
- Adjusted schedules or reduced hours
- Temporary reassignment (when feasible)

### Step 6 – Implement or Document Outcome

- Implement reasonable accommodation when available
- If accommodation is not feasible, document:
  - Accommodations considered
  - Operational or safety limitations
  - Undue hardship analysis

### Step 7 – Ongoing Review

- Accommodations are reviewed as restrictions change



# Albion-Little River Fire Protection District

## Return to Work Program **DRAFT**

- The Interactive Process remains ongoing until resolved
- 

## 9. Return to Work Options

### A. Full Duty

Return without restrictions.

### B. Temporary Modified / Transitional Duty

- Based on medical restrictions
- Time-limited and reviewed regularly

### C. Permanent Accommodation

Provided only when:

- Restrictions are permanent
- Essential functions can be performed safely

### D. Leave as Accommodation

When no suitable work is available:

- Workers' compensation leave
  - CFRA/FMLA (if applicable)
  - Unpaid leave as a reasonable accommodation
- 

## 10. Safety-Sensitive Fire & EMS Positions

Because ALRFPD positions involve emergency response:

- Essential functions may include lifting, climbing, exposure to hazardous environments, and high-stress decision-making



# Albion-Little River Fire Protection District

## Return to Work Program **DRAFT**

- Accommodations **will not compromise safety** or regulatory compliance
  - Public, crew, and individual safety take precedence
- 

## 11. Documentation & Confidentiality

The District will maintain:

- Medical status reports
- Interactive Process records
- RTW offers and agreements

All medical information will be:

- Kept confidential
  - Stored separately from personnel files
- 

## 12. Non-Retaliation

ALRFPD strictly prohibits retaliation for:

- Requesting accommodation
  - Participating in the Interactive Process
  - Filing or pursuing a workers' compensation claim
- 

## 13. Review & Administration

This program shall be:

- Reviewed **annually**
- Updated as laws or operational needs change
- Administered by the Fire Chief and District Administrator

Adopted by the Albion-Little River Fire Protection District Board of Directors.



# Albion-Little River Fire Protection District

Return to Work Program **DRAFT**



11/30/2025

Fire Protection District  
**Social Media Policy DRAFT**

# Albion-Little River Fire Protection District

## Social Media Policy

**Adopted:**01/14/2026

**Applies To:** All ALRFPD Board Members, Officers, Employees, Volunteers, and Contractors

**Reviewed:** Annually or as required by law

### 1. Purpose

The purpose of this Social Media Policy is to ensure that all communications made through social media platforms by or on behalf of the Albion-Little River Fire Protection District (ALRFPD) are professional, accurate, lawful, and consistent with the District's mission. This policy sets standards for official District social media accounts, personal use by personnel, and community interaction.

### 2. Policy Statement

ALRFPD uses social media to enhance communication with the public, provide timely emergency information, promote community engagement, and increase transparency. All use of social media must support these goals and maintain the integrity, reputation, and operational security of the District.

### 3. Scope

This policy applies to all forms of social media, including but not limited to Facebook, Instagram, X/Twitter, YouTube, Nextdoor, LinkedIn, and any future platforms adopted by the District.

It applies to:

- District-managed social media accounts ("official accounts")
- Personal accounts of ALRFPD personnel when referencing the District or fire-service-related matters



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Fire Protection District  
**Social Media Policy DRAFT**

- Communications made through private groups, messaging services, or online forums related to District business

## 4. Definitions

- **Official Social Media Account:** Any account created, managed, or authorized by the District for public communication.
- **Administrator:** A District-designated individual authorized to post or manage content on official accounts.
- **Personnel:** All Board members, officers, employees, volunteers, contractors, and affiliated individuals.
- **Public Record:** Any content created, posted, received, or stored relating to District business, subject to the California Public Records Act (CPRA).

## 5. Authority & Oversight

1. The **Fire Chief** or designee is responsible for:
  - Approving, supervising, and revoking access to official accounts
  - Ensuring compliance with this policy
  - Approving content of significant public impact
2. The **Board of Directors** may establish or deactivate official accounts by resolution.
3. Only personnel expressly authorized in writing may post on official ALRFPD accounts.

## 6. Content Standards for Official District Accounts

All posts must:



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Fire Protection District  
**Social Media Policy DRAFT**

- Be professional, factual, and consistent with District messaging
- Comply with federal, state, and local laws (including HIPAA, CPRA, and labor laws)
- Protect confidential, sensitive, or operational information
- Follow copyright and intellectual property laws

**Prohibited on Official Accounts:**

- Discussion of personnel matters, investigations, or disciplinary actions
- Speculation on causes of incidents, ongoing operations, or unconfirmed information
- Political advocacy, ballot measure positions (unless expressly authorized under FPPC rules), or endorsements of candidates
- Disclosure of protected medical or personal information
- Content that could compromise responder safety, scene integrity, or privacy

**Incident-Related Posting Rules**

- Only post once the scene is stabilized and cleared for public release
- Do not include identifiable images of patients, victims, minors, or private residences without permission
- Do not disclose cause, fault, or investigative conclusions unless released by the appropriate agency (CHP, CalFire, Sheriff, etc.)
- Posts should focus on public safety, fire-prevention messaging, and general incident summaries

**7. Comment Moderation & Public Interaction**

ALRFPD's official social media pages are **limited public forums**. Comments may not be removed solely because they express an opinion.



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Fire Protection District  
**Social Media Policy DRAFT**

**Remove or hide comments only if they contain:**

- Profanity, sexual content, or hate speech
- Threats or incitement of violence
- Personally identifiable information (addresses, medical info)
- Spam, advertisements, or solicitations
- Copyright violations
- Off-topic or repeated comments (after one warning)

All moderation actions must be documented (screenshot + date/time) and retained per record retention schedules.

## **8. Public Records & Retention**

Social media posts, comments, messages, and metadata related to District business are public records.

- Administrators must ensure archiving of posts and comments
- Deleted content must be retained in accordance with District retention policy
- Direct messages must not be used for conducting official business whenever avoidable

## **9. Accessibility Requirements**

To comply with state and federal accessibility standards:

- Images should include alt text where possible
- Videos must include captions
- Documents shared must meet accessibility standards when feasible



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Fire Protection District  
**Social Media Policy DRAFT**

## 10. Personal Use by ALRFPD Personnel

Personnel may maintain personal social media accounts, but **must not represent personal opinions as District positions.**

### Employees and volunteers **SHALL NOT:**

- Share confidential or sensitive District information
- Post photos or video from emergency scenes without permission
- Use ALRFPD logos, patches, or uniforms for personal social media promotion
- Engage in online arguments with the public on behalf of the District
- Make political endorsements using District affiliation

### Employees and volunteers **MAY:**

- Identify themselves as ALRFPD members (unless restricted by role)
- Share public safety information issued by official District accounts
- Express personal views, provided they include a disclaimer:

“The views expressed are my own and do not represent those of the Albion-Little River Fire Protection District.”

### Board Members

Board members must avoid online discussions that:

- Constitute a “serial meeting” under the Brown Act
- Discuss District business with a quorum through comments, replies, or group posts

## 11. Enforcement



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**Social Media Policy DRAFT**

Violations of this policy may result in:

- Removal of posting privileges
- Counseling or retraining
- Disciplinary action per District policy
- Referral to law enforcement if appropriate

Board members may be subject to censure or other remedies authorized under California law.

## **12. Policy Review & Updates**

This policy shall be reviewed at least once every two years or upon significant legislative, technological, or operational changes.

## **13. Acknowledgment**

All ALRFPD firefighters shall sign an acknowledgment stating that they:

- Have read and understand the Social Media Policy
- Agree to comply with its principles
- Understand the consequences of violations

Name:

Date:

---



# Albion-Little River Fire Protection District

## Workplace Violence Prevention Policy (WVPP)**DRAFT**

### Workplace Violence Prevention Plan (WVPP)

Compliant with Cal/OSHA – Labor Code §6401.9 and 8 CCR §3343

Effective Date: \_\_\_\_\_

Last Review Date: \_\_\_\_\_

Next Annual Review Due: \_\_\_\_\_

## 1. Purpose and Policy Statement

Albion-Little River Fire Protection District (ALRFPD) is committed to providing a safe and healthful workplace free from violence, threats, intimidation, and other disruptive behavior. Workplace violence will not be tolerated. This Workplace Violence Prevention Plan (WVPP) is established in compliance with California Labor Code §6401.9 and Cal/OSHA regulations, and applies to all ALRFPD employees, volunteers, officers, contractors, and visitors.

## 2. Scope and Applicability

This Plan applies to all ALRFPD workplaces, including but not limited to:

- Fire stations and administrative offices
- Emergency scenes and incident responses
- Training sites and public outreach events
- Vehicles, apparatus, and district property
- Off-site locations where ALRFPD business is conducted

## 3. Definitions (Cal/OSHA-Aligned)

**Workplace Violence:** Any act of violence or threat of violence that occurs in a place of employment, including physical injury, harassment, intimidation, or threatening behavior.

**Types of Workplace Violence:**



# Albion-Little River Fire Protection District

## Workplace Violence Prevention Policy (WVPP) **DRAFT**

- **Type 1:** Criminal intent (no legitimate relationship to the workplace)
  - **Type 2:** Customer/client or public (patients, bystanders, members of the public)
  - **Type 3:** Worker-on-worker
  - **Type 4:** Personal relationship (domestic violence spilling into the workplace)
- 

## 4. Roles and Responsibilities

### 4.1 Fire Chief

- Overall responsibility for WVPP implementation and enforcement
- Ensures annual review and updates
- Allocates resources for prevention and training

### 4.2 Officers / Supervisors

- Enforce compliance with this Plan
- Identify and report hazards or incidents
- Ensure prompt response to reports of violence

### 4.3 Employees and Volunteers

- Comply with all provisions of this Plan
  - Report threats, suspicious behavior, or incidents immediately
  - Participate in required training
- 

## 5. Hazard Identification and Assessment

ALRFPD shall identify and evaluate workplace violence hazards through:

- Review of past incident reports and logs
- Input from employees and volunteers
- Facility walk-throughs
- Review of calls involving aggressive or unstable individuals



# Albion-Little River Fire Protection District

## Workplace Violence Prevention Policy (WVPP) **DRAFT**

- Consideration of remote locations, low staffing, night operations, and public access areas

Identified risks will be documented and addressed through corrective measures.

---

## 6. Hazard Prevention and Control Measures

### 6.1 Engineering Controls

- Secured doors and controlled access where feasible
- Exterior lighting at stations
- Panic buttons or radios for emergency communication

### 6.2 Administrative Controls

- Staffing protocols and response policies
- Procedures for interacting with aggressive individuals
- Coordination with law enforcement when appropriate
- Incident reporting and investigation procedures

### 6.3 Work Practice Controls

- Situational awareness and de-escalation techniques
  - Avoidance of working alone when feasible
  - Use of PPE and communication devices
- 

## 7. Reporting and Response Procedures

### 7.1 Reporting

- All workplace violence incidents, threats, or suspicious behavior must be reported immediately to a supervisor or officer
- Emergencies require calling 911 first
- Incidents shall be documented using the Workplace Violence Incident Log



# Albion-Little River Fire Protection District

## Workplace Violence Prevention Policy (WVPP) **DRAFT**

### 7.2 Response

- Ensure immediate safety of personnel
  - Provide medical aid if needed
  - Secure the scene and notify law enforcement when appropriate
  - Preserve evidence and witness statements
- 

## 8. Incident Investigation and Corrective Action

All reported incidents will be investigated promptly by the Fire Chief or designee. Investigations will:

- Determine root causes
- Identify contributing factors
- Recommend corrective actions
- Document findings and follow-up actions

Corrective measures will be implemented as soon as practicable.

---

## 9. Training and Communication

ALRFPD shall provide workplace violence prevention training:

- Upon initial assignment
- Annually thereafter
- When the Plan is updated or hazards change

Training shall include:

- Definitions and types of workplace violence
  - How to recognize and respond to threats
  - De-escalation techniques
  - Reporting procedures and employee rights
-



# Albion-Little River Fire Protection District

## Workplace Violence Prevention Policy (WVPP)**DRAFT**

### 10. Recordkeeping

ALRFPD shall maintain:

- Training records
- Incident investigation records
- The Workplace Violence Incident Log

Records shall be retained for a minimum of **5 years**, or longer if required by law.

---

### 11. Annual Review and Plan Update

This Workplace Violence Prevention Plan shall be reviewed **at least annually**, and:

- After any serious incident
- When deficiencies are identified
- When operations, facilities, or staffing change

Employees and volunteers shall be involved in the review process.

---



# Albion-Little River Fire Protection District

## Workplace Violence Prevention Policy (WVPP) **DRAFT**

### Appendix B – Acknowledgment of Receipt

I acknowledge that I have received, read, and understand the Albion-Little River Fire Protection District Workplace Violence Prevention Plan and agree to comply with its requirements.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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